

Executive Committee Meeting Agenda

January 6, 2023 | 9:00-10:30 am

Zoom Meeting:

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

- 9:00 **Opening Circle & Approval of December Minutes and January Agenda** (5 min)
Materials: December Minutes and January Agenda
- 9:05 **Business Updates** (30 min)
Materials: Current Governance Committee list, 2022 Draft Collaborative Report, Nov 2022 Budget to Actuals Report, 2023 Approved Budget
- 2023-2024 Chair and Co-Chair
 - Financing framework meeting review and next steps with DHS and FSCs
 - Family Coordinator position
 - 2022 & 2023 budget
 - Youth mental health first aid trainers and training
 - Jan & Feb Governance Committee Meetings (see back side of agenda)
- 9:35 **Draft 2022 Collaborative Report** (20 min)
Materials: 2022 Draft Collaborative Report
- Review and provide guidance on content and promotion
- 9:55 **Planning for 2023 Work Plan Priorities Discussion with Governance Committee** (35 min)
Materials: 2022 Work Plan
- Discuss 2023 Priorities - youth worker mental health, family engagement, workforce, and 2022 workgroups (peer support, family driven strategies and awareness)
- 10:30 **Adjourn**

Proposed January and February Governance Committee Meetings

January Governance Committee Meeting:

1. Business - 15 min
 - a. Vote on Chair/Co-Chair
 - b. Financing Framework Vote/Governance
2. 2022 Report (A Year in Review led by Cheryl - 15 min)
3. Initial Student Survey Data (15 min overview with 15 discussion discussion)
4. Hen Co Mental Health Media campaign (request Jocelyn McQuirter to present & discuss referrals to 988 - 10 min)
5. FRSS: Is the response something that can be duplicated (request Asad Dahir and provider present 15-20 min)

February Governance Committee Meeting:

1. 2023 Work Priorities - *we need to finalize the priorities*
2. 2023 Budget Amendment (*or we can wait until March*)

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Executive Committee Meeting Minutes

December 2, 2022 | 9:00-10:30 am

In Attendance: Krista Phillips, Pat Dale, Andria Blade, Tonya Allen

Staff: Laura LaCroix-Dalluhn, Cati Gómez, Cheryl Holm Hanson, Margaret Sullivan

Opening Circle & Approval of November Minutes and the December Agenda

Krista Phillips moves to approve the November Executive Minutes, Andria Blade seconds for unanimously approved.

Krista Phillips moves to approval of the December Agenda, Pat Dale seconds for unanimous approval.

Business Updates

1. Family coordinator hiring process
 - The LaCroix-Dalluhn Consulting team reviewed the 16-18 applications and held preliminary conversations with applicants to narrow the field by 5 applicants due to the contracted nature of this position. There is a diverse array of new and familiar faces in the pool of applicants for the family coordinator position.
 - Asad and Laura will hold the screening interviews on December 2 and December 5.
 - The goal is to put out an official job offer by the end of the year, as encouraged by the SAMHSA grant.
 - Laura and Asad are coordinating to identify an interview panel of no more than 6 people.
2. Year-end report proposal
 - Cheryl, Laura & Margaret propose creating a year-end report to include in the annual evaluation to highlight the work we have done over the past year and show what the Collaborative is prioritizing in the next year.
 - Yearly reports are harder to digest; a public-facing, short and accessible summary of the Collaborative's work (not unlike those of non-profits) is easily distributable and explains what the HCCMHC does for the community.
 - An end of year summary report can include grants, updates on transitioning leadership, data, reports, events, survey results, and how it connects to the values of the Collaborative.
 - Pat suggests leaning into this opportunity to communicate key messaging that is reflective and inclusive of the survey remarks and family voices.
 - The goal is to have a draft of the summary yearly report by the end of the month for release mid-January.
3. Parent Catalyst Leadership Group
 - The last Let's Talk About It of 2022 was on Transitional Services for Young Adults took place on November 15.
 - The PCLG is planning for 4-6 LTAI sessions in 2023 and is taking suggestions for topics and speakers. Pat Dale suggests hosting a night for Emotional Health, and offered Headway Emotional Health.
 - The next WRAP will be hosted on the first two Saturdays in January (01/07/2023 & 01/14/2023) at the Ridgedale Library. The target participant number is 16, but Margaret says 12 is ideal for this group's discussions.
 - The PCLG has been able to increase outreach efforts by attending in-person conferences, events, and community spaces
 - There is still a need to continue recruiting parent catalyst members
 - Laura mentioned Nadia Glynn resigned and she will speak with Maria Tripeny about stepping into lead voting member for the Collaborative Governance parent group
 - The Executive Committee is still thinking about the best ways to engage families in Governance Meetings amidst conversations about the budget, governance guidelines, etc.
4. December Governance Committee Meeting
 - Laura suggests we cancel the December 21st Governance Meeting with widespread approval from the Executive Committee

