

February 28, 2018

Mental Health Sales Tax Funding Advisory Board meeting to discuss process.

Attendees: Adriana Prata, Emily Zwetzig, Vanessa Gaston, DeDe Sieler, Judge Bernard Veljacic, Alan Melnick and Christine Simonsmeier. Absent – District Court representative & 2 Councilor representatives.

Meeting summary:

Vanessa shared that Jim met with each Councilor and got what his/her priorities are for this fund:

Councilor Olson- Youth

Councilor Blom- Triage Center

Councilor Boldt- Therapy Courts

Councilor Quiring- Triage Center

Councilor Stewart- Jim forgot to ask but Vanessa mentioned that the Vancouver Mayor mentioned that she will be meeting with Councilor Stewart to share the City's needs.

Attendees agreed to split into two work groups to work on drafting a charter for the advisory board and language for a RFP. DeDe, Alan, Emily and Adriana will work on the RFP language and Judge Veljacic and Christine will work on drafting the charter. Vanessa agreed to review and give feedback on draft language prior to the next meeting. DeDe and Christine agreed to take the lead to get the work started.

We agreed that Wednesday mornings at 8am worked for people's schedules and tentatively scheduled the next meeting for March 28 when Adriana is back in the office. Both work groups will have draft language to share with the larger advisory board.

Adriana mentioned that budget forms will go out on April 9th and the deadline to submit requests is June 8. There is time to complete a thorough RFP process beyond June 8th.

Adriana went over the draft Mental Health Sales Tax Fund Balance Reserve Policy. Any comments should be sent to Adriana or Emily. She highlighted the proposal is to have a minimum fund balance policy that includes 3 months of operating transfers budget for cash flow, two months of expense budget to respond to economic downturn revenue loss, and two months of revenue equivalent to account for cash not yet received from the state. This gives a minimum fund balance policy of approximately \$3.7 million.

Emily will update the budget numbers and resend the document out to people. The Budget Office will work with Interim County Manager to finalize policy and present to County Councilors for approval.

The group discussed staffing needs for the Advisory Board. Due to people's busy schedules and the fact that two Councilors will start participating it was recommended that a request be made to Jim Rumpeltes to have staff support from the County Manager's office to help schedule meetings, create agendas, take minutes, etc. Vanessa volunteered to ask Jim. It was also discussed about whether this advisory board is subject to having public meetings. Vanessa will also ask Jim this question.

Meeting adjourned.

