

**BOARD OF MENTAL HEALTH AND  
SUBSTANCE ABUSE SERVICES  
January 13, 2006  
Department of Mental Health  
And Substance Abuse Services  
Oklahoma City, OK**

**Minutes**

**Board Members Present:**

Beverly Eubanks  
Bruce Fisher  
Dwight Holden, M.D.  
Larry McCauley, Ed.D.  
Jack Turner  
Gail Wood

**Others Present:**

Russell Gillette-Tulsa Boys' Home	Carol Ladd-ODMHSAS
Meredith Martin-ODMHSAS	Jim Schmit-Clay Crossing
Gloria Gayle-Clay Crossings	Mark Turner-Center for Therapeutic Intervention
Bonnie McAffrey- Youth Services for OK County	Linda Winton- ODMHSAS
Larry Derry Berry-Valiant House	Melanie Smith-Youth Services for Stephen County
Keith Butler-Valiant House	Jeanette Whitehill-HOPE
Janice Hiner-ODMHSAS	Tonya Salazar- ODMHSAS
Dnaydavina James- Mid-Del Y&FC	Shawn McCarty-ODMHSAS
Durand Crosby-ODMHSAS	Brian Karnes- MHSACSO
Dewayne Mason-Rogers County Drug Abuse Programs	Connie Schlitter-BWCMHC
Mary Howell-DRS	Melissa Lange-ODMHSAS
Jason Head-BWCMHC	William Burkett-OFC
Micah Woodard-Mid-Del Y&FC	Kaye Rote-OMHCC
Jeff Dismukes-ODMHSAS	Rand Baker-ODMHSAS
Robert Lee-OYC	Don Bowen-GMH
Misty Jobe-ODMHSAS	Janice Reese-Eagle Ridge Family Treatment Center
Michael Miller-Valley Hope	Krista Conder-FC&S
Teresa Peden-NAMI OK	Peggy Jewell, M.D.-ODMHSAS
Summer Holleyman-Capitol Network News	Sonny Scott-NAIC
Ben Brown-ODMHSAS	Kristi Allison- ORALA
Lisa Lorig-ODMHSAS	Angie Patterson-ODMHSAS

**CALL TO ORDER**

Dwight Holden, M.D., Chair called the January meeting to order at 9:15 a.m. and declared a quorum was present. Dr. Holden announced Ms. Logan's term ended with the Board in December 2005; and she has chosen not to seek re-appointment from the Governor. Dr. Holden took the opportunity to thank Ms. Logan publicly

for her dedicated service and knowledge, acknowledging that the Board and the Department would miss her. Dr. Cline ensured that Ms. Logan would receive the proper acknowledgements.

**APPROVAL OF MINUTES**

Ms. Wood moved to approve the minutes of the November 18, 2005 meeting. Ms. Eubanks seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING CRITICAL INCIDENT REPORTS**

Ms. Martin had no additional information to add to the Critical Incident Report. Mr. Turner asked if the five reported cases of assaultive behavior at Griffin were considered normal. Ms. Meredith explained it depends on the client base and the staff; however, it is generally not considered high, given the nature of clients admitted to inpatient treatment. Ms. Meredith also indicated measures are taken to prevent all incidents including assaultive behaviors. Dr. Holden commented, assaultive behavior is, unfortunately, a part of the behavior for those who are actively psychotic or on drugs. He further explained, it is a balance between medicating the patient and trying to find a more gradual and therapeutic approach.

Dr. McCauley moved to accept the Critical Incident Report. Mr. Fisher seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING PROGRAM CERTIFICATION RECOMMENDATIONS**

**Alcohol and Drug Treatment Programs**

**A. Temporary Certification**

Temporary Certification was recommended for: Clay Crossing for Women, L.L.C.; Mid-Del Youth & Family Center, Inc; Substance Abuse Services, Inc.; and The Center for Therapeutic Interventions, P.L.L.C.

Dr. McCauley moved to approve temporary certification for the above-referenced programs. Mr. Fisher seconded the motion.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**B. Conditional Certification**

Conditional Certification was recommended for: Bill Willis Community Mental Health and Substance Abuse Services Center; Rogers County Drug Abuse Program, Inc.; Tulsa Boys' Home, Inc.; Valley Hope Association dba Oklahoma City Valley Hope; and Valley Hope Association dba Tulsa Valley Hope

Ms. Wood moved to approve temporary certification for the above-referenced programs. Ms. Eubanks seconded the motion.

