



Advisory Board
Pre-meeting
September 7, 2010
12:15
Presented by
Bridgeways

MEMORANDUM

DATE: August 30, 2010
TO: NSMHA Advisory Board
FROM: Chuck Benjamin, Executive Director
RE: September 9, 2010, Board of Director's Agenda

The following items will be going before the Board of Director's, September 9th for approval:

Motion #10-070

To introduce NSMHA-SENIOR SERVICES of SNOHOMISH COUNTY-FBG-10-11 for the provision of geriatric screening and short term mental health intervention to older adults in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$39,800.

Motion #10-071

To introduce NSMHA-EVERETT HOUSING AUTHORITY/HOPE OPTIONS-FBG-10-11 for the provision of stabilizing housing and short term mental health intervention to older adults and adults at risk of homelessness in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$37,138.

Motion #10-072

To introduce NSMHA-SKAGIT COUNTY HUMAN SERVICES-FBG-10-11 for the provision of an Outreach-Intervention Specialist to work with the homeless population in Skagit County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

Motion #10-073

To introduce NSMHA-OPPORTUNITY COUNCIL WHATCOM COUNTY-FBG-10-11 for the provision of a case management position for people with mental illness who were homeless and are applying for and securing housing in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$49,200.

Motion #10-074

To introduce NSMHA-SEA MAR-FBG-10-11 for the provision of integrating mental health and physical health in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

Motion #10-075

To introduce NSMHA-BRIDGWAYS-FBG-10-11 for the provision of an outreach special at the Sparrow House transitional housing project in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$65,560.

Motion #10-076

To introduce NSMHA-SNOHOMISH COUNTY HUMAN SERVICES-FBG-10-11 for the provision of short term case management for those ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

Motion #10-077

To introduce NSMHA-WHATCOM COUNSELING & PSYCHIATRIC CLINIC-GATEKEEPER PROJECT-FBG-10-11 for the provision of Elder Gatekeeper Services, an Evidence Based Practice, in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$44,352.

Motion #10-078

To introduce NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-GLADSTONE PROJECT-FBG-10-11 for the provision of employing a Peer Counselor to work with individuals in the Gladstone House in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$24,752.

Motion #10-079

To introduce NSMHA-SUN COMMUNITY-FBG-10-11 for the provision of urgent transitional housing for people with mental illness in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$57,500.

Motion #10-080

To introduce NSMHA-SUNRISE SERVICES-PEER CONNECTIONS CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

Motion #10-081

To introduce NSMHA-STILLAGUAMISH TRIBE-FBG-10-11 for the provision of mental health services to Tribal and non-Tribal members ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$20,000.

Motion #10-082

To introduce NSMHA-COMPASS HEALTH-FBG-10-11 for the provision of transitional mental health services for those ineligible for other mental health services in Snohomish and Skagit Counties. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$186,564

Motion #10-083

To introduce NSMHA-TULALIP TRIBES-FBG-10-11 for the provision of outreach and engagement to Tribal members, adult and youth at risk, by providing traditional healing, ceremonies and opportunities for growth in Tribal culture. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$81,840.

Motion #10-084

To introduce NSMHA-COMPASS HEALTH-PEER (Bailey) CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

Motion #10-085

To introduce NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-RAINBOW PEER CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

NSMHA has released an RFP for \$50,805 of FBG funding those awarded contracts will be presented to the BOD in September

The Mental Health Block Grants (MHBG) may be going before the Board of Directors at their September meeting but as of August 30th NSMHA has yet to receive the contracts from the Department of Behavioral Health and Recovery. If the contracts are received before the Advisory Board meeting, a revised memorandum will be available at the meeting.

