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**4/15/2022**

**Mental Health Block Grant Planning Council Minutes**

**\*\*DRAFT\*\***

**Present Members:**  Marla Simpson (Chair)  Dan Towle (he/him)  Alice Maynard  C Rubin  Cinn Smith  Laurie Emerson (NAMI)  
 Michael McAdoo  Laurie Mulhern

**Vermont Care Partners/DAs/SSAs:**  Dillon Burns  Julie Tessler  Michael Hartman

**DMH:**  Eva Dayon (they/them)  Steve DeVoe (he/him)  Trish Singer (she/her)  Nicole DiStasio (they/she)  Anne Rich  Joanne Crawford  Brian Smith  Karen Barber

**State of Vermont:**  Heather Bouchey (AOE)  Danielle Bragg (DVHA)  Diane Dalmasse  Victoria Hudson  Annie Ramniceanu (DOC)  
 Emily Trutor (she/her; VDH ADAP)

**Public:**  Steve Walsh  Joanna Cole  Rachel Hobart  Alexis McGuinness  Elaine Ball  Brett Yates

**Agenda**

- 1:00 Convene Meeting and Introductions
- 1:15 Review December Meeting Minutes
- 1:20 DMH Update on MHBG Proposal Process
- 1:50 DMH MHBG Funding Updates
- 2:10 Break
- 2:20 FY2020 MHBG Outcomes Follow-up
- 2:40 MHBG Planning Council CY2022 Meeting Schedule Review
- 2:45 Public Comment
- 2:55 Meeting Wrap-up/Closing
- 3:00 Adjournment (At or Before 3:00p)

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Agenda Item	Facilitator/Timekeeper: Steve DeVoe; Minutes: Joanne Crawford
<p><b>Convene Meeting and Introductions</b></p>	<p><b>Meeting convened at 105p</b></p> <ul style="list-style-type: none"> <li>• MHBG Planning Council Introductions</li> <li>• DMH Updates               <ul style="list-style-type: none"> <li>○ Christina Thompson has transitioned to Vermont Department of Health, Division of Maternal and Child Health</li> <li>○ Nicole DiStasio is now DMH Interim Director of Policy</li> <li>○ Eva Dayon is now DMH Interim Assistant Director of Quality</li> <li>○ Lee Dorf is new DMH Director of Operations, Planning, and Development</li> <li>○ Steve DeVoe will now be the DMH lead and point person for anything related to the Mental Health Block Grant (MHBG)</li> </ul> </li> <li>• A question was asked about the Maven Block grant consultants. Because of the support by Department of Mental Health (DMH), the consultants won't be needed to provide administrative support for these meetings. Whatever funds that are not be used on the consultants will be rolled back into larger pot of funds.</li> <li>• SAMSHA Project Officer Update               <ul style="list-style-type: none"> <li>○ Steve Fry, Vermont's SAMHSA MHGB Project Officer has new position moved on and so, now the project officer is Keisha Ledlow.</li> </ul> </li> <li>•               <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>
<p><b>Review December Meeting Minutes</b></p>	<ul style="list-style-type: none"> <li>• Because there was not a quorum at the December meeting, the draft minutes were going to be reviewed via email by the members but because members were unable to approve minutes via email, they will be reviewed for approval in today's meeting.</li> <li>• There is an ongoing issue with having a quorum at these meetings which prevents the group from being able to vote.               <ul style="list-style-type: none"> <li>○ It was suggested that the group work on a solution and look at the makeup of the group.</li> <li>○ Should there be a steering committee?                   <ul style="list-style-type: none"> <li>▪ It is important that we have good representation and meeting membership requirements according to the federal statute.</li> </ul> </li> <li>○ To start the discussion, we should see the membership list.                   <ul style="list-style-type: none"> <li>▪ Maybe members should have an alternate lined up to attend.</li> <li>▪ Some people have also been left off the invitation list.</li> </ul> </li> </ul> </li> <li>• Steve shared the following link for the <a href="#">Vermont Mental health Block Grant Planning Council Operating Policies and Procedures.</a></li> </ul>

