

Executive Committee Meeting Agenda

May 3, 2024 | 9:00-10:30 am

Zoom Meeting:

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

9:00 **Opening Circle & Approval of April 2024 Minutes and May 2024 Agenda** (5 min)

Materials: April Minutes and May Agenda

9:05 **Business Actions and Updates** (15 min)

Materials: Scholarship Requests, Proposed 2024 Collaborative Meeting Schedule

- Review and approve scholarship requests as approved by the Education & Scholarship Committee
- Review and approve 2024 Collaborative Meeting Schedule
- Overview of May Governance Committee Actions
 - District 287 LCTS Report and Request
 - 2023 LCTS Report
 - Community Engagement BIPOC Mini Grant Criteria
 - Process for making decisions between Governance Committee meetings
 - Recruit Education & Scholarship Committee Members

9:20 **Collaborative Transitions, Roles, Decision-making, & Culture Discussion** (60 min)

Background Materials: Governance Committee Roles & Expectations, Scope of Work for Coordination Team, & HCCMHC Bylaws

- Roles & Responsibilities (Governance Committee, Executive Committee, Chair/Co-Chair, Coordinator, & Coordination Team)
- Culture Shifts
- Decision-making process
- Key Deliverables

10:50 **Identify Action Steps** (10 min)

10:30 **Adjourn**



Scholarship, Training, & Sponsorship Application

Name: *Vianey Torres*

Organization: *WASHBURN Center for Children*

Address: *75 Rose Avenue East St. Paul, MN 55117*

Email: *vianeytorres2@gmail.com*

Phone: *612-388-3679*

Please choose the type of scholarship you are requesting:

Individual Scholarships

Training grants

Sponsorship for organizations or individuals

Information about training opportunity *Please provide the 1)name of the training, 2) the sponsoring organization/agency for the training, 3) dates for the training, and 4) what types of continuing education credits are available. If you are creating the training or sponsoring the event, please respond to these same questions and indicate your target audience.*

1) Child and Adolescent Mental Health Conference

2) Minnesota Association for Children's Mental Health

3) April 28-30

Sunday April 28th 11am-6:45pm

Monday April 29th 7:30am-4:45pm

Tuesday April 30th 7:30am – 4:30pm

4) CEUs: 19 possible

- MN Board of Marriage & Family Therapy: up to 19 CEHs
- MN Board of Social Work: approved up to 19 CEHs
- MN Board of Psychology: approved up to 19 CEHs
- MN Board of School Administrators: approved up to 19 CEHs
- MN Board of Nursing: 19 CEHs*
- MN Board of Education: 19 CEHs*
- ND Board of Social Work: 19 CEHs*

Please describe briefly how the training or sponsored event goals align with the CMHC as well as the guiding principles of the CMHC:

- The children's mental health service continuum includes a *comprehensive and integrated* array of services and supports.
- Services are *individualized* to meet the unique and specific needs of the child, youth and family.
- Services are provided in the *least restrictive* and most appropriate setting.
- Services are *coordinated* at the system and individual service levels.
- *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.

- *Prevention and early intervention strategies are necessary in the overall continuum of services.*
- *Utilize a health equity lens and cultural humility perspective to address disparities and ensure access to culturally and linguistic competent services.*
- *Decisions are driven by data and research on best practice.*

This conference aligns with CMHC and its principles because the purpose of the Minnesota Association for Children's Mental Health is to better serve children and their families by equipping professionals with knowledge and tools to practice with ethical and culturally-responsive principles. I am a family therapist serving children and families across the metro area and my goal is to learn helpful interventions at this conference to use the knowledge/interventions in my sessions with children and families in order to help them thrive and improve functioning across settings.

Amount (and Percent) of funds Requested

Please refer to scholarship application criteria regarding amount of funds available for individuals or agencies. Please describe how these scholarship, training or sponsorships funds would be used.

Training cost: \$429

Funds will be used to pay for the conference

Please include a copy of the following items with your application.

A copy of the literature and/or schedule of training

A copy of the marketing materials to promote your own training

Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

Here is information about the training and the schedule.

<https://macmh.org/wp-content/uploads/2024/02/Brochure-2024e.pdf>

<https://macmh.org/conference/child-adolescent-conference/>

Name: TaylorMae Ippolito

ippol010@umn.edu

Organization: University of Minnesota Child Development Laboratory School

Address: 2904 Lyndale Ave S, 100, Minneapolis MN, 55408 Email: ippol010@umn.edu

Phone: 715-803-3672

Please choose the type of scholarship you are requesting:

Individual Scholarships

Training grants

Sponsorship for organizations or individuals

Information about training opportunity

Please provide the 1) name of the training, 2) the sponsoring organization/agency for the training, 3) dates for the training, and 4) what types of continuing education credits are available. If you are creating the training or sponsoring the event, please respond to these same questions and indicate your target audience.