cc: Charles R. Benjamin
County Coordinators
NSRSN Management Team

NORTH SOUND MENTAL HEALTH ADMINISTRATION ADVISORY BOARD MEETING

Agenda

September 7, 2010
1:00 PM

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of the August 2010 Meeting Minutes, Chair – 5 minutes
4. Ombuds Report
5. Brief Announcements – 3 minutes
6. Correspondence and Comments from the Chair – 5 minutes
7. New Business:
 - a. Otis Gulley – NAMI Conference
8. Old Business:
9. Monthly Committee Reports
 - a. Executive Director's Report – Chuck Benjamin – 5 minutes
 - b. Finance Committee – Mary Good – 5 minutes
 - c. Executive Committee/Agenda Committee – Charles Albertson – 5 minutes
 - d. QMOC Report – 5 minutes
10. Items To Be Brought Forward To The Board of Directors – Chuck Benjamin, Executive Director
 - a. Consent Agenda
 - b. Action Items
 - c. Introduction Items
11. Comments from County Advisory Board Representatives – 15 minutes
 - a. Island
 - b. San Juan
 - c. Skagit
 - d. Snohomish
 - e. Whatcom
12. Comments from Public – 5 minutes
13. Other Business
14. Adjournment

NOTE: The next Advisory Board meeting will be October 5, 2010, in the NSMHA Conference Room.

	<p>requested an alternate Advisory Board member to serve in his stead in case he is unable to attend. Russ and Terry Ann volunteered as alternates. Arthur appointed Russ as first alternate and Terry Ann as second alternate. Fred will notify these individuals in the event he is unable to attend the meeting so they can stand in his stead.</p>	
<p>COMMENTS AND CORRESPONDENCE FROM THE CHAIR</p>		
<p>Chair Jackson</p>	<p>The Chair mentioned the letter going out to Ernie Judge for his courtesy shown with transportation to the Behavioral Health Conference.</p>	<p>Informational</p>
<p>NEW BUSINESS</p>		
<p>Chair Jackson</p>	<p>The Chair asked for any new business and he mentioned the October meeting will be changed to October 12th due to Co-Occurring Disorders Conference. The September meeting was mentioned and decided to leave as scheduled due to contracts that will be going before the Board of Directors.</p> <p>Margaret said Federal Block Grant (FBG) allocations for 09-10 need to be re-allocated and she distributed a handout with re-allocation requests. She stated the Training Resources in Partnership (T.R.I.P.) contract is being terminated with submission of final invoice, which is about \$9,000. Word was sent out to providers requesting submissions from them on who spend this money before the end of September. After this notification, NSMHA found out we had \$70,000 from Compass Health Outreach they will not be able to spend. Margaret distributed funding allocation requests received by NSMHA for the \$9,000 along with NSMHA Leadership discussion regarding the other \$70,000 and discussed them with the Board. Margaret said the funds must be spent by the end of September. Discussion followed. Fred made a motion to recommend approval by the Board of Directors as described in the handout from Margaret, Mary Ann Slabaugh seconded and motion carried with one abstention.</p> <p>Margaret distributed a handout for 10-11 FBG contracts that would begin October 1st. Margaret said she has called Compass about the funding allocation in their outreach contract, regarding spending down the funding, to see if Compass thought they would be able to spend down all the funding or if NSMHA could re-allocate some of that funding and she has not heard back. She added the NSMHA Leadership Team discussed it this morning and talked about withholding funding from Compass Outreach contract because this has been an ongoing issue for this contract. Margaret mentioned due to programs not being renewed there will be about \$50,000 available for re-allocation, in addition, to whatever Compass decides to relinquish from their Outreach contract. This funding will be for October 1, 2010 through September 30, 2011. Margaret said Requests for Proposal (RFP),</p>	<p>Informational</p> <p>Change October meeting date</p> <p>Motion carried with one abstention</p>

