



Governance Committee Meeting Agenda

Wednesday, August 16, 2023, 3:00 – 4:30pm

<https://us02web.zoom.us/j/82646466799?pwd=Q2d2MnNvSDUvTUVMMS0zBRWozZz09>

- 3:00 pm **Welcome & Approval of Meeting Minutes & Agenda – Angela Watts**
(Meeting materials: June Meeting Minutes & August Agenda)
Welcome. Approve minutes and agenda.
- 3:10 pm **Strategic Initiatives – Pat Dale & Coordination Team**
(Meeting material: 2023 Work Plan & YMHFA Flier)
- System of Care Community Updates
 - Parent Catalyst Leadership Group (PCLG) Updates
 - Family Coordinator Update
 - Youth Mental Health First Aid Training Updates
 - Gun Violence Prevention and Youth Mental Health
 - Collaborative Communication Materials
- 4:00 pm **Business Updates – Angela Watts & Laura LaCroix-Dalluhn**
(Meeting materials: Current Fiscal Sponsor Agreement & 2023 Approved Budget)
- Fiscal Sponsor Update (Angela)
 - 2024 Budget Preparation (Angela or Laura)
- 4:30 pm **Adjourn**

Mission Statement: The CMHC provides a forum for a diverse and representative group of system stakeholders to influence the development and ongoing operation of an accessible and effective children's mental health service system within Hennepin County. The CMHC promotes innovative service development and continuous quality improvement in the children's mental health system by embracing the system of care principles and available research on children's mental health services.

Contact CMHC Co-Coordinator, [Laura](#), with any questions

Governance Committee Meeting Minutes

June 21, 2023

In attendance: Deborah Wells, Angela Watts, Cindy Slowiak, Maria Tripeny, Krista Phillips, Meredith O'Brien, Pat Dale, Beth Lovre, Dr. Jenna Mitchler, Jody Nelson, Rachel Harris

Staff: Laura LaCroix-Dalluhn, Cheryl Holm-Hansen, Fatima Muhammed, and Margaret Sullivan.

Welcome & Approval of Meeting Minutes & Agenda

- Pat Dale moved to approve the May minutes and Krista Phillips seconded. Minutes approved.
- Krista moved to approve the June agenda and Dr. Jenna Mitchler seconded. Agenda approved.

Business Updates

- Pat reminded everyone that there will be no July Executive Committee or Governance Committee Meetings. Laura is working to schedule ad hoc meetings before we meet again.
- Pat shared that Laura LaCroix-Dalluhn will be on vacation from June 24th to July 10th. If you need assistance, please contact Pat or Angela first and Cati Gómez if needed.
- Lastly, Pat shared about the PCLG Leadership Transition and Interim Leadership. Margaret Sullivan's last day is Friday. Pat shared that he appreciates the work she has done for all of these years and everything she has contributed to the collaborative. Pat also shared that Haley Tompkins will be stepping in as interim leader of the PCLG. Our goal is to find permanent leadership for the PCLG by the end of 2023, until then, Hayley will fulfill the duties of the role. Laura shared that Hayley was approached because she is familiar with the collaborative. Hayley has a lot of expertise in facilitation, is really good at helping people explore and develop new ideas, understands group dynamics, and has worked with youth and leads youth workers. We need to vote to approve the creation of a contract for Haley. Cindy Slowiak motioned to move forward with establishing a contract with Hayley until we select and contract with a new PCLG coordinator and Jody Nelson seconded. Krista asked if Hayley would be allowed to apply for the position after serving as interim, Pat suggested we leave it up to Hayley. All in favor, motion to create contract approved.

Strategic Initiatives

- Angela shared some Parent Catalyst Leadership Group (PCLG) updates
 - The next Let's Talk About It event will be on the topic of Cultural Wellness and held on June 26th, the speaker is Trina Givens-Henry. Laura shared that Trina Givens-Henry will focus on healthy ethnic identity, which helps with one's overall health and wellness. This was requested by parents but will also be very beneficial for providers to learn more about. Laura also shared that the LTAI will be recorded and available on the collaborative's YouTube as well as the August

Newsletter for those who cannot attend. Cindy shared that she has heard in the past that some parents prefer that the LTAI be solely for parents. Laura shared that we have shifted it slightly, the first 45 minutes or so is the presentation, which we record and share. The second 45 minutes is a Q&A for the parents to ask questions. This way we are able to share the information and also allow parents to be able to have dialogue and discussion with the presenter.

