

MINUTES
of the
Mental Health Planning Advisory Council
Clubhouse Committee
meeting on
Wednesday, April 14, 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 1:10 pm. Roger did a verbal roll call and Cody completed the sign in sheet.

Members Present:

- Bousquet, Judy – Consumer, Chair (via teleconference)
- Daniels, Steve – DOC
- Herrera, Corrie – Family Member (via teleconference)
- Phinney, Cody – MHDS
- Thomas, Alyce – Consumer (via teleconference)
- Willingham, Bryce – Consumer (via teleconference)

Members Absent:

- Castle, Howard - DETR
- Jackson, Barbara - Consumer

Staff and guests:

- Benitez, Tanya – MHDS/MHPAC Admin. Asst.
- Coon, Kathleen – Boulder City Hospital (via teleconference)
- Mowbray, Roger – Grant Writer
- Schultz, Myra – SNAMHS (via teleconference)

2. REVIEW AND APPROVE MINUTES FROM PRIOR MHPAC MEETING ON

Judy asked if all had read the minutes.

Cody motioned to approve minutes as written. Bryce seconded the motion.

UNANIMOUS VOICE VOTE: MOTION CARRIED

3. UPDATE ON CLUBHOUSE

Judy asked Myra for an update on the clubhouse. Myra said they submitted a draft of the SAMSHA proposal last week. They reviewed it yesterday morning. They started on the editing, tasks, and came to some questions that really need to be addressed by MHDS in terms of what may be obstacles in relation to fiscal responsibility and computer capacity, setting up proper systems, whether these will be terminal road blocks. Roger will be exploring this for them.

4. UPDATE ON GRANT APPLICATION

The grant is extremely large and demanding for a number of reasons. One of them being that this is a very new way of providing services in the State. There is really not an infrastructure for this particular type of programming and there is a tremendous amount of work that will need to be done in finance and to set up computer systems to enter managed data on regular basis in year one and probably moving along after that. There are a number of issues they feel they need a go ahead on before they move beyond this point. While that information is being looked into, she had a very good meeting with the Southern Nevada NAMI Board of Directors last Wednesday evening. She spoke with them about partnering in the grant, so they would have some office space in the Clubhouse facility and they would work together to expand the help telephone line into a real warm line, to utilize the NAMI's Peer to Peer training and their leadership development. They have yet to work out the specifics and come up with a Memorandum of Understanding (MOU) of exactly what they will do and how they will do it. NAMI historically has started many clubhouses around the world and it is very important to have NAMI involved in this. Roger clarified that the MOU would be between NAMI and SNAMHS. Myra said yes for the purpose of this grant.

There has been a lot of interest recently in the clubhouse. There are a few people locally employed that have direct clubhouse experience. There is a person who worked at a clubhouse in Boston and another that runs one of the co-occurring programs at SNAMHS who comes from a clubhouse background. They have expressed a great deal of interest and have agreed to make themselves available. They will speak to the working group about their direct experiences of starting up

clubhouses and working in clubhouses. They will enlist them to assist in developing this further. Whether they are successful in continuing to pursue this particular grant, this is an idea and this is a way of doing business that will continue. They will simply shift gears and look for other funding. The wealth of material, people, and resources they have brought together in this process can only serve them in bringing clubhouse in.