Mr. Fisher asked how many beds were available at Tulsa Boys' Home, Inc. The representative from the Tulsa Boys' Home advised twelve beds were available.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**C. Certification**

Certification was recommended for: Eagle Ridge Institute, Inc. dba Eagle Ridge Family Treatment Center (Halfway House Services for Persons with Dependent Children); Freedom Ranch, Inc. dba CBTI-Tulsa; Youth Services for Oklahoma County, Inc.; and Youth Services for Stephens County, Inc.

Mr. Fisher moved to approve certification for the above-referenced programs. Ms. Woods seconded the motion.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**Initiation of Revocation Proceedings**

Initiation of Revocation Proceedings is recommended for: Valliant House, L.L.C.

Mr. Fisher moved to approve initiation for revocation proceedings for the above-referenced program. Mr. Turner seconded the motion.

Dr. Holden explained the Department has an extensive process to avoid revocation proceedings, and advised that the proceedings actually help to keep the organization compliant until the correct documentation is received, compliance is obtained, and temporary certification is re-instated. The Board discussed the fact that statutorily the revocation proceedings must begin and this time will provide an additional six months to become compliant.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**II. Programs of Assertive Community Treatment**

**A. Certification**

Certification was recommended for: F&CS Mental Health Center, Inc.

Dr. McCauley moved to approve certification for the above-referenced programs.  
Ms. Wood seconded the motion.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**III. Community Residential Mental Health Program**

**A. Conditional Certification**

Conditional Certification was recommended for: Chase E. Inc. dba 3C Old Fashion Boarding Home

Ms. Wood moved to approve certification for the above-referenced programs. Mr. Fisher seconded the motion.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**B. Certification**

Certification was recommended for: Mental Health and Substance Abuse Centers of Southern Oklahoma, Inc.

Ms. Wood moved to approve certification for the above-referenced programs. Mr. Fisher seconded the motion.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING ODMHSAS ADMINISTRATIVE RULES**

Linda Winton explained the Department reviews administrative rules annually and adjusts them as necessary. Title 450 is the administrative rule that applies to the Department. Throughout the year departmental staff collects stakeholders' comments and concerns relative to the rules and are incorporated into the revision process. Then the proposed, revised rules are presented at public hearings.

Stakeholders, certified programs, contracted programs, and advocacy groups are all notified of the hearings. Board Members are sent copies of the proposed rules and notice of the public hearings. Public comments are solicited at the hearings and ODMHSAS Leadership may amend further based on the comments received. The Department's final proposals are presented to the Governing Board to adopt as-is, suggest additional changes, or reject the proposed changes. Once the rules are accepted by the Board, they are sent to the Governor's office within ten days. The Governor has 45 days to approve or disapprove. Copies are delivered to the House and the Senate. The legislature approves the rules passively, and the Governor approves actively, i.e. in writing. Once the rule revisions are approved, they are forwarded to the Secretary of State for codification. The effective date is historically July 1<sup>st</sup> of each fiscal year. Ms. Winton also noted the legislature ensures the rules do not conflict with current statute.

**CHAPTER 15. CONSUMERS RIGHTS**

Tonya Salazar presented the proposed changes to Chapter 15. Minor changes were made to the definition section, and co-occurring language was added to the Consumer Rights sections. Changes were also made under Advocate General duties in order to clarify how and when investigations may be conducted. Responsibility was added to those who are investigated.

Dr. McCauley moved to approve changes in Chapter 15. Ms. Woods seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**CHAPTER 16. STANDARDS AND CRITERIA FOR RESIDENTIAL CARE FACILITIES**

Mr. Hudgens summarized most of the changes for Chapters 16, 17, 50, and 55 refer to the co-occurring disorders initiative.

John Hudgens presented the proposed changes to Chapter 16. Additions throughout the chapter were based on Dr. Minkoff's recommendations regarding adding co-occurring language to the rules, as well as substance abuse rules. There are minimal changes to clarify intent and provide specificity recommended by Provider Certification.