- Angela shared that PCLG is also engaging in strategic visioning on July 15th from 10-12 pm. The session will be facilitated by Hayley Tompkins and the goal is for parents to better understand how we can expand our reach to other families and build capacity.
- Youth Mental Health First Aid Training Updates
 - Jody Nelson shared that the YMHFA training is moving along great, and Cati and Nick have done a terrific job. We have had 180 youth workers show interest in the training, and as of July 1st, we have trained 84 people. We have completed 5 trainings so far and we plan to do 4 trainings a month. We have trained 7 new trainers, 2 of which are Spanish speaking trainers. Once all trainers are trained, we will have 10 or 11 YMHFA trainers in total.
- Family Coordinator Update
 - Fatima shared that she is still enjoying getting out in the community and engaging with community members. A lot happened this last week to celebrate Juneteenth, and she went to multiple community events and enjoyed seeing how people celebrated. Fatima was also able to connect with See Mental Health. Additionally, Fatima had a parent reach out to her in person and she was able to connect her to resources on the spot. Lastly, Fatima shared that she has been active in supporting Hennepin County's Behavioral Health Human Services Department and they are having upcoming events on youth substance use.
 - Angela asked if there is anything we can do for Fatima, Fatima asked that when things come up please let her know so she can continue to engage with more parts of the community. Rachel Harris asked if Fatima has met with Lotoya at Brooklyn Center, who works in the community health and public safety department, Fatima said she has not. Rachel said she will connect the two of them.
- Gun Violence Prevention and Youth Mental Health
 - Angela shared that it is very exciting to see how we are moving forward on gun violence protection, we have had contracts signed with Art is My Weapon and Restorative Justice Community Action. Laura shared that our goal is to better bridge the mental health supports that are often needed following youth gun violence. We have heard that there are providers focused on youth gun violence but the mental health needs have been a gap in service for many. Angela added that Brandon Jones has been discussing convening to further explore the secondary trauma that occurs with Family Home Visitors and other workers working with individuals affected by gun violence and Angela will let Brandon know to reach out to Laura to include her in the discussion.
- Communicating Collaborative Work and Priorities - Small Group Discussion

- Angela shared that the Coordination team has discussed creating and updating communication materials for the Collaborative and the Parent Catalyst Leadership Group. They are looking to the Governance Committee to discuss a few key questions today. We are going to break into two smaller groups to discuss the questions below:

1. What do you believe the role of the Children’s Mental Health Collaborative is in Hennepin County?

- a. What is our current role?
- b. What is our preferred role?
- c. How does our current and preferred role differ?

● Group 1 Discussion

- Group 1 feels our role is to help people and/or families figure out what to do when their child is experiencing a mental health challenge; and to help families figure out how to access resources and information.
- We discussed improving access to peer support specialists in Hennepin County. There are trained peer support specialists but there are few paid opportunities and limited access to them.
- The Collaborative is focused on changing the system, which is needed, and we need to balance the need for direct services. Communicating the work of the HCCMHC and PCLG resources with families is important, but there continue to be gaps.
- We can help identify gaps in care and coordination, work to increase coordination across providers and agencies, lead systems change and strategy work, and provide ways for parents' experiences to be incorporated.
- We could increase our presence on social media to help reach families and improve our website.
- As a group, they identified such as “How do I choose a therapist? How do I get an assessment? What is it like to live with fetal alcohol syndrome?” may be beneficial to answer and provide a guide to on YouTube.

● Group 2 Discussion

- Group 2 feels that the role of the Collaborative is information sharing, relationship building, bringing in parent and caregiver voices, and continued collaboration. We have been a voice and agent for change across the county and have piloted many projects that focus on youth mental health.
- We can reach our preferred role by focusing on further centering family voices and elevating the voices of parents and youth in decision-making. Furthermore, we can up our awareness building and information sharing, maybe by creating a one-stop-shop hub or a county-wide children's mental health resources guide. Additionally, we should be intentional in building relationships with diverse communities and businesses within Hennepin County and incorporating feedback in all of our work.

