

## **Memorandum of Agreement**

**Sutton Place Behavioral Health, Inc.  
In partnership with  
Family Matters of Nassau County**

This agreement is entered into between Sutton Place Behavioral Health, Inc. (SPBH) and Family Matters of Nassau County (FMNC). This agreement shall be effective July 1, 2005, or upon signature of all parties to June 30, 2008, and may be renewed annually thereafter by mutual consent of the parties hereto.

### **Background on Sutton Place Behavioral Health:**

Sutton Place Behavioral Health, Inc. is a not-for-profit organization founded in 1992. SPBH operates from three main offices located throughout Nassau County – Fernandina Beach, Yulee, and Hilliard. SPBH provides mental health counseling, psychiatric care, substance abuse and other services to a diverse clientele throughout the county. Since it's founding more than 10,000 Nassau County residents have been helped. Our mission is to provide the highest quality mental health and addiction services for the residents of Nassau County.

SPBH provides services to Nassau County residents. SPBH offers services to individuals and families with mental health and/or substance abuse disorders or those who are at risk of developing a disorder. A voluntary assessment is conducted to determine the need for SPBH services. If the assessment determines services are needed, and the individual/family volunteers to participate, the client will be enrolled in our system for continued services. If SPBH is at capacity the person will be placed on a waiting list. SPBH will provide the client referrals and information on community resources, depending on the needs of the client. SPBH will attempt to place all those who are in emergent need of services. Pregnant and post-partum women will be given the highest priority.

SPBH offers the following services:

- Adult outpatient mental health
- Adult substance abuse
- Adult psychosocial rehabilitation
- Case management
- Children's outpatient mental health

- Children's prevention
- Children's substance abuse
- Prevention and Community Education
- Psychiatric evaluations and medication management
- Socialization Programs
- 24-hour Emergency Services

Some families may need services beyond those offered through SPBH. These services, such as domestic violence intervention, residential services, medical services and protective supervision, fall outside the scope of SPBH. SPBH relies upon strong partnerships in the community to provide these types of services.

SPBH offers a sliding fee scale for all mental health services, based on client's ability to pay, and a flat rate for all substance abuse services. Medicaid, Medicare, private insurance and third party payor are accepted.

SPBH agrees to provide emergency psychiatric services, when possible, at a cost of sixty dollars per twenty-minutes of care, to be paid by FMNC.

**Background on Family Matters of Nassau County:**

The Florida Department of Children and Families contracted the Nassau Board of County Commissioners to be the lead agency to assume responsibility for and oversight of all post protective child investigative services in Nassau County, Florida. FMNC will provide temporary shelter care, protective supervision, foster care and adoption services to children considered at risk of abuse, neglect and abandonment.

**Purpose:**

SPBH and FMNC are partners in strengthening and supporting families. SPBH and FMNC are committed to working together to provide a continuum of care to families residing in their community. When SPBH and FMNC are both providing services to a given family, SPBH and FMNC will mutually support each other's role through collaborative planning for prevention and early intervention of child abuse and neglect. The purpose of this agreement is to outline the responsibilities for SPBH and FMNC collaboration.

**Mutual Responsibilities:**

1. SPBH and FMNC will promote collaboration and provide opportunities for collaborative input by agreeing to serve and participate on each other's advisory council.
2. Should SPBH and FMNC provide services to a family at the same time, SPBH and FMNC will be mutually responsible for maintaining coordination of services to the family and maintaining routine contact (minimum of once a month) to discuss the family's progress as long as both agencies serve the family. FMNC and SPBH agree to participate in periodic staffings (with family's participation, when appropriate) to discuss the progress of the family and to support each agency's role in working with the family. On an individual case basis, FMNC and SPBH may develop a written agreement outlining specific roles each may play in providing service to the family.
3. To facilitate communication between FMNC and SPBH, SPBH and FMNC will each designate a liaison for SPBH and FMNC contacts.
4. SPBH and FMNC agree to respect the confidentiality of the family. Information may be shared between FMNC and SPBH if the agency providing the information has a signed Consent for Release of Information form from the family. Information to be shared may include information related to the general care of children, parenting skills, risk factors, progress toward treatment goals, test results, medication compliance, and treatment compliance.
5. SPBH and FMNC will provide ongoing training about their programs to one another as the need arises.
6. SPBH and FMNC will share training opportunities that may enhance the knowledge or skills of staff from SPBH or FMNC.

