



**Passaic County Mental Health Board  
March 6, 2019 Meeting Minutes**

**Members present:**

1. Nanette Armenta
2. Julie Rikon
3. Dalton Price
4. Ramon Pagan
5. Jessica Jordan
6. Paula Tedesco

**Members absent:**

1. Annell Perez

A roll call brought the meeting to order at 6:05 PM.

Also present was Francine Vince, Director of the Passaic County Human Services Department, Matthew Jordan, Deputy County Administrator, Donna Huber, Passaic County Municipal Alliance Coordinator, and Cynthia Gatica, Hudson and Passaic County Program Analyst for the New Jersey Division of Mental Health and Addiction Services.

Vince made the announcement of the Open Public Meetings Act.

Members and others present introduced themselves. Jordan explained that he was attending the Mental Health Board meeting because the Freeholders and Administration are adopting policies to ensure compliance with all applicable laws and regulations with respect to the various authorities, boards, and commissions that were created by the Freeholder Board.

A motion was made by Rikon and seconded by Pagan to open the public portion of the meeting.

Motion passed unanimously.

Ronna Boulton, Jennie Vega, Jeannette Pimentel, and Heather Batten spoke during the public portion. All four (4) asked questions with respect to the restructuring of the Mental Health Board and Local Advisory Council on Alcoholism and Drug Abuse (hereafter "LACADA").

A motion was made by Armenta and seconded by Rikon to close the public portion of the meeting.

Motion passed unanimously.

Jordan informed all four (4) that information on how the Mental Health Board and LACADA are being restructured will be provided in the coming weeks.

Vince provided the Mental Health and Addiction Services Director Report in Brenda Browne's absence. Notably, Vince informed the Board that Member Barbara Westerberg resigned effective immediately.

Gatica provided a report on mental health and addiction services programs in Passaic County.

Under Old Business, the members discussed the meeting dates for 2019. Armenta asked if meetings could be moved to 5:00 PM. Matthew Jordan explained that because the Mental Health Board was a public body, and it is difficult for members of the public to make it to a meeting starting at 5:00 PM, Administration is requesting that meetings take place at 6:00 PM. A brief discussion ensued on meeting dates and times.

A motion was made by Jessica Jordan and seconded by Pagan to ratify the 2019 meeting dates and times included in the agenda packet.

Motion passed unanimously.

Under New Business, several matters were discussed, including the election of officers, by-laws, the professional advisory committee, the New Jersey RFP for Designated Screening Services in Passaic County, and RFP-19-006 issued by the County.

A motion was made by Armenta and seconded by Tedesco to elect Dalton Price Chairperson, Julie Rikon Vice-Chairperson, and Brenda Browne as Secretary.

Motion passed unanimously.

A brief discussion ensued regarding the By-Laws. A motion was made by Tedesco and seconded by Pagan to adopt the By-Laws as included in the meeting agenda packet.

Motion passed unanimously.

The Board discussed the role of the Professional Advisory Committee (hereafter "PAC"). Vince explained that the PAC was primarily comprised of individuals who are being funded by various mental health and addiction services grants, and serve as experts to the Mental Health Board. Gatica questioned whether the Mental Health Board appointed the members of the PAC. Jordan referred Gatica to N.J.A.C. 10:37-3.6 stating that the Mental Health Board appointed PAC members.

A motion was made by Tedesco and seconded by Jessica Jordan to authorize the appointments to the PAC included in the meeting agenda packet.

Motion passed unanimously.

Vince noted to the Board that moving forward either a report or representative will be present at meetings to update the members.

Vince updated the Board on work being done to update the Passaic County Mental Health Needs Assessment. The Human Services Department is working on developing a scope of work to hire a consultant to conduct the assessment and determine where funds should be appropriated in Passaic County. There will be more updates to the Board in coming months.

Armenta left the meeting at 7:24 PM.

The Board discussed the State of New Jersey RFP for Designated Screening Services in Passaic County. Vince explained to the Board that two (2) proposals were received from St. Joseph's Regional Medical Center and Bridgeway Rehabilitation Services. The Board's role is to score each proposal up to five (5) points which is then forwarded to the State to be included in the final scoring for the RFP. Because members hadn't had an opportunity to fully review the proposals, members did not feel comfortable scoring the proposals yet.

A motion was made by Jessica Jordan and seconded by Pagan authorizing Vince to request an extension from the State and set a special meeting of the Mental Health Board for March 22, 2019 at 6:00 PM to score the proposals.

Motion passed unanimously.

Included in the meeting agenda packet were the specifications for RFP-19-006, and the responses received. RFP-19-006 sought responses from providers for various mental health services in Passaic County. Vince asked each Member to review the proposals and be prepared at the next meeting of the Board to make a recommendation to the Freeholder Board on which programs to fund.

No correspondence was received.

A motion was made by Armenta and seconded by Price to adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 7:50 PM.

Attest:

/ s / Matthew P. Jordan, Esq.  
Acting Secretary