	<p>should the Board decide to go that way, would need to be reviewed and approved before the September meeting. Arthur said a decision needs to be reached today as to whether to RFP or not. Discussion followed.</p> <p>Arthur asked what the consensus of the Board would be – have RFPs released with a small group to review them on a short turnaround basis or allocate the funding to existing contracts. The Board consensus was to recommend RFPs go out for the additional \$50,000 plus with a small group to review the RFPs received within a two week timeframe. Arthur, Terry Ann and Susan volunteered to review the RFPs submitted for the additional available funding. This group will meet to review RFPs within the next two weeks.</p> <p>Rebecca provided the Board with an update on the conference situation regarding transportation, etc. She mentioned additional transportation funding needed for an individual to attend the NAMI State Conference. Terry Ann volunteered to go to the conference if a scholarship and room could be obtained and carpool the remaining attendees. Rebecca made a call to NAMI State regarding this request and reported she got their voice mail and left a message to call back ASAP with a response. Marie made a motion to approve funding for additional transportation cost for the individual and extra night’s stay for the other three (3) NSMHA attendees or the mileage reimbursement, registration and extra night for Terry Ann if a room and scholarship is available, Russ seconded and motion carried.</p> <p>Arthur stated reimbursement policies were approved with what the Board requested and will be posted on the website.</p> <p>The Chair said two (2) positions are available on the Planning Committee. This committee meets the first Friday of the month and deals with system changes and funding. Candace volunteered and the Chair appointed her to the Planning Committee.</p> <p>The Chair discussed the Quality Management Oversight Committee (QMOC) representation. The Advisory Board has three (3) openings; however, the QMOC Charter states at 51% majority of members must be consumers/advocates. County Coordinators and Ombuds are considered advocates on QMOC; therefore, unless someone is truly interested in serving on QMOC the three (3) vacancies do not need to be filled at this time as current representatives fulfill this requirement.</p>	<p>RFP will be sent out and Arthur, Terry Ann and Susan volunteered to review the RFPs.</p> <p>Motion carried</p>
OLD BUSINESS		
Chair Jackson	The Chair asked for any old business and nothing was mentioned.	Informational

MONTHLY COMMITTEE REPORTS		
	Executive Director's Report	
Chuck Benjamin	<p>Chuck gave a PowerPoint presentation regarding NSMHA re-organization and the presentation was available in the members manila folders. The Chair opened the floor for a recommendation to approve the proposed changes presented by Chuck. Terry Ann made a motion to recommend proposed changes to do away with the Quality Manager position and creation of an Operations Manager position, Fred seconded and discussion followed. Terry Ann amended her motion to include adoption of "cycle of excellence" and "NSMHA re-alignment", seconded and further discussion followed. Susan mentioned the term "family" it usually refers to families of youth and children and families of adults are important for the whole picture. Chuck acknowledged he would research a way to incorporate this thought into the whole picture. Arthur called for the vote and motion carried.</p>	<p>Informational</p> <p>Motion carried</p>
	Finance Committee	
Mary Good	<p>Mary said the committee met this morning, reviewed the expenditures and discussed the budget. A recommendation is being brought forward from committee to forward the expenditures to the Board of Directors for approval. Fred made a motion to accept the recommendation of the committee, Marie seconded and motion carried.</p>	<p>Informational</p> <p>Motion carried</p>
	Executive/Agenda Committee	
Chair Jackson	<p>The Chair said they met and discussed Planning and QMOC representatives. Otis expressed some concerns regarding his advocacy efforts.</p>	Informational
	Quality Management Oversight Committee (QMOC) Report	
Marie Jubie	<p>Marie provided the QMOC Report.</p> <ol style="list-style-type: none"> 1. The meeting was held July 28, 2010, and the June summary was approved as written 2. The following announcements were made: <ol style="list-style-type: none"> a. Changes are coming from MHD regarding Critical Incident Reporting – unknown at this time when they will be implemented. b. Fred mentioned the "Dignity and Respect" Workgroup is seeking a County Coordinator to set in on this workgroup. c. David from Sea Mar said they are looking for a new Program Director for their Mount Vernon office and they have hired two new therapists – one in Lynnwood and one in Monroe. 3. Old Business: <ol style="list-style-type: none"> a. None mentioned 4. The following Quality Issues were discussed: <ol style="list-style-type: none"> a. Update on Sharing Individual Provider Data with 	Informational