Minnesota Autism Conference

Autism Society of Minnesota

Accessible between April 22nd -May 22nd, 2024

Understanding how to work with neurodivergent children and support teachers working with autistic children

Please describe briefly how the training or sponsored event goals align with the CMHC as well as the guiding principles of the CMHC:

- The children's mental health service continuum includes a comprehensive and integrated array of services and supports.
- Services are individualized to meet the unique and specific needs of the child, youth and family.
- Services are provided in the least restrictive and most appropriate setting.
- Services are coordinated at the system and individual service levels.
- Youth and family are at the center of all planning, at both an individual service level and a larger system level.
- Prevention and early intervention strategies are necessary in the overall continuum of services.
- Utilize a health equity lens and cultural humility perspective to address disparities and ensure access to culturally and linguistically competent services.
- Decisions are driven by data and research on best practice.

I work for the University of Minnesota Child Development Laboratory School, and I teach toddlers between the ages of 16 months to 26 months old. I feel especially passionate about knowing how to serve and support neurodivergent children, as this is not something covered in depth in most early childhood teaching programs. This conference will cover supporting

dysregulation in children, supporting safe sleep practices and supporting autistic children mental health. I feel these online courses would allow me to better support my children of all backgrounds, but especially children who are autistic or neurodivergent. I also feel that through attending this conference, I will be able to work to accommodate children and provide early intervention for all children in my classroom to best support them. Finally, I am the only member at my school who is interested in attending this conference, and I feel this information would greatly impact my classroom and school in general.

Amount (and Percent) of funds Requested

Please refer to scholarship application criteria regarding amount of funds available for individuals or agencies. Please describe how these scholarship, training or sponsorships funds would be used.

The virtual conference would cost \$125 total. I am requesting a scholarship to cover 75% of the course, 93.75. I chose to attend the virtual conference because stepping out of the classroom for two days would likely have a greater impact on children as other staff in my classroom are already out. The online conference would still allow me ample opportunity to learn about ways to support autistic children in the classroom. I would use all of the funding to pay for the conference and attend the virtual content in my free time.

Please include a copy of the following items with your application.

- a. A copy of the literature and/or schedule of training
- b. A copy of the marketing materials to promote your own training
- c. Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

Schedule/outline of content offered

<https://ausm.org/events/minnesota-autism-conference-2024/minnesota-autism-conference-bonus-virtual-content/>

I will not be able to receive any additional funding from my place of work for this course, which is why I am applying for this scholarship.

Scholarship, Training, & Sponsorship Application

Name: Sarah Washington
Address: 29 5th Ave s Hopkins
Mn 55343 apt 204
Phone: 612-600-0781

Organization: Parent advocate no organization
Email: dollfacens@gmail.com

Please choose the type of scholarship you are requesting:

- Individual Scholarships
 Training grants
 Sponsorship for organizations or individuals

Information about training opportunity

Please provide the 1) name of the training, 2) the sponsoring organization/agency for the training, 3) dates for the training, and 4) what types of continuing education credits are available. If you are creating the training or sponsoring the event, please respond to these same questions and indicate your target audience.

MACMH Child & Adolescent Mental Health Conference

One particular session that stood out to me was the ADHD update. The information shared in this session was eye-opening, especially regarding the potential impact of vitamin D deficiency as a contributing factor. The insights gained from this session have equipped me with important knowledge that I am eager to share with other parents. By keeping them informed about the latest research and potential causes, I believe we can collectively work towards better understanding and supporting children with ADHD.

Please describe briefly how the training or sponsored event goals align with the CMHC as well as the guiding principles of the CMHC:

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- Services are *coordinated* at the system and individual service levels.
- *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.
- *Prevention and early intervention* strategies are necessary in the overall continuum of services.
- Utilize a *health equity lens and cultural humility perspective* to address disparities and ensure access to culturally and linguistic competent services.
- Decisions are *driven by data and research on best practice*.

Attending this conference has reaffirmed my dedication to providing valuable information and resources to parents who may be facing similar challenges. I am eager to bring back the knowledge I have gained and share it with different parents, ensuring they are equipped with the latest information to navigate the complexities of ADHD.

Amount (and Percent) of funds Requested

Please refer to scholarship application criteria regarding amount of funds available for individuals or agencies. Please describe how these scholarship, training or sponsorships funds would be used.

\$67 for transportation

\$295.10 for Hotel

\$362.10 in total

Please include a copy of the following items with your application.

- a. A copy of the literature and/or schedule of training
- b. A copy of the marketing materials to promote your own training
- c. Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

Thank you Sarah Washington for choosing

Groome Transportation

for your transportation needs.

