The meeting was called to order at 1:10 p.m. by Secretary Michelle Lujan Grisham.

Attendees:

- Secretary Michelle Lujan-Grisham, DOH
- Secretary Pamela Hyde, HSD
- Deputy Secretary Erma Sedillo, DOC
- Secretary James Jimenez, DFA
- Assistant Secretary Catherine Cross Maple, DVR
- Kristine Meurer, PED
- Terrelene Gene, IAD
- Executive Director Patricio Larragoite, HPC
- Executive Director Mary Beresford, Governor’s Commission on Disability
- Secretary Deborah Armstrong, ALTSD
- Jackie Ingle, DOL
- Executive Director Katherine Miller, NM-MFA
- Jessica Sutin, Governor’s Health Policy Advisor
- Judith Reed, Public Defender’s Office
- Ken Martinez, CYFD
- Executive Director Pat Putnam, Developmental Disabilities Planning Council
- Director Gina Maestas, AOC

Executive Director Larragoite moved approval of the agenda, Executive Director Putnam seconded and the motion passed unanimously.

Assistant Secretary Cross Maple moved approval of the previous meeting’s minutes with a correction proposed by Ms. Gene (proxy for Secretary Benny Shendo of IAD). Executive Director Putnam seconded and the motion passed unanimously.

Leslie Tremaine, Collaborative Procurement Manager from the Human Services Department, presented information on the management of the behavioral health (BH) procurement process, the work plan associated with the BH transition and implementation and BH contract negotiation. It is hoped that the procurement will begin on or about November 1, 2004. Ms. Tremaine provided a form on which the departments/agencies can designate staff to assist with the procurement process. A primary staff contact, program and technical staff designees are needed. The review of the proposals will begin approximately sixty days after the RFP is issued. The Proposal Evaluation Team and the Consumer/Family Proposal Review Team will be working during January and February 2005.

Executive Director Putnam asked to have a Developmental Disabilities Planning Council (DDPC) member participate in the proposal evaluation. Ms. Tremaine expressed her concern regarding potential liability issues if the evaluators are not state employees, and stated that the group needed to be a manageable size. Secretary Lujan-Grisham indicated the state’s legal protection might extend to people working on state business and it was important to have a representative team in place. Secretary Hyde suggested getting a legal opinion from the NM Interagency Behavioral Health Purchasing Collaborative’s (Collaborative) legal counsel.
Executive Director Putnam indicated that DDPC already uses outside contract reviewers. Secretary Hyde said the Consumer/Family Team will review the proposals, but not make recommendations due to legal issues. Secretary Hyde also indicated that if DDPC wants to put a Council member on the Evaluation Team, it could be dealt with separately. All present concurred. Paul Ritzma, legal counsel to the Collaborative, arrived and advised that board members of DDPC and the Governor’s Commission on Disability can serve on the Evaluation Team. It was agreed that these two agencies can designate such individuals to serve on the Team if they so choose.

Secretary Lujan-Grisham stated that the staff designation forms needed to be completed and turned in no later than 10/26/04. Staff participation from the state agencies contributing funds to the BH RFP is particularly critical. It was decided that Paul Ritzma, Human Services Department General Counsel, would take the lead for the Contracting Team.

Deputy Director Karen Meador (HPC) discussed the procurement library, which represents a clearinghouse of information necessary to make a good bid. The procurement library is approximately 80 percent complete. On Wednesday, 10/27/04, the website will be up and running for use by government agency personnel. The documents are available electronically and in hard copy in some cases. The hard copy documents are available at the NM Health Policy Commission’s office in Santa Fe on Pacheco Street. The website will be public when the RFP is publicly released.

Ms. Tremaine then discussed the transition work plan, addressing billing, data, contracting and fiscal interactions. She outlined a process on how to function on a cross-agency basis to implement the transition. The Behavioral Health Design Workgroup (BHDWG) will coordinate functions within and across departments/agencies. Also proposed were four cross-agency teams for Oversight; Administrative Systems and Support; Local Collaboratives; and Research, Program and Policy Development. These teams would be linked by data and quality improvement activities.

