

Executive Committee Meeting Agenda

September 15, 2023 | 9:00-11:00 am

Zoom Meeting:

<https://us02web.zoom.us/j/85030501475?pwd=blUrNytWMncyNC85akJpZmdodlBHZz09>

- 9:00 **Opening Circle & Approval of August Minutes and September Agenda** (5 min)
Materials: August Minutes and September Agenda
- 9:05 **Business Updates** (20 min)
Materials: DOCCR LCTS Request
- Executive Team Transition
 - DOCCR LCTS Request, 2023-2024
 - Fiscal Sponsor Update
 - Family Service Collaborative Coordinator Updates
- 9:25 **Work Plan Progress and Continued Strategy Discussion** (60 min)
Materials: 2023 Workplan, Kente Circle Sponsorships, SBMH Scholarship Application, Draft Budget for Parent Summit, SoC Community Events Schedule
- Kente Circle Sponsorship Request & Open Training Slots – Vote Required
 - School-based Mental Health Scholarships – Vote Required
 - Parent engagement updates (Parent Summit and Budget) – Vote Required
 - PCLG Transition & Updates
 - More Resilient Communities
 - Youth mental health first aid training
 - Gun Violence Prevention
 - Community SoC Events – Vote Required
- 10:25 **2024 Preliminary Budget** (30 min)
Materials: 2023 Budget to Actuals, 2024 Draft Budget
- Review and discuss integrated 2023 Budget
- 10:55 **Partner Updates** (5 min)
- 11:00 **Adjourn**

Executive Committee
Meeting Summary
August 4, 2023

Attendance: Krista Phillips, Andria Blade, Jenna Mitchler, Cindy Slowiak, Fatima Muhammad, Hayley Tompkins, Cati Gómez, Cheryl Holm-Hansen, and Laura LaCroix-Dalluhn

Approval of June Minutes and August Agenda

- **Approval of the June Minutes:** Andria motions to approve the June minutes, Jenna seconds. The motion was approved.
- **Approval of the August Agenda:** Cindy motions to approve the August agenda. Jenna seconds. The motion was approved.

Business Updates

- **Executive Team Transition:** Jenna Mitchler is transitioning out of the Executive Committee as her work continues to ramp up in Bloomington schools.
 - Jenna intends to remain on the Governance Committee and is willing to help identify a replacement for her position on the Executive Committee.
 - Laura suggests the Executive Committee seek out another representative from the school districts to be an Executive Committee member.
 - Krista and Cindy encourage finding a new member from the Bloomington school districts specifically because they are not represented by the ISD 287 Committee members participating in the Collaborative.
 - Laura reminds the Committee that alternates are able to be chosen as well, so long as they are all representatives from the same/similar organizations.
- **Fiscal Sponsor Update:**
 - Laura attended the Propel meeting and it will not work out for the HCCMHC.
 - Laura reached out to Youable who are unable to take this responsibility on in the immediate future.
 - Laura met with Brandon Jones at MACMH who shared they are interested in taking this responsibility on. Laura is beginning to share details, rules, budget (LTCS funding, SAMSH grants, etc.) for Bradon and the CFO of MACMH to consider; MACMH is expected to share their decision in the next week or so.
 - Laura wants to take a vote during the August meeting as they are building the contract and budget for the 2024 cycle. She will let the Committee know via a written update.

- NAMI has historically not been a member of the Executive Board; in consideration of inviting Brandon to the Executive Committee, he may not be interested in taking on another meeting and it may drive up admin costs.
- **2024 Budget:**
 - Laura shared the timeline for preparing the 2024 budget, and said we'd need to vote on a budget in September in order to get everything to the County in time.
 - She asked Executive Committee members to think about how they want to budget for the following year, e.g. where do we want to send out resources in the community? Which activities do we want to sponsor?
 - Only 10% of LCTS funds can be allocated to administrative expenses
- **Family Service Collaborative Coordinator Updates:**
 - Coordinators have begun conversations about the financing agreement and funding strategies to better understand how funds are generated, how the Collaboratives bill in the LCTS time-study, how the formula was created, how funding is distributed, and how 5% of the Family Service Collaborative dedication to the CMHC.
 - It is anticipated there may be a new formula available to try by the end of the year.
- **PCLG Transition & Updates**
 - Hayley Tompkins will provide interim support and coordination of the PCLG through the end of the year.
 - PCLG Planning Meeting: 4 attended (out of 6 members)
 - It is a small group, 6 parents are not fully representative of Hennepin County
 - Identifying how to scale up this group that maintains meaningful connections and is representative of the County
 - What is working in the PCLG:
 - 'Let's Talk About It' and other opportunities to be leaders & to foster dialogue
 - Parent Catalyst Leaders want to continue acting as liaisons with other parent groups
 - Ideas & thoughts for the new coordinator:
 - Develop more language and greater clarity around the role of the PCLG members
 - Greater communication with families and community
 - Connect to school departments and case managers
 - Create an annual calendar
 - Push responsibilities back onto the Collaborative to take on the administrative responsibility of the LTAI and the PCLG
 - New ways for parents to interact with the PCLG and provide feedback
 - Krista suggests considering renaming or rebranding the PCLG to make it more accessible and appealing
 - Andria Blade is interested in helping make the PCLG more inclusive and representative