Order Details

This email contains your reservation confirmation!

Below are details of your scheduled service. Please review it carefully and call us immediately at [\(218\)](tel:(218)724-4676)

[724-4676](tel:(218)724-4676) if there are any corrections that need to be made.

Reservation Details

Confirmation #: 12283719

Name: Sarah Washington

Contact Phone: [\(612\) 600-0781](tel:(612)600-0781)

Flight Date: Saturday, April 27, 2024
at 12:20 PM

Airline: Terminal 1

Flight Number:

Pickup Date: Saturday, April 27, 2024
at 12:20 PM

Pickup Information: Minneapolis / St. Paul
Airport (MSP)
Arrival Time: [12:20 PM](#)
Type: No Flight
Airline: Terminal 1





Arrival Time: 12:20 PM

Type: No Flight

Airline: Terminal 1

Where to Find Your Shuttle at MSP Terminal 1:

From baggage claim take the elevator or escalator located across from baggage claim carousels 7 and 8 down one level. Follow the signs that say "Taxi" and "Hotel shuttles/services". Walk straight ahead about 100' to the delta baggage claim information booth and turn left. Then walk about 50' and take the escalator or elevator up one level. You will see a row of check in desks (Look for Groome) **ALL PASSENGERS ARE REQUIRED TO CHECK IN AT OUR DESK.** Your driver will arrive to check you in.

Dropoff Information:

Duluth Hotels
Holiday Inn
Duluth, MN

Passengers:

1

Vehicle Type:

Shared

Fare:

\$ 67.00

Payment Type:

Amex
Collected credit card

Need to make a change?

[Manage Reservations →](#)

Have a great trip!

Reservation Details

Confirmation #:

12283724





Holiday Inn
& Suites

232

Folio No. : **879235**
A/R Number :
Group Code : **MAC**
Company :
Membership No. : **PC 849055143**
Invoice No. :

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Description

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129.00

8.87

9.03

0.65

129.00

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9.03

0.65

295.10

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Total

295.10

295.10

Balance

0.00

ability for this bill is not waived and agree to be
pay for any part or the full amount of these
ardholder's agreement with the issuer.

Scholarship, Training, & Sponsorship Application

Name: Song Vang
Address: 1872 125th lane NE Blaine, MN 55449
Phone: 612-235-9797

Organization: Hennepin County
Email: song.vang@hennepin.us

Please choose the type of scholarship you are requesting:

- Individual Scholarships
 Training grants
 Sponsorship for organizations or individuals

Information about training opportunity

Please provide the 1) name of the training, 2) the sponsoring organization/agency for the training, 3) dates for the training, and 4) what types of continuing education credits are available. If you are creating the training or sponsoring the event, please respond to these same questions and indicate your target audience.

I am social worker with Hennepin County looking to attend the Autism Conference that is happening April 17th-19th. They do offer CEU's I am just not sure how many. I know the hours are the following: 4/17 12:30pm-4:30pm, 18th 8am-4:14pm, and 19th 8am-4:15pm.

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- Services are *coordinated* at the system and individual service levels.
- *Youth and family are at the center* of all planning, at both an individual service level and a larger system level.
- *Prevention and early intervention* strategies are necessary in the overall continuum of services.
- Utilize a *health equity lens and cultural humility perspective* to address disparities and ensure access to culturally and linguistic competent services.
- Decisions are *driven by data and research on best practice*.

We work closely with families in the Hennepin County on developmental disability and children's mental health. A lot of the children we work with are Autistic and the families look to us for guidance on services and establishing care. This training will provide us with more inclusive and equitable lens for best practices. We want to hear from the voices of the Autistic community so we can tailor the best plan to meet their needs. We want to take this information and reflect on how our policies and procedures can align with their vision. The goal is that I would take back the information from the training to share it with my team so we can all reflect on what we can do to best support

Amount (and Percent) of funds Requested

Please refer to scholarship application criteria regarding amount of funds available for individuals or agencies. Please describe how these scholarship, training or sponsorships funds would be used.

We are looking for 75% of the cost for 1 participant. For the full conference it costs \$195 for the Autistic adult (I identify as an Autistic individual) including the \$5 processing fee, that would be \$200 total.

Please include a copy of the following items with your application.

- a. A copy of the literature and/or schedule of training
- b. A copy of the marketing materials to promote your own training
- c. Include any other financial support you have received for the training. Examples include funds from an employer, service organization, and scholarship or reduced fee from the training opportunity. Include any requests that are pending for financial support. Any opportunity to document how other funds are leveraged to augment total training costs is always encouraged.