Mr. Fisher moved to approve changes in Chapter 16. Ms. Wood seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**CHAPTER 17. STANDARDS AND CRITERIA FOR COMMUNITY MENTAL HEALTH SERVICES CENTERS**

Mr. Hudgens presented the proposed changes to Chapter 17. Additions throughout the chapter are based on Dr. Minkoff's recommendations regarding adding co-occurring language to the rules, as well as substance abuse rules.

Minimal changes were made to clarify intent and provide specificity recommended by Provider Certification. Subchapter 7, Facility Clinical Records:

17-7-3. Basic requirements: Addition of language to minimize the administrative burden on the clinician and free up the clinician's time to provide direct services. This allows programs the opportunity to identify and propose paperwork efficiencies, with comparable or improved outcomes.

17-7-5 Clinical record content, intake assessment; 17-7-8 Service plan; and 17-7-10 Progress Notes: revision of consumer intake assessment information, service plan and progress notes to provide more specificity based on feedback from Clinician's workgroup.

17-7-5.1 Clinical record content, on-going assessment: addition of on-going assessment procedures to assure continuity of care.

Ms. Eubanks asked if the reference to case management applied to substance abuse. Mr. Hudgens advised Chapter 17 has a reference to case management, but the majority of the case management rules will appear in Chapter 50.

Dr. McCauley asked for clarification on the term, "Licensed mental health professional" or "LMHP" Item C, "a licensed clinical psychologist," and whether that meant specifically a clinical psychologist. Mr. Hudgens advised the language is presented as it appears in statute.

Dr. McCauley moved to approve changes in Chapter 17. Mr. Fisher seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**CHAPTER 23. STANDARDS AND CRITERIA FOR COMMUNITY-BASED STRUCTURED CRISIS CENTERS**

Mr. Hudgens presented the proposed changes to Chapter 23. Additions throughout the chapter are based on Dr. Minkoff's recommendations regarding adding co-occurring language to the rules, as well as substance abuse rules. Minimal changes have been added to clarify intent and provide specificity recommended by Provider Certification.

Mr. Fisher clarified the addition of co-occurring terms is new terminology being inserted. Dr. Holden verified the existing structured crisis centers as: Oklahoma County Crisis and Intervention Center (OCCIC), Tulsa Center for Behavioral Health (TCBH), Green Country in Muskogee, and Red Rock West. He stated the crisis centers were generally located in the eastern section of the state, with one in the mid-western area, and asked if there were any known facilities in the western part of the state. Mr. Hudgens replied, TCBH addresses the need by allowing those from the western area of the state to stay for extended periods of time and the facility also works closely with other counties.

Ms. Wood moved to approve changes in Chapter 23. Mr. Fisher seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**CHAPTER 50. CERTIFIED BEHAVIORAL HEALTH CASE MANAGERS**

Mr. Hudgens presented the proposed changes to Chapter 50. Mr. Hudgens noted the Department has authority over case management through statutes; and all public mental health and substance abuse systems as well as Medicaid systems are required to be certified through this program. Minimal changes were made to clarify intent and provide specificity recommended by Provider Certification. Subchapter 5. Behavioral Health Case Manager Certification Training: 50-5-1. Case management certification training; 50-5-2. Case Management Project Supervision; and 50-5-3. Case management certification competency-based project: Clarification and adoption of case management procedures into rules regarding dual certification, project supervision and competency based project.

Ms. Eubanks asked if additional staff would be added to help with the integrated services initiative. Mr. Hudgens advised it depends on the situation, but generally this item can be incorporated into existing employees' competency base.

Ms. Eubanks moved to approve changes in Chapter 50. Ms. Wood seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**CHAPTER 55. STANDARDS AND CRITERIA FOR PROGRAMS FOR ASSERTIVE COMMUNITY TREATMENT**

Additions throughout the chapter are based on Dr. Minkoff's recommendations regarding adding co-occurring language to the rules, as well as substance abuse rules. Minimal changes to clarify intent and provide specificity recommended by Provider Certification.

Dr. Holden asked how many PACT Teams the Department currently operates. Mr. Hudgens advised there are ten teams currently operating with an additional three in the process of being established.

