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DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
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Cindy Pitlock, DNP
Administrator

RURAL CHILDREN'S MENTAL HEALTH CONSORTIUM BUDGET WORKGROUP MEETING MINUTES JUNE 6, 2022

All members participated via Microsoft Teams technology (video or audio).

VOTING MEMBERS PRESENT:

Jan Marson
Sarah Hannonen

VOTING MEMBERS ABSENT:

Heather Plager
Jaymee Oxborrow
Jessica Flood
Lana Robards
Mala Wheatley
Melissa Washabaugh
Michelle Sandoval
Rebecca McGough
Sarah Dearborn

STAFF AND GUESTS:

Kary Wilder – Planning and Evaluation Unit, DCFS

1. Call to Order, Roll Call, Introductions – Sarah Hannonen, Rural Children's Mental Health Consortium Vice Chair

Sarah Hannon called the meeting to order at 8:13 a.m. Kary Wilder, Administrative Assistant, Division of Child and Family Services (DCFS), conducted roll call and determined there was a quorum.

2. Public Comment – (Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for action at a later meeting).

None.

3. **For Possible Vote.** RCMHC 2022 Budget Review and Spending Plan – *RCMHC Members*
The FY 22 Budget and spending to date were reviewed. Unused funds for Dr. Mani’s consulting fee were transferred to purchase Youth M.O.V.E. Activity books. The final invoice amount for Activity Book printing was \$5,250.00. The final invoice amount for purchasing custom-imprinted outreach items at Discount Mugs was \$2,425.95 and the event supplies order cost was \$832.00 at Walmart. Remaining funds are approximately \$4,752.05, and the final number will be determined after review by Kristen Rivas and the State Fiscal Department. At the May meeting, the Consortium voted to use remaining funds to purchase wellness items for community distribution and families in need.

FY 22 purchases for event supplies and custom-printed outreach items already processed were reviewed. The proposed list of wellness items was reviewed and options for various items discussed. Jan Marson suggested purchasing yoga mats with a custom printed RCMHC logo, however it was determined that the timeframe is too short this fiscal year to obtain the three separate vendor quotes required. All purchases must be made by June 15th. It was discussed that RCMHC logo-imprinted push pop fidget toys and hacky sacks could be purchased from an online vendor, since Kary Wilder has already obtain three quotes from the Clark County Children’s Mental Health Consortium for a similar purchase. These items will be added to the order and printed with the RCMHC logo and logo-colors (blue and lime green). Ms. Hannon suggested purchasing baskets and/or fabric boxes to package items for distribution at outreach events. Jan Marson suggested purchasing more of the brain stress balls as they were very popular in the past and it was decided to add another 500 to the new order. Varying age-appropriate items (journals, coloring books, rainbow markers, etc.) were highlighted and selected. A mix of Android and Apple compatible headphones were added to the list.

Jan Marson suggested placing some of these items and information to partners and contacts in the communities. Packages of a variety of items could be put together and distributed. A mental health library could also be developed for distribution to clinicians and counselors (trauma-informed care as an example). These packages could be used during marketing and connecting events as a welcome/informational gift. Ms. Hannon suggested purchasing baskets and/or fabric boxes to package items for distribution at outreach events.

Ms. Hannon will compile an updated wellness item shopping list with estimated quantities, vendors, and estimated prices, and will send it to Kary Wilder to process. Ms. Wilder will coordinate with Ms. Rivas who will confirm final funds available and then adjust quantities appropriately to place orders as soon as possible. These items will be shipped to the Reno Enterprise office for broad distribution. Ms. Hannon will coordinate with Melissa Washabaugh who is out on maternity leave to pick up recently purchased items that were delivered to her address and forward the receipts to Ms. Wilder.

MOTION: Jan Marson made a motion to move forward with the purchase of wellness items, as discussed, with quantities to be adjusted based on final remaining funds.

SECOND: Sarah Hannonen

VOTE: Unanimous

4. **For Possible Vote.** RCMHC 2023 Budget Development – *RCMHC Members*
FY 22 budget categories and amounts were examined as a baseline for FY 23 and adjusted to build a draft FY 23 Budget for review at the June 16th meeting.

For FY 23, the Personnel/Contractors categories was reduced. Meeting Facilitation and Annual Plan Support was allocated \$1,500.00. Administrative Support will be provided by DCFS, and this category was reduced to \$1,000.00. The 8% State Indirect Cost Rate for Contracts will apply to both categories.

An estimated amount of \$4,000.00 was identified as a starting point to cover the cost of the planned FY 23 RCMHC Consortium Retreat (to cover travel, venue, food and a facilitator).

Website Ongoing Maintenance and Domain hosting (Michael Pothos Design) costs will be verified and added into the budget by Kary Wilder. A temporary placeholder was set at \$2,000.00, to be amended to the correct amount. An additional amount estimated at \$500.00 was added to cover possible website data entry needs and potential addition of interactive features.

Jan Marson suggested adding \$3,000.00 for FY 23 May Mental Health Awareness and Acceptance activities and goals (under the Outreach Category). Ms. Hannon recommended doing a consortium outreach event at the same time these activities are scheduled. The Retreat could also be planned for the same time. Custom RCMHC branded and logo-imprinted items should be ordered in advance to be available for May Mental Health events.

Jan Marson suggested holding a RCMHC-hosted virtual event for rural areas to feature a well-known, mental health professional or speaker to focus on an engaging, inspirational and informative topic. She suggested adding \$1,500 to the budget for a speaker fee. She recommended Dr. Bertice Berry as a potential speaker and provided the link to her website (<https://berticeberrynow.com/>). Dr. Berry has several presentation topic offerings related to mental health and recovery and she may be able to attend one of the Consortium meetings.

MOTION: Jan Marson made a motion to submit the proposed Budget draft for FY 23 as discussed.

SECOND: Sarah Hannonen

VOTE: Unanimous

5. For Possible Action. Make Recommendations for Agenda Items for the Next Meeting –
RCMHC Members

- FY 22 Budget Spend-Down Plan
- FY 23 Proposed Budget Draft
- Add a discussion to determine best options for a new standing item for Legislative Reports (from RCMHC May meeting). Jan Marson suggested developing a Consortium member to collect legislative information and report to the group each month.
- Event Participation Survey

6. **Public Comment.** *No action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

None.

7. **Adjournment.** – Sarah Hannon, Vice Chair, adjourned the meeting at 9:26 am.