

Executive Committee Meeting Agenda

December 1, 2023 | 9:00-11:00 am

Zoom Meeting:

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

9:00 **Opening Circle & Approval of October Minutes and December Agenda** (5 min)

Materials: October Minutes and December Agenda

9:10 **Business Updates** (45 min)

Materials: Revised 2024 Meeting Schedule, Bylaws: <https://hccmhc.com/about/by-laws/>

- Fiscal Sponsorship and 2024 Contract Updates
- Revised 2024 Executive and Governance Committee Meeting Schedule
- 2024 Governance Committee Voting Members and Recruitment
- Job Description and role clarification for Collaborative partners
- Vote on Co-Chair in January
- December 20th Governance Committee Meeting
- Collaborative Evaluation

10:00 **Work Plan Progress and 2024 Preliminary Priorities** (55 min)

Materials: Work plan

- Discuss Progress during 2023
 1. Awareness Building
 2. Parent engagement
 3. Youth mental health first aid training
 4. Youth Gun Violence Prevention
- Discuss Preliminary Priorities in 2024

10:50 **Partner Updates** (10 min)

11:00 **Adjourn**

Executive Committee Meeting Minutes

October 6, 2023

Opening Circle & Approval of Minutes and Agenda

- Andria Daniel moved to approve the September minutes and Krista Phillips seconded. Minutes approved.
- Tonya Allen moved to approve the October agenda and Pat Dale seconded. Agenda approved.

Business Updates

- Fiscal Sponsorships Update
 - Laura LaCroix-Dalluhn shared that she is meeting with Brandon Jones, his chief financial officer and accountant to review the approved budget for 2024 and respond to any questions they may have regarding the Collaborative's budget and/or funding streams. Laura has shared a number of LCTS documents to help them understand how to account for these funds. She has also indicated which funds are SAMSHA to ensure they are tracked accordingly. Laura will also review the MOU with this team and secure final agreements. Brandon is meeting with Sue Abderholden next week and they plan to discuss any final items about the Collaborative. Sue Abderholden has not indicated any concerns, but they wanted to meet to allow Brandon to ask questions. Laura will discuss having him or someone on his team attend the Executive Committee meeting if interested.
- 2024 Contract Update
 - The Collaborative's Contract manager has provided a draft of the 2024 contract. Laura has reviewed the contract on behalf of the Collaborative and is recommending slight changes. She will discuss the contract with Brandon and the Team as well and then send recommended changes to the contract manager no later than Monday, Oct 9th.
- School-based Mental Health Scholarships
 - Laura shared that she reviewed all applications to ensure they were eligible to apply for the scholarship. She reviewed the list with Mark Sander and Laura Zook, who was also working with the MN Dept of Education and Human Services to expand scholarship opportunities to those in need. We need the Executive Committee to review the list as submitted for approval by Laura L-D, Mark Sander, and Laura Zook.
 - Angela Watts moved to approve \$10,810 for school-based mental health and Pat Dale seconded. Motion approved.
- Kente Circle Conference Attendees
 - Fatima Muhammad helped in identifying providers and other individuals to attend the Kente Circle conference. There is one spot remaining, Pat will attend.
- Proposed 2024 Executive and Governance Committee Meeting Schedule

- Laura shared a draft 2024 Meeting Schedule and would like discussion and a vote to recommend to the Governance Committee, which meets next week. It is proposed that the Governance Committee meets quarterly and the Executive Committee meets monthly. Laura shared she would like to bring back workgroups and engage community members there. Tonya Allen shared that she feels we need better coordination among the current groups. Jenna brought up that this shift has not been discussed in the Governance Committee and scaffolding is necessary to maintain participation.
- 2024 Governance Committee Voting Members and Recruitment
 - There are a number of mandated partners who have not been attending and a number of open positions. We'd like to spend time the remainder of the year recruiting people to fill these empty positions. Fatima shared that these spaces are not conducive to family voice and outreach and recruitment needs to go beyond just an email or invitation. Andria asked if there are materials to be shared conveying the expectations of parents and governance committee members.
- Family Service Collaborative Coordinator & LCTS Updates
 - Formula discussions continue. Krista and Laura are taking part in the discussions. The plan is to identify a formula we can begin implementing or phasing in over a couple of years. We still don't know how this might impact the CMH Collaborative. We'll continue reporting. Laura is hosting a convening a second meeting of the FSC Coordinators to discuss Children's Mental Health in Hennepin County. There is interest in better coordinating children's mental health services across Collaboratives. Krista shared we will likely start the new year without a new formula.