All terms of this agreement are fully understood and accepted by FMNC and SPBH and their respective service providers as represented by the signers of this agreement. Any modifications to this agreement will be made in writing with the consent of all parties.

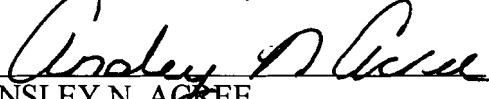
**General Conditions:**

**Amendments.** No modification or amendment in the conditions contained herein shall be effective unless contained in a written document and executed by each Party hereto.

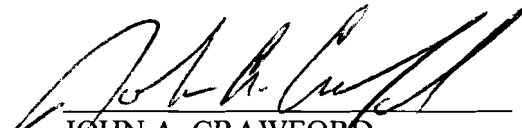
**Termination.** Either Party may cancel this Agreement during the term hereof upon thirty (30) days notice to the other Party of its desire to terminate the Agreement.

**Authority.** Each person signing this Agreement on behalf of either Party individually warrants that he or she has full legal power to execute this Agreement and to bind and obligate said Party with respect to all provisions contained in this Agreement.

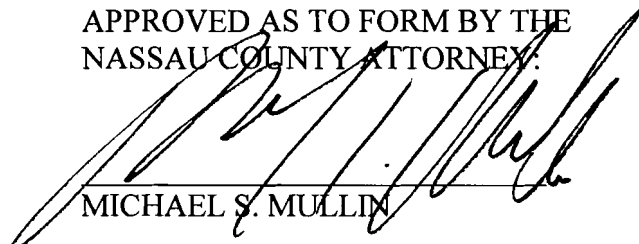
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
\_\_\_\_\_  
ANSLEY N. ACKEE  
Its: Chairman

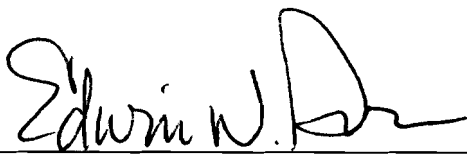
ATTEST:

  
\_\_\_\_\_  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

APPROVED AS TO FORM BY THE  
NASSAU COUNTY ATTORNEY:

  
\_\_\_\_\_  
MICHAEL S. MULLIN

SUTTON PLACE BEHAVIOR HEALTH

  
\_\_\_\_\_  
EDWIN W. DEWS, EXECUTIVE DIRECTOR

Agenda Request For: July 13, 2005

Department: Family Matters of Nassau County

Background: Under our contract with the Department of Children and Families, Family Matters has a Memorandum of Agreement with Sutton Place.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

N/A

Action requested and recommendation:

Request authorization for Chairman to sign a three-year Memorandum of Agreement with Sutton Place Behavioral Health, Inc. for their services.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source: 46312564-51-31000

Reviewed by:

Department Head

Legal

Finance

Administrator

Grants

*Judi Hill, Dept*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

*No immediate financial implications. Reimbursement contract with State to fund.*

05 JUL - 1 PM 4: 17

COUNTY COORDINATORS OFFICE

05 JUN 17 AM 10: 54

COUNTY COORDINATORS OFFICE

**Ann Myers**

---

**From:** Joyce Bradley  
**Sent:** Thursday, June 30, 2005 4:23 PM  
**To:** Ann Myers  
**Subject:** FW: Sutton Place MOA

For Mike's review. This is a REVISED MOA for Family Matters (the one we were trying to get signed off on for July 13) The previous one was incorrect, as the term is to be three years but the time frame in the first paragraph of the old one only indicated a one year period. So I brought that to Beth's attention and she has corrected. Now, please ask Mr. Mullin to review this. Thanks.