Work Plan Progress and Continued Strategy Discussion

Expanding parent engagement updates

- Fatima, Asad, Cindy, Cheryl, and Laura attended the SAMHSA System of Care Conference in Baltimore.
- **Fatima:** appreciated the opportunity to foster relationships with other Collaborative members to discuss strategies to increase inclusivity, community connections, communication of opportunities, and Collaborative participation.
- Fatima reported meeting with and listening to a number of families. Below are some key themes from those discussions:
 - Families identified the need to have a shared language to normalize mental health, to improve Collaborative communications and consistency to build community trust in the Collaborative
 - Consider how PCLG is just one avenue to participate in the Collaborative, there is a need to create (non-PCLG) space and a role for families to participate with, & provide feedback to, the Collaborative
 - Considering a larger parent event/summit to bring parents together in the County
 - Need for greater investments in wraparound supports
 - Parents identified: going to family and friends first (Black families report not necessarily trusting the school system or the medical model), trusted members of each institution (we cannot rely on 2 or 3 people to share all the resources Hennepin County and mental health system offer)

Youth mental health first aid training

- Athletic directors are a good target population
- Cati will share the new information & flier to Jenna and Krista to send to school representatives: coaches, art and out of school time staff

Community SoC Events

- Laura and Cindy are working to engage the County better in conveying the work the County and Collaborative have done to integrate a system of care.
- Liz Manly is the TA consultant for the SoC implementation (came in 2020 for a community introduction to SoC, 3 weeks later COVID-19 hit)
 - Liz is returning October 3-5. There will be several meetings and events, please consider placing a hold on your calendar.
 - Intentional work with juvenile justice system to support mental health
 - Opportunity for parent engagement

Youth violence and gun violence coordination

- September timeline, awaiting on other partners to complete funding decisions
- CHIP will use LCTS funds to support this work

County-wide crisis response team

- Explore how to respond to community conflict, incidents
- A request from the schools to have a standardized plan to respond to crisis, preemptively

Partner Updates

- Cindy mentioned they are looking for feedback from families and organizations who have used COPE and FRSS.
 - COPE is a 24-hour crisis line is a medical model response and according to families, not immediately responsive enough to families and youth with mental health, concerns. These concerns prompted the creation of FRSS.
 - FRSS uses SoC model, comes without stipulation, and addresses the whole family
 - Jenna offered to do outreach to school and families who have used FRSS and can provide feedback
 - Cindy will send an updated flyer and information to FRSS, to be added to the newsletter, and is on the website
 - Asad can come and share more information to providers as needed

Adjourn

- Cindy motions to adjourn the meeting, Andria seconds. Motion is approved and the meeting is adjourned.

DOCCR request for LCTS Funding

Below you will see the Department of Community Corrections request to use LCTS funding starting in 2024. I am seeking approval of funding of three organizations. We currently don't have fully executed contracts so I will be referring to each as Organization A, B, C, and D.

The proposals I am submitting in my opinion meet the following criteria in order to administer and use LCTS Funding:

- Coordinated services and interventions across systems.
- Wraparound process
- Integrated funding of services
- Coordinated outreach to youth and families in needs of services.

Organization A:

Provider will use a culturally responsive public health approach to crime reduction and violence prevention. The Providers proven, holistic approach focuses on the unique strengths, challenges, and opportunities of all community members, but particularly Black Youth. Programming and services will focus on workforce development, enrichment, and targeted services for low-income youth and young adults residing in South Minneapolis.

Key Program Elements:

- ❖ Case management
- ❖ Identification and reduction of barriers
- ❖ Involvement in a motivational Youth Council
- ❖ Out of School Instruction
- ❖ Involvement of the STEM Business Community

This contract will be funded at \$100,000 -- DOCCR \$40,000 and LCTS Funding \$60,000

- ❖ We will be sharing this contract with Hennepin County Safe Communities which is a division of Human Services to support justice involved and non-justice involved community members.

Organization B:

The Healing He**ART** Program will allow other violence prevention programs and or groups, community members, schools and more to refer youth to the program to participate in healing art spaces to learn to cope and begin to heal the He**ART**.

Referred youth and families will be paired with an artist in a group setting or one on one setting in one of many mediums, painting, drawing, sculpture, wood works, metal works , abstract,

photography, videography, music production and more to attend healing and coping sessions while creating meaningful art that will later be presented in local and possibly national art exhibitions.

Key Program Elements:

- ❖ On Call conflict resolution staff
- ❖ On call therapist
- ❖ Emergency and Basic Needs fund
- ❖ Participant incidentals
- ❖ Food support for workshops
- ❖ Youth stipends
- ❖ Transportation

This contract will be funded at \$80,000 -- DOCCR \$30,000 and LCTS Funding \$50,000

- ❖ We will be sharing this contract with Hennepin County Safe Communities which is a division of Human Services to support justice involved and non-justice involved community members.

Organization C

This organization specifically seeks to serve Black parents of Minneapolis with the skills needed to build and sustain collaborative co-parenting relationships thus breaking generational curses and interrupting systematic patterns of violence, poverty and trauma. Their vision is to give black children stable parents and supportive living environments.