- Currently, the Collaborative struggles with a lack of racial diversity, an unclear direction or aim, and an unclear process of including family voices in our structure.
- Laura shared that we will use the information gathered in these small group discussions in the coordination team to develop information and communication tools.

Adjournment

- Meeting adjourned.

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	

YOUTH MENTAL HEALTH FIRST AID TRAINING

We are inviting youth workers, coaches, and adults working with youth to get trained in Youth Mental Health First Aid before summer programming and camps start!



**REGISTER
NOW!**

WHY YOUTH MENTAL HEALTH FIRST AID?

Youth Mental Health First Aid teaches you how to identify, understand, and respond to signs of mental health and substance abuse challenges among children and adolescents. This course will give you the tools and resources to better address the growing mental health issues in our community.

This Mental Health First Aid certification is recognized nationwide and both individuals and organizations are invited to participate in these trainings! For more information and to learn more, scan the QR code to begin registration or to contact us!

WHO SHOULD KNOW MENTAL HEALTH FIRST AID?

- Youth Workers
- Coaches
- Camp Counselors
- Youth Group Leaders
- Adults who work with Youth



Be Prepared

When a mental health crisis happens, know what to do



You Can Help

People with mental illnesses often suffer alone



Mental illnesses are common

1 in 6 U.S. youth aged 6 - 17 experience a mental health illness each year



Support your community

Be there for the youth and their families

In Partnership with:



**Why
Now?**

There is a growing need of mental health support for our community's youth, and there are not enough care services to meet that need. You can be the difference in your community by providing Mental Health First Aid where you work and live!

MEMORANDUM OF UNDERSTANDING
ON
FISCAL SPONSORSHIP

This Memorandum of Understanding (MOU) is between NAMI Minnesota (NAMI), a Minnesota Nonprofit Corporation, and the Governance Committee of the Hennepin County Children's Mental Health Collaborative (Committee), the alliance of individuals charged with overseeing the activities of Hennepin County Children's Mental Health Collaborative (Project), a program operated within NAMI. NAMI has determined that sponsorship of Hennepin County Children's Mental Health Collaborative would be consistent with its goals and wishes to make arrangements with the Committee to be the fiscal sponsor of the Project. This MOU sets out certain understandings and agreements between NAMI and the Committee.

The parties agree as follows:

- I. Term of Agreement. As of August 1, 2021 NAMI agrees to become the fiscal sponsor of the Project. This MOU will continue until it is terminated in accordance with Section VI.

- II. Responsibilities and Delegation.
 - a. As the fiscal sponsor, NAMI agrees to assume administrative, programmatic, financial, and legal responsibility for purposes of the requirements of funders. NAMI Minnesota agrees to provide services and administrative support to the Committee for the Project, in accordance with the terms of this agreement and with any requirements imposed by funding organizations and state and federal laws governing nonprofits. NAMI will establish and operate for the use of the Project a designated account ("Account") segregated on NAMI's books. All amounts deposited into the Account will be used in support of the purposes of the Project, and subject to the conditions set forth below.
 - b. The management of the program activities of the Project is delegated by NAMI's Board of Directors to the Committee, subject to the ultimate direction of NAMI's Board of Directors. The Committee is a group of individuals whose make-up is determined both by statute and a Governance Agreement between participating public and private agencies. Solely for matters governed by this MOU, the Committee shall function as a separate unincorporated association for the limited purpose of holding, exercising, and enforcing contractual duties and obligations NAMI may owe to the Committee under this MOU.

- III. Project Activities. All programs, public information, fundraising events, processing and acknowledgment of cash and noncash revenue items, accounts payable and receivable, negotiation of leases and contracts, disbursement of Project funds, and other activities conducted by the Committee on behalf of Project shall be the ultimate responsibility of NAMI. NAMI and the Committee shall abide by the Administrative Terms, attached and incorporated by reference to this MOU, which may be amended from time to time by mutual written

agreement of both parties. Any tangible or intangible property, including intellectual property obtained from third parties or created in connection with the Project are the property of NAMI.