Judy asked for clarification. Myra said it is really at the state level. The money is granted to states. Does MHDS, SNAMHS or some other place, have the capacity or ability, and personnel at this point in terms of financial, computer, and computer development to make this grant happen? The state is in a position where they can not create new positions at this point and she is not sure that such positions would need to be full time. She does not know what it will take in terms of fiscal and computer development to make this grant a reality. Judy asked about the Vocational Rehab Grant that may possibly cover computers and software. Myra said that is stimulus money that has been requested. They do not have it at this point and they do not have a time frame as to when it will be available or if it will be available. Cody said she believes that Myra needs to know from the Division if they have the infrastructure available to handle the fiscal responsibilities that will incur and the information technology infrastructure that will be needed to develop the reporting process. Myra confirmed. Cody asked if they can provide her some specifics about what they have discovered so far and she will schedule a meeting with the key players on the issues. Roger said the data collection and performance measurement requirement of the grant is quite a lot. Data is to be collected for each program participant at baseline and every six months for as long as the consumer receives services as part of the grant. Grant recipients must report data analysis results regarding recovery as part of their annual assessment report. There is a data reporting piece where they will need to gather this data consistently and on a regular basis. There is another part – if grant recipients implement an evidence-based practice, they must collect and report fidelity data. Myra said the measures for all of these statements exist. The question is not so much do they have the materials, but incorporating them into a computer system so they can enter, collect, process the information, and come out with it in a way that will work for SAMSHA. Cody said that is a substantial obstacle. Myra said it is almost like creating an alternative charting system. They will need to have measures and scoring systems built in. Judy asked if they have to have the system in place prior to receiving the grant. Myra said she believes the money from the grant would cover setting up the system. Cody said one of the key factors is that they have to be providing services within six months, so they have a limited amount of time to get it set up. Myra said they could start with paper and pen questionnaires however, at some point fairly quickly; they have to be entered into a program that can tally them. Roger said to elaborate they do expect that 65% of the total grant amount will go toward direct services, 15 % toward infrastructure development, and 20% toward setting up the data reporting. Myra said between 25 – 35% is where they would include the fiscal, computer, and other infrastructure development activities. They do not have an

infrastructure. Infrastructure is everything from setting up referral sources, referral procedures, creating literature to publicize the program, how to get clients, develop a membership, etc. Judy said she assumes the building or location would be part of it. Myra said building is a longer term effort. To be up and operating within six months they would be looking at starting in the Recovery Café space that they already have with approximately 25 members. If the grant were awarded, they have the state process of accepting and approving the grant to go through. They would not have any money to spend until the state process has been completed. The timing is very tight. Judy asked if they will be able to get the grant in on their time frame. Roger said it will be a push. They have a substantial frame work already built for the application. These two items need to be addressed to determine if they will go ahead. If they move forward, they need to make sure they can fulfill the data requirements and the fiscal plan is consistent with what the Feds are looking for and with what the State will be expecting when they submit the request. Even though it is all federal money it still has to go through the legislative body, the Governor's budget office, and the Director of the Department of Health and Human Services (DHHS). Myra said this is the first concrete funding that has come through for this funding program. There was not a lot of lead time. This will not be the only funding. This happened to be the first one, it was huge and there was no matching money. It was very attractive for a number of reasons. SAMSHA may be the most demanding source of funding for any program. Corrie asked the amount is. Myra said up to \$750,000 per year for five years, about \$4.5 million for the full grant. Judy asked if they are moving too fast to get this grant when they are really not ready to do it without enough foundation yet to follow through. Myra said they are missing concrete commitments from other agencies in the area to provide contract staff. The hope was that since this State is not in a position to create new positions to staff the clubhouse. They have spoken about contracting positions. Contracts can be made with individuals who are not State employees. This can take a very long time. Another alternative is to get agencies to relocate a staff member they already have into the clubhouse and have that position paid from the grant. This way, they would be contracting with an agency, and the agency would assign a person within the agency to work at the clubhouse and rather than the agency pay the individual, they would be paid from the grant. They are having a difficult time getting the agencies to commit without the grant money in hand.

Judy thinks they may be a bit premature here. Myra said this grant has rallied them to put together the material and the planning that they will need to seek grant monies elsewhere. The pressure on this grant is it has a short deadline, it is the first one that came up, and it would have covered everything, which made it very tempting. Judy asked if they were to get the grant would they be able to follow through at the point they are now to be up and running in the allotted time. Myra said if all of the pieces that are necessary for managing the clubhouse and doing the reporting are in the place, they may be able to do it.

