

MINUTES
of the
Mental Health Planning Advisory Council
Clubhouse Committee
meeting on
Wednesday, September 29, 2010
held at

Division of Mental Health and Developmental Services (MHDS)
4126 Technology Way, Second Floor Conference Room
Carson City, Nevada 89706

1. CALL TO ORDER, ROLL CALL, INTRODUCTIONS –JUDY BOUSQUET, CHAIR

Judy called the meeting to order at 2:12 pm. Judy completed a verbal roll call. Tanya completed the sign-in sheet.

Members Present:

- Bousquet, Judy – Consumer (via teleconference in Las Vegas)
- Herrera, Corrie – Family Member (via teleconference in Elko)
- Phinney, Cody – MHDS
- Thomas, Alyce – Consumer (via teleconference in Las Vegas)
- Willingham, Bryce – Consumer (via teleconference in Laughlin)

Members Absent:

- Castle, Howard – DETR
- Daniels, Steven – DOC
- Jackson, Barbara - Consumer

Staff and guests:

- Benitez, Tanya – MHDS/MHPAC Admin. Asst.
- Mowbray, Roger – Grant Writer (via teleconference in Reno)
- Schultz, Myra – Adams House (via teleconference in Las Vegas)

2. REVIEW AND APPROVE MINUTES FROM PRIOR MHPAC CLUBHOUSE MEETING ON 4/14/2010

Judy asked for discussion of the minutes. Alyce motioned to accept the minutes as written. Bryce seconded the motion.

UNANIMOUS VOICE VOTE: MOTION CARRIED

3. CLUBHOUSE UPDATE

Judy turned the floor to Myra. Myra said it has been relatively quiet. She had a meeting with Dominic Morro from their psycho-social rehab program, Cathleen Koon's from Boulder partial hospitalization program, and one of their consumer volunteers Sherry McCann before summer. They met to discuss how they may go about fundraising activities and determine who might be likely to act as fiduciary for Clubhouse to start with. Cheryl Murphy from DBSA in Las Vegas had indicated that her organization should be able to open a bank account under their rubric for Clubhouse. They have had several inquiries and people who are interested in making donations and they have no way of legitimately accepting monies. Since they are far away from any 5013C of their own, they had reached out to see if they can find someone who would be able to help them out with an account to process donations. She, Cathleen, and Sherry decided that they would be the fiduciaries and their names would be on checks. They would all need to get together to sign checks. Cheryl Murphy told her DBSA was going to be changing their name after the first of the year and they would not be able to follow through in regard to the checking account. Myra just found out last week that they are not changing their name after all and Cheryl has now been through the process of opening a similar account for Hope of Nevada and has less trepidation about doing the same for Clubhouse. Bryce said Cheryl is still interested in doing this for Clubhouse.

They are hoping to be able to raise enough money, so they can do a new Clubhouse workshop from International Center for Clubhouse Development. Unfortunately, their next one will be at the end of this month. They may have to wait until there is another one. She said they seem to run them every six months or so. Judy asked if this is the training in St. Louis. Myra confirmed. She said \$1000.00 covers the conference and two meals a day. It does not cover airfare or transportation to and from the airport or any additional meals etc. She was thinking if they can raise \$2000.00, they can attend. Depending on the price of airfare, they may be limited to four people. She said it is important they attend. She has not held a meeting for awhile since she does not have any major activities or news to report. She does not want to bring people in for the same old information. The people who have been participating are very anxious to put some money together and start this training as well as arranging for a trip to Salt Lake City to visit the training center. They were invited to go and the Salt Lake City training center will provide the lodging and food. They would still have expenses involved in getting there. Cody asked who would go. Myra said they were waiting until they had a little more on the money before determining how many people Salt Lake City could accommodate for such a visit. They would be staying at their site, so she wanted to verify how many they can manage. That would determine how much money, how many cars, etc they will need. This is the regional training center and she believes it would be a very worthwhile visit if they can get there. It is about six hours driving each way. It would be rather expensive to fly. Judy asked what the difference in cost is between the

visit to St. Louis and Salt Lake City. Myra said the St. Louis is specifically a two day training that has to do with starting a Clubhouse and it goes into all of the various issues including fundraising. The two days in Salt Lake City would be a visit to the regional training center that would give people an experience of how the Clubhouse operates and give them different information. Judy asked if she has dollar figures on cost. Myra said it would be something they can do on what they have out of pocket depending on who and how many people want to go and how many are willing to drive.

Judy asked once the bank account is set up how much money do they think people will be willing to donate to them. Myra said there have been a number of individuals calling to ask about donating. She said it would allow them to do fundraising because they would have an account to put money in. They have not been able to do this because they have not had any way of legitimately processing the funds. Once they have this, they will be able to do some serious fundraising.

Judy asked Myra and Roger if there are any small grants that may be available. Roger said he is not familiar with any at this time. He will do some research in regard to that. Myra said there may be some funds available through Hope of Nevada or MHA. She is not sure what the status of that is at this point. She said MHA is very well funded and does give out grants. At this point, since they are not working through the state as with the previous grant, this can be looked at as a consumer run organization and they may be more comfortable supporting them so they can be in the running in the types of grants they offer. This would not be a grant to the State but a grant to Adams House Clubhouse. Bryce said he will speak with MHA's grant writer this afternoon and he will provide this information to him. Myra said the only caveat in fundraising right now is that Cheryl had indicated that they could not have more than \$25,000 in an account or it starts to become a tax issue for DBSA.