2024 Collaborative Meetings

Governance Committee	Executive Committee	Community Partner Meetings
May		
<u>May 15</u> <ul style="list-style-type: none"> District 287 LCTS Report and Request LCTS Report approval Approve BIPOC community engagement mini grant criteria, selection process and funding Recruit Education and Scholarship Committee Discuss and decide potential to make decisions online between meetings 	<u>May 3</u> <ul style="list-style-type: none"> Approve scholarships Identify May governance issues for vote Discussion Items Roles <ul style="list-style-type: none"> Role of Chair/ Co-Chair Role of Executive Committee Role of Governance Committees (share bylaws) Culture Shifts/Change <ul style="list-style-type: none"> Inclusivity Urgency Decision-making process Key Deliverables <ul style="list-style-type: none"> Coordination SoC family engagement YMHFA 	No meeting
June		
No Meeting	<u>June 7</u> <ul style="list-style-type: none"> Mini grants Coordination of services Hennepin County Transition Potential Grant? 	<u>June 26</u> <ul style="list-style-type: none"> Coordination of services Connecting resources and people over summer
July		
No Meeting	No Meeting	No Meeting

August		
No Meeting	<u>August 2</u> <ul style="list-style-type: none"> • 2025 Budget Planning • Coordination • YMHFA • Parent engagement • SoC Conference 	<u>August 21</u> <ul style="list-style-type: none"> • Provider needs for students • Emerging issues
September		
<u>September 18</u> <ul style="list-style-type: none"> • Preliminary Budget for 2025 and discuss emerging needs based on collaborative partner meetings • Hennepin County SoC updates and transition 	No Meeting	No Meeting
October		
<u>October 16</u> <ul style="list-style-type: none"> • Approve 2025 Budget • Discuss impact on 2025 Workplan • Identify Reps for Financing Framework meeting in December 	<u>October 4</u> <ul style="list-style-type: none"> • Review Final 2025 Budget • Discuss impact on emerging issues • Discuss 2025 workplan 	No Meeting
November		
No Meeting	<u>November 1</u> <ul style="list-style-type: none"> • End of year planning • Emerging issues 	<u>November 20</u> <ul style="list-style-type: none"> • End of year planning • Emerging issues
December		
No Meeting	No Meeting	No Meeting



Governance Committee Member Role Description & Expectations

January 2024

The primary purpose of Hennepin County Children's Mental Health Collaborative's Governance Committee* is to represent the interests of Collaborative stakeholders in the development and the pursuit of its mission. In that capacity, the Governance Committee:

- Identifies strategic direction of the Collaborative and evaluates outcomes achieved,
- Approves and monitors the program and financial performance of the Collaborative,
- Evaluates the performance of the Coordination Team, and
- Evaluates its own performance as a governing body.

While the work required of Governance Committee members will vary both across members and across time, the following expectations are generally held of all members:

1. CMHC Governance Committee members will act on behalf of the mission and interests of Collaborative, and its stakeholders, at all times. If any Governance Committee member has a conflict of interest, that interest will be identified and discussed with the committee.

2. The CMHC Governance Committee is responsible for representing their organization and its stakeholders, or families in Hennepin County with children experiencing mental health challenges. That responsibility includes linking the organization to the community and participating in and/or promoting community events when possible.

3. Participation of Governance Committee members is key to their contribution.

- A. Governance Committee members need to be present and involved in meetings of the Collaborative and the committees on which they serve.
 - a. Governance Committee members are expected to contact their voting alternate when they are unable to attend meetings.
 - b. Any Governance Committee member who is absent three consecutive meetings shall be contacted by the Coordination Team as to whether they would like to resign and be replaced.
- B. Governance Committee members need to be actively engaged in discussing issues, sharing perspectives, and raising questions that are essential to good decision-making. Healthy debate is encouraged. Passionate, mission-focused discussion is expected.
- C. Effective participation derives from continually learning about the Collaborative, its goals and the environment impacting implementation of these goals. This learning includes those formal opportunities afforded by the Collaborative, as well as informal opportunities.
- D. As a general guideline, Governance Committee members should expect to spend up to 2 to 3 hours per month in their work on the Collaborative and its committees. Executive Committee members will have additional hours.

* Hennepin County Children's Mental Health Collaborative's fiscal sponsor, Minnesota Association of Children's Mental Health (MACMH) maintains all administrative, programmatic, financial, and legal responsibility for Collaborative, but has delegated responsibility for the program activities to the Governance Committee.