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- The cancellation of the December Governance Committee meeting will be sent out to voting members for a vote with approval from this Committee
5. FSC Financing Framework Meeting, Dec 13th, 2022
- Pat and Brandon will be the voting members in attendance representing the HCCMHC.
 - An organization chart of the HCCMHC structure was suggested by the Family Service Collaborative to help understand the funding and organization of the Collaborative.
 - To clarify the Collaborative holds the District 287 money for accountability and transparency purposes
 - To clarify the DOCCR's pilot projects are funded by levy dollars and:
 - Presenting a 3-5 slide exhibiting the work of the HCCMHC and how it leverages an integrated funding stream to increase access to and resources for children's mental health services. Andria Blade advises the Executive Committee to be prepared to answer how money was spent, why the Collaborative went over budget, and the nuances of the 287 funding. Take the time to define integrated in this context for those unfamiliar with the Collaborative & its funding streams
 - Explain how funding will be spent in 2023 and present 3 main bullets of where the money is going and how it will help increase access to and resources for children's mental health.

Planning for 2023 Work Plan Priorities Discussion with Governance Committee

- In the November Executive meeting the Executive Committee discussed slowing down planning of project priorities amidst the onboarding of the family coordinator; in November, Cindy agreed to help usher in the 2023 rebudgeting in order to move forward with clear, well-constructed priorities and projects.
 - In 2022, the HCCMHC priorities stood around sharing recommendations from the Journey Mapping report and in February, the Collaborative hosted an event from where the most recent workgroups emerged, and new community voices joined the Collaborative. Cheryl gave many presentations around the state, including the MN School Behavior Conference, MN School of Social Work Conference, and a total of over 200 people; the Journey Mapping report was also submitted to the MACMH conference and Hennepin County Leadership team.
 - The peer-support, awareness, and parent-driven strategies workgroups made their debut and progress this year before pausing for reflection and next steps.
 - Recurring question: Does the HCCMHC contract out for these pilot programs or do we hire an agency to lead this initiative across Hennepin County?
1. Awareness Workgroup update
 - This group grew out of the 2021 work, taking information from journey mapping process and examining how do people enter and navigate the mental health system.
 - This work was shared with Hennepin County Behavioral Health Services in 2021 who said they are looking internally to address the issues raised by the journey mapping report.
 - Hennepin County is launching a messaging campaign to amplify the voices of youth, vets, and elders
 - MACMH is looking for ways to make this information and mental health services more accessible and user-friendly
 - The Awareness workgroup is looking to see what community partners are doing and how the HCCMHC can amplify their work and fill the gaps between agencies and communities.
 2. Family-Driven Care Workgroup update
 - This group focuses on the provider perspective and changing policies and practices to be more inclusive, family centered, and reduce barriers
 - Proposing a learning collaborative model where agencies can commit to work to align their practices with the family driven care model, this is already budgeted for in the workplan
 - To understand how interactions, environment, and evaluations reflect the intentionality if family-driven care in the mental health system
 - Next steps include discussion about whether to run programs/initiative as a Collaborative or to pay others to run a pilot program.
 - Should agencies be able to apply for grants for projects that centralize family-driven care?
 - Another possible training proposal is for parents to familiarize themselves with what expect when entering the mental health system and how to navigate the resources and services available