Bryce asked if they have applied for the 5013C. Myra said they do not have the money to apply for the 5013C. If they can do a little fundraising to get the money for that it would be great. Bryce said they will see how their conference goes and they may be able to help in that area. Judy asked how much money they need to have to be able to start the process of a 5013C. Myra said her understanding is depending on the size of the organization. They believe they will need anywhere from \$80 - \$200 for the application. Judy said if they receive a grant of any size, they can at least start that process. Myra said the process can take up to a year and a half. If they are doing some fundraising and they have some money coming in, she would hope they would become a bit more attractive to some of the existing non-profits who might be willing to become hostess's agencies and then they will be working on their 5013C until they get their own. That is a way to start, but they need to show that they have some type of financial viability and they would not have to come up with money to support the project.

Judy asked how they would go about fundraising. Myra said it depends on the scale of fundraising they are talking about. They can do informational letters that they send out and follow up with phone calls, they can do hand outs at various meetings around town and around the state during which they do solicitations. They can talk about solicitations to local businesses, they can discuss grant writing. Right now they have a \$25,000 cap on what they can collect and have in the account. Cody said the Council and state agency can not fundraise. She asked if it would be DBSA that would be doing the fundraising since they have the account. Myra said the Clubhouse will have an account under their auspices, so it will be both Adams House and DBSA's name that appears on the check so

any amount collected will be held separately. This can be advertised at DBSA meetings, at any Nevada Hope gatherings, at various health fairs. They would be collecting in the name of Adams House and any checks written would be to Adams House. Corrie asked what DBSA means. Myra said Depressed and Bipolar Support Alliance.

Judy asked Roger what they can do in researching grants. Roger said he would start with SAMHSA, the federal grants, and he would have to have a conversation with MHDS because with a grant, comes obligations. The alternative would be looking in the private sector and he would need to have a discussion with people who would be more familiar than he is with them. He has not explored those yet. He just needs to be pointed in the right direction. Myra said there are some casino foundations that support mental health types of projects. She is not sure what type of shape any of them are in financially at this point. There are various small businesses that would be likely to make contributions. There are the fraternal organizations that are active in donating to non-profits and causes. There are a lot of possibilities. There is a question of how much are people who have been involved in the meetings willing to contribute in time and energy. Once they have a proper package to send out, they need a proper list to send it out to and then they need people to do phone follow up etc. They may need to go and do presentations. It can be a time consuming process. Judy said she is hearing that the Council can not do any fundraising, but Myra can on a local level and she would need some volunteers to help. Myra said there has been a group of people involved in attempting to get Clubhouse in for the last year and a half. Some of them would be available to do some portion of this. The question is where they begin. They have plenty of material and then putting it into a letter form with some type of brief information sheet and then arrange to talk with people or see what they can get on the phone, letters, short of grant writing. There are also local organizations. It is difficult. They are not doing this under state auspices at this point. It is not for state grants, it's not a piece of state business in that sense. If people are working, they will need to be doing it on their lunch hour; they will be doing it outside the work hours. There is a question of how much they can do, where can they go, and how many people are willing to participate in various fundraising. Judy asked if Myra has a steering committee, and would this not fall into their function. Myra said yes. Judy asked Roger if they as the Council can start doing some research on what grants may be available. Roger said he can do some research and with that see if he can find guidelines for the appropriate degree of participation. As Cody mentioned, the Council can not be involved in fundraising, and even state employees are prohibited from soliciting donations. Cody said state employees can not be soliciting donations while they are on state time. Myra said they also have a number of people who have been participating in the meetings that are volunteers or consumers and have expressed willingness to work on fundraising. She said the Wal-Mart's have quarterly grants that they give out. Each Wal-Mart has a \$1000.00 to give out to a community or non-profit organization.

Judy said if Myra's steering committee is working in the area of reaching out in the community and Roger does research on grants that may be available. Judy asked if this sounds like the right action for them to be taking at this time. Judy said if something that may be manageable for the state in partnership with a non-profit or with Adams House and it is more viable than the previous grant they were looking at. Judy said it may put them in a position so that at this time next year, they may be able to apply for one of the larger grants. Judy asked Cody if this seems reasonable. Cody said she is concerned that it is made very clear for the minutes the prohibitions about certain categories of people soliciting donations are clear for all. Judy clarified that as a consumer, not a Council member; she can contact a Wal-Mart for instance. Cody said her understanding is the

Council as a whole is supportive of the Adams House concept. Bryce said if Myra can put together some informational information, he believes the Hope of Nevada website should be able to put a link on their page for her.

4. DISCUSS ACTION ITEMS

Items were discussed during the Clubhouse update.

5. PUBLIC COMMENT

Judy asked for public comment. Judy asked if there are multiple absences by a person on the committee, is it possible to replace them with someone who has the ability to join and be involved. Discussion ensued.

6. SET DATE AND TOPICS FOR FOLLOW-UP MEETING

Roger suggested having a meeting after the October 5th Council Meeting.

7. ADJOURNMENT

Cody motioned to adjourn the meeting. Alyce seconded the motion.

UNANIMOUS VOICE VOTE: MOTION CARRIED

Meeting adjourned at 2:50 pm