Six Week Program with Conflict Resolution, motivational interviewing and positive psychology modalities to empower self-sufficiency and mindfulness.

Support is used to expand the accessibility of services to other coparents in need of coaching and classes to stabilize their communication and homelife to improve their lives and their children's future.

Key Program Components:

- ❖ Supporting parenting outside of marriage
- ❖ Child support education
- ❖ Stage of change/ Stage of progress (dynamic milestones)
- ❖ Pregnant & Parenting co-parents
- ❖ 1:1 coaching

- ❖ Empowerment focus
- ❖ Group Education/ Community building
- ❖ Mediation/ Meditation

This contract will be funded at \$89,900 -- DOCCR \$29,900 and LCTS Funding \$60,000

- ❖ We will be sharing this contract with Hennepin County Safe Communities which is a division of Human Services to support justice involved and non-justice involved community members.

Organization D

The provider will in partnership with their sister mental health clinic, six-month mentorship program for up to 10 youth (20 youth annually) who are at risk of violence or who have had previous violent crime experiences. Identified youth will be paired with community leaders that will help facilitate experiential learning through a guided curriculum.

Youth will also have access to therapists/mental health providers to address self-identified goals along with preventative tools for dealing with depression, anxiety, and other mental health diagnoses.

Healing Circles will offer youth practical ways for dealing with their emotions and problem-solving daily obstacles they are facing. Healing Circles will teach youth how to assess their own well-being, offer practices for addressing sickness and healing, and an opportunity to reflect with peers about their life experiences.

Key Program Components:

- ❖ Healing Circles
- ❖ Community Mentors
- ❖ Scholarship Opportunities
- ❖ Mental Health and other supportive services

This contract will be funded at \$175,000 -- DOCCR \$25,000, HHS \$75,000 and \$75,000 LCTS funding.

- ❖ We will be sharing this contract with Hennepin County Behavioral Health to support justice involved and non-justice involved community members.

2023 Work Priorities

Approved March 2023

Long-Term Goal	2023 Strategic Actions	Purpose	Action Steps	Lead/Support	Outputs & Outcomes
Improve responsiveness to, and communications with, families and children through increased access children's mental health services	1. Increase engagement of underrepresented families, with specific focus on BIPOC families, to inform change within the children's mental health system.	Engage parents and families to ensure parent, caregiver and family needs are responded to and represented in policy and practice changes	<ol style="list-style-type: none"> 1.1. Each quarter PCLG will plan and offer a new <i>Let's Talk About It</i> session to parents and community partners. Parents and community partners will identify topics for discussion about children's mental health services 1.2. Identify new community organizations and partnerships to improve communication and access to information about children's mental health services 1.3. Attend community events and meetings led by BIPOC-led organizations and other key children's mental health organizations to learn about critical issues impacting children's mental health and gather parent input to inform practice and policy changes. 1.4. Create a process to discern when family challenges and issues raised are identified as having broader practice and policy implications. 1.5. Each quarter a list of policy and practice issues and concerns related to children's mental health services will be generated and shared through CMHC Governance and Executive Committees 	<ol style="list-style-type: none"> 1.1. Margaret 1.2. Family coordinator, Margaret 1.3. Family coordinator, Margaret, Coordinator 1.4. Cheryl, Laura & new learning community group 1.5. Coordination team & new learning community group 	<ol style="list-style-type: none"> 1.1. 150 diverse parents will participate in the training 1.2. 20 new, or renewed, community partnerships will be established by Family Coordinator and Coordination Team 1.3. CMHC will increase the diversity of community partners engaging in its meetings, events, and decision-making. 1.4. Increased knowledge about policy and practice issues affecting access to CMH services. 1.5. Children's mental health providers and stakeholders will understand key barriers to children's mental health services.
	2. Increase mental health literacy of adults working	Build knowledge and capacity of adults working with	2.1. Identify and train adults to provide Youth Mental Health First Aid training to youth workers and adults working with youth in	2.1. Change Inc, Cati/Laura	2.1. Five diverse trainers will be available in Hennepin County to train adults in