MN Association of Children’s Mental Health
Subcontract Information for Hennepin County Children’s Mental Health Collaborative
 January 15, 2024

Contract Dates:
 January 1, 2024 through December 31, 2024

Subcontract Organizations/Persons, Scope of Work and Payment:

Subcontracted Organization/Individual	Scope of Work
Laura LaCroix-Dalluhn LaCroix-Dalluhn Consulting	<p>Lead Coordinator Role:</p> <p>The Hennepin County Children’s Mental Health Collaborative (HCCMHC) Lead Coordinator supports cross-systems stakeholders as they promote innovative service development and continuous quality improvement in the local children’s mental health system. The HCCMHC Lead Coordinator provides leadership and facilitation to the Collaborative’s work to ensure initiatives keep moving forward, to organize the efforts of volunteer stakeholders, and to provide a representative voice for the HCCMHC.</p> <p>The HCCMHC Lead Coordinator provides project management to the initiatives and projects of the HCCMHC. The HCCMHC Lead Coordinator will facilitate the Coordination Team, ensuring that the activities of the coordination team are integrated and meet the strategic priorities of the HCCMHC.</p> <p>Lead Coordinator Priorities and Scope of Work:</p> <ul style="list-style-type: none"> • Develop new structures in the CMHC that help infuse and/or empower stakeholder voice, choice and input into systems-level decision-making for Hennepin County’s children’s mental health system of care. Meet with County management and leadership, Parent Catalyst Leadership Group (PCLG), cultural communities, and other stakeholders to establish workable, timely feedback mechanisms to inform systems decision-making. Activate feedback mechanisms to inform specific decisions and share findings with decision-makers. Bring together diverse perspectives to help form a unified direction to the HCCMHC work, • Represent the Collaborative at the table with state and county leadership. Meet with state and county leaders and help facilitate two-way communication about innovation and quality improvement initiative underway through county, state and HCCMHC project, • Deepen, broaden and sustain stakeholder engagement. Develop and maintain communication strategies to highlight systemic improvements in children’s mental health in Hennepin County and share successes. Help maintain engagement and positive feedback loop for diverse stakeholders working to improve children's mental health through the HCCMHC. Bring new voices to the table and keep them there through cheerleading and demonstrated, defined HCCMHC achievements, • Support work groups, projects and initiatives undertaken by the Collaborative. Support ad hoc volunteer work groups through activities such as scheduling meetings, taking minutes, developing supporting documents, writing or contracting for project grants. Coordinate with the HCCMHC Evaluation

	<p>Team to provide needed data, and project management such as checking status of tasks to be completed between meetings and removing barriers to progress,</p> <ul style="list-style-type: none"> • Lead HCCMHC membership and leadership in determining annual funding priorities. Convene stakeholders and build consensus on both the decision-making process for changes in the HCCMHC funding priorities and for specific priorities (or “open priorities”) in each funding cycle, • Manage the annual RFP, proposal evaluation, awards, and reporting for LCTS funds. Write annual RFP, accept proposals, and recruit proposal readers. Work with the Executive Team to recommend awards from a pool of approximately \$200-500K in LCTS funds annually. Manage the technicalities of grant awards and grantee reporting, • Manage compliance and quality for the HCCMHC. Schedule and facilitate required Governance meetings. Recruit and retain required stakeholders per Minnesota (MN) statute. Manage HCCMHC budget and bylaws. Complete compliance reports for MN DHS, • Managing the HCCMHC budget. Ensures that the operations of the HCCMHC work within the approved HCCMHC budget. Develop an annual budget and move it through the designated approval process. Ensure transparency related to the fiscal operations of the HCCMHC. Participate in the annual LCTS funding framework discussion and advocate for the needs of the HCCMHC.
<p>Cheryl Holm-Hansen Community Research Solutions</p>	<p>Data Coordinator and Evaluator (Evaluator) Role:</p> <p>Services – Evaluator will work with the HCCMHC Coordination Team, Executive Committee and Governance Committee to strategically integrate research and evaluation into the work of the HCCMHC to help guide priority setting, obtain stakeholder input, monitor success, and to strengthen the HCCMHC’s commitment to data-driven decision making.</p> <p>Depending upon the priorities of the HCCMHC and the guidance from the Coordination Team and Executive Committee, Evaluators services may include:</p> <ul style="list-style-type: none"> • Data analysis and reporting on HCCMHC funded activities, • Collaborating with other stakeholders to maintain and update a dashboard or other way of sharing key information regarding the status of the children’s mental health system in Hennepin County, • Supporting the HCCMHC in making decisions about strategic pilot projects by conducting literature reviews, eliciting and analyzing input from national experts, and reviewing existing data, • Developing and implementing evaluations of pilot projects conducted by the HCCMHC • Conducting other system of care assessments, • Proactively sharing more outside research with the Collaborative.
<p>Hayley Tompkins Joy Brigade</p>	<p>Interim Parent Catalyst Leadership Group of Hennepin County (PCLG) Coordinator Role:</p> <p>The PCLG is a standing committee of the HCCMHC. The PCLG Coordinator will work with the HCCMHC Coordination Team and report through HCCMHC Coordinator. The PCLG Coordinator will work with parents to become active leaders in our community to help improve family experience and system responsiveness within the children’s mental health system.</p> <p>Services PCLG Provides: Coordinate all Parent Catalyst Leadership meetings and events in partnership with chairs and members.</p>

