

## Executive Committee Meeting Agenda

February 2, 2024 | 9:00-10:30 am

Zoom Meeting:

<https://us06web.zoom.us/j/89306733290>

9:00 **Opening Circle & Approval of January 2023 Minutes and February 2024 Agenda** (5 min)

*Materials: January Minutes and February Agenda*

9:05 **Work Plan Progress and 2024 Preliminary Priorities** (60 min)

*Materials: 2023-2024 Work Plan (REVISED)*

Discuss and outline monthly engagement of Collaborative partners based on work plan priorities.

10:05 **Business Updates** (15 min)

*Materials: Coordinator Update*

- Questions related to Coordinator update
- Cadence of Meetings or 2024

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

10:30 **Adjourn**

## Executive Committee Meeting Minutes

January 5, 2024

### Approval of Minutes and Agenda

- Krista Phillips moved to approve the December minutes and Tonya Allen seconded. Minutes approved.
- Cindy Slowiak moved to approve the agenda, amended with the addition of discussing the cadence of meetings in 2024 and Krista seconded. Amended agenda approved.

### Business Updates

- LCTS Financing Agreement and Funding Approved for 2024
  - Laura LaCroix-Dalluhn shared that the financing agreement and funding for the collaborative were approved in December. This annual agreement will be up for consideration again in December of 2024 for the following year. Laura thanked Pat Dale and Brandon Jones for being there to vote on behalf of the collaborative. Lastly, Laura reminded the team that there are still ongoing conversations about changing the overall formula of how resources are distributed within Hennepin County. Pat thanked Laura for all the work she has done.
- Fiscal Sponsorship and Contract Updates
  - Laura shared that Hennepin County approved the new contract with MACMH as our fiscal sponsor. Now that that is approved, Laura is working with MACMH to get the fiscal sponsor agreement signed and working with Cheryl Holm-Hansen, Fatima Muhammad, and Hayley Tompkins to complete coordination contracts for 2024.
- Outgoing fiscal management with NAMI
  - Laura shared that we granted the school-based mental health scholarships to individuals who applied for them, however, one recipient has not submitted their paperwork long past the due date. Laura has emailed this person multiple times from different emails, called, and left messages, and has not had any response. Laura asked if that person provides the paperwork asking for the scholarship, should we turn them down or go through that process with NAMI even though that may slow them down. Pat and others feel that Laura has done her due diligence and if that person reaches out we should turn them down.
- 2024 Meeting Schedule
  - Laura shared that the calendar invites for 2024 have been sent through the collaborative's Gmail account, [hc.childrensmentalhealth@gmail.com](mailto:hc.childrensmentalhealth@gmail.com).
  - Laura also shared that we landed on having the governance committee meetings on the third Wednesday of the month still, but from 12:00 to 1:30 PM now, allowing more parents to attend. The June governance committee meeting does fall on Juneteenth so we will need to reschedule for another day. Laura asked if

there was a preference on when to meet in June. Angela Watts clarified that we did not meet in June 2023 and canceling the meeting could be an option. Pat proposed moving the meeting to the fourth Wednesday of the month on months when there are conflicts, such as MEA week in October or the holiday season in December.