Mr. Fisher moved to approve changes in Chapter 55. Ms. Wood seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING THE OFFICE OF CONSUMER ADVOCACY REPORT**

Ms. Salazar had nothing further to add to her report.

Dr. McCauley moved to accept the Advocate General's report. Ms. Eubanks seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING REPORT FROM COMMISSIONER**

Dr. Cline reported on the Mental Health Association of Tulsa's 50<sup>th</sup> anniversary celebration. The event had approximately 600 people in attendance, highlighting the community support and the Association's hard work. Dr. Cline commented on the National Mental Health Association's symbol, which is a large cast-iron bell made from the shackles and chains of those who were restrained due to mental illness. The event was powerful and the symbolic bell represented the change in times for services related to mental health.

Dr. Cline reported on the Underage Drinking Prevention Committee established by the Governor Henry's office to focus specifically on underage drinking in Oklahoma. SAMHSA has provided guidance and technical assistance, including startling statistics regarding the early use of alcohol and the relationship to a lifetime struggle with alcoholism. The goal is to prevent people from using alcohol early and in the beginning stage of use, instead of addressing the issue once the problem is more and/or fully developed. He noted the task force would include a series of town-hall meetings across the states through SAMHSA. Dr. Cline announced Kim Henry, the First Lady of Oklahoma, joined a national organization of 37 First Ladies focused on the Underage Drinking Initiative. In addition, she has agreed to be involved with Oklahoma's efforts and is scheduled to speak at the Department's Annual Substance Abuse Conference scheduled later this month.

Dr. Cline provided a summary on the House of Representatives Appropriations and Budget Subcommittee meetings. Dr. Cline noted the upcoming legislative session, which begins in February and a considerable amount of activity is already taking place. The first meeting on Performance measures has been held, and the Senate meeting regarding the same will take place later this month.

Dr. Cline reported the Governor's General Motors Task Force includes: addressing the increased probability of substance use, increased level of stress related illnesses, and the overall mental well-being related to the lay-offs. Dr. Cline

advised the Department will have a presence during the transition. The Department will participate in a large job fair to offer information and resources in the community as well as meeting with those who may be interested in finding a position with the Department. Dr. Cline assured the Board that the Department's mission is being disseminated; emphasizing the issues of substance abuse and mental health being recognized and addressed.

Mr. Fisher asked Dr. Cline to consider addressing *The Black Man's Studio Alliance* as they are on the forefront of the mental health and substance abuse issues within the African-American community. Dr. Cline agreed it would be an excellent opportunity to emphasize the Department's mission and available services to meet the needs of the community.

Dr. Holden commented on the Transformation Initiative and emphasized the services that will be created, and/or enhanced to serve Oklahomans. He further recognized an article from the *Tulsa World* called "Radical Change" written by editorial writer Janet Pearson, noting the comprehensive understanding of the Transformation Initiative in the article.

Mr. Fisher moved to accept the Commissioner's report. Dr. McCauley seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING REPORT FROM CHIEF OPERATING OFFICER**

Dr. Holden recognized Dave Statton for his commitment to the Department and explained Mr. Statton had retired but agreed to return to the Department for one-year; however, Mr. Statton recently reached his sixth year, since returning from retirement. Mr. Statton recognized the Department and the dedicated employees he has had the chance to work with.

Mr. Statton recognized LaDonna Lockett, recent retiree, for her contributions to the Department during her 30 years of service. Mr. Statton also recognized Edna Meziere for her dedication to the Department. Ms. Meziere had also been in retirement and graciously returned to the Department as the Director of Tulsa Center for Behavioral Health. Mr. Statton recently attended her second retirement celebration and presented a certificate from the Department.

Mr. Statton announced the 18<sup>th</sup> Annual Substance Abuse Conference scheduled January 25 - 27, 2006. Mr. Statton commented on the outstanding participation at the Annual Best Practice Conference on December 1<sup>st</sup> - 2<sup>nd</sup>, 2005. He discussed recent organizational changes within the Department, and how changes will allow him time for site visits. One of the changes is Terri White's new appointment as Director of Communications; she will oversee Provider Certification, Public Policy and Rules, Public Information, and Privacy Information. Mr. Statton advised Ms. White's position will be a crucial role during the transformation initiative. Another change to the organizational chart is Jan Savage's position as the Performance

Improvement Coordinator, which will now report to Dr. Steven Davis, the Director of Decision Support Services.