	<ul style="list-style-type: none"> • Manage and maintain database, manage budget and compliance of parent catalyst activities and events, implement evaluation plan for PCLG activities, and prepare annual report of impact and activities in collaboration of chairs and HCCMHC coordinator. • Offers monthly Support Group Meetings • Holds monthly Parent Catalyst Meetings with information sharing, planning, outreach, targeting key issues, and mutual support • Provides outreach to and recruits parents and caregivers from racially, ethnically, and geographically diverse populations • Convenes informational meetings on services and supports for families of children with mental health issues • Gathers and shares feedback from a diverse range of parents on system improvements • Offers opportunities for ongoing learning, tools and support to be an informed parent and engaged leader • Maximizes parent involvement at every level of decision-making and in sharing best practices and assisting in problem solving and service design • Collaborates with other organizations to increase outreach, training opportunities, connections, and information sharing to parents • Produces parent resource materials • Provides stipend support to catalysts for participation in children’s mental health activities in the broader community
<p>Fatima Muhammad FZM Impact Group, LLC</p>	<p>The Family Coordinator will lead and support the following work and report to Collaborative’s Coordinator and work in partnership with Hennepin County’s Behavioral Health team.</p> <ul style="list-style-type: none"> • Lead parent and community engagement activities aimed at making the children’s mental health system more responsive to family and youth needs • Identify community-based organizations and BIPOC-focused organizations, working with children, youth and families underrepresented in children’s mental health services • Assess the strategies implement by trusted community-based organizations and help identify gaps in children’s mental health services and supports; and identify opportunities to expand and/or create children’s mental health or family support services and programs offered by trusted community-based organizations • Identify local policy barriers for families seeking children’s mental health supports and identify opportunities for improvement • Coordinate with parent leadership groups to identify priority areas of change/reform • Work with Collaborative and County partners to address practice changes to positively impact service delivery • Meet with local units of government who support children’s mental health services, including Family Service Collaboratives • Participate in Hennepin County’s development of a governance structure for system of care

BYLAWS

Restated Bylaws of The Hennepin County Children's Mental Health Collaborative (HCCMHC)

Article 1 — Governance Committee

Section 1 — Purpose: The Governance Committee will be the legal governing authority of the HCCMHC and will implement the goals and objectives as outlined in the annual work plan/budget created each year by the Governance Committee. This group will assume the statutorily mandated duties of the local children's mental health collaborative set out in Minnesota Statutes Section 245.491 through 245.495. The Governance Committee will have oversight responsibility for the Collaborative's Integrated Fund and the development and implementation of an integrated service system based on evidence-based and culturally competent services.

Section 2 — General Powers: The business and affairs of the HCCMHC shall be managed by or under the direction of the HCCMHC Governance Committee. HCCMHC does not exist as an independent legal entity and instead functions as a program of its fiscal sponsor. As a result, the fiscal sponsor has ultimate administrative, programmatic, financial, and legal responsibility for HCCMHC, but has delegated responsibility for the program activities to the Governance Committee. See fiscal sponsorship agreement with fiscal sponsor for more detail.

Section 3 — Voting members: The voting members of the Governance Committee shall consist of the following 21 members:

1. One representative each from the Minneapolis School District, the suburban school districts, the St. Anthony-New Brighton School District, the Anoka-Hennepin School District, and Intermediate School District 287;
2. Two representatives from Hennepin County's Human Services and Public Health Department, including one from the Children's Mental Health services;
3. One Hennepin County Corrections representative;
4. One Hennepin County Board or Administration representative;
5. Four parent/guardian representatives; a minimum of two parents/guardians representatives appointed from the Parent Catalyst Leadership Group;
6. Three representatives from a Hennepin County contracted mental health agency;

7. One representative from a Hennepin County Family Service Collaborative (FSC);
8. One representative from a health plan;
9. Up to three at-large representatives.

Section 4 — Alternates: Each voting member shall appoint an alternate to the Governance Committee. Alternates will have full voting privileges in the absence of the designated voting member.

Section 5 — Non-voting members: The Governance Group ~~Group~~ Committee may add additional non-voting members to the group, on a time-limited or permanent basis, as needed.

Section 6 — Selection of voting member representatives: All identified stakeholders from Section 3, above, who hold voting seats, shall each appoint their own representatives to the Governance Committee. The HCCMHC Executive Committee, with approval of the Governance Committee, will appoint the three at – large voting member seats.