	with and raising children and youth	children and youth in non-clinical settings to support children's mental health wellbeing and mental health needs.	<p>out-of-school time and community programs</p> <p>2.2. Provide Youth Mental Health First Aid training for adults working with children and youth in out-of-school time and community programs</p> <p>2.3. PCLG will offer Monthly Support Groups online to parents and caregivers</p> <p>2.4. Provide training resources to families and/or organizations working with children and families to increase knowledge and awareness of children's mental health needs and understand how mental health and trauma are reflected in children and youth behaviors.</p> <p>2.5. Pilot family centered strategies with county case managers to increase awareness of the challenges of communicating with parents.</p> <p>NOTE: 2.2. Consider expanding services to adults working in schools in Q3 & Q4.</p>	<p>2.2. Change Inc, Cati/Laura</p> <p>2.3. Margaret, PCLG</p> <p>2.4. Margaret, PCLG, Family Coordinator</p> <p>2.5. Coordination team, Hennepin County leadership and case managers</p>	<p>Youth Mental Health First Aid by end of Q1</p> <p>2.2. 450 diverse youth workers, staff and volunteers will be certified in Youth Mental Health First Aid by Q2 (in time for summer programming)</p> <p>2.3. 100 diverse parents and/or caregivers will participate in Support Groups</p> <p>2.4. Increase responsiveness of families and providers to meeting children's mental health needs</p> <p>2.5. Identify common challenges for providers when listening to family needs, and identify strategies to improve responsiveness based on needs, not eligibility alone.</p>
	3. Increase awareness of families, caregivers, and youth on how to access children's mental health services.	Families, caregivers, and youth will know how to access children's mental health services and know why to access CMHC.	<p>3.1. Update CMHC website to include outward facing information and resources on how and where to access children's mental health services and better reflect PCLG work and resources.</p> <p>3.2. Share information with community partners, youth workers, parents, and youth to increase knowledge and access to information.</p> <p>3.3. Create process to update web-based information twice annually and implement process.</p> <p>3.4. Create a work plan to expand navigational support for families and caregivers, building off 2022 work group</p>	<p>3.1. Laura/Stella, Change Inc, YMHFA Trainers, PCLG</p> <p>3.2. Stella/Laura/Cati</p> <p>3.3. Stella/Laura/Cati, committee (YMHFA and Change Inc)</p> <p>3.4. Coordination team</p>	<p>3.1. CMHC website will be updated with a resource page before Q3.</p> <p>3.2. E-newsletters and information will be shared with expanded and diverse community partners.</p> <p>3.3. Community partners will know how to update information on children's mental health services.</p> <p>3.4. Clear path to expanding navigational services to families in Hennepin County</p>

			recommendations, e.g., secure funding and identify key partners.		
	4. Increase access to mental health literacy for youth.	Plan for pilot(s) to build knowledge and capacity of youth to support children and youth mental health and wellbeing.	<p>4.1. Identify and train adults to provide Teen Mental Health First Aid training (or other agreed upon training) to youth in high schools across Hennepin County</p> <p>4.2. Train youth in Teen Mental Health First Aid training (or other agreed upon training) as a key resource in high schools across Hennepin County</p> <p>4.3. Create listening sessions for trained youth to share their experiences and needs with providers and decision-makers.</p>	<p>4.1. Laura/Cati & youth serving orgs.</p> <p>4.2. Laura/Cati & youth serving orgs.</p> <p>4.3. Laura, Cati, and Family Coordinator</p>	<p>4.1. Five diverse trainers will be available in Hennepin County to train adults in Youth Mental Health First Aid by end of Q3.</p> <p>4.2. 30 diverse youth will be certified in Teen Mental Health First Aid by Q4</p> <p>4.3. Five policy and practice decisions will be identified for improvement.</p>
Improve coordination of and access to children’s mental health services	1. Improve access to trauma-informed youth mental health services for youth engaged in or directly impacted by gun violence and other violent behaviors impacting children and youth, e.g., increased sexual violence (see student survey data)	Increase trauma-informed mental health resources to youth and families directly impacted by gun violence.	<p>1.1 Identify organizations working directly with youth experiencing gun violence and provide resources to support their mental health services</p> <p>1.2 Provide funding to organization to support youth and families directly experiencing gun violence</p> <p>1.3 Create a process to discern practice and policy implications related to youth trauma-informed mental health and gun violence</p> <p>1.4 Convene organizational leaders working to improve trauma-informed youth mental health and reduce youth gun violence to address policy and practice issues.</p> <p>1.5 Explore development of county-wide community resource crisis response team and/or guide to violence or acute mental health needs of children and youth in schools or community at-large.</p>	<p>1.1. CHIP, Laura</p> <p>1.2. CHIP, Laura</p> <p>1.3. Cheryl, Laura, Coordination Team, & new learning community group</p> <p>1.4. Laura, Coordination Team, & new learning community group</p> <p>1.5. Coordination team and community partners</p>	<p>1.1. A resource list will be created with organizations focused on youth gun violence prevention and mental health – and added to CMHC website.</p> <p>1.2. 20-50 diverse youth will receive additional information about youth mental health and learn how to access services and supports.</p> <p>1.3. Collaborative tools will be created to track practice and policy change efforts.</p> <p>1.4. 3-5 policy and practice issues will be identified for change.</p> <p>1.5. Plans to develop a community-wide Crisis Resource team and/or guide will be completed, and preparations will be</p>