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	<p><b>Motion</b> to accept December minutes made by Dan. Seconded Heather. No discussion. All in favor. 4 abstentions Motion passes. 136p</p> <ul style="list-style-type: none"> <li>• It was noted that members do not need to abstain from voting on the minutes because they did not attend the last meeting.</li> </ul>
<p><b>DMH Update on MHBG Proposal Process</b></p>	<ul style="list-style-type: none"> <li>• DMH developed a pilot process, internal to DMH for program/grant managers.</li> <li>• This process will help with the collaboration between Quality, Operations, Business and Policy Teams.</li> <li>• This process will help to standardize training and documentation of proposals to ensure compliance, quality, and accountability and ensure that proposal support mental health initiatives.</li> <li>• The grant manager for a proposal, needs to be the point person and be available to meet with this council.</li> <li>• Steve shared PowerPoint slides on the new process with the group. <ul style="list-style-type: none"> <li>○ These slides were also sent out to the members.</li> </ul> </li> <li>• A Tips and Tricks document was also drafted by Maven Group for DMH staff who are identified and grant or program manager for proposals. <ul style="list-style-type: none"> <li>○ This document was shared with members.</li> <li>○ It is important to look at federal statute to know what is an allowable expense and meets the state guideline requirements.</li> <li>○ The MHBG Agreement Formation Overview is used internally for DMH staff.</li> </ul> </li> <li>• DMH will work on guides to help folks outside of DMH who are applying for grants.</li> </ul>
<p><b>DMH Funding Updates</b></p>	<ul style="list-style-type: none"> <li>• There are some challenges of lining up the federal and state fiscal years.</li> <li>• DMH has not received our full amount of regular MHBG funds yet for FY2022 and the work was supposed to start October 1, 2021.</li> <li>• An MHBG award tracker spreadsheet has been created by DMH with help from Maven Group to provide transparency around the MHBG funds and proposals. <ul style="list-style-type: none"> <li>○ MHBG funding source (regular MHBG, MHGB COVID Supplemental, MHBG ARPA Supplemental, COVID Testing and Mitigation)</li> <li>○ The award tracker spreadsheet includes the awards received, award date, project start date, and the date for when the funds have to be expended and accounted.</li> <li>○ It also provides different proposals that were funded by fiscal year, tracking how much was allocated, and how much was not allocated as well as the set asides.</li> <li>○ The award tracker spreadsheet also shows who the point person is for each proposal.</li> <li>○ This will be made available to DMH, the MHBG Planning, the public, and stack holders.</li> <li>○ Steve will share this tracker with the Council, but it needs to be cleaned up first.</li> </ul> </li> <li>• MHBG funds are not allowed to be spent on prevention and promotion programming.</li> </ul>
<p><b>Break</b></p>	

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<p><b>FY2020 MHBG Outcomes Follow-up</b></p>	<ul style="list-style-type: none"> <li>• Steve sent out answers to the questions the group had regarding the 2020 performance measure outcomes. <ul style="list-style-type: none"> <li>○ See attached.</li> </ul> </li> <li>• Goal Number 8 and 9: Steve will be following up on this question and bring the answer to the next meeting.</li> <li>• Goal Number 10: Steve will also provide follow up on the 10% set aside which was led by Counseling Services of Addison County</li> <li>• A Council member asked a question about outcomes and measurement. <ul style="list-style-type: none"> <li>○ DMH has historically relied on the award recipient to report on progress.</li> <li>○ Is there any objective measure of outcomes of programs so we can have something qualitative for outcomes?</li> <li>○ Does how we are using these MHBG funds align with the broader work that we are doing as a State?</li> </ul> </li> <li>• DMH will dedicate some time to the <a href="#">Vision 2030</a> report at the next meeting.</li> <li>• Are there any federal audits of state mental health departments? <ul style="list-style-type: none"> <li>○ Yes. Steve is trying to track the 2016 SAMHSA audit results.</li> <li>○ Emily will find it send it to Steve.</li> </ul> </li> </ul>
<p><b>Review 2022 Meeting Schedule</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">VT MHBG Operating Policies &amp; Procedures (Adopted June 21, 2021)</a> <ul style="list-style-type: none"> <li>○ “The MHBG-PC shall meet at a minimum five times a year to have sufficient time to fulfill their responsibilities.”</li> <li>○ Presently, 5 meetings scheduled for CY2022</li> </ul> </li> <li>• Everyone should have received calendar invites with MS Teams links</li> <li>• Schedule will be posted to DMH website, as well as VT Department of Libraries meeting calendar</li> </ul>
<p><b>Public Comment</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• No public comment provided, as no members of public were present.</li> </ul>
<p><b>Meeting Wrap-up/Closing</b></p>	<ul style="list-style-type: none"> <li>• Steve will reach out to the folks who were not able to attend today regarding attendance and assigning designees, if applicable.</li> <li>• The Operating Policy and Procedures shows that 5 meetings are required each year.</li> <li>• MHBG Planning Council may need more meetings and Council can discuss that as an option, but DMH is short staffed presently and lacks capacity at present for additional meetings. <ul style="list-style-type: none"> <li>○ Council will continue to discuss more meetings, as needed.</li> </ul> </li> </ul>
<p><b>Adjournment</b></p>	<p><b>Motion to Adjourn</b></p> <ul style="list-style-type: none"> <li>• Victoria motions. Dan seconds. All in favor. Abstentions none. Meeting adjourned at 256p.</li> </ul>