Mr. Statton asked Ms. White to provide a brief introduction of priorities for this year's legislative session. Ms. White explained the legislative process actually began when the Board Approved the Department's Budget Request and it was submitted to the Governor's Office on October 1, 2005. The Governor's Office and The Office of State Finance are in the process of developing the Governor's budget, which will be presented to the legislature, on the first Monday in February, the first day of session. The appropriations process has also already begun, and is a top priority, because most of what the Department is able to do comes through the appropriations process. Ms. White reported, the Department submitted four requests to change bills and to have the topics addressed this year. The deadline for filing bills is January 19, 2006 and by the next Board Meeting the bills will be filed and will have official bill numbers to track and she will have a comprehensive report to present. Key pieces of legislation will also be outlined for review. Ms. White discussed the Youth Access to Alcohol Act, which is priority legislation this year. Ms. White further explained the industry opposed this bill based on the potential effect the act could have on the industry financially. Ms. White indicated it is hopeful this will be the year to see major changes to help protect the children in Oklahoma. The four areas included: Changes to Title 43A, which includes minor changes to clarify language as well as clear any policy issue; Changes to driver's licenses and drug courts because participants are failing the program strictly due to losing their licenses and being unable to attend the required meetings and/or drug courts. The requested legislation proposes to give participants the opportunity to drive under limited driver's license and only for that program. There is also legislation to clean up items in the DUI Assessor's log. Occupational Licenses are also being targeted for legislation. When a crime is committed, such as non-violent felonies, those whose work depends on the occupational license cannot get their license back and are unable to go back to work. Being unemployed creates an issue with recovery and moving forward with life. The Department is working with legislators in this year's session and should hopefully lead to some acceptable alternative.

Dr. Holden congratulated Ms. White on her recent promotion to Communications Director. Dr. Holden also acknowledged Edna Meziere for her hard work and noted that she will truly be missed.

Ms. Eubanks moved to accept the Chief Operating Officer's Report. Mr. Fisher seconded the motion.

ROLL CALL VOTE

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

#### **REPORT FROM PERFORMANCE IMPROVEMENT COMMITTEE**

Ms. Eubanks reported at the November PI meeting that OCARTA presented a project collaborated with the Department to obtain baseline indicators for individuals who are most likely to be re-admitted to treatment. OCARTA worked with NAIC, 12 & 12, and Drug Recovery Inc., to pilot this project. The project includes: surveying patients currently in treatment, a follow-up study to review areas of life improvement after treatment, and identify barriers in the treatment and recovery process. Some of the results established are trends of: abstinence or decrease in substance abuse, decrease involvement in the legal system, success in employment, success in education or training, improved family relationships, enhanced psychological functioning, removal from welfare roles, return or maintenance of child custody, improved physical health, and decrease in emergency room admissions. Ms. Eubanks noted 73% of those surveyed were unemployed and the data provides evidence that employment is an important factor in creating other successes in their life, helping lead to recovery. Ms. Eubanks referenced Ms. White's report and the importance of addressing items such as employment. Ms. Eubanks provided additional statistics from the study: the annual median income for the participants surveyed was \$2,398, the average age of first use was 16 years old, 36% selected alcohol as their drug of choice, followed by methamphetamines at 29%, and 12% of participants had severe mental illnesses. The percent of readmissions by those whose drug of choice was opiates or had a severe case of mental illness were significantly higher. Ms. Eubanks explained these baselines will help to identify how to improve the treatment and recovery process. The study also confirms step-down treatment programs positively affect consumer's progress significantly, and highlights areas the Department needs to focus on and expand access to care.

Dr. Holden commented on the amount of data covered by the Performance Improvement Committee, and requested some of the data get disseminated to the Board. Mr. Turner also commented on the importance of the continuum of care and is enthusiastic about the progress.