Work Plan Progress and Continued Strategy Discussion

- Parent engagement updates
 - On October 11th there will be the first in-person Let's Talk About It since 2020. Hyalet Tompkins attended the Pow Wow and received great feedback and questions. The 2024 PCLG meeting schedule is in the works.
- More Resilient Communities
 - More Resilient Communities is a statewide initiative supported by DHS and Family Wise. Many collaboratives across the state utilize the tools and resources to engage the community. There are several stages of the work that require certain levels of training. Cati Gómez was trained and has connections with other trainers. Cati shared some suggestions on how we might use the training. In addition to this training, we are thinking about how we might coordinate and offer training to FSCs. In addition to opening this to parents, we need to focus on building champions. Cati shared that they are working to bring this training to community members and working with FamilyWise to make the training more accessible. Cindy shared she wonders about whether or not this would be a good option to help support how the workforce is feeling.
- Youth mental health first aid training

- Youth mental health training is still being offered and outreach is still being done. We believe people are interested, but they struggle to attend and complete the work. While the portable certification is useful to people, we are beginning to explore shorter training and expanding the current certificate program to other key audiences including school staff and parents. We will have trained 100 people since this summer. We are bumping into challenges with the national curriculum. We've had people ask people to receive training without the certification. We are bringing this to some organizations. We will continue to reach out to people. Connections are extremely important.
- Gun Violence Prevention
 - Laura is meeting with Hennepin County staff from CHIP and Safe Communities next week to outline a plan to align and connect efforts across gun violence prevention grantees. We will work to convene this group in early to mid-November and identify a plan for 2024.
- Review and Discuss SoC Community Events and Collaborative Next Steps
 - The community SoC events were this week, Laura asked if there are things we can do to bring the information gathered to providers and professionals. Krista mentioned that providers do not have time, but asked if there are things we can bring to them to help them position these values. Cindy mentioned one thing that stood out to her, was the juxtaposition of how stressed professionals are feeling, which isolates them. One of the key strategies of system of care is to have a team working together to support the child, youth, or family. Simple things like changing language, and creating tables for people to problem solve may help.

Adjournment

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

Revised 2024 Meeting Schedule

| Committee | Lead | Meeting Schedule | Notes/Questions |
|---|----------------------------|---|---|
| Governance Committee | Pat Dale & Angela Watts | Third Wednesday of the month from 12:00-1:30 PM [OR 1:00-2:30 PM?] | Meetings will take place online, unless otherwise noted. January 18 th February 15 th March 21 st May 16 th June 20 th September 19 th October 17 th November 21 st or 2 nd Thursday, November 14 th |
| Executive Committee | Pat Dale & Angela Watts | Every first Friday of the month from 9-11 AM No July Meeting | Meetings will take place online, unless otherwise noted. Jan 5 th , Feb 2 nd , March 1 st , April 5 th , May 3 th , June 7 th , August 2 nd , September 6 th , October 4 th , November 1 st , and December 6 th . |
| Coordination Team | Laura LaCroix-Dalluhn | Every 4 th Tuesday from 10-11:30 am | Meetings will take place online, unless otherwise noted |
| Parent Catalyst Leadership Group | PCLG Coordinator | Every third Saturday at 10 am | Meetings are taking place in person when possible. |
| Parent Summit & Engagement | Fatima Muhammad | No Regular Schedule | |
| School-based Mental Health Group | Mark Sander and Laura Zook | Every 4 th Tuesday at 2:30-4 pm | Meetings take place online and in person. |
| Provider Group | Laura LaCroix-Dalluhn | Schedule To Be Determined | This group last met 2020. The current group of stakeholders will be polled to meet. This group will meet online, unless otherwise noted. |



COORDINATING & IMPROVING CHILDREN'S MENTAL HEALTH SERVICES



**Parent &
Community
Engagement**



**Improving
Access to
Resources**



**Provider
Coordination**



**Training &
Education**

About Us

We are a diverse group of people & organizations working together to influence the development & operation of an accessible & effective children's mental health service system within Hennepin County.