- IV. Performance of Charitable Purposes. Project shall be operated in a manner consistent with NAMI's tax-exempt status and as described in this agreement. No material changes in the purposes or activities of the Project shall be made without prior written permission of NAMI and in accordance with any requirements imposed by funding organizations, nor shall the Committee carry on activities or use funds in any way that jeopardizes NAMI's tax-exempt status. The Project shall not carry on any activity that would constitute participation or intervention in a political campaign on behalf (or in opposition to) any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986).
- V. Variance Power. NAMI has the right to spend any money raised for Project to accomplish the purposes of the Project as nearly as possible, within NAMI's sole judgment, subject to any donor-imposed restrictions on the charitable use of the assets. All money and the fair market value of all property received for Project are reported as the income of NAMI, both for tax purposes and for purposes of NAMI's financial statements.
- VI. Termination. This agreement will be reviewed annually and will terminate, subject to the restrictions in this Section VI, if any of the following events occur:
- a. NAMI requests the Committee cease activities that it deems might jeopardize its tax-exempt status and the Committee fails to comply within a period of ten days.
 - b. The Committee fails to perform or observe any other material covenant of this agreement, and this failure remains unremedied fifteen days after notice in writing.
 - c. Upon expiration of four weeks after either the Committee or NAMI has given written notice of its intent to terminate the agreement.

Termination will only occur so long as another organization acceptable to the parties is found that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, is not classified as a private foundation under Section 509(a) of the Code (a Successor) and that is willing and able to manage the Project. As used in this Paragraph, "able" shall mean that the Successor has charitable purposes compatible with the purposes of the Project and has the financial and administrative capacity to competently manage it. The balance of the assets dedicated to the purposes of Project, together with any other tangible and intangible assets held and liabilities incurred by NAMI in connection with operating the Project, shall be transferred to Successor at the end of the notice period or any extension of that period, subject to the approval of any third parties (e.g., funding organizations) that may be required.

- VII. Miscellaneous. Each provision of this MOU shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provision. This MOU

shall be governed in all respects by, and be construed in accordance with, the laws of the State of Minnesota.

The parties have executed this MOU effective on the day and year first written above.

Accepted for NAMI Minnesota:

Name of Authorized signer

Authorized signer

Date

For Hennepin County Children's Mental Health Collaborative:

Name of Authorized signer

Authorized signer

Date

ADMINISTRATIVE TERMS

1. NAMI will:
 - a. The Board of Directors will annually approve a project budget to carry out the activities of the Hennepin County Children's Mental Health Collaborative.
 - b. Provide all required insurance, including Worker's Compensation, general liability, property, professional liability, directors and officers, umbrella, and any other insurance required by law and/or contract for HCCMCC. The insurance shall be primary and non-contributory and will offer a waiver of subrogation and alternative employer endorsements. NAMI will defend, indemnify and hold harmless, HCCMMC from any liability, claims, causes of actions, etc.
 - c. Provide financial reports to the Committee no less than quarterly, and otherwise as requested by the Governance Committee. The Board of Directors will regularly review these financial reports, as a part of the review of NAMI's overall financial reports. All financial records will be maintained according to generally accepted accounting principles, retained as long as required by law, and made available to auditors as required by law.
 - d. Provide oversight related to staffing, financial decisions and work plans related to Hennepin County Children's Mental Health Collaborative.
 - e. Cut checks and process invoices in a timely manner related to Hennepin County Children's Mental Health Collaborative.
 - f. Review and process contracts and grant agreements necessary to carry out the activities of the Hennepin County Children's Mental Health Collaborative.
 - g. Charge an administrative fee of \$400/month.
 - h. Cooperate with the Governance Committee to comply with requests for inspection of the books and records of the Hennepin County Children's Mental Health Collaborative.

2. The Governance Committee will:
 - a. Retain responsibility for the daily management of the activities of Hennepin County Children's Mental Health Collaborative. The Committee designates the Coordinator to act as the authorizing official. The authorizing official shall act as principal coordinator of the Hennepin County Children's Mental Health Collaborative's daily business with NAMI and shall have authority to sign disbursement requests [note that at no time should a person approve their own disbursement].
 - b. Recommend selection of and provide daily management of staffing for Hennepin County Children's Mental Health Collaborative, subject to NAMI's personnel policies and procedures.
 - c. Develop a strategic plan and work plan for Hennepin County Children's Mental Health Collaborative.
 - d. Develop and provide oversight of an annual budget that fulfills the requirements of the funders of Hennepin County Children's Mental Health Collaborative.