	<p>all Providers – this was passed with the element of advance notification to providers before being distributed.</p> <ul style="list-style-type: none"> b. Update on Core Performance Indicators – this will be added to August agenda for further discussion of data. c. Update on Clinical Guidelines – “Differential Diagnosis Guideline for Childhood and Adolescent Behavioral Disturbances” approved as amended. “Guidelines to Person-Centered Recovery” passed with amendment to include accurate reference information. d. Criteria for policies that “Comply With” or are “Consistent With” NSMHA policies. e. Special Population Consultation Chart Review – passed with recommendation to change timeline to 90 day and run recommendation through Department of Behavioral Health and Recovery (DBHR). f. Intensive Outpatient Program (IOP)/Program of Assertive Community Treatment (PACT) g. The following policies were reviewed and approved: <ul style="list-style-type: none"> i. 1504.00 – Intake Evaluations for Ongoing Services ii. 1540.00 – Discharge from Treatment iii. 1529.00 – Children’s Long-Term Inpatient Program (CLIP) Care Coordination <p>5. Kathy McNaughton requested assistance with Department of Health credentialing for new hires.</p> <p>6. The next meeting will be August 25, 2010, from 1-3.</p>	
ITEMS BROUGHT TO THE BOARD OF DIRECTORS		
	Introduction and Action Items	
<p>Chuck Benjamin</p>	<p>Chuck said the standard claims and the following GA-U contract amendment is all that is being brought forward to the Board of Directors for action.</p> <p>To approve NSMHA-INTERFAITH-GAU-09-10, Amendment 1 for the provision of allocating nine (9) more GAU Level 2 slots. This amendment will increase the consideration of this Agreement by \$1,800 per month for nine (9) additional slots at \$200 per slot beginning July 28, 2010, for a total of 15 slots. A new maximum consideration on this agreement is \$25,200 through December 32, 2010.</p> <p>The Chair asked for a motion to recommend the action item. Marie made a motion to recommend approval by the Board of Directors, seconded and discussion followed. The Chair called for the vote and motion carried.</p>	<p>Informational</p> <p>Motion carried</p>

	<p>He added the following Federal Block Grant (FBG) contracts will be presented to the Board of Directors as introductory items:</p> <p>NSMHA-BRIDGWAYS-FBG-10-11 for the provision of an outreach special at the Sparrow House transitional housing project in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$65,560.</p> <p>NSMHA-COMPASS HEALTH-FBG-10-11 for the provision of transitional mental health services for those ineligible for other mental health services in Snohomish and Skagit Counties. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$186,564.</p> <p>NSMHA-COMPASS HEALTH-PEER (Bailey) CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.</p> <p>NSMHA-EVERETT HOUSING AUTHORITY/HOPE OPTIONS-FBG-10-11 for the provision of stabilizing housing and short term mental health intervention to older adults and adults at risk of homelessness in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$37,138.</p> <p>NSMHA-OPPORTUNITY COUNCIL WHATCOM COUNTY-FBG-10-11 for the provision of a case management position for people with mental illness who were homeless and are applying for and securing housing in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$49,200.</p> <p>NSMHA-SEA MAR-FBG-10-11 for the provision of integrating mental health and physical health in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.</p> <p>NSMHA-SENIOR SERVICES of SNOHOMISH COUNTY-FBG-10-11 for the provision of geriatric screening and short term mental health intervention to older adults in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$39,800.</p>	
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	<p>NSMHA-SKAGIT COUNTY HUMAN SERVICES-FBG-10-11 for the provision of an Outreach-Intervention Specialist to work with the homeless population in Skagit County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.</p> <p>NSMHA-SNOHOMISH COUNTY HUMAN SERVICES-FBG-10-11 for the provision of short term case management for those ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.</p> <p>NSMHA-STILLAGUAMISH TRIBE-FBG-10-11 for the provision of mental health services to Tribal and non-Tribal member's ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$20,000.</p> <p>NSMHA-SUN COMMUNITY-FBG-10-11 for the provision of urgent transitional housing for people with mental illness in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$57,500.</p> <p>NSMHA-SUNRISE SERVICES-PEER CONNECTIONS CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.</p> <p>NSMHA-TULALIP TRIBES-FBG-10-11 for the provision of outreach and engagement to Tribal members, adult and youth at risk, by providing traditional healing, ceremonies and opportunities for growth in Tribal culture. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$81,840.</p> <p>NSMHA-WHATCOM COUNSELING & PSYCHIATRIC CLINIC-GATEKEEPER PROJECT-FBG-10-11 for the provision of Elder Gatekeeper Services, an Evidence Based Practice, in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$44,352.</p> <p>NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-GLADSTONE PROJECT-FBG-10-11 for the provision of employing a Peer Counselor to work with individuals in the</p>	
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	<p>Gladstone House in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$24,752.</p> <p>NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-RAINBOW PEER CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.</p> <p>Fred asked about the highlighted amount under the Compass FBG contract and Margaret stated this amount may change as this is the project that the \$70,000 re-allocation from this year's FBG contracts came from and NSMHA would like to re-allocate any funding before contracts are issued for 10-11. She also mentioned that all FBG contracts will go out for RFPs in the year 11-12.</p>	
COMMENTS FROM COUNTY ADVISORY BOARD MEMBERS		
Island	They did not have a meeting.	Informational
San Juan	<p>Mary Ann said they had a meeting with Peace Health and community leaders to discuss aspects of critical access hospital and emergency room. A seclusion room was included in design right off main entrance to emergency department. Capacity issues including staffing was a hot topic using E&T's as back up when needed, as well as, finding a way to pay them. It was suggested mental health tax fund be considered for this purpose. NSMHA as a potential revenue source as we move forward with these implementation changes as a crisis system. They are preparing to schedule a meeting in the Family Resource Center and Senior Services to move forward with the implementation of a community-based mental health program for the uninsured.</p>	Informational
Skagit	<p>Community Services staff has been meeting with Skagit Valley Hospital Social Workers and Dr. Jeffrey Berger around development of a pilot program to provide psychiatric consultations to skilled nursing facilities in order to help patients remain stable and in the facility</p> <p>Community Services has hired a new case manager for the Jail Transition Program, Joey Warner, and a new case manager for chemical dependency services, Scott Richardson</p> <p>Requests for Proposals for millage funds were released; proposals are due by 4:30 pm September 3, 2010.</p> <p>The 0.1% Allocations Committee held a full day retreat on Friday, July 23 and a subcommittee met on Tuesday, July 27, 2010. It was determined that RFPs would not be sent out for 2011 and current ongoing programs would be re-funded. A needs assessment will be completed and RFPs will be circulated for 2012.</p>	Informational