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3. Peer-to-Peer Support Workgroup, Margaret
 - Increasing the numbers of peer mentors for parents with children in the mental health system, not unlike the green bandana project or other established framework hosted in the school system
 - Many existing programs are either expensive and/or does not go in-dept in parent peer support for children’s mental health
 - Next steps include determining what kind of engagement and planning is needed for this training
 - Does the HCCMHC work with families to create a community engagement process, or work with youth serving organizations already in place?
 - Do the HCCMHC give out grants or embark on this initiative ourselves, where would we find that capacity?
 - Acute youth gun violence prevention efforts, Laura
 - \$20,000 has already been awarded to community organizations in partnership with CHIP (this funding went through the county where they collected data)
 - HCCMHC made an additional \$40,000 funding commitment for 2023 to directly respond to the acute needs of the community.
 - Youth Worker and Youth Engagement Training
 - This is an area of growth for us to address workforce capacity in the mental health and early childhood field. Out of school youth workers have seen increased needs for mental health as identified by community partners and supported by the Journey Mapping data
 - \$15,000 set aside for this training but there’s concerns about capacity to be trained
 - November Governance committee transitioned from paying for this training to paying for youth workers to do this training for other youth workers
 - Brooklyn Bridge Alliance with Youth received grant to look at this issue from a workforce perspective (how to leverage these partnerships)
 - In conversation with school-based mental health partners, there are calls to make a career ladder/lattice to retain and recruit youth workers
 - Youth workers are built into the school systems through community education and community-based programs
 - In 2023, one of the Collaborative’s goals is to increase partnership with the Family Service Collaborative and address:
 - How to communicate the work of the HCCMHC is pertinent to the family service collaborative
 - Misunderstandings around Collaborative funding (who owns what part of the budget, and the money is spent)
 - Possibilities for greater communication and collaboration, budget discussions oftentimes get in the way of meaningful partnership
 - Possible partnership between the parent groups
 - The January Collaborative meeting may include:
 - Discussion around coordinating across the collaboratives
 - Discussion opportunities on how to prioritize family voices into the culture and work of the Collaborative
 - Discussion about workforce resilience and how to build capacity
 - Next Steps:
 - Creating a criteria tool to prioritize the Collaborative’s work in 2023

Adjourn

- Krista moves to adjourn and Pat closes us out.

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Executive Committee Meeting Minutes

January 6, 2023

Opening Circle & Approval of December Minutes and January Agenda

- Tonya Allen moved to approve the December minutes, and Krista Phillips seconded. All in favor, motion approved.
- Krista moved to approve the January agenda, and Tonya seconded. All in favor, motion approved.

Business Updates

- 2023-2024 Chair and Co-Chair
 - Pat has agreed to chair the Collaborative for another term but, he would like to build leadership for the next term. He hopes to do this with a co-chair in 2023. Our bylaws allow us to have a parent co-chair.
 - Cindy Slowiak suggested calling this opportunity out in the governance committee, highlighting the need, and possibly taking a vote. Laura LaCroix-Dalluhn stated that we technically need to vote in January, Cindy suggested we take a vote to keep it this way for a month and then discuss the role more.
- Financing framework meeting review and next steps with DHS and FSCs
 - Financing was approved.
 - Laura shared that there were a lot of questions surrounding whether or not the collaborative's budget is truly integrated and concerns around admin time. Melodie believes that Laura has been tracking incorrectly, Laura will work with them on what needs to be done to clear it up and get it into place. Laura intends to hold quarterly meetings in 2023 about the budget with other collaboratives.
- Family Coordinator position
 - We will need to reopen the hiring process, Laura asked everyone to share the job opportunity with people that may be interested. Cindy shared that Jocelyn McQuirter has offered to help share the job and Margaret Sullivan will make a better effort at sharing the opportunity with the parent group. Cindy also asked if NAMI would be a good place to get the word out, Laura will see if they will share it. Laura has spoken with people from the Cultural Wellness Center and individuals from MN Mental Health Connect for outreach. Laura suggested working with an organization that could make a hire on our behalf, Margaret shared that she feels that may open some doors for further candidates. However, Cindy feels that this may be too daunting for some. Cheryl Holm-Hansen feels that this may complicate the position by having 3 possible bosses and the expectations would have to be very clear. Laura shared that she would like to post the job on Pollen again and possibly other places. Cheryl added that the

county trusted messenger system may be a good way to share the job opportunity.

- 2022 & 2023 budget
 - Laura shared that we have about \$150,000 moving over to 2023, we approved funding for mental health first aid and train-the-trainer. Laura asked people to consider how we can expand our services this year. Laura would like to take time in January and February to finalize the workplan and discuss the budget and priorities. Laura suggested discussing priorities and budget with the executive team on February 3rd and said we could meet in person, Jenna Mitchler said meeting in person would be okay. Krista shared that she has a room so that we can meet in person.

Planning for 2023 Work Plan Priorities Discussion with Governance Committee

- Discuss 2023 Priorities.
 - Youth worker mental health, family engagement, workforce, and 2022 workgroups (peer support, family driven strategies and awareness) are all priorities we will discuss more in February Meeting.

Adjournment

- Krista moved to adjourn the meeting and cindy seconded. All in favor, meeting adjourned.



