

# Benton-Franklin Behavioral Health Advisory Committee

Meeting Minutes | December 8, 2022

**Call to Order:** 2:00 PM

**Introduction of Members:** All voting and non-voting members plus their representation/organization.

Voting Members: Erin Petty, Bob Gear, Sindi Saunders, BJ Olson, Erika Barton, Rebecca Grohs, Joel Chavez, Jason Bliss, Angie Manterola (phone), Jim Raymond, Brian Ace, Chad Michael.

Non-voting Members: Michele Gerber, Kyle Sullivan, Carla Prock, Matt Rasmussen, Ryan Washburn

**Approval of November 10, 2022, Minutes:** The committee members all reviewed the November 10, 2022 committee meeting minutes. Unanimous approval.

**Public Comment:** None.

**Discussion Items:**

## **1. Update on Request for Proposals (RFP) – Matt Rasmussen**

- a. Thus far, we have only received one proposal from a provider.
- b. Asked how the committee would like to view, review, and discuss the proposals provided.
- c. Sindi Saunders provided an update about the review criteria document put together by the team designated at the last meeting.
- d. Jason Bliss inquired to the committee whether it would be a benefit to extend the due date further to allow for more time for applications to come through.
- e. Matt Rasmussen suggested to convene either the full committee or a subgroup to conduct oral interviews of the applicant(s), after preliminary review of proposals.
- f. More providers gave a letter of intent but have not yet provided a proposal response. However, Matt indicated it seems likely that we will only be receiving the one response.
- g. The committee could choose to review the proposals and then decide to re-issue the RFP in a revised format or go out for multiple RFPs (crisis stabilization and longer-term residential).
- h. Jason asked if there are national or larger websites where RFPs like this can be posted in order to catch a wider net? Sindi Saunders indicated that she wasn't aware of any type of site like that, but that it would be unlikely to have more than one respondent to the RFP as-is.
- i. Sheriff Jim Raymond made a motion to have the proposal received be sent to the full committee and to determine how the committee would like to proceed, including to potentially reissue the RFP at a later date to receive additional responses, Bob Gear seconded.
  - i. Chief Gear asked a clarifying question regarding whether or not opening the existing proposal would result in their submission being available as a public record, which would then cause conflict if the committee were to reissue the RFP.
  - ii. Sheriff Raymond rescinded his previous motion. No objections.
  - iii. Jason Bliss moved that if no further responses are received by the RFP deadline (3 PM, Friday, December 9, 2022) to reject the proposal received, and reissue the RFP to allow for services to be provided separately. Sheriff Raymond seconded. Motion carried unanimously.
  - iv. If the committee is to reject and reissue the RFP, Matt Rasmussen suggested that the language be such that proposals can be received for any or all services provided by said vendor. Language could be included to provide preference to any vendor that submits for more than one service.

## **2. SharePoint Site – Shyanne Palmus**

- a. Benton County established a SharePoint site, at the request of the committee.
- b. It would be primarily for document sharing and collaboration.

**3. Facility Tour Sign-Up Sheets – Matt Rasmussen**

- a. At the last committee meeting, it was requested to do tours of the Recovery Center facilities
- b. Three (3) dates are available: Monday, Dec 12; Monday, Dec 19; and Thursday, Dec 29
- c. Only six (6) voting members can attend any given tour, so as to not have a quorum of the committee

**4. Invitation to Tour Spokane County Regional Behavioral Health Center – Matt Rasmussen**

- a. Matt Rasmussen was invited by Spokane County and Pioneer Human Services to go on a tour of the Spokane County Regional Behavioral Health Center, and he wanted to inquire with the committee if other people would be interested in attending that tour.
- b. No specific dates or times have been determined at this point, but anyone interested should let Matt know so we can get something scheduled.
- c. It would likely be in January 2023 at the soonest.

**5. Work Group Reports**

- a. Mental Health Workgroup: Has not met since last meeting.
- b. Substance Use Disorder Workgroup: Has not met since last meeting.
- c. Facilities Workgroup: Has not met since last meeting.
- d. Workforce Development Workgroup: Has not met since last meeting.
- e. Communications Workgroup: Has not met since last meeting.

**Public Comment:** None

**Other Business:**

1. The Chair indicated that one or more special meetings may be called in the near future to review proposals received under the RFP as needed.
2. Sheriff Raymond asked Michele Gerber who from Franklin County attended the tour of the warehouse facility on Bruneau Ave. Michele responded that she was unable to remember who specifically from Franklin County attended that tour, but that the entire Benton-Franklin Recovery Coalition Board was invited.

**Adjourned:** 2:40 PM