#### **PRESENTATION: DECISION SUPPORT ACTIVITIES**

Dr. Steven Davis, Director of Decision Support Services introduced the managers responsible for various projects throughout the division. Dr. Mark Reynolds and staff are responsible for data projects. They take data from the ICIS system and format for other uses. Dr. David Wright and staff are responsible for Justice related programs including Drug Courts, Mental Health Courts, and other diversion programs. Gary Fortelney and staff support the network and telecommunications throughout the state, keeping up with daily changes in software, hardware, and ordering equipment. Sheila Tillery serves as Grant Management for the Department and works with the public information staff to maintain a webpage on the Department's website to keep grant information up-to-date. Jan Savage, Performance Improvement Coordinator, works with the Board Committee to develop improvement measures. Tracy Leeper is the Grants Projects Manager who implements the grants and evaluates projects related to grants. Ms. Leeper has also written many of the grants the Department has received.

Dr. Davis explained only a few of the many areas of activity in which the Decision Support Services Department is involved. Dr. Davis also pointed out most of the activities overlap with different activities or areas.

Administrative Support is a major area where DSS is involved with grant development and management a major task. The Department currently has 19 active grants, not including the mental health and substance abuse block grants. These grants total more than \$29 million, compared to several thousand dollars four or five years ago. DSS created the Institutional Review Board, with representatives from different areas of the Department, helping to ensure all data follows confidentiality and HIPPA regulations. The Performance Improvement Committee helps provide feedback and more detail on data and reports. Ad hoc inquiries are requested frequently from various sources including: administrators, legislators, providers, advocates, grant applicants, students, and others.

Program Evaluation is another area that DSS provides leadership. The Drug Court and PACT programs data, prepared by DSS, has contributed to the Department's ability to receive additional funding and continued support of these services. DSS is continuing work with OCARTA on the follow-up survey as well as other activities that specify long-term and short-term outcomes.

Currently DSS is working to evaluate the Co-Occurring Disorders Grant. There are also a few grants from NIJ to improve the Drug Court Data System. DSS is also applying with a national organization for an additional NIJ Grant to further evaluate drug court data, looking at specific sub-populations. The Department receives attention from these national groups because of the data system and its ability to link data with other state agencies. The Department has been working with Brandeis University on a grant for approximately three years; and has recently submitted an abstract to be presented at a national conference using the Department's data on substance abuse treatment and how step-down services are linked to reduced long-term involvement in the criminal justice system. A performance measurement website for MHSIP is maintained through the Department's DSS division and is funded by the Center for Mental Health Services. Dr. Reynolds and staff produced the proceedings for a national conference on Behavioral Health and Information Technology which included a power point presentation with voice matched comments.

Decision Support Services is also currently working on Interagency Projects. The Joint Oklahoma Information Network (JOIN) consists of multiple state agencies working together to essentially create a back up of information for social services, which can be accessed through the JOIN Network. Another inter-agency initiative is trying to discover a method of sending consumers' information electronically, with their permission, to other agencies where they may have eligibility. Data matching is used along with a confidentiality agreement to match specific data with other state agencies. Matching data is used to review consumers who have received services for either mental health or substance abuse and with the Oklahoma Security Employment Commission to track whether they are having success with employment after treatment. Data from the Tulsa and Oklahoma County Jails show significant overlapping with data from Department establishing a connection between those who enter the criminal justice system to those who receive mental health and substance abuse services. The goal is to help get these individuals the services they need earlier. The Mathematica Policy

Research group, funded by SAMHSA, is charged to review Medicaid eligibility and get services reinstated more quickly for those who have been in a state hospital or in the DOC system.

There are various reports created by DSS for grants, mental health services, and substance abuse services. The Quarterly Regional Performance Management Report is presented to the PI Board Committee, and follows several indicators relevant to the field of study. Dr. Davis reported on a short-term indicator for substance abuse facilities.

Dr. Mark Reynolds provided a demonstration on the Health Information Integrated Query System (HI IQ's). The query system is available on the ODMHSAS website ([www.odmhsas.org](http://www.odmhsas.org)) under the Statistics and Other Data. The query system has three queries available: simple, basic, and advanced. There are approximately 2,000 reports and searches through approximately 8 million records. The system can be as broad or specific as needed. Dr. Davis added it is important to note the dates on some of the reports, because some projects are previously funded projects.