- Angela raised the idea of having the governance committee meet less, possibly bi-monthly to increase capacity. Laura agreed that this could be a good idea and stated that discussions about this in the past have led to decisions to keep the monthly meetings. Nonetheless, she is open to the governance committee meeting bi-monthly or even having alternating monthly meetings between the executive and governance committees. Cindy shared that she leans toward keeping the monthly meetings, especially because we have already discussed canceling three meetings this year. However, Cindy shared she is interested in structuring the meetings differently to have business-focused meetings and discussion-focused meetings on alternating months. Krista agreed, that is what she took away from past discussions with the governance committee and she feels it would be a good idea. Tonya shared that from her perspective as a provider, there are a lot of meetings and prioritizing these meetings can make it difficult to always attend and be engaged. Dr. Jenna Mitchler agreed with Tonya, she loves being a part of this group but with the time constraints, it is difficult. Angela thanked Tonya and Jenna for the transparency and shared that she has been sensing the struggle from many individuals involved in the collaborative and has struggled with the time constraints herself. Cindy shares that she feels the goals and the work plan should be driving the cadence of the meetings, and there is a lot of need for time carved out for discussion. Pat suggested that for now, we shorten the length of the executive committee meetings to 90 minutes and possibly later in the year also shorten the governance committee meetings to an hour. Pat feels this will allow people to maintain and even increase engagement without feeling overwhelmed or disconnected. Angela suggested we bring this discussion back to the governance committee, let's focus on adding value to these meetings while also being intentional in respecting the time constraints of many people involved in the collaborative. Krista suggested including written reports and consent agendas to minimize time requirements.
- Pat moved to change the executive meeting time to 90 minutes starting in February 2024 and Angela seconded. Motion approved. Executive meetings will now be from 9:00 to 10:30 AM on the first Friday of each month.
- 2024 Governance Committee Voting Members
  - Laura shared that Susie Voss from Family Wise has offered to step on as a voting member and Patricia Vitale of Children's Minnesota, who now has Jamie Winter's old role, is excited to work with us. We will have to vote on these new voting members. Additionally, Pat has offered to stay in his role of co-chair for the time being.
- Collaborative Annual Report/Evaluation

- Cheryl shared an outline for the 2023 annual report. This report is supposed to be short, made for the public, and show our goals and accomplishments from the year. For the 2023 report, Cheryl shared that she plans to include a segment on Fatima's family engagement work this year and plans for family engagement in 2024 and has been working with Fatima to gather this information. Additionally, Cheryl wants to touch on the PCLG's strategic revisioning work and will work with Hayley to create the language for this. Cheryl shared she would also like to include the SoC site visit, youth mental health first aid training, violence prevention funding, information on scholarships and training, and lastly, the results of the collaborative survey. Laura shared that she would like to highlight our commitment in 2024 to hold youth mental health first aid training sessions in Spanish. Krista suggested adding a QR code and clickable link that leads to our website so that people can get connected to the collaborative.
- **DRAFT Role Description for Governance Committee Member**
  - Laura shared the draft of a role description that she created. Laura put down that the role governance committee members should expect to spend four to six hours a month on their work with the collaborative but felt this may be high and asked what others thought. Angela agreed that number seems like more time than what most people solely on the governance committee spend each month on the collaborative. Laura changed the hours to two to four hours. Angela suggested adding clarity in what are responsibilities and what are expectations of members. Krista suggested further clarifying that it is a voting role in the description. Laura asked if she should share the role description and expectations with current governance committee members now or if we should discuss it in the next meeting. Laura will send it out with the next meeting materials. Jenna shared that she feels this is a great resource and will provide great clarity for new members. Krista suggested offering a group orientation to anyone who is already a member who feels they may benefit.
- **DRAFT Outline for Orientation Session**
  - Laura shared the draft outline she created for an introductory meeting for new members. Laura asked that people look through this and let her know if they have any changes they would like made or any suggestions.

### **Work Plan Progress and 2024 Preliminary Priorities**

- **Discuss Progress toward 2023 Priorities and Preliminary Priorities in 2024**
  - Laura shared that in the last coordination team meeting, they discussed our progress and accomplishments on our 2023 work priorities. Laura shared that we met most of the outcomes within the "Improve responsiveness to and communications with, families and children through increased access to children's mental health services" section. Laura shared she is thrilled with this progress and feels we should update our priorities in this section for 2024.
  - Laura then shared that Hayley has offered for us to consider partnering with Beacons to do further mental health first aid training. Krista clarified, that working with Beacons would reduce the coordination efforts on our end of things because

of their established network and shared that she is in support of expanding this goal into the next year. Pat shared that he agreed.

- Laura then brought up the objective of creating a county-wide crisis response guide to violence, she shared that she feels this could take more time to complete than we originally budgeted for. Angela stated that she agreed.