					made to implement the plan in 2024 or sooner.
	2. Connect youth and families to needed children's mental health services and supports	Help connect youth and families to needed children's mental health services and supports to best meet their needs	<p>2.1. Connect and refer community partners with CMH services and programs.</p> <p>2.2. Track navigational support to families seeking early childhood mental health services through the two HUB pilots (Bloomington Public Health and Hen Co Libraries) and identify opportunities to improve ongoing mental health supports to families with young children</p> <p>2.3. Track navigational support to families seeking early childhood mental health services through the two HUB pilots (Bloomington Public Health and Hen Co Libraries) and identify opportunities to expand access to families across Hennepin County</p> <p>2.4. Explore opportunities to expand professional peer support specialists and navigators to across Hennepin County</p> <p>2.5. PCLG will offer WRAP training to parents and caregivers</p>	<p>2.1. Family coordinator & PCLG Coordinator</p> <p>2.2. Laura, CMHC partners, HUB partners & Coordination Team</p> <p>2.3. Laura, CMHC partners, HUB partners & Coordination Team</p> <p>2.4. Coordination Team & CMHC partners</p> <p>2.5. Margaret, PCLG, and family coordinator</p>	<p>2.1. Identify 5 new diverse community partners will engage with CMHC, PCLG and other partner activities</p> <p>2.2. Create list of barriers that make it challenging for families to access services with their young children to address through expansion</p> <p>2.3. A list will be created outlining resources needed for new opportunities to expand navigational services to families with young children through HUB partnerships</p> <p>2.4. A list of new opportunities will be shared with Governance Committee quarterly</p> <p>2.5. 30 parents and/or caregivers will participate in WRAP training</p>
	3. Gather information about and manage access and coordination issues through collective action	Convene stakeholders to address key barriers and challenges in children's mental health services and identify solutions.	<p>3.1. Convene providers, practitioners, and stakeholders to revisit system of care goals, progress since 2020, and goals for 2023-2024</p> <p>3.2. Convene BIPOC-led or focused Children's Mental Health providers to identify barriers and needs to improve coordination and access to CMH services.</p> <p>3.3. Convene county agencies and community partners to respond to the identified barriers and needs of BIPOC providers and families to increase access for BIPOC families</p>	<p>3.1. Coordination Team and Hennepin County leaders</p> <p>3.2. Family Coordinator, Coordination team</p> <p>3.3. Coordinator, family coordinator, county teams/ reps</p> <p>3.4. Coordinator, Family coordinator, Collaborative partners</p>	<p>3.1. Increased community knowledge and commitment to system of care values and services</p> <p>3.2. 8 community meetings will be led each quarter to elicit barriers and needs.</p> <p>3.3. 3 county meetings will be led each quarter to respond to barriers and needs</p>

			3.4. Convene community stakeholders to increase knowledge and capacity to respond to the identified barriers and needs of BIPOC providers and families to increase access for BIPOC families		3.4. 1 community stakeholder meetings will be led each quarter to respond to barriers and needs
Increase data-driven decision making to improve the children's mental health service system	1. In partnership with the Hennepin County, explore assessing system values or key implementation issues	Have system implementation data to inform changes identified throughout calendar year	1.1. Create county and community partner group to outline assessment goals, objectives, and timeline.	1.1. Cheryl, Hennepin County team, & coordination team	1.1. A project plan will be established
	2. Data Dashboard	Share data on children's mental health with partners and use data to track change	2.1. Update website with new data 2.2. Explore opportunities to create specific data for Family Service Collaboratives as requested	2.1. Cheryl, Laura/Stella 2.2. Cheryl & Coordination team	
	3. Evaluate the work of the Children's Mental Health Collaborative	Track results and impact of collaboratives projects and work	3.1. Conduct evaluation of Collaborative Activities 3.2. Prepare 2023 Annual Report to communicate work of Collaborative and partners	1.1. Cheryl & Coordination Team 1.2. Cheryl & Coordination Team	

COMMUNITY SPONSORSHIP OPPORTUNITIES

Why partner with Kente Circle Training Institute as a Community Sponsor?

- Cultivate a trusted space for marginalized voices to be centered
- Invest in training and professional development opportunities to better meet the mental health needs of diverse communities and create supportive networks among systemic and relational healers
- Secure advance conference registrations for your staff before they go on sale to the general public

KCTI Community Sustainer \$12,000+

- Logo on KCTI website and in all written conference materials
- Option to speak to 300+ conference attendees about your services
- Table at conference
- 40 complimentary registrations for the two-day conference (Option to purchase additional registrations at discounted rate of \$250)

Platinum Community Sponsor \$6,000

- Logo on website and in all written conference materials
- Option to speak to 300+ conference attendees about your services
- Table at conference
- 20 complimentary registrations for the two-day conference (Option to purchase additional advanced registrations at discounted rate of \$275)

Gold Community Sponsor \$4,500

- Logo on website and in all written conference materials
- Oral recognition as a sponsor to 300+ conference attendees
- Table at conference
- 15 complimentary registrations for the two-day conference

Silver Community Sponsor \$3,000

- Logo on website and in all written conference materials

KCTI

KENTE CIRCLE TRAINING INSTITUTE

- Table at conference
- 10 complimentary registrations for the two-day conference

Bronze Community Sponsor \$1,500

- Logo on website and in all written conference materials
- 5 complimentary registrations for the two-day conference

To join us as a Community Sponsor, please contact Larry G. Tucker, CEO at ltucker@kentecircle.com.

Hennepin County Children's Mental Health Collaborative (CMHC)
Approved May 31, 2021

Collaborative Stipend Policy

The CMHC may provide stipends to people participating in activities on behalf of the Collaborative if they are not receiving compensation from another source, including their employer. These activities may include attending CMHC meetings or community meetings on behalf of CMHC, focus groups, interviews, completing surveys, or other activities. Depending on the nature of the activity, incentives may be offered to every participant or offered as a lottery. Incentives may be offered in the form of gift cards or check payment from CMHC's fiscal agent.