-----Original Message-----

**From:** Beth McDonald  
**Sent:** Thursday, June 30, 2005 3:21 PM  
**To:** Joyce Bradley  
**Subject:** Sutton Place MOA

*Beth McDonald, Office Manager  
Family Matters of Nassau County  
86004 Christian Way  
Yulee, FL 32097  
Phone: 904-548-4850 ext. 3501  
Fax: 904-225-5908*

b. h.  


Agenda Request For: July 13, 2005

Department: Family Matters of Nassau County

Background: Under our contract with the Department of Children and Families, Family Matters has a Memorandum of Agreement with Sutton Place.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

N/A

Action requested and recommendation:

Request authorization for Chairman to sign a three-year Memorandum of Agreement with Sutton Place Behavioral Health, Inc. for their services.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source: 46312564-51-31000

Reviewed by:

Department Head

Legal

Finance

Administrator

Grants

Revised 12/04

*Handwritten signatures and initials over the Department Head, Legal, and Finance lines.*

*No immediate financial implications. Reimbursement contract with State to fund.*

05 JUN 17 AM 10:54  
PROTECTED  
COUNTY COMMUNICATORS  
OFFICE

# Fm

## Family Matters of Nassau County

86004 Christian Way, Suite 102

Yulee, Florida 32097

Phone 904.548.4850 Fax 904.225.5908

### MEMORANDUM

**TO:** Mike Mullin, County Attorney

**FROM:** Judith K. Dey, Executive Director *JKD*

**SUBJECT:** Memorandum of Agreement with Sutton Place

**DATE:** June 17, 2005

\*\*\*\*\*

Attached is the above referenced MOA for your review. I am requesting if be placed on the July 13, 2005 BOCC agenda.

If you have any questions, please feel free to contact me.

*6-29-05*  
*Birth to*  
*change date*  
*in contract*  
*to 08 -*  


---

*345 -*

*Route 6-27*



6/21/05

Jed-

Agenda Request For: July 13, 2005

Department: Family Matters of Nassau

Background: Under our contract with t Children and Families, Family Matters has a Mem with Sutton Place.

Financial/Economic Impact to Future Years Budget Citizens:

N/A

Action requested and recommendation:

Request authorization for Chairman to sign a three-year Memorandum of Agreement with Sutton Place Behavioral Health, Inc. for their services.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source: 46312564-51-31000

Reviewed by:

Department Head

Legal

Finance

Administrator

Grants

Revised 12/04

This is the agenda request that I sent you the email about.

Please pass to Joyce Bradley when you are finished with it.

Thanks, Beth

*[Signature]*

*[Signature]*

No immediate financial implications. Reimbursement contract with State to fund.

05 JUN 17 AM 10:54

PLANNING COUNTY ADMINISTRATIONS OFFICE

**Ted Selby**

---

**From:** Beth McDonald  
**Sent:** Tuesday, June 21, 2005 8:10 AM  
**To:** Ted Selby  
**Cc:** Joyce Bradley  
**Subject:** MOA with Sutton Place

Ted,

I am sending a Memorandum of Agreement with Sutton Place through interoffice mail for your review. We would like to have it placed on the BOCC agenda for July 13th. I need yours and Mike Mullin's signatures on it prior to it being placed on the agenda. I have already sent a copy to Joyce Bradley for Mullin's review. The only way I know to get all signatures on one page is to "pass it around". So I am starting with you in hopes that Mullin will have already reviewed the copy I sent him and can just sign off on the agenda request when he receives it. If you will pass it on to him after you review and hopefully sign it, I would appreciate it. I am copying Joyce on this email so she will be aware of the plan. As you can see, I need to have all signatures submitted to Sabrina by Monday, June 27th. I would appreciate your assistance with this. If you have any questions, please call me at extension 3501.

Thanks,

*Beth McDonald, Office Manager  
Family Matters of Nassau County  
86004 Christian Way  
Yulee, FL 32097  
Phone: 904-548-4850 ext. 3501  
Fax: 904-225-5908*

6/22/2005