### **Adjournment**

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

Approved 10/11/2023			<u>2024 Budget</u>
		<b>Budget Narrative</b>	<b>CMHC</b>
<b>Income</b>			
LCTS Fund Balance		Estimated Fund balance as of 1/1/23	\$119,352
LCTS 2023 Projected Earnings		Estimated LCTS Earnings in 2023	\$194,065
SAMSHA/Hennepin County Grant		SAMHSA: Parent engagement and BIPOC agency collaboration	\$126,180
LCTS Budget		Precommit: LCTS funds from 2023	\$75,414
<b>Total</b>			<b>\$515,011</b>
<b>Expenses</b>			
Staff/Contracted Staff			
	LaCroix-Dalluhn Consulting Group (Coordination, strategic initiatives, and engagement programming)	Laura LaCroix-Dalluhn, Cati Gómez and team. LCTS (\$56,900) and <b>SAMHSA (\$23,100)</b> Funded	\$80,000
	Community Research Solutions	Cheryl Holm-Hansen	\$25,000
	Open (Parent Catalyst Coordinator)	Interim Coordinator with intent to hire in 2024	\$30,000
	FZM Impact Group	Fatima Family Coordination and engagement (SAMHSA Funded)	\$70,200
Youth, Parent & Community Programs			
	Parent Catalyst Leadership Group (Stipends, Event Activities, etc)	Parent supported activities, stipends, and events	\$36,000

	Parent Engagement Stipends	Compensation to community agencies to support their parent engagement work. These funds are paid to community agencies to support the costs associated with their parent engagement work. These funds cannot be used for food. These funds can be used to compensate parents for their time and expenses associated with their participation in parent engagement activities.	\$2,880	
	BIPOC Agency Collaboration and Parent Support	Compensation to community agencies to support their parent engagement work (up to 5 agencies at \$6,000)	\$ 30,000	
	Youth Engagement & Mental Health Well-being	Training for youth and adults working with youth on mental health supports	\$ 15,000	
System of Care Pilots			\$ 150,000	
	Peer Support Specialist	Countywide peer support specialists training and stipend support		
	Crisis Response Teams	Planning and development of county-wide crisis response team		
	Other	Gun Violence Prevention and Youth Mental Health		
Training & Capacity Building				
	CMHC Scholarships & Training	Scholarships, Sponsorships and Training & SBMH Ancillary Training Services	\$ 25,000	
	District 287 Training	Staff training		
General Operating				
	General Support	Communications, supplies, etc.	\$15,000	
	Fiscal Sponsor Fee	MN Association of Children's Mental Health, 7.5%	\$35,931	
<b>Total</b>			<b>\$515,011</b>	

## Business & Program Updates

February 2, 2024

### Business Updates

1. Fiscal Sponsor Updates.
  - Coordination Team Contracts have been signed with MACMH.
  - Meetings with MACMH have been scheduled to clarify the process for providing payment to PCLG participants.
  - 2023 Finance Reports are finalized with NAMI and all 1099s have been prepared and sent.
2. 2023 Budget (copy of the 2023 budget to actuals are included in the February 2024 folder)
  - The 2023 total projected budget was \$468,200. We spent 55% of the budget.
  - The 2023 budget/contract was closed with \$212,032 remaining (or unspent). This is \$136,618 more than projected, and will be added to our fund balance at Hennepin County.
3. LCTS Report is Due to DHS by April 30<sup>th</sup>.
  - Data from District 287 and DOCCR will be included in the final report. Laura will reach out to team members to obtain information.
  - DHS will be reviewing all Governance Agreements for Family Service and Children's Mental Health Collaboratives. There has been speculation changes will be required. We will continue to provide updates as they available.
4. 2023 Annual Report. Data is still being gathered from programs (see reference below under Gun Violence Prevention grantees). Once this is available, we'll share with Collaborative partners to discuss our impact.