- e. Identify and approve grant submissions, to be approved of and submitted by NAMI, in support of the work of Hennepin County Children's Mental Health Collaborative.
- f. Provide NAMI with all information and prepare all reports, including interim and final reports, required by funding organizations, with NAMI's assistance and final approval. A yearly report of activities and programs will be provided to NAMI.
- g. Provide notice to and obtain consent from NAMI prior to: making any significant change in structure, including incorporation; creation of tangible or intangible assets (including intellectual property rights); creating any liability or obligation without NAMI's prior consent, including contractual obligations.

2023 Preliminary Budget

	CMHC	District 287	DOCCR	Total
Income				
LCTS 2023 Beginning Balance	\$ 75,076	\$ 191,000	\$ 75,006	\$ 341,082
LCTS 2022 Projected Earnings	\$ 216,276	\$ 193,000	\$ 174,000	\$ 583,276
SAMSHA/Hennepin County Grant	\$ 126,200	\$ -	\$ -	\$ 126,200
Projected Carryover from 2022	\$ 70,000	\$ -	\$ -	\$ 70,000
Subtotal	\$ 487,552	\$ 384,000	\$ 249,006	\$ 1,120,558
Leveraged Funds	\$ 80,000	\$ -	\$ 290,000	\$ 370,000
In-Kind	\$ 20,000			
Total	\$ 587,552	\$ 384,000	\$ 539,006	\$ 1,510,558
Expenses				
Staff/Contracted Staff				
LaCroix-Dalluhn Consulting (Coordination and engagement programming)	\$ 80,000			\$ 80,000
Community Research Solutions	\$ 25,000			\$ 25,000
Margaret Sullivan	\$ 30,000			\$ 30,000
Open (Parent Engagement Coordinator, .75 FTE)	\$ 70,200			\$ 70,200
Community & Parent Engagement Programs				
Parent Catalyst Leadership Group (Stipends, Event Activities, etc)	\$ 27,000			\$ 27,000
Parent Engagement & Community Partners	\$ 50,000			\$ 50,000
Youth Engagement & Mental Health Well-being	\$ 30,000			\$ 30,000
DOCCR Youth Prevention Programs			\$ 290,000	\$ 290,000
Diploma On: District 287		\$ 162,116		\$ 162,116
Parent & Community Stipends	\$ 6,000	\$ -	\$ -	\$ 6,000
System of Care Pilots (as started in 2022)	\$ 100,000	\$ -	\$ -	\$ 100,000
Peer Support Specialist				
Parent Driven Strategies				
Awareness & Public Education				
Other				
Training & Capacity Building				
CMHC Scholarships & Training	\$ 25,000			\$ 25,000
District 287 Training		\$ 19,437		\$ 19,437
General Operating				
General Support (Communications, supplies, etc)	\$ 15,000	\$ 8,447	\$ -	\$ 23,447
Fiscal Sponsor Fee (4.6%)	\$ 10,000	\$ -	\$ -	\$ 10,000
Subtotal	\$ 468,200	\$ 190,000	\$ 290,000	\$ 948,200
Total	\$ 119,352	\$ 194,000	\$ 249,006	\$ 562,358

Budget Notes:

- LCTS Funds are generated by Family Service Collaboratives, District 287 and DOCCR, and 5% of earnings are dedicated to the HCCMHC via agreement
The beginning balance is the projected carry over funds from 2022 (Use starting carry over in 2022 and reduce by expenses in 2022). New funds are generated each quarter in 2023.
- Leveraged funds for CMHC include matching funds in the Community Health Improvement Partnership (\$80,000) and in-kind (\$20,000) and Hennepin County for DOCCR programming
- All contracted staff support coordination and collaborative programming

Governance Committee Meeting Minutes

August 16, 2023

In attendance: Angela Watts, Aric Jensen, Krista Phillips, Andria Blade, Susie Voss, Meghan Hickey, Maria Tripeny, Asad Dahir, Cathy Rude, Dr. Jenna Mitchler, Monica Long, Pat Dale, Mark Sanders, Brandon Jones, and Jody Nelson.