The following guidelines/processes apply to the use of stipends:

1. Prior to offering incentives, a request to the CMHC Executive Committee will be submitted, specifying the amount and type of the incentive, the purpose of the incentive, and the anticipated number of incentives to be given.
2. Participants will be informed about the incentive and the procedures for receiving it, prior to participating in any CMHC-sponsored activity.
3. The Coordinator may work with the CMHC fiscal agent to purchase the incentives or determine a direct payment process. If the Coordinator, or another approved agent working on behalf of the CMHC, purchase gift cards for participants, a clear accounting for how many gift cards were purchased and for what amounts will be submitted to the fiscal agent for reimbursement.
4. If Participants are offered a gift card at the conclusion of the activity, they will be required to sign a tracking form, indicating that they received the gift card. When the activity is completed online or by telephone, the Coordinator for the project will document provision of the gift card, including the recipient's name, address, the date mailed, the amount/value of the gift card, and the gift card number and submit the information to the CMHC fiscal agent.

NOTE: The form would request participants to affirm they haven't received other compensation.

Collaborative Evaluation/Research Stipend Policy

The CMHC may provide stipends to people participating in research or evaluation activities on behalf of the Collaborative. These data collection activities may include focus groups,

interviews, surveys, or other activities. Depending on the nature of the data collection activity, incentives may be offered to every participant or offered as a lottery. Incentives will be offered in the form of gift cards or e-gift cards.

The following guidelines/processes apply to the use of stipends for research or evaluation purposes:

1. Prior to offering incentives, the researcher leading the project will request permission from the CMHC Executive Committee, specifying the amount and type of the incentive, the purpose of the incentive, and the anticipated number of incentives to be given. The CMHC Executive Committee will approve the process for applying the use of stipends for research or evaluation.
2. Participants will be informed about the incentive and the procedures for receiving it, prior to participating in any CMHC-sponsored data collection activity.
3. The CMHC Coordinator, lead researcher of the project, or another approved agent of the CMHC will be responsible for purchasing the gift cards and storing them securely. The CMHC (through their fiscal sponsor) will be invoiced for the cost of the gift cards, with a clear accounting for how many gift cards were purchased and for what amounts.
4. When data collection is completed in-person, participants will be offered a gift card or e-gift card at the conclusion of the activity. Participants will be required to sign a tracking form, indicating that they received the gift card. When data collection is completed online or by telephone, the lead researcher for the project will document provision of the gift card/e-gift card, including the recipient's name, address, the date mailed, the amount/value of the gift card, and the gift card number.
5. When gift cards are distributed by mail, recipients may choose to have the incentive sent by certified mail (which requires a signature upon receipt) or regular mail. If the recipient prefers regular mail, they must agree that a replacement will not be sent if the incentive does not arrive. The lead researcher of the project, Coordinator or other approved agent of the CMHC will invoice the CMHC (through their fiscal sponsor) for the cost of the mailings.
6. E-gift cards will be distributed by the lead researcher of the project, Coordinator or other approved agent of the CMHC. Confirmation of sent emails and receipt of e-gift card will be maintained by the lead researcher of the project in a secure location.
7. To maintain confidentiality of research participants, the lead researcher will store the incentives distribution records in a secure location. If needed for accounting or audit purposes, the CMHC or its fiscal sponsor can request to see the documentation. Documentation of incentive distribution should be transmitted in an encrypted form.

Research participants should be notified prior to data collection that their name may be shared with the Collaborative for accounting or audit purposes.

8. At the conclusion of the research project, the lead researcher will submit a signed reconciliation statement, indicating the number of incentives purchased and the number distributed. Any unused incentives will be returned to the CMHC and/or its fiscal sponsor.



Event: SoC Parent & Caregiver Summit/Community Meal & Focus Conversation

Date: November 15, 2023 (2hrs)

Objectives:

- To create an open and empathetic space for parents/caregivers of children with mental health challenges to engage with peers and professionals, and share their experiences, concerns, and insights on accessing Hennepin County children’s mental health services and supports.
- To identify common challenges faced by parents/caregivers of children with mental health challenges when trying to access children’s mental health services and supports.
- To raise awareness of Hennepin County Children’s Mental Health Collaborative System of Care, parent leadership opportunities (PCLG), and county-wide children’s mental health services.
- To gather valuable feedback that can inform the system of care.

Audience Size: approx. 50 parents/caregivers

Estimate Budget:

Venue Fee	\$0	No cost – Hennepin County Library
Catering	\$2000	Est. 50 attendees & 15 support team + delivery fees + beverages
Marketing and Promotion	\$2,000	Translation services
Stipends for Facilitators	\$525	\$75/5-7 table facilitators
Stipends for Parents	\$2500	\$50/per attendee (as gift cards)
Interpreters Fee	\$4,000	Interpreters for Spanish, Somali, Oromo, Hmong
Transportation & Childcare Stipends	\$3,500	\$50/50 requested
Materials & Supplies	\$300	Chart paper, markers, table recorders, printing, etc.
Miscellaneous	\$175	Contingency fund for unforeseen expenses
Total:	\$15,000	

Hennepin County Human Services-Behavioral Health
Children's Mental Health System of Care Site Visit
Schedule-Final Draft

Tuesday, October 3, 2023

8:30 – 10:30 **System of Care Overview & Training** **Central Library-Pohlad Hall**

Wednesday, October 4, 2023

Robert H. Rohlf Room – Ridgedale Library: 12:00pm - 4:00pm

1:00-2:00 **The Role of the Collaborative within a System of Care**

Purpose: Thinking through parent engagement within SOC, parent engagement strategy within SOC and how it fits in and ebbs and flows with some of the other implementation work, hear from Liz how parent engagement has moved the SOC work forward.