### Program Updates

#### 1. PCLG Leadership Updates

- Community Meetings, called **Coffee and Conversations** will begin Feb 17, 2024. The focus is to offer monthly meetings, some in person and online.
- A new **online Recruitment** form is available. This will be added to the website and we encourage all Collaborative partners and team members to share with interested parents; <https://docs.google.com/forms/d/e/1FAIpQLScXAs-Jcad7WTD-BTOaibbzRTyZGV-RdrAkbnbS5EOFT9pT4Q/viewform>. Once an interested person completes the form, Hayley and a parent representative will meet with them to share more about the Collaborative and parent leadership goals. Parents will be invited to participate in one of four groups.
- PCLG will offer **four action teams** and quarterly parent leader meetings. Job descriptions have been provided for each action team.
  - i. **Connect & Support**. (Purpose is to provide informal space for caregivers to connect with others who 'get it'. Goal is to increase the number of spaces for caregivers to connect with one another and increase their capacity for self care.)
  - ii. **Education & Training**. (Purpose is to increase understanding around children's mental health. Goal is to increase the knowledge of caregivers around key issues in children's mental AND to increase the knowledge of professionals around the needs and experiences of families and caregivers.)



- iii. [System Navigation](#). (Purpose is to support caregivers who are feeling stuck, unsure of, or frustrated by the children’s mental health system. Goal is to increase the number of supports and resources for caregivers to navigate and access resources in the children’s mental health care system.)
- iv. [Advocacy & Systems Change](#). (Purpose to represent the voices and priorities of caregivers at the system and policy level of children’s mental health. Goal is to attend Collaborative and other meetings around children’s mental health, and to provide coordination of other PCLG strategies.)



## 5. Youth Mental Health First Aid –

- Beacons/YMCA will begin leading the coordination and training February 2024
- The MOU/contract will outline deliverables including target number of people trained and coordination of trainers in Hennepin County
- Working with MACMH to prepare MOU/contract

## 6. Family Engagement

During Q1, family engagement events and meetings will focus on gathering information from families and community member directly related to the goals of Hennepin County’s SoC grant. The responses to these questions will be collected and shared with key Collaborative and County partners and stakeholders and with the aim of identifying strategies to improve responsiveness to needs of children, youth, and families.

- 1) What do they know about Family Response and Stabilization Services (FRSS)?
- 2) How is your health plan helping you access services? If not, what are some strategies for getting better service, e.g. Can you go back to your plan administrator? Or can we go to the state Ombudsman?
- 3) As a parent, how do you give feedback to your service provider? Especially, since we often hear from families it takes someone going over and above their expectation.

## 7. Gun Violence Prevention Grantees

- Both Collaborative funded grantees; Art is My Weapon and Restorative Justice Community Action have submitted mid-year reports to Hennepin County CHIP. The Collaborative will receive them in mid February.
- Further conversation with Jen O’Brien, CHIP Coordinator, will take place based on input of grantees.

## Executive Committee Meeting Minutes

February 2, 2024

### Opening Circle & Approval of Minutes and Agenda

- Krista Phillips moved to approve the January minutes, and Angela Watts seconded. Minutes approved.
- Angela moved to approve the February minutes with the additional discussions of the cadence of meetings and the role of co-chair and Pat Dale seconded. Minutes approved.

### Work Plan Progress and 2024 Preliminary Priorities

- Laura LaCroix-Dalluhn asked for support from the executive committee to help map out the priorities in the work plan from month to month.
  - Tonya Allen said she feels it is really important to do more coordination, there are too many meetings and priorities for the county. Krista supports mapping out the priorities, they have planned out every agenda for the year and it is working well. Cheryl Holm-Hansen suggested exploring what all goes into achieving our goals and preparing those things behind the scenes starting long in advance through the coordination team. Pat shared that this idea sounds really good to him and he would like to create a system in which people show up to meetings understanding what the goal of this particular meeting is and how it will fit into our larger goals.
- Laura shared that what from she is hearing, she feels the next steps are to look at the work plan we have and plan out priorities and goals for the next few months and maybe take time outside of this meeting for a few of us to sit down together and map out the year.
  - Angela offered that she could make time to work on mapping discussions focused on system coordination. Krista shared that she has time booked for this meeting and she would rather work through this now. Angela proposed that we focus on gaps in our priorities and work. Krista shared that she thinks we should ask this of the governance committee, Pat added that we should ask the collaborative for ideas to effectively bridge these gaps. Angela pointed out that Cindy and Asad are not here so we need to be cognizant of what we discuss and how their perspectives may alter it, so we should focus on parts of the workplan we've already agreed upon and build those out, including their perspectives before bringing it to the governance committee.
- Laura shared that there are a couple of pieces of the work plan that she would love feedback on. In the system of care coordination team meetings, we have discussed collecting data on specific questions, taking that feedback, and bringing it to our community partners. Laura shared that she feels we have done well at collecting data, but we can do more in bringing that data to community partners and communicating what changes parents, caregivers, and youth would like to see to these partners.