Section 7 — Terms of appointment: All identified stakeholders who hold voting seats shall each determine the length of the term for their appointed representative and alternate. At-large representatives shall serve two-year staggered terms, with terms ending on December 31 of the appropriate year. At-large voting members may be reappointed to consecutive terms based on the nomination process.

Section 8 — Quorum/Voting: Not less than one-third of the voting members shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the voting members present may adjourn a meeting from time to time until a quorum is present. If a quorum is present when a duly called or held meeting is convened, the voting members present may continue to transact business until adjournment even though the withdrawal of a number of voting members originally present leaves less than the number otherwise required for a quorum.

Section 9 — Vacancies: Any vacancy occurring among voting members by reason of death, resignation, or otherwise, may be filled by the appointer.

Section 10 — Removals: Any member may be removed by a majority vote of the Governance Committee. The alternate to the removed member and their appointing body shall be noticed immediately of the removal.

Article 2 — Meetings

Section 1 – Open Meeting Law: HCCMHC shall comply with Minnesota Statutes Chapter 13D, Minnesota’s Open Meeting Law. All meetings of the Governance Committee and Executive Committee shall be open to the public. Before closing a meeting of the Governance Committee or Executive Committee, the specific grounds for closing the meeting shall be stated on the record and the subject to be discussed should be described. Minutes of these meetings shall be kept and made available to the public during normal business hours.

Section 2 — Meetings: The Governance and Executive Committees may determine and hold their meetings as they deem appropriate. A schedule of the regular meetings of each Committee shall be kept on file and publicly available. If one of the Committees decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it must comply with the notice provisions, below. The meetings shall be held at any place within or without the State of Minnesota that the Governance or Executive Committees may designate. The Governance or Executive Committee Chair or a group of 3 Committee voting members may call a special meeting of their relevant Committee. Except for materials that are considered classified as other than public data as defined in Minnesota Statutes Chapter 13, all materials prepared for the meeting relating to agenda items shall be made available in the meeting room for inspection by the public while the Committee considers their subject matter.

Section 3 — Notice: Notice of special meetings or changes to the normal meeting schedule of the Governance and Executive Committees shall be made by giving at least 3 days’ notice on its website, to all members of the relevant Committee, and delivered to each person who has filed a written request for notice of meetings. The notice should state the purpose of the meeting. If a meeting schedule is adopted by the Governance Committee, or if the date and time of the meeting has been announced at a previous meeting, no notice is required. For an emergency meeting, notice of the meetings shall be given by telephone or any other method used to notify the members of the Committee and shall include the subject of the meeting. Posting notice of an emergency meeting is not required. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the Committee, require immediate consideration by the Committee. If matters not directly related to the emergency are discussed or

acted upon at an emergency meeting, the minutes shall include a specific description of the matters. If a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

Section 4 — Waiver of Notice: A voting member may waive notice of any meeting before, at, or after the meeting, in writing, orally, or by attendance. Attendance at a meeting by a voting member is a waiver of notice of that meeting unless the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate thereafter in the meeting.

Section 5 — Electronic Conference Meetings: For a meeting to be held by telephone or other electronic means, the Chair (or co-Chairs) shall determine that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declaration. A conference among the voting members of the Governance or Executive Committees, or among members of any standing or ad hoc committee designated by the Governance Committee, may be held by any means of communication through which the participants may simultaneously hear and/or interact with each other during the conference. A conference held in this manner constitutes a meeting of the Committee, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by such means constitutes personal presence at the meeting. Members of the public present at the regular meeting location of can hear all discussion and all votes of members of the entity and participate in testimony. At least one member of the relevant Committee should be physically present at the regular meeting location, unless it is unfeasible due to a health pandemic or emergency declaration. All votes in a meeting conducting under this section must be conducted by roll call so each individual voting member's vote on each issue can be identified and recorded. The public should be allowed to monitor any meeting held this way from a remote location and the notice of the meeting should clearly state this option.

Section 6 – Closed Meetings: Any portion of a meeting may be closed if expressly required by other law or if the following types of data are discussed:

1. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors;
2. Educational data, health data, medical data, welfare data, or mental health data that are not public data under Minnesota Statutes Sections 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or
3. An individual's medical records governed by Minnesota Statutes Sections 144.291 to 144.298.

Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

Section 7 — Compensation: Voting and nonvoting members shall receive no compensation for their services as Governance Committee members, except that they may be reimbursed for reasonable expenses as documented in the annual approved work plan or budget, or in compliance with the HCCMHC's Collaborative Stipend Policy. Nothing here shall be construed to preclude any voting member from serving the HCCMHC in any other capacity and receiving proper compensation ~~therefore~~ for that service.