	Community Services staff has been researching school-based mental health programs and meeting with individuals from NSMHA, SVC Human Services, UW School of Social Work, as well as, Catholic Community Services. A new fee-for-service contract has been proposed but not yet executed.	
Snohomish	<p>Representatives from Compass Health and NSMHA presented at our 1/10th of 1% sales tax board this month regarding our triage/crisis facility. Discussions are underway to start the planning and implementation of this facility, and to discuss the philosophy of care that will govern the programs.</p> <p>Snohomish County has hired on a full time mental health professional at the Denney Juvenile Justice Center. She is slated to start on August 9th. In addition, we have also hired on a full-time researcher for the Human Services Department who is slated to start on August 23rd.</p>	Informational
Whatcom	Russ said they met July 12 th and discussed the Good Samaritan Law and Whatcom is now a part of that program. He said several programs funded by 1/10 monies are Behavioral Health professional at Whatcom County jail, a specialist that will allow for re-entry programs for people recently released from jail and want to return to society and thunder outreach program where mental health offenders will be able to have some contacts. There will also be more behavioral health services in the schools. They have new Executive Committee positions, which are Mark McDonald, first Vice Chair, and Hill Cummings, second Vice Chair. David Kincheloe is the Chair. They reviewed modifications to their By-Laws and a copy can be obtained from Anne Deacon. They had a brief public comment about utilization of Syboxone for the raise of Heroin and Opium addictions. Currently, Catholic Community Services and St. Joseph's Hospital participate in the Syboxone program. They are trying to include Syboxone in the overall behavioral health access plan. Chuck added Lummi also participates in the endeavor. Their next meeting will be September 13 th and programs will be discussed further.	Informational
COMMENTS FROM THE PUBLIC		
Chair Jackson	The Chair asked for any comments from the public and nothing was mentioned.	Informational
OTHER BUSINESS		
Chair Jackson	Fred said he proposed a motion to Chuck Benjamin that due to re-organization of NSMHA to change the name to North Sound Behavioral Health and Recovery Administration. Arthur said it was worth discussion. Russ suggested North Sound Mental Health Plus. Candace suggested tabling this for now and people think about this and bring back thoughts next month.	Informational

DRAFT not yet approved by Advisory Board

	Rebecca mentioned the scholarship for Terry Ann to attend the NAMI State Conference is doable per a conversation with Rebecca Thompson with NAMI State. A registration just needs to be submitted ASAP.	
ADJOURNMENT		
Chair Jackson	Marie made a motion to adjourn the meeting, seconded and motion carried. The meeting was adjourned at 3:00 pm and the next meeting will be September 7, 2010.	Informational Motion carried