- Fatima Muhammad shared that she feels it is critical that we take time to analyze this data and bring the feedback to other parents and caregivers we have been engaged with to see if and how it resonates with them before we bring it to our community partners. Furthermore, Fatima highlighted the importance of staying in contact with parents and caregivers that we have been engaged with. It would be good to reach out to parents that attended the community conversation letting them know we value their engagement and offer to further engage them in our work if they are interested. Cheryl shared that the SoC work in Hennepin County is planning to bring community stakeholders and system partners together to share more information about what is needed. Fatima asked if she could be a part of that conversation, and Cheryl said yes. Pat shared that he feels part of the issue causing the disconnect between what parents and caregivers need and what providers and agencies can provide is that parents are stating needs that cannot be met through the current system we have set up. Angela added that when a specific need is brought up that is not possible in our current system, we must examine what other resources in our system of care may address that need and connect these families with those resources. Parents have long expressed the need for further support in the emergency room setting, that increased support is not feasible right now, but connecting those parents with resources they can utilize other than the emergency room, like FRSS, is.
- Laura asked the team if we should go deeper into an identified issue and how to address it moving forward in our meetings or if we should keep the conversation broad and continue to illuminate more issues in the SoC work.
  - Pat shared that he values Hayley and Fatima's input on this question as they know best what is needed from families. Hayley Tompkins shared that she feels families would like us to go deeper into addressing a particular issue and focus on what we can do. Fatima agreed, there should be more of a focus on the bright spots, identifying strategies that work well and exploring how to expand these. Angela also agreed, stating that going wide raises awareness but going deep allows for change. Dr. Jenna Mitchler shared she also feels our meetings should go deep into issues, in her experience, it's hard to address issues without a deep understanding of them. Fatima suggested we could also do both in our meetings, it's important to increase awareness of the many issues families are facing but we cannot stop there. Krista agreed and shared that she feels we often get lost when we try to address too many issues, shaping meetings around specific topics will allow us to stay focused on our goals as a collaborative.
- Laura then asked what issues and topics the team would like our meetings to go deep into as a starting point.
  - Angela shared that peer support is an important topic for our group. Krista agreed, engaging with the families and parents we've connected with and connecting with more is an important focus for this collaborative.
  - Hayley shared that PCLG parents are expressing a need for peer support. Parents have expressed interest in being trained as peer support specialists and providing that support themselves. Angela shared that Brandon Jones would be

a great resource in connecting parents to that opportunity. Fatima shared that Beth Lovre from NAMI could also be a great resource. Laura suggested asking the governance committee for connections to these resources. Fatima shared that she recalls having this conversation with the governance committee and the suggestion was to connect with people who have been through the certification process. Laura shared that the peer support specialist training offered by DHS has historically not been well received or very engaging. DHS is updating the training to address this issue, but Laura shared that this is part of the reason we have not taken action. Angela agreed, the WRAP model in MN has a bad reputation but out of state, it's great. Hayley shared that parents have expressed interest in WRAP training, Angela suggested she reach out to Liz Gronert to identify a well-liked trainer. Fatima expressed the need for peer support training expands much further than the parents in PCLG and she would like to focus on building infrastructure that allows more than just PCLG parents to receive this training.

- Laura asked if we should continue this focus on peer support in our upcoming governance committee meeting, or bring the focus back to the data Cheryl shared from the Hennepin County student survey. Cheryl shared that the data we collected from parent listening sessions and journey mapping will also be available by the governance committee meeting. Angela shared that it makes sense to focus on both during the governance committee, we can go deeper into discussion around peer support and get a broader perspective from the data. Laura shared that the coordination team will focus on preliminary mapping out the topics of focus for the next few months.

### **Adjournment**

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