

# Minutes

## Jo Daviess Community Mental Health 708 Board

### Board Members

President – Nicki Raaz: *present*

Vice President – Elaine Townsend: *present*

Secretary/Treasurer – Angela Birdsall: *present*

County Board Representative – Randy Jobgen: *absent*

Fran Peterson: *absent*

Peg Murphy RN: *present*

Leslie Hawley: *present*

### AGENDA

#### SPECIAL SESSION, COUNTY-WIDE NEEDS ASSESSMENT

July 9, 2014

County Board Room, Jo Daviess County Courthouse

1. **Call to order:** *at 5:38 by Nicki Raaz*
2. **Welcome to visitors and public:** *none present*
3. **Approval of minutes of the June 11, 2014, Needs Assessment Meeting:** *approved as written, no changes*
4. **Treasure's report:** *none*
5. **President's Report – Overview:** *Nicki discussed the upcoming ACHMAI meeting next week at Eagle Ridge and encouraged everyone to attend at least the dinner. Nicki also discussed the needs survey process and timelines. Encouraged everyone to stay on schedule to get the surveys completed, and distributed.*
6. **Old Business**
  - A. **Brief review of August data collection** – *Nicki: received responses from Finley and Mercy Hospitals. They are both willing to help where needed. Will discuss further in August.*
  - B. **PR plan and articles** – *Peg: Once the survey is done, Peg will meet with the Gazette about a press release and printing an article on the board and needs assessment encouraging citizens to complete the survey.*
7. **New Business**
  - A. **Use of County logo, postage and printing** – *Nicki: received permission to use the county logo, it was added to the surveys. County can provide postage if the mail is going to specific people.*
  - B. **Distribution points for Community surveys and posters** – *Elaine made a list of locations to put surveys. Will do a combination of online and paper surveys.*
    - *Paper surveys w/boxes and posters will be placed at: all food pantries, and Stockton and Galena senior centers.*
    - *Posters w/pull offs with link will be placed at: libraries, post offices, Walmart, Galena Territory Association.*
    - *# of surveys to print: 200 and Nicki will have done at the county office.*
    - *Leslie and Elaine will finalize the posters*
    - *Peg will purchase the 5 boxes that are needed*

**C. Distribution points for Service Recipient Surveys** – Nicki: *agencies will share the surveys with the people they serve. Nicki will contact and distribute to our funded agencies. 10 copies will be provided to each and then they are encouraged to make more copies if needed. 100 total copies should be printed.*

**D. Letter inviting Providers/Partners to take on-line survey** – Peg *will draft a letter and email to the board to review.*

**E. Review and approve on-line survey questions and process** – Angie *shared info and cost. Will need to use a paid version of Survey Monkey at \$26/month. Will need 2 months. Board authorized up to \$150. Will need to develop 2 online surveys, one for community and one for provider partners.*

**F. Providers/Partners list** – max 100: Nicki *drafted a list to take the online survey and come to focus group meetings. Elaine will get school counselor and school nurse names and email addresses. Leslie will get church pastor names, addresses, and email addresses if available.*

**G. Authorization of funds for survey process -- printing/return postage, on-line fees:** *will need printing costs, online fees, postage for invites for providers. Motion to authorize costs by Elaine, 2<sup>nd</sup> by Peg, all in favor.*

**8. Assignments for August 1 start up of survey process**

**A. Printing of surveys, letters and envelopes** – Nicki *will follow-up on*

**B. Distribution of Community and Service Recipient surveys:** *Elaine and Lesley will distribute in community, and Nicki to service recipients.*

**B. Send letter to Providers/Partners re: on-line Survey:** *plan to mail the week of 7/28. Peg and Nicki will figure out how to address letters.*

**C. Prepare on-line survey for Aug 1 start up:** *Angie will complete and send draft for approval. Fran will send Angie most recent surveys.*

**D. Development of spread sheets for entering paper survey responses:** *Angie will complete*

**E. Public notification of survey process** – Peg: *will call the Gazette after tonights meeting, then contact the Telegraph Herald, Freeport Journal Standard, Flash, and Territory Times. Nicki and Peg will work to finalize letter.*

**9. Comments from the public:** *none*

**10. Next MH Assessment meeting date August 6, 2014, 5:30pm, Jo Daviess County Courthouse:** *next meeting will focus on data collection.*

**11. Adjournment:** *Motion to adjourn by Lesley, 2<sup>nd</sup> by Elaine, all in favor.*