For more information on Decision Support Activities, please see the attachment.

**REPORT FROM FINANCE COMMITTEE**

Mr. Turner reported on the January Finance Committee Meeting where Mr. Garner discussed the monthly financial report and a budget revision. Mr. Garner reported expenditures and obligations are at appropriate levels and that overall revenue is on track.

The committee also discussed documents, provided to the Board, related to the statutorily required land trust. Durand Crosby explained the statutory reason for the trust, and the reason for the operating agreement with the Department to manage the trust. Shawn McCarty, property manager, will be responsible for inventorying the Department's real property and the transition of the property to the Trust. The committee discussed the land trust and the associated operating agreement and recommends approval by the full Board.

**DISCUSSION AND POSSIBLE ACTION REGARDING MONTHLY FINANCE REPORT**

Mr. Garner had nothing further to add to the monthly financial report.

Dr. McCauley moved to accept the Monthly Financial Report. Mr. Fisher seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING THE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES REAL PROPERTY AND TRUST INDENTURE**

Durand Crosby reported on the Trust Indenture, due to legislation the agency is required to transfer all real property into a Trust, ensuring the property cannot be sold. The Trust Indenture document names the ODMHSAS Board Members as Trustees. The Board, as Trustees, would have control over the land utilization and leases. In order to allow the Department to operate under its current process, the Trustees and the Department would need to jointly adopt the Operating Agreement. Durand explained ODMHSAS is the first state agency asked to create a trust for real property. Mr. Crosby has worked with Richard D. Forshee, of Williams, Box, Forshee, & Bullard, P.C. and the Attorney General's Office to assure the process is thorough and executed according to the statute.

Mr. Crosby explained procedural changes that would take place, if the Trust Indenture was adopted in its current form. The named Trustees would need to meet to take action, such as adopting the Operating Agreement and all future actions. To adopt the Operating Agreement, the Board must accept the operating agreement before adjourning the ODMHSAS Board meeting. Then the meeting of The Department of Mental Health and Substance Abuse Services Trust would convene, and the Operating Agreement would need to be accepted by the Trustees. Mr. Crosby explained the additional agenda attached to the Board Meeting would serve as the Agenda for the Trust if the indenture is accepted. Mr. Crosby explained the trust would be required to meet at a minimum of once a year to provide an accounting of real property and its use. The Trust can meet the same day of the Board Meetings. However, the procedural change would need to occur: adjourning the Board Meeting and calling the Trust meeting to order.

Ms. Eubanks questioned why this is the only state agency requested to form a trust to secure real property. Ms. White explained there have been previous instances where land deeded to the Department suddenly disappeared in another bill to another city or agency. Legislators in Norman headed up the initiative to preserve and protect the resources for the Department. Mr. Crosby indicated this will be a positive way to add to accountability and give the Department the opportunity to re-examine its property through an updated inventory.

The Board verified the land will be transferred to the Trust after the Trust is created and adopted. It was also clarified, after the Trust was formed, the Department's Property would need to be identified in order to perform the transfer to the Trust. The Board of Trustee's would authorize the transfer and the Chairman would execute the deeds. The Board also verified the Trustee position would come with the appointment as a Board Member; and the protections received as a Board Member would also extend as a member of the Trust.

Mr. Turner moved to accept the Department of Mental Health and Substance Abuse Services Real Property and Trust Indenture. Mr. Fisher seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

Mr. Turner moved to accept the Operating Agreement as the Governing Board of Mental Health and Substance Abuse Services. Ms. Eubanks seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**NEW BUSINESS**

The next Board meeting will be Friday, March 10, 2006, 9:00 a.m. at ODMHSAS Central Office.

**ADJOURNMENT**

Ms. Wood moved to adjourn the meeting at 11:35 a.m. Dr. McCauley seconded the motion. All voted in favor: none opposed.

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Dwight Holden, M.D., Chair

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Joel Carson

\_\_\_\_\_  
Beverly Eubanks

\_\_\_\_\_  
Bruce Fisher

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Mary Anne McCaffree, M.D.

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Larry McCauley, Ed.D.