Bryce asked if there are other States that have a program similar to this underway that may have a software program Nevada may be able to use. Roger said he would need to look at the grant application. He believes that every State will enter data into a system in the same way. They have some basic requirements. The grant recipients are required to attend an overall meeting, he believes there is also data meeting requirements. He said the real obstacle they face is having the staff that is capable and available as far as gathering and entering the data. It has to be done at the beginning and then every six months. Cody said that is the program staff that does the gathering. They have extremely limited resources as far as developing the structure by which the data gets put into some system and gets extracted out as information from the system. They are very limited on this infrastructure. Myra said if they were discussing developing the program with other sorts of funding, the demand by other funders is not quite as much in what would need to be done in order to accept monies from a variety of other donors. The report to them would not be as onerous as this one. They have to be accountable for monies received and they have to prove that they are doing what they said they were going to do and doing it well. With other funders it would not necessarily be the State that would have to provide the reporting. It may be the clubhouse or another organization that would be responsible for the start up. In the process of putting all of this together, they have found more and more that are interested. Cody said from the Division perspective, she is willing to commit to meeting with the head IT person and finding out what is perceived to be possible here. Myra said on top of all of the developing and reporting stuff, they ask that two IT people go to DC for training on the information. Roger went over the annual training. Myra said above and beyond the training that the Feds require there is training that the Clubhouse requires and she believes that is three weeks in Salt Lake City. She said research shows that Clubhouses that have staff trained tend to be more effective than Clubhouse that do not.

Judy said if they start looking for money other than this grant, it sounds as if they will have to do a lot of outreach. Myra confirmed. She said the object with this grant is one of the major activities is fund raising, so that at the end of five years they can operate with other funds. They would receive the full amount on year one and two, and then year three through five would drop. Judy asked if they have to wait for Cody to meet with IT before they move ahead. Myra said if they can not do it this way on this grant, she doesn't want them to put themselves in the position of getting the grant and then not being able to use it. Roger said Myra has done an incredible amount of gathering the information and attempting to sort it into a very lengthy series of questions. Some questions appear to be a little repetitive and others just asking for information in a different way. It is a very challenging format that they have given. Roger said she did a great job. Myra said if it is not realistic, if it is not something that they are in agreement that can be done; she is reluctant to move forward. Judy asked if the Commission can be of help at some point. Roger said at this point, the time frame is so tight that probably not. They did agree at the last meeting that Kevin Quint would be able to write a letter of support once he was able to look at the information. The key

questions have to be asked of MHDS Administration, IT, and Fiscal to see if what they have put into the foundation so far is viable. Cody said she has had the discussion with fiscal and they do not see this as an insurmountable obstacle. She has not had the discussion with IT in regard to the information technology infrastructure. They need to have a commitment to make this a priority or this could be a significant situation. Judy said it would not be wise to move ahead without some commitment. Myra agreed and said if all of the parties who would be involved do not feel this is something they can do. The timing is difficult all sorts of ways. This was an opportunity that came that is very tempting. There will be other opportunities. There may be a question of putting together a number of items and starting out smaller. There is another new clubhouse training coming up in June in St. Louis, and if the stimulus money comes in, they can send four to six people. If they had funding sources that were relatively less demanding and they had some time leeway, they would be able to get something going and open it up even on a small scale within six months to a year. There are people who are coming into the community who have direct expertise and are interested in sharing.

Myra said there are funds out there and they are in a better position to go after them because of the materials they have collected and the materials are very close to being completely organized. The material can be packaged in a number of different ways for a number of different lenders. Judy asked Roger his feeling as far as moving ahead with this grant. Roger said Myra has not understated the requirements and the expectations of SAMSHA. They are considerable. It will be difficult to meet all of their requirements in time to have it reviewed, which is really essential because it affects so many people. They all need to be able to say they are good to go. He feels they are running out of time. Myra said she does not feel right about asking for the grant if they are not prepared to take it. Judy said with two weeks left, it seems they are facing obstacles that will take longer than what they have the time for. Myra said these are the types of things that they are not aware of until they are in the mist of figuring out what is involved. Judy confirmed that Myra, Roger, and Cody have some tentative feelings of going through with this grant at this time. All concurred.