Staff: Laura LaCroix-Dalluhn, Cheryl Holm-Hansen, and Hayley Tompkins.

Welcome & Approval of Meeting Minutes & Agenda

- Angela Watts welcomed everyone to the meeting and thanked everyone for joining.
- Krista Phillips moved to approve the June minutes and Andria Blade seconded. June minutes approved.
- Krista moved to approve the August agenda with the addition of discussing communications under strategic initiatives and Dr. Jenna Mitchler seconded. Amended agenda approved.

Strategic Initiatives

- System of Care Community Updates
 - Laura shared that as discussed earlier this year, the Collaborative is planning a couple of community events in partnership with Hennepin County to provide updates to their partners, parents, stakeholders, and the community-at-large on county-led and county-wide System of Care initiatives and activities.
 - Hennepin County is bringing System of Care expert, Liz Manley, to town the first week of October. Together, we anticipate making the following events available. Preliminary dates and times will be confirmed soon, but we encourage you to hold the dates if possible.
 - On October 3rd in the morning, we will host a community-wide plenary with an overview of System of Care answering What is it and Why Should I Care? This will be held at the Downtown Minneapolis Library.
 - On October 4th in the afternoon, we will host a conversation with professionals working on children's mental health designed to support professionals in integrating family, caregiver, and youth voices into programming and care decisions. Additionally, there will be a parent panel, where parents can share their experiences. This will be held at the Ridgedale Library.
 - Lastly, on the evening of October 4th, we will host a Parent/Caregiver Summit using a café model. The purpose is to share info on SoC and get input from families on what they need from the Collaborative and Hennepin County. This will be held at the Brookdale Library in Brooklyn Center.
 - Angela asked that calendar invite holds be sent out with the dates and locations. Cathy Rude shared that she feels the parent summit is a great idea and we

should focus on engaging parents multiple times, in multiple languages, and utilizing culturally appropriate ways of talking about children's mental health. Laura shared that we've been discussing how to expand parent engagement and have discussed having an annual parent summit that parents can regularly expect. Cathy then offered to help with organizing the summit. Laura asked if there were any providers who would like to help organize and plan the provider side of it, Jody Nelson, Aric Jensen, and Susie Voss volunteered.

- Parent Catalyst Leadership Group (PCLG) Updates
 - Hayley Tompkins introduced herself as the interim PCLG coordinator and shared her aspirations for her time with PCLG. Currently, the PCLG is working on identifying goals for the group, such as growing inclusivity and engagement and identifying clear roles and responsibilities. Overall, PCLG is really exploring what the group means for them and what they want they want to achieve.
- Family Coordinator Update
 - Pat Dale provided an update on behalf of Fatima, we are continuing to build upon connections made with stakeholders to identify opportunities to engage parents and parent groups to build awareness of the Children's Mental Health Collaborative System of Care, including PCLG, FRSS, and other resources.
 - Since the June meeting, we have engaged parents through presentations and/or conducted outreach at various community events, such as the Hennepin County Children & Family Services Child Protection African American Forum, Hennepin County Community Engagement Listening Session: Youth Substance Use, Latino Youth Development Collaborative (LYDC) Parent Meeting, MPS Freedom School Family Nights, and Hmong Explore Your Parks.
 - Fatima has gathered great insights directly from parents, asking questions such as
 - What does mental health mean to you?
 - If your child was experiencing mental health issues, where would you most likely turn to for help?
 - If you feel comfortable sharing, have you accessed children's mental health services in Hennepin County? If so,
 - What has been your experience? What went well?
 - Have you experienced any barriers?
 - How could your experience have been improved?
 - What do you believe could help parents in need access children's mental health services in Hennepin County?
 - What do you think are the best ways to promote children's mental health resources and services?
 - Fatima plans to attend a number of end-of-the-summer and back-to-school events - excited to engage more families! And wants everyone on the committee to know that if they are hosting or know of events where Fatima can attend/engage families, she welcomes the invitation to attend.
 - Pat asked that if anyone has insights from parents that they feel are worth sharing to share them with the committee.