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Rose Mary Shaw

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Jack Turner

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Ronna Vanderslice, Ed.D.

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Gail Wood

**The Department of Mental Health and  
Substance Abuse Services Real Property Trust**

Board Members Present:

Beverly Eubanks  
Bruce Fisher  
Dwight Holden, M.D.  
Larry McCauley, Ed.D.  
Jack Turner  
Gail Wood

Others Present:

Russell Gillette-Tulsa Boys'Home  
Meredith Martin-ODMHSAS  
Gloria Gayle-Clay Crossings  
Bonnie McAffrey- Youth Services  
for OK County  
Larry Derry Berry-Valiant House  
Keith Butler-Valiant House  
Janice Hiner-ODMHSAS  
Onaydavina James- Mid-Del Y&FC  
Durand Crosby-ODMHSAS  
Dewayne Mason-Rogers County  
Drug Abuse Programs  
Mary Howell-DRS  
Jason Head-Bill Willis  
Micah Woodard-Mid-Del Y&FC  
Jeff Dismukes-ODMHSAS  
Robert Lee-OYC  
Misty Jobe-DMHSAS  
Michael Miller-Valley Hope  
Teresa Peden-NAMI OK  
Summer Holleyman-Capitol  
Network News  
Ben Brown-ODMHSAS  
Lisa Lorig-ODMHSAS

Carol Ladd-ODMHSAS  
Jim Schmit-Clay Crossing  
Mark Turner-Center for  
Therapeutic Intervention  
Linda Winton- ODMHSAS  
Melanie Smith-Youth Services for  
Stephen County  
Jeanette Whitehill-HOPE  
Tonya Salazar- ODMHSAS  
Shawn McCarty-ODMHSAS  
Brian Karnes- MHSACSO  
Connie Schlitter-Bill Willis  
Melissa Lange-ODMHSAS  
William Burkett-OFC  
Kaye Rote-OMHCC  
Rand Baker-ODMHSAS  
Don Bowen-GMH  
Janice Reese-Eagle Ridge Family  
Treatment Center  
Krista Conder-FCS  
Peggy Jewell, M.D.-ODMHSAS  
Sonny Scott-ODMHSAS  
Kristi Allison- ORALA  
Angie Patterson-ODMHSAS

**CALL TO ORDER**

Dwight Holden, M.D., Chair called the First Meeting of the Oklahoma Department of Mental Health and Substance Abuse Services Trust and declared a quorum was present.

**DISCUSSION AND POSSIBLE ACTION REGARDING TRUSTEE APPROVAL TO ENTER INTO AN OPERATING AGREEMENT WITH THE DEPARTMENT OF MENTAL HEALTH & SUBSTANCE ABUSE SERVICES TO MANAGE THE ASSETS OF THE "TRUST".**

Mr. Crosby explained as the Board of Trustee's of the Land Trust which was just created, the first action item is to discuss and possibly adopt the Operating Agreement delegating authority to the Department to operate the trust on a daily basis.

Dr. McCauley moved to accept the Operating Agreement as the Trustees of the Real Property Trust. Ms. Wood seconded the motion.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**DISCUSSION AND POSSIBLE ACTION REGARDING THE NEXT MEETING OF THE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES REAL PROPERTY TRUST**

The next Real Property Trust Meeting will be scheduled for June 9, 2006.

Ms. Eubanks moved to accept the next meeting date. Dr. Holden seconded the motion. All voted in favor: none opposed.

**ROLL CALL VOTE**

Ms. Eubanks	Yes	Mr. Fisher	Yes
Dr. Holden	Yes	Dr. McCauley	Yes
Mr. Turner	Yes	Ms. Wood	Yes

**NEW BUSINESS**

None

**ADJOURNMENT**

Ms. Eubanks moved to adjourn the Real Property Trust Meeting at 11:45 a.m. Dr. McCauley seconded the motion. All voted in favor: none opposed.

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Dwight Holden, M.D., Chair

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Joel Carson

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Beverly Eubanks

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Bruce Fisher

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Mary Anne McCaffree, M.D.

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Larry McCauley, Ed.D.

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Rose Mary Shaw

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Jack Turner

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Ronna Vanderslice, Ed.D.

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Gail Wood