- **Invite:** Fatima, Hailey, Laura, Cheryl, Adesola, Jocelyn, Asad, Cindy, Leah, and Laura Z
- **Structure of session:** More conversational than presentation style and Q&A style
- How to apply the info from the kickoff in what they are trying to accomplish
- Thinking about how to be strategic in the broader efforts
- Opportunity to ask specific questions
 - How do we as community partners move this work forward?
- Parent engagement is a part of this conversation but not the lead focus
- The lead focus is how as community partners supporting the work being done within the county
 - Parent engagement is a strategy to support this work, but it isn't the only strategy
- Laura will work with coordination team alongside on Asad and Cindy to identify key questions to discuss with Liz
 - This could include a question about takeaways from the morning session that would be helpful to share with the Collaborative as community partners

2:00-2:30 **Break**

2:30-4:00 **Ready or Not: A Discussion among Children's Mental Health Professionals to Implement System of Care Strategies and Values**

Location: Ridgedale Library

Audience: Program supervisors and Executive Directors of children's mental health services

Purpose: The goal is to work on professional readiness on what they need to do to shift to be more inclusive of parent voice. Focus on providers.

Invite list: governance list, providers, Collaborative staff, Behavioral Health leadership at Hennepin

- Who are the providers? Contracted providers- FRSS, SBMH, early childhood mental health, High Fidelity Wraparound, TCM

Structure of session: Liz presents an overview and then engage in discussion to lead providers in a conversation about how providers perceive and respond to families

- Discussion about how family needs and what they are saying is not honored or valued
- Evaluation of bias and how it impacts how providers listen to families
- Identify strategies for professionals and organizations to integrate family voice (calling out these known barriers)
 - What does this shift look like from a regulatory to program model focused on families?
 - Discuss how bias limits/impedes our ability to work with families and makes it challenging for the child/youth

Notes:

- Be sure we acknowledge the fact that professionals are working to do this, but it's not always meeting the needs of families.
- Acknowledging the pressure of professionals. How does family voice/engagement help reduce the pressure on professionals.
- How do we shift from a compliance focused profession or medical model to focusing on the child and the family. How do we re-examine how we engage with families (at the beginning and ongoing)?
- What are the barriers for you to put family voice at the center of your work with children and families?
- Have parents share their experience and why family voice matters (parent panel)? OR do we ask them specific questions.
 - We don't want to tokenize parents.
 - Possibly highlight a program/organization

Wednesday, November 15, 2023

4:30-8:00

Parent Summit (Community meal and convening of parents and caregivers)

Jan 1-Dec 31, 2023

Contract ID PR00003703

PO 482376/482357

Total Billed YTD Balance remaining

	Budget 2023	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23		
Coordination Team															
CMHC Lead Coordinator - LaCroix-Dalluhn Consulting	\$ 80,000	\$ 6,666.00	\$ 6,666.00	\$ 6,666.00	\$ 6,666.00	\$ 6,666.00	\$ 6,666.00	\$ 6,666.00						\$ 46,662.00	\$ 33,338.00
Community Research Solutions: General Support for CMHC	\$ 25,000	\$ 1,968.75	\$ 1,093.75	\$ 1,125.00	\$ 2,406.25	\$ 1,562.50	\$ 1,187.50	\$ 1,187.50						\$ 10,531.25	\$ 14,468.75
Total Coordination Team	\$ 105,000	\$ 8,634.75	\$ 7,759.75	\$ 7,791.00	\$ 9,072.25	\$ 8,228.50	\$ 7,853.50	\$ 7,853.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,193.25	\$ 47,806.75
Parent Catalyst Leadership Group (PCLG)															
Coordinator - Margaret Sullivan Hayley Tompkins	\$ 30,000	\$ 3,040.00	\$ 1,680.00	\$ 2,280.00	\$ 3,340.00	\$ 2,220.00	\$ 1,420.00	\$ 1,900.00						\$ 15,880.00	\$ 14,120.00
PCLG Parent Participation/Engagement - stipends, events, activities	\$ 27,000	\$ 1,620.27	\$ 650.00	\$ 500.00	\$ 1,199.86	\$ 500.00	\$ 1,190.00	\$ 618.33						\$ 6,278.46	\$ 20,721.54
HCCMHC Parent Participation/Engagement - stipends, events, activities	\$ 6,000	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00		\$ 50.00							\$ 250.00	\$ 5,750.00
Youth Engagement & Mental Health Well-being	\$ 30,000					\$ 8,357.85	\$ 20,000.00							\$ 28,357.85	\$ 1,642.15
Total Parent Catalyst Leadership Group	\$ 93,000	\$ 4,710.27	\$ 2,380.00	\$ 2,830.00	\$ 4,589.86	\$ 11,077.85	\$ 22,660.00	\$ 2,518.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,766	\$ 42,234
Program & Operating Expenses															
General Support	\$ 15,000		\$ 566.50		\$ 719.64	\$ 933.00								\$ 2,219.14	\$ 12,780.86
Scholarship/Training	\$ 25,000				\$ 2,219.00	\$ 690.00								\$ 2,909.00	\$ 22,091.00
System of Care Pilot/Project Funding	\$ 100,000				\$ 160.11									\$ 160.11	\$ 99,839.89
Fiscal Sponsor Fee	\$ 4,000	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33						\$ 2,333.33	\$ 1,666.67
Total Program & Operating Expenses	\$ 144,000	\$ 333.33	\$ 899.83	\$ 333.33	\$ 3,432.08	\$ 1,956.33	\$ 333.33	\$ 333.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,622	\$ 136,378
SAMHSA															
Lead Family Coordinator - FZM Impact Group	\$ 70,200				\$ 4,618.05	\$ 5,104.16	\$ 5,444.44	\$ 5,833.33						\$ 20,999.98	\$ 49,200.02
Parent Engagement & Community Partners	\$ 50,000						\$ 1,602.18							\$ 1,602.18	\$ 48,397.82
Admin Fee	\$ 6,000		\$ 250.00											\$ 250.00	\$ 5,750.00
	\$ 126,200	\$ -	\$ 250.00	\$ -	\$ 4,618.05	\$ 5,104.16	\$ 5,444.44	\$ 7,435.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,852	\$ 103,348
Total	\$ 468,200	\$ 13,678.35	\$ 11,289.58	\$ 10,954.33	\$ 21,712.24	\$ 26,366.84	\$ 36,291.27	\$ 18,140.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,433	\$ 329,767