- Youth Mental Health First Aid Training Updates
 - Jody Nelson shared that we have been invited by Jocelyn McQuiter to be part of a series for the Twin Cities Talk Radio where we're going to further promote this series. Feedback from the training is positive but we are facing barriers in coordination. Laura shared the registration link and asked everyone to share the link with anyone who may want to attend. There has been conversation about reaching out to athletic directors at schools and hopefully getting some coaches trained.
- Communications
 - Laura spoke further on the Twin Cities Talk Radio topic, we were approached by Jocelyn McQuiter, the acting manager of community engagement for Hennepin County. She invited us to join a series on Twin Cities Talk Radio where we will have an opportunity to talk about youth suicide awareness. We wanted to hear input on who we want to represent the collaborative for the interview.
 - Laura shared that she was thinking about having Angela represent the collaborative. Angela shared she thought it should be a provider. Pat shared that someone from the adolescent crisis team at the county may be good and he feels it would be great to have a person of color present the information. Asad Dahir shared that he agrees that having a provider would be great and that it would be good to go over mental health as a whole and then move into suicide and suicide prevention. Angela suggested looking into providers at Children's. Meghan Hickey said that if they need school district partners to let her know. Aric shared that he works with the Zero Suicide Taskforce and he is happy to reach out to providers there for ideas.
- Gun Violence Prevention and Youth Mental Health
 - Laura shared a quick update, we are planning to get an ad hoc team together this fall to explore coordination across services to better support the mental health needs of young people impacted by violence. The new grantees, Art is My Weapon and Restorative Justice Community Action will be invited to participate, and we expect to expand the group over time.
- Communicating Collaborative Work and Priorities
 - Laura shared that the coordination team shared the draft communication materials in the shared drive and hope people will take a look to provide input. We've also updated the parent/caregiver page and looking for feedback from families and providers. If you have time to review and provide your feedback, you can access the document in the shared folder. We are also sharing this with the PCLG for review.

Business Updates

- Fiscal Sponsor Update
 - Angela shared that we have been working to identify a potential fiscal sponsor for the Collaborative this year and are pleased to share that Brandon Jones, Executive Director of the MN Association of Children's Mental Health (MACMH)

has agreed to take on the role of fiscal sponsor for the Collaborative. Laura shared that the Executive Committee discussed the option of utilizing the MACMH as its fiscal sponsor and would encourage a vote in support by the Governance Committee. The goal is to have the switch in sponsorship completed by the end of the calendar year and we are voting today because it will take many months to get the contract in place. Brandon Jones shared that MACMH is excited about this opportunity and looks forward to working with the collaborative.

- Jody moved to make the transition to MACMH as fiscal sponsor, and Aric seconded. Motion approved.
- Pat shared that the next steps are notifying NAMI-Minnesota of our new fiscal sponsor and identifying any potential outgoing issues, notifying Hennepin County of a change in fiscal sponsors, beginning January 1, 2024, and the need for a new contract, working with MACMH to solidify a fiscal sponsor agreement with the Collaborative and incorporate into contract with Hennepin County, and preparing 2024 Budget requests for contract and to help prepare new fiscal sponsor.
- 2024 Budget Preparation
 - Laura reminded everyone that the family service collaboratives do the local collaborative time studies, and through this resources are generated. Laura shared that Meghan raised the question of who is actually doing the time study and how are the resources being distributed across the county. The Children's Mental Health Collaborative has been receiving 5% of the LCTS revenue generated from our partners and that has been a topic of concern.
 - Meghan shared that she was aware of concerns about funding in MPS schools and she started digging into LCTS funds and noticed that some family service collaboratives are getting a smaller distribution of revenue than neighboring family service collaboratives and she is questioning the formula. Krista shared that we are still in discussion about this concern and nothing has been resolved yet. Cathy asked who they have been discussing this with, and Krista shared that they have been discussing it with the Hennepin County Family Service Collaboratives. Andria shared that her understanding of who makes these decisions is that it is up to the collaboratives themselves who then bring it to Hennepin County.
 - Laura shared that we have to vote on and submit a budget next month however, the formula decision may impact our and others' funding, so if we need to amend our budget it will be another three-month project.

Adjournment

- Krista moved to adjourn and Brandon seconded. Meeting adjourned.