MINUTES

of the

Mental Health Planning Advisory Council's Executive Committee

meeting on

Tuesday, September 13, 2011

held at

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

1. CALL TO ORDER, ROLL CALL, INTRODUCTIONS RENE NORRIS, CHAIR

Rene called the meeting to order at 1:05 pm. Verbal roll call completed. Tanya completed the sign-in sheet.

Members Present:

- Norris, Rene – Family Member, Chair (via teleconference in Las Vegas)
- Phinney, Cody – MHDS
- Polakowski, Ann – DCFS (via teleconference in Las Vegas)
- Thomas, Alyce – Consumer/Family Member (via teleconference in Las Vegas)

Members Absent:

- None -

Staff and guests:

- Benitez, Tanya – Admin Asst.
- McKnight, Tami – MHDS
- Mowbray, Roger– Grant Writer

2. PUBLIC COMMENT

Roger spoke with Judy Stange. SSMHSA has not renewed any technical assistance contracts. NAMHPAC does not at this time have a contract to provide technical assistance. They have added Nevada to their list for technical

assistance. The other option available to the Council is to have Alyce do the new member orientation. The orientation is on October 18 and the meeting is on October 19th.

Alyce will need from 9 am to 12 pm.

The orientation is mandatory every two years.

3. REVIEW AND APPROVE MINUTES FROM PRIOR MHPAC EXECUTIVE COMMITTEE MEETING ON TUESDAY, 7/20/2011.

The Committee approved the minutes as written.

4. BLOCK GRANT BUDGET UPDATE

- Cody: There have been some developments related to the Block Grant budget. The Division has to come up with $132,000.00 out of this years grant for an assessment that is imposed on all non general fund sources of revenue for the States. This will reduce the ability to continue certain activities at least this year. This is an annual assessment. It is applied to all grant funds based on the amount of funds and the activities that are required by other state agencies. 5% of the block grant can be spent on Administrative services. The assessment falls under the cap. In order to ensure they do not go over the cap, they have to move items around. One of the items historically under the administrative cap is the grant writers and the administrative assistant's services. The administrative assistant is taking on additional job duties that are not considered under the cap and will allow a portion of that salary outside of the cap. Tami will be taking on some of the grant writer's duties.
- Alyce: The Council will lose Roger due to not being able to pay his services because of the administrative assessment and Tanya will no longer be just for the Council and Tami will take on some of Roger's duties.
- Cody: Tami will take on some of Roger's duties; however, she will be unable to solely support the Council as her position is a regular staff position that has other duties as well. Tanya will adopt some of the items the Council funded for the Commission that are not under the administrative cap. The original issue with Roger continuing was legislation and DHHS policy that precludes the Division contracting with former state employees. This affects Roger, Dr. Kevin Crowe, and Christina Harper.
- Rene: Is the Council paying for the entire assessment?
- Cody: The grant is divided 47% to DCFS and 53% to MHDS. The assessment is divided by the same percentages. A new sub-grant will be

issued to DCFS once the budgets have been revised. The assessment is $132,000.00 total. 53% of that will be paid by MHDS.

- Rene: Do they need to present a new budget to the Council?
- Alyce: It will need to be presented to the Council; however, this is not an item the Council will vote on.
- Roger: The good news is it is not retroactive
- Cody: It was considered a clean slate. Had it been applied retroactively, it would have been a significant problem. There will be some significant impact on the activity the Council will be able to maintain at least this fiscal year. At the meeting on the 19th, the Council should discuss the best way to maintain the most critical activities. Not everything the Council does is in the administrative cap. The items in the administrative cap are the administrative assistant's salary, the grant writer's salary, and the stipends.
- Roger: Approximately three years ago the Fed's gave a verbal agreement so items like the quarterly meetings and rural monitoring could be moved into program activities instead of administrative.
- Cody: Activities will need to be reduced in order to fund the assessment. For example: Roger wrote the rural monitoring reports. These are very labor intensive and MHDS does not have the staff. The Council will have to discuss how they can support that or put it on a temporary hiatus.

5. REVIEW AGENDA REQUESTS AND SET AGENDA FOR 10/18/11 MHPAC QUARTERLY MEETING

Cody read the letter of support for Roger. The Committee voted to have the letter presented at the Council meeting.

The Committee approved the agenda for the Council meeting.

6. PUBLIC COMMENT

Roger thanked all for the kind words in the letter.

7. SET DATE AND TOPICS FOR FOLLOW-UP MEETING

Date to be determined after the Council meeting.

8. ADJOURNMENT

Meeting adjourned at 2:23 pm.