Executive Director Putnam asked if there would be coordinated training for all groups. Ms. Tremaine responded that the BHDWG is intended to coordinate with the groups as well as with the Behavioral Health Planning Council. A discussion on how information on quality assurance would get from the Local Collaboratives to the Statewide Entity Oversight Team ensued, and it was concluded that the BHDWG and Procurement Manager will work on coordination. Mr. Ken Martinez (sitting in as proxy for Secretary Bolson of CYFD) asked if some of the responsibilities of the Research, Program and Policy Development Team already belong to Ms. Tremaine. Secretary Hyde responded that Ms. Tremaine will coordinate many of the activities and not be directly assigned to any one group.

Secretary Hyde asked that Deputy Secretary Sedillo check with the Corrections Department Secretary to see if they want to participate to a greater degree in the procurement and transition processes. She also asked Director Miller if MFA wants to designate staff during the procurement process. Ms. Sedillo, Deputy Secretary of Corrections, advised that she would serve as the Evaluator representing the Corrections Department and Ms. Helwig would serve as part of the review team. Secretary Hyde indicated that the Local Collaborative Team may be a better place to have
representation from the DDPC and the Governor’s Commission on Disability rather than on the BH Proposal Evaluation Team, but that these decisions are up to each agency head.

There was consensus to move forward with the cross-agency transition teams as presented by Ms. Tremaine.

The next meeting dates of the Collaborative were discussed, and it was determined that the next meetings of the Collaborative need to align with the procurement process. The goal is to have a contract in place by April 1, 2005, and to assure a seamless transition.

Secretary Hyde moved to accept the meeting dates for the BHPC of 2/4/05, 2/22/05 and 3/25/05 and Executive Director Putnam seconded the motion. Secretary Hyde then amended her motion to clarify that the Collaborative would meet for four hours from 10 a.m. to 2 p.m. It was discussed that they would need to be flexible with proxies since the Collaborative will be meeting during the 2005 legislative session. However, proxies do need to be on file with the staff working with the Collaborative in order for someone other than the Secretary/Director of a department/agency to participate or vote. It was noted that 3/25/05 is Good Friday and state employees normally get leave for half that day. The Collaborative meeting was changed from 3/25/05 to 3/24/05, 10 a.m. to 2 p.m. These dates were unanimously approved.

Secretary Lujan-Grisham indicated it was now time for the public input section of the agenda and asked for the public to come forward. Nobody came forward.

The Collaborative took a 15-minute break from 3:15 p.m. to 3:30 p.m.

Secretary Hyde moved the Collaborative go into Executive Session at 3:30 p.m. Executive Director Putnam seconded and the motion was unanimously approved.

The Collaborative came out of Executive Session at 4:40 p.m. Executive Director Putnam moved that Ms. Tremaine have the authority to finalize remaining technical details of the BH RFP with the assistance of Secretary Hyde, pursuant to the discussions that occurred in Executive Session. Ms. Kris Meurer (acting as proxy for Secretary Veronica Garcia of PED) seconded and the motion passed unanimously.

Mr. Martinez moved to amend the Local Collaborative guidelines to reflect more family/consumer representation. Ms. Meurer seconded and the motion passed unanimously.

Secretary Lujan-Grisham advised the Collaborative that input on staff designation for the procurement process must be finalized by 5 p.m. on October 26, 2004. A discussion regarding evaluation of the success of the Collaborative ensued. Secretary Lujan-Grisham indicated the Collaborative would add an additional new meeting date on 12/16/04 from 1 p.m. to 5 p.m. to discuss performance measures in the BH RFP and contracting of funds appropriated for the BH contract in FY06 and beyond.

Executive Director Larragoite moved to adjourn the meeting at 4:50 p.m, Executive Director Putnam seconded and the motion passed unanimously.