2022 Workplan

<p>Strategy 1: Engage Parents & Youth to improve access to children’s mental health services and the responsiveness of services</p>		
<p><i>Why? Increased mental health needs among children, youth and adults has created an opportunity to discuss community level responses to these increased needs.</i></p>		
<p>Goal 1</p> <p>Increase parent and caregiver mental health literacy through PCLG: Let’s Talk About It Series (Parent driven topics of engagement about children’s mental health services)</p>	<p>Goal 2</p> <p>Increase children’s mental health knowledge through community discussions and parent engagement around critical issues impacting children’s mental health – working in partnership with Family Service Collaboratives or key community partners</p>	<p>Goal 3</p> <p>Increase youth knowledge in community discussions around critical issues impacting children’s mental health – working in partnership with Family Service Collaboratives or key community partners</p> <p>Create listening sessions for youth to share their experiences and needs with providers and decision-makers</p>

<p>Goal 1: PCLG: Let’s Talk About It Series (Parent driven topics of engagement about children’s mental health services)</p>	<p>Define Success: Parents and community members increase knowledge about programs and services and provide input and feedback on how the service is delivered to improve responses.</p>
<p>Partners: PLCG, Commissioner Lunde, Family Service Collaboratives, CMH providers</p>	

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Schedule and Plan 1 st Let’s Talk About It	Peggy Larkin	Margaret Sullivan	3/31/22		\$0
2. Promote Let’s Talk About It event through newsletter		Laura LaCroix-Dalluhn	Feb & March		\$0
3. Promote Let’s Talk About It event with FSCs		Laura LaCroix-Dalluhn	Feb & March		\$0

4. Schedule Follow Up Community Meeting [This online meeting will provided follow up information from the first Let’s Talk About It Services and include staff/professionals who lead these programs.]	Peggy Larkin	Laura LaCroix-Dalluhn & Vicky S	April		\$0
5. Offer Healing Circles during the meetings					\$0
6. Develop evaluation tool		Margaret Sullivan/Cheryl Holm-Hansen			\$0
				Total	\$0

Goal 2: Engage parents and community in discussions around critical issues impacting children’s mental health – working in partnership with Family Service Collaboratives or key community partners	Define Success:
Partners: FSCs, CMH partners, school-based MN health providers, schools	

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Outreach to potential partners to lead or co-host community discussions on children’s mental health		Laura LaCroix-Dalluhn	3/31		\$0
2. Planning events with co-leads and healing sessions					\$0
3. Healing Sessions for families					\$0
4. Develop evaluation tool		Cheryl Holm-Hansen			\$0
5. Plan and lead WRAP opportunities for parents and caregivers	Liz Gronert	Margaret Sullivan			\$0
					\$0
				Total	\$0

Strategy 2: Improve coordination and navigation of children’s mental health services	
<i>Why? Access to children’s mental health is not consistent; parents and caregivers state concerns that access is too often driven by who they know, not what is available.</i>	
Goal 1	Goal 2
Increase knowledge through distribution of service continuum mapping. Consider developing a tool and/or training to inform access to system; sample tools/resources include Autism Portal, Help Me Connect, etc.	Increase knowledge and navigation of services through Parent Peer Support training.

Goal 1: Develop tool and/or training to inform access to children’s mental system; sample tools/resources include Autism Portal, Help Me Connect, etc.	Define Success: Increase knowledge and access to children’s mental health system.
Partners: Collaborative Partners, Coordination Team. Broader Children’s Mental Health Providers	

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Joint meeting with Journey Mapping leads and Service Continuum work group to review findings and seek overlap and identify next steps	Jenna and Krista	Laura, Cheryl and Margaret			\$0
2. Meeting with 211 staff to understand data collection and service information		Laura LaCroix-Dalluhn			\$0
3. Identify strategies to increase knowledge to CMH services among parents and providers			Post data summit		\$0

4. Develop evaluation tool		Cheryl Holm-Hansen			\$0
5.					\$0
				Total	\$0

Goal 2: Increase access to Parent Peer Support	Define Success: Parents will have the option to take place in parent peer support training whether they would like to get certified or just learn more
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Partners: PCLG parents, Peer Support Training Partners, MACHMA, MN Dept of Health, etc.

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Form workgroup to improve access to training			Post data summit		\$0
2. Offer a more informal "Parent Partner" training that doesn't require certification. This could potentially help more communities of color					\$0
3. Offer incremental levels of training					\$0
4. Develop evaluation tool		Cheryl Holm-Hansen			\$0
5.					\$0
6.					\$0
7.					\$0
8.					\$0

Total

\$0