*Empowering parents & community members
to promote positive change for children
& youth with mental health challenges.*

INFORM ME

- Join our email list
- Follow us on social media
- Join our Facebook Group

ASK ME

- Share your voice on things that matter to you
- I want to be involved, but not regularly

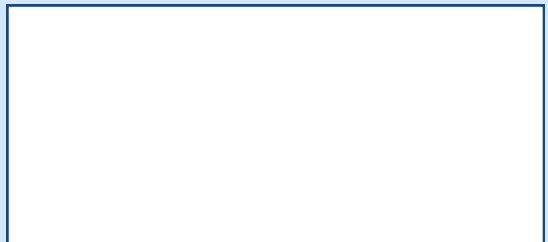
CALL ME

- To speak at meetings
- About a specific topic

COUNT ME IN!

- Attend Parent Events
- Join Support Groups

Participants are compensated for their time.



Executive Committee Meeting Minutes

December 1, 2023

Opening Circle & Approval of Minutes and Agenda

- Dr. Jenna Mitchler moved to approve the amended October minutes, and Cindy Slowiak seconded. Minutes approved.
- Krista Phillips moved to approve the amended December agenda with the addition of the LCTS meeting discussion, and Cindy seconded. Agenda approved.

Business Updates

- Fiscal Sponsorship and 2024 Contract Updates
 - Laura LaCroix-Dalluhn shared that the official contract with MACMH is up for a vote on December 12th, we do not expect any issues. Laura is working with MACMH to get contracts in place for all coordination team members.
- Revised 2024 Executive and Governance Committee Meeting Schedule
 - Laura shared that we've been working to get our 2024 schedule in place, and the outlier is finding a time that works for the governance committee because of the request from parents to switch meeting times. We will likely keep the same date, meeting every third Wednesday, but from 12:00 to 1:30 rather than 3:00 to 4:30. Unfortunately, this may not work for Angela Watts. Angela shared that she is not sure if she will be able to attend the meeting if it is at this time, however, she does not want parents to be unable to attend because of her schedule. Laura asked if anyone had any thoughts on what we should do, Angela suggested they keep the meeting time for now and she will try to make it work. Fatima Muhammed shared that the third Wednesday will fall on Juneteenth in June so we may need to make an adjustment. Laura clarified that we would move ahead with the date voted on since one co-chair, Pat, will be available.
- 2024 Governance Committee Voting Members and Recruitment
 - Laura shared that she has been doing outreach to people in different organizations who have not been coming.
 - Wendy Webster is now the mayor, so she stepped down from her position and they do not have anyone in that position yet. Krista clarified that St. Anthony does not have to have their collaborative coordinator representing this piece, this is about their school district representative.
 - Julia from Anoka Hennepin has not responded to Laura's emails, so she will continue to do outreach.
 - Jamie Winter from Children's Minnesota will be stepping down and has connected Laura with other individuals. Laura asked if there were certain people within Children's Minnesota that we would like to target for participation in the collaborative. Cindy suggested that we get participation from a different hospital, one in Hennepin County, she suggested looking at Allina or Fairview. Laura shared that Children's is serving a large number of Hennepin County families, so

she will reach out to Children's, Allina, and Fairview. Angela suggested Thia from Health Partners or Venessa from Hennepin Health. Cindy suggested looking into UCare.