Myra said she has been in contact with the training director for the international center for clubhouse development and he has said over the last 20 years, there has been a number of inquiries and interest expressed in a variety of ways about clubhouse by various people in Nevada. They never went very far. The effort that they are now putting forth is the longest and has increasing energy behind it. She believes as long as they stay with it, they will bring this model to Nevada and hopefully at a pace that they decide makes sense and move it with time rather than do it in a blind rush for the money. The Federal Government will be demanding of the States that is recovery oriented programming that is more self-directed by consumers. These grants are transformational mental health grants that are to transform the way that States deliver mental health service. At some point in time, things like funding for States delivery of mental health services will be

affected by this philosophy. This is the way they want to be part of and this is the type of programming that is so needed in Nevada. Judy believes it is important that they set their own time frame and not rushing to try to work with SAMSHA's timeline at this point. Myra said there are many models for clubhouse. Some run through State or Community Mental Health Systems. The idea is that clubhouse is part of the service system but more along the lines of relatively free standing. It frees the program from a lot of bureaucratic consideration. They were not initially looking for the State of Nevada to run this program. There are more funding sources for non-profit organizations. Judy asked about setting up for non-profit. Myra said it does not cost much however they do not have any money. Judy asked if there is a way to reach out for a small amount of money to get them up and running. Cody said she does not believe the Council can do that. Myra the clubhouse working group can take a look at how they may be able to do it. Cody asked for information in regard to the cost for the training. Myra said the new clubhouse training in St. Louis is \$1000.00 and that will allow for room and board for four to six people. Cody asked if that is each person. Myra said that is the total cost for all. Cody asked Myra to email the information. That way she can look for opportunities for them. In the future if there is a partnering in the Community maybe there is a way the Government can be a partner. This may be a way the Council can be helpful. She clarified that at this point she is hearing the group saying that the people who are intimately involved with this process does not feel they can prepare a grant application that would be likely to be successful in the time that is available. The group concurred.

Roger said there are two or three other grants that he has been asked to look at with a very short window of time to prepare. They have cataloged the information and are looking for the opportunities when they come up a year from now. This particular transformation grant he has not seen before. He believes they may have an opportunity next year to try again. Bryce said they can explore the other possibilities in the meantime.

Myra said if they can raise the money for travel and dinner for the training in St. Louis. They will be provided the hotel, breakfast, lunch, the conference, and one year of mentoring. This will help them because none of them have direct clubhouse experience at this point. The training will help them move forward. Salt Lake City has given them an open invitation to visit for two days; they just have to get there.

Cody said if she can get the information for the training including the cost and how many people they are looking to send, if they get a funding opportunity and she has the information ready to go, she can move forward with it. If they know how often these trainings occur, it would be helpful.

Judy thanked Myra and Roger for all of their hard work on the grant. She believes this will put them in a better position for the next grant that comes available.

5. UPDATE ON LETTER OF SUPPORT

Judy asked about the letters of support. Roger said that it will become a mute point on this issue. He will keep the information filed and continue to add to it in case the opportunity arises again. Judy asked Myra if they are where they need to be at this time. Myra said she believes they are. The working group will meet at the end of the month.

6. PUBLIC COMMENT

Judy asked about the Take of Your Hats for Mental Health. Myra said the picnic will be on the 24th. DBSA has not been real successful in turning this into something that will raise money. They have not received the response they have hoped for. She has been the liaison with the campus. Judy asked if they would have printed material for the Council's table. Myra said yes she will have the material. Cathleen said she will be there on the 24th.

Bryce said he liked what he heard earlier in the meeting about approaching NAMI. He believes all private and non-profit organizations in Nevada need to do that, they have a much stronger voice if they are together than they do if they are not. Judy said she has heard that NAMI and SNAMHS has met and worked out a working relationship. Myra said that NAMI is very interested in developing a partnership and relationship with Clubhouse. SNAMHS works closely on many projects with NAMI already.

Alyce asked for more information on the clubhouse. Corrie asked if Tanya can send to everyone. Myra said she will send it to Tanya and have her send the information.

7. SET DATE AND TOPICS FOR FOLLOW-UP MEETING

The next meeting is set for June 2, 2010 at 1 pm – 3pm

8. ADJOURNMENT

Cody motioned to adjourn. Alyce seconded the motion.

UNANIMOUS VOICE VOTE: MOTION CARRIED

Meeting adjourned at 2:30 pm