

ALASKA MENTAL HEALTH TRUST AUTHORITY

EXECUTIVE COMMITTEE MEETING

March 25, 2015

11:00 a.m.

Taken at:

Alaska Mental Health Trust Authority
3745 Community Park Loop, Suite 200
Anchorage, Alaska 99508

OFFICIAL MINUTES

Trustees present:

Mike Barton (via Speakerphone), Chair
Paula Easley
Larry Norene
John McClellan

AMHTA staff present:

Jeff Jessee (via Speakerphone)
Steve Williams
Miri Smith-Coolidge
Mike Baldwin
Valette Keller
Luke Lind

TLO Staff:

Marcie Menefee
John Morrison

PROCEEDINGS

CHAIR BARTON calls the Executive Committee to order. He asks for any announcements or ethics disclosures. There being none, he asks for a motion to approve the agenda.

TRUSTEE McCLELLAN makes a motion to approve the agenda.

TRUSTEE EASLEY seconds.

There being no objection, the motion is approved.

CHAIR BARTON moves to the minutes of October 22, 2014, and asks for any corrections or modifications.

TRUSTEE EASLEY makes a motion to approve the minutes of October 22, 2014.

TRUSTEE McCLELLAN seconds.

There being no objection, the motion is approved.

CHAIR BARTON moves on to the minutes of the November 19, 2014, and asks for any modifications.

TRUSTEE EASLEY makes a motion to approve the minutes of the November 19, 2014, Executive Committee meeting.

TRUSTEE McCLELLAN seconds.

There being no objection, the motion is approved.

CHAIR BARTON moves into the regulations and the draft revisions. He recognizes Mr. Williams.

REGULATIONS AND DRAFT REVISIONS

MR. WILLIAMS states that the third item on the agenda is looking at the Trust regulations and the proposed revisions. He continues that he sent out a red-line version of the current regulations with the revisions to the committee and all the Trustees. He adds that the impetus for this work started back in the fall when the Trustees approved the FY16 budget. He states that, when going through the budget, the Trust staff brought forth the recommendation of increasing the small projects amount from \$250,000 to \$300,000. He continues that the reasoning behind that was the small projects grant amount, as stated in the regulations, is up to \$10,000; putting a \$10,000 cap on small projects. He adds that this cap has been there since the beginning of the existence of the Trust. With the decline of the quality of small projects being brought forth, staff asked and received guidance from the Trustees on how to proceed. He states that the only substantive change in the proposed revisions in the regs is changing the amount from \$10,000 to \$20,000. He adds that the remainder of the changes is clean-up stuff. He continues that the reason this is being brought to the Executive Committee for approval is to be able to move forward through the Department of Law and their process to actually get these revisions adopted. He explains the process, stating that once the Department of Law gives its seal of approval, it will come back to the Full Board for final approval, and then the regulations will be updated.

TRUSTEE McCLELLAN asks if the timing is critical to get this into this Legislative session.

MR. WILLIAMS replies that this does not have any connection to the Legislative session. He explains that these are Authority Grant funds and are not part of the State budget process.

TRUSTEE EASLEY asks if the total amount of small projects in the budget is \$350,000.

MR. WILLIAMS replies that, currently, in FY15 there is \$250,000 in the budget for small project applications.

MR. LIND clarifies that the Trustees approved \$350,000 for FY16.

TRUSTEE EASLEY comments on the Mental Health Trust Web site, stating that it is outstanding and much clearer for someone who does not know anything about the Trust. She commends Carley, who designed the layout.

TRUSTEE McCLELLAN makes a motion that the Executive Committee approves the proposed revisions to amend the Mental Health Trust Authority's existing regulations dated May, 2012. Furthermore, the Executive Committee directs Trust staff to initiate work with the Department of Law to amend existing regulations dated May, 2012, to incorporate the proposed revisions.

TRUSTEE EASLEY seconds.

There being no objection, the motion is approved.

CHAIR BARTON moves on to the Trust Personnel Guide revision, and recognizes Mr. Williams.

TRUST PERSONNEL GUIDE REVISION

MR. WILLIAMS states that the Personnel Guide has not been updated since 2010. He continues that, in his role as Chief Operating Officer, he sees that there are a number of different things that organizationally and operationally need to be updated. This is one piece. He states that the Personnel Guide reflects the way the Authority Office operates, as well as the TLO Office, and it comports with the State system. He continues that within the context of operations being worked on also are: policies and procedures within the Authority Office; managing the electronic files, so when there is staff turnover the people coming in understand where to find things. He states the reason for bringing this to the Executive Committee is that this is the process used historically. He continues that then it goes to the Full Board for final approval. Then the Personnel Guide will get sent to the Department of Administration. He asks Ms. Keller to talk about the revisions, the process, and then highlight the substantive changes.

MS. KELLER states that the majority of all of the substantive changes is more formatting and rewording for clarity. She begins with the updates to the time sheets which must be completed by overtime-eligible employees only. The change is more in line with the State's policies, and eliminates a lot of staff time for tracking down these employees. She continues that changes were made to section 4, compensation. She states that merit anniversary date shall be the 1st or the 16th of the month, which is in line with the State HR policies. She adds that this policy has been historically followed, but was not written up in the Personnel Guide. She states that clarified is the language for merit increases and who will approve these increases. She moves to page 15 and points out that, in determining reducing an employee's salary, the CEO, COO, or the executive director for the TLO staff will approve. The next substantive change is for personnel evaluations. She states that included is the TLO executive director as having the power to

prescribe the nature, form, and frequency of evaluation reports. She continues that the leave-accrual and leaves-of-absence section have been updated to be in line with Senate Bill 95, which was approved and enacted in 2013. She adds that the mandatory leave usage language was also updated to match that of the new SB 85 from 2013. She states that the last substantive change is Section 13 for smoking, which has been moved to Section 15, drug-free workplace. She asks for any questions.

TRUSTEE McCLELLAN notes that the Trust Land Office is affected by this change. He asks if they have signed off on the changes.

MS. MENELEE replies that they worked with staff on this and have signed off on it. She states that she is not objecting to anything that has been done here, but feels it is important for the Trustees to understand some of the background and what these proposed changes mean. She continues that there are some nuances relative to the roles of the executive director of the TLO and the relationship between the two that could have some worthwhile discussion. She adds that it is about paying people money.

TRUSTEE NORENE states that it should be a discussion in front of the Full Board of Trustees.

TRUSTEE McCLELLAN asks if it would be appropriate to take up any discussion on language change with the Full Board.

TRUSTEE EASLEY states that the changes are excellent, making it a lot more readable and correct. Staff has done a good job.

CHAIR BARTON asks for any other questions or comments.

TRUSTEE McCLELLAN makes a motion that the Executive Committee approve the proposed updates and revisions to the Alaska Mental Health Trust Authority's current Personnel Guide (2010). Furthermore, the Executive Committee recommends approval to the Full Board of Trustees.

TRUSTEE EASLEY seconds.

There being no objection, the motion is approved.

CHAIR BARTON asks for a motion for adjournment.

TRUSTEE McCLELLAN makes a motion to adjourn the meeting.

TRUSTEE EASLEY seconds.

There being no objection, the meeting is adjourned.

(Executive Committee meeting adjourned at 11:30 a.m.)