IN ATTENDANCE: Sherman County Commissioner Tom McCoy
Hood River County Commissioner Karen Joplin,
Wasco County Commissioner Scott Hege
Al Barton, MCCFL Interim Executive Director
Ramona Ropek, MCCFL Director of Operations
Mel Heuberger MCCFL Accounting Manager
David Pickering MCCFL Human Resources Manager
Monique Adams MCCFL Clinical Services Manager

GUESTS:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>KEY DISCUSSION POINTS</th>
<th>ACTION/TASK/DECISION LOG</th>
<th>RESPONSIBLE PARTY</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>COMMUNITY MEETING</td>
<td>Everyone participated in the community meeting</td>
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<td>TALENCE RECRUITMENT FIRM CONTRACT APPROVAL</td>
<td>Commissioner Joplin gave a brief recap of the Transition Plan Development Team recommendation to hire Talence. The Talence Executive Director recruitment contract was approved as written and Presented at 9:06AM</td>
<td>Motion: Commissioner Hege Second: Commissioner McCoy Approve: Unanimous</td>
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**APPROVAL OF BUDGET HEARING MEETING MINUTES**

The June 6, 2019 Tri-County Mental Health Board Budget Hearing Meeting Minutes were approved as written and Presented at AM – Not discussed

- **Budget Hearing FY2020**

  The budget hearing was officially opened at 9:08 AM. Mel presented the budget documents included in the meeting packet. Mel reported that there were no changes to the proposed budget since the last budget hearing, and mentioned that it does not include any reduction in work force. Mel pointed out that there will be a gap between the wages & benefits budgeted in savings in the time that it takes to replace vacant positions. Commissioner Joplin stated that previous discussions included not filling some of the vacant positions. Commissioner Joplin reported that the other discussion was to have a plan for cost reduction if the CCBHC funding does not get extended through the State or Federal funds. Ramona announced that the director of OHA sent a letter yesterday stating that he was not in support of continuing CCBHC funding. Commissioner Joplin mentioned that if CCBHC funding is in place through September a plan for reduction would need to be implemented at that time. Commissioner Joplin asked for confirmation of the remaining reserve after the budgeted use of 1.25 million. Mel confirmed that there would be approximately 1.336 million dollars remaining. Commissioner Hege clarified that would be the case if CCBHC activities continued without funding. Mel agreed to this statement. Ramona asked for clarification on staff reductions if CCBHC revenues are discontinue due to the PIPBHC grant and services required. Commissioner Joplin said that the decision of what could be cut would be up to management, and from her perspective reductions should begin in October with a 25% reduction each quarter. Members discussed the pros and cons of budgeting for extended revenues if approved, and making adjustments later when the decisions are known. Commissioner Joplin reported that with the new PS fee for service payment model the board members had requested an implementation plan and measurable metrics on performance. Al presented a list of positions that were vacant that have not been included in the purposed budget. Al pointed out that the incentive awards and COLA have

- **Motion:** Commissioner McCoy
- **Second:** Commissioner Hege
- **Approve:** Unanimous

Include requested resolution plan at the next board meeting

Al & Ramona
also been removed. Commissioner Joplin mentioned the hiring of any positions would require approval from the board. Board members agreed that the budget would be a work in progress that would require close communications. The board members agreed that it should be approved as written and presented at 9:42 AM.

Commissioner Joplin asked that all the requested items discussed be added to the next board meeting agenda.

| EXECUTIVE REPORT | Rotating Board Chair: Members discussed the chair rotating to share the responsibility. Commissioner Hege agreed to take board chair with Commissioner Joplin assisting and taking the co-chair position. Commissioner McCoy moved to elect Commissioner Hege as the Chair, and Commissioner Joplin as the Co-Chair. Members discussed the next meeting being canceled and rescheduling the August meeting to August 20th. Al to follow up on this item with Deborah and Angie. |
| | Additional Authorized Payroll Check Signer: Mel reported that previously David, and Barb were authorized check signers, and now it is only David with no backup. Mel recommended Al be added. Board members agreed to add Al Barton as proposed as an authorized payroll check signer at 9:54 AM. |
| | Cyber Security Policy: Al presented the proposal included in the meeting packet. Al recommended adaption of the policy and stated that he would present it to management. Board members agreed to adapt the policy as written and presented at 9:58 AM. |
| | Ramona presented a purposed encounter metric plan stating that it would be key to have a system in place for accountability. Improvements would include documentation completion being added to staff evaluation forms. Ramona stated that the plan would include looking at encounter data to ensure targets are accomplished. |
| | Ramona reported that salary increases for taking on additional duties needs to be discussed in |
regards to when do the extra duties as assigned as listed in everyone’s job description come into play and when do the extra responsibilities become a merit increase. Ramona stated that often times the extra duties are removed but a merit increase is not.

Ramona mentioned that outpatient programs need focused oversight, and without a third clinical manager there has not been adequate time for the current clinical managers to provide this level of focus. Members discussed concurrent documentation as a potential avenue to be more efficient. Members discussed additional savings based on known future retirements.

Ramona mentioned that another item up for scrutiny is mileage and said that Mel could provide more detail on this.

Al mentioned the behavioral health promotional dollars received from the state is currently allocated to Claire Ranit for Sanctuary and Resiliency training and could be potential savings. Members discussed the contract, and the grant requirements. Commissioner Joplin asked what Al would recommend for continuance/moving forward. Al reported that there needs to be more research conducted prior to making a recommendation. Al suggested that at a minimum there needs to be some deliverables/reporting added to the scope of work. Commissioner Joplin requested that Claire be notified and informed that this contract is being considered for reduction, and that further information be presented at the next TCB meeting.

Al mentioned that one of the four contracted psychiatrists is leaving in August and that tele-psychiatry is being investigated for consideration, or hiring a psychiatric nurse practitioner. Commissioner Joplin stated that she is in support of exploring the tele-psychiatry option.

Members discussed layouts to best fit the requested performance metrics quarterly reports.

Hiring Approval Requested For:

- BST Backfill Position
- Billing Analyst Backfill Position
- Act Nurse Backfill Position
- Executive Assistant Backfill Position
- ITCCS Mental Health Specialist Backfill Position

Commissioner McCoy asked Al and Ramona for recommendations for each of the positions. Participants provided information and recommendations for each of the listed positions. Al reported that Angie had offered to continue transcribing notes in the interim. Board members agreed with recommendations as presented. At 10:51 AM.

Members discussed inviting Deborah Phillips to the next board meeting to get more clarification on budget requirements, and entity type G190.

Members discussed adding an executive session notice on the agenda. Commissioner Hege recommended that the same notice used on Wasco County agenda be used.

| Motion: Commissioner McDoy  
Second: Commissioner Joplin  
Approve: Unanimous |

Meeting adjourned at 1:25 PM

**NEXT MEETING**

July 9th 2019 11:00 AM – 2:00 PM