- Laura shared that she heard from Susie Voss of Family Wise that she is interested in becoming a voting member and wanted to see if there is anything we should be aware of before we potentially bring this to a vote, she would take one of the open provider spots.
- Role clarification for Collaborative partners
 - Laura shared that she plans to start to draft job descriptions and orientations for Governance and Executive committees and she is wondering if anyone is interested in doing this work with her. Krista agreed to help review a draft. Fatima highlighted that since there is no compensation, it should be labeled as a role description rather than a job description. Fatima also suggested that we create an MOU with all partners. This would outline what their commitment is to the Collaborative and each other. Fatima agreed to help draft the MOU. Cindy shared that volunteer positions often have written agreements about what they are committing to. This may help add clarification without making it over-contractual. Laura asked if those working in public entities will need approval to sign an MOU. Krista said it would depend on making an MOU for an organization or a person within an organization.
- Vote on Co-Chair in January
 - Laura shared that Pat's position is up for vote. He is willing to continue in this role again, however, we have talked about moving him out of the position since he has held it for so long. He will stay on for now but at any point, he can resign if he would like, and we can find someone to fill the role. Laura asked that people start to think about who a good person would be to fill this role.
- December 20th Governance Committee Meeting
 - Laura asked if the executive committee would be willing to recommend to the governance committee that we cancel the governance committee meeting on December 20th. Krista moved to recommend canceling the governance committee meeting on December 20th and Jenna seconded. Recommendation approved.
- Collaborative Evaluation
 - Cheryl Holm-Hansen shared that we are starting to do the work for the year-end collaborative report, similar to what we did last year. Last year we also surveyed collaborative members and we are planning to do so again.
- LCTS Meeting
 - Laura shared that the LCTS meeting to vote on the 5% set aside for the children's mental health collaborative will take place on December 14th, we need 2 voting members to attend. Last year it was Pat and Brandon, Laura will ask them to represent the Collaborative.

Work Plan Progress and 2024 Preliminary Priorities

- Discuss Progress during 2023

- Laura shared that the coordination team took some time to look over the work done during 2023, and discussed how the work will inform the priorities for 2024.
- Awareness Building
 - Hayley Tompkins shared that her focus coming in halfway through the year has been working with the PCLG to define their role and goals, and they are ready to start focusing on engagement and recruitment in the new year.
 - Fatima shared about some of the parent and family engagement work she has done this year. For the recent community conversation, over 50 parents registered for the parent conversation and 34 parents attended. We had two interpreters and many of the parents who attended were Spanish-speaking. Fatima is conducting the same conversation with different parents and families at different events. The general feedback is that parents want more of this, they feel heard and want to stay engaged. Fatima will continue this conversation, continue working in the community, and continue to find new ways to engage parents and hear their voices in 2024.
- Parent engagement
 - Laura highlighted that she has heard from parents and families that the WRAP training we have done in the last couple of years has been beneficial and many parents want to continue this training in 2024. We will need to get parents trained in facilitating this training. Laura shared that she would love input on how to best lean into this ask and engage families. Angela shared that who is training is very important and having a parent doing the training could be good, but it may be beneficial to find someone who has facilitated this training before and gotten good feedback. Krista agreed and added that it might allow to project to move forward faster and with less cost if we hire someone who is already trained in facilitating this training. Angela suggested reaching out to Liz as well as some other experienced trainers she knows, she will circle back to Laura with those names.
- Youth mental health first aid training
 - Laura shared that the excitement around offering this training was about increasing awareness of mental health concerns and how to address them among people who work with youth. Change Inc. offered to take this on, but they do not have the capacity they originally thought. We struggled to make our original numbers and instead spent some of the budgeted dollars for this work to pay a stipend for trainers. We currently have about 200 people trained, and Change Inc. is saying they are not able to continue in this role in 2024. Laura feels there is value in continuing this work, and it will hopefully be evaluated soon once Change Inc. shares the data with Cheryl. Hayley shared that within the Beacons world, there are a lot of people who would get engaged in this training. Cati has been leading the coordination with Change Inc. and has pushed

to provide training to Spanish-speaking providers and will have Spanish training events. Cati shared that they have heard some feedback that breaking trainings down into sessions may be less overwhelming and allow more individuals to engage.

- Youth Gun Violence Prevention
 - Laura shared that the youth violence prevention grants that we funded will complete their work at the end of the year. Laura has been working with CHIP to get the evaluation data. Laura has reached out to Antonio Smith at Safe Communities because they have funded a number of youth gun violence prevention grantees to stay connected and attend their to be able to recognize mental health gaps and make connections to organizations in the community.

Adjournment

- Cindy moved to adjourn, and Krista seconded. Meeting adjourned.