13-Sep-24

Income		
LCTS 2024 Beginning Balance		
LCTS 2023 Projected Earnings		
SAMSHA/Hennepin County Grant		
Projected Carryover from 2023		
Subtotal		
Leveraged Funds		
In-Kind		
Total		
Expenses		
Staff/Contracted Staff		
	LaCroix-Dalluhn Consulting (Coordination and engagement programming)	
	Community Research Solutions	
	Open (Parent Catalyst Coordinator)	
	FZM Impact Group	
Youth, Parent & Community Programs		
	Parent Catalyst Leadership Group (Stipends, Event Activities, etc)	
	Parent Engagement & Community Partners	
	Youth Engagement & Mental Health Well-being	
	DOCCR Youth Prevention Programs	
		past programs
		new programs
	District 287	
		Diploma On
		Youth Lens

	Parent & Community Stipends	
System of Care Pilots		
	Peer Support Specialist	
	Parent Driven Strategies	
	Crisis Response Teams	
	Other	
Training & Capacity Building		
	CMHC Scholarships & Training	
	District 287 Training	
General Operating		
	General Support (Communications, supplies, etc)	
	Fiscal Sponsor Fee (4.6%)	
Subtotal		
Total		

Budget Notes:

1. LCTS Funds are generated by Family Service Collaboratives, District 287 and DOCCR, and 5% The beginning balance is the projected carry over funds from 2023 (Use starting carry over i each quarter in 2024.
2. Leveraged funds for CMHC include matching funds in the Community Health Improvement
3. All contracted staff support coordination and collaborative programming

2024 Preliminary Budget

CMHC		District 287		DOCCR		Total
\$ 75,076		\$ 50,031		\$ 75,006		\$ 200,113
\$ 216,276		\$ 241,031		\$ 174,000		\$ 631,307
\$ 126,200		\$ -		\$ -		\$ 126,200
\$ 70,000		\$ -		\$ 249,006		\$ 319,006
\$ 487,552		\$ 291,062				\$ 1,276,626
\$ 155,000		\$ -		\$ 414,900		\$ 569,900
\$ 20,000						
\$ 662,552		\$ 291,062		\$ 414,900		\$ 1,368,514
\$ 80,000						\$ 80,000
\$ 25,000						\$ 25,000
\$ 30,000						\$ 30,000
\$ 70,200						\$ 70,200
\$ 30,000						\$ 30,000
\$ 50,000						\$ 50,000
\$ 30,000						\$ 30,000
						\$ -
				\$ 290,000		
				\$ 124,900		
				\$ 245,000		
						\$ -
		\$ 160,000				
		\$ 7,000				

\$ 6,000		\$ -		\$ -	\$ 6,000
\$ 100,000		\$ -		\$ -	\$ 100,000
\$ 25,000					\$ 25,000
		\$ 13,850			\$ 13,850
\$ 15,000		\$ 9,500		\$ -	\$ 24,500
\$ 10,000		\$ -		\$ -	\$ 10,000
\$ 471,200		\$ 190,350		\$ 659,900	\$ 1,321,450
\$ 191,352		\$ 100,712		\$ (245,000)	\$ 47,064

6 of earnings are dedicated to the HCCMHC via agreement in 2024 and reduce by expenses in 2023). New funds are generated

Partnership (\$80,000) and in-kind (\$20,000) and Hennepin County for DOCCR programming