Article 3 — Officers

Section 1 — Chair: The Governance Committee shall elect a Chair (or Co-Chairs) from the voting members to serve one two-year term. The Chair shall be selected by a majority of the Governance Committee in a meeting at which there is quorum.

Section 2 — Duties: The Chair shall have the following responsibilities:

1. Convene and facilitate meetings;
2. Sign documents as needed;
3. Communicate regularly with the HCCMHC Coordinator, the Chairs of the Parent Leadership Group, and members of the HCCMHC Executive Committee;
4. Perform other duties deemed necessary by the Governance Committee.

Section 3 — Removal of the Chair: The Chair may be removed by a majority vote of the Governance Committee.

Section 4 — Resignation: The Chair may resign at any time by giving written notice to the HCCMHC. The resignation is effective without acceptance when notice is given to

the HCCMHC, unless a later date is specified in the notice. The Governance Committee will then appoint the new chair.

Section 5 — Other Officers: Any other officers appointed by the Governance Committee shall perform such duties and be responsible for such functions as the Governance Committee may prescribe.

Section 6 — Delegation: Unless prohibited by a resolution by the Governance Group Committee, the Chair elected or appointed by the Board may delegate in writing some or all of the duties and powers of their office to other persons, and should include the length of time delegation is effective.

Article 4 — Committees

Section 1 — Executive Committee: The Executive Committee shall be comprised of the Governance Committee Chair (or Co-Chairs), a Parent rep, a Provider rep, a School rep, a county rep, a family service collaborative coordinator rep and an ad-hoc rep. The Chair serves both as Chair and as the rep for the mandated stakeholder they represent. All members of the Executive Committee shall also be active voting members of the Governance Committee. Except for the power to amend the Bylaws or removing a member or officer, the Executive Committee shall have all the powers and authority of the Governance Committee in the intervals between meetings of the Governance Committee, subject to the direction and control of the full Governance Committee. Any actions taken by the Executive Committee shall be presented to the Governance Committee for review, at its next regularly scheduled meeting. The Executive Committee shall comply with the provisions of Article 3, including all provisions related to the Open Meeting Law. Additionally, the Executive Committee shall perform the following functions, subject to review of the Governance Committee:

- Prepare, set priorities and assure the implementation of annual work plan and budget;
- Provide financial oversight of HCCMHC activities, including review of county financial reports and the HCCMHC budget, and any reports of the financial status of the HCCMHC at regularly scheduled Governance Committee.

Section 2 — Other Committees: The Governance Committee may also, from time to time, appoint such other committees as it may deem proper, and may prescribe the

functions and membership of such other committees. Any committee created that holds some or all of the powers of the Governance Committee for any period of time must comply with all Open Meeting Law Requirements addressed in these bylaws.

Article 5 – Finances

Section 1 — Fiscal Sponsor: Hennepin County or any designated community agency contracted with, shall act as the fiscal sponsor for the HCCMHC. The specifics of the relationship should be addressed in a written fiscal sponsorship agreement.

Section 2 — Duties: HCCMHC will be operated as a program of its fiscal sponsor, and so the fiscal sponsor will be ultimately responsible for HCCMHC from both a financial and legal standpoint. The fiscal sponsor's particular duties are addressed in the Fiscal Sponsorship Agreement, including the Administrative Terms of that agreement.

Section 3 — Fiscal year: The fiscal year of the HCCMHC shall be January 1 – December 31 of each calendar year, with budgeting practices taking into consideration the annual school year of 7/1 – 6/30.

Article 6 — Indemnification and Standard of Conduct

Section 1 — Indemnification: The HCCMHC shall indemnify such persons, for such expenses and liabilities, in such manner, under such circumstances, and to such extent, as permitted by Minnesota Statutes, Section 317A.521, as now enacted or later amended. The Governance Committee will approve any indemnification in accordance with the procedures laid out in the statute, as if it was the board of directors.

Section 2 — Conflicts of Interest: The HCCMHC shall not enter into contracts or transactions between the HCCMHC or a related corporation and a voting or non-voting member of the Governance Committee or between the HCCMHC and an organization in which a voting/nonvoting member of the corporation is a director, officer, or legal representative or has a material financial interest, except in accordance with the provisions of Minnesota Statutes, Section 317A.255, as now enacted or later amended. The Governance Committee will follow the procedures laid out in the statute, as if it were the Board of Directors.

Section 3 — Standard of Conduct: Each voting and nonvoting member shall discharge their duties as a member of the Governance Committee in good faith, in a

manner they reasonably believes to be in the best interests of the HCCMHC, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

Article 7 — Public Access to Information

All books and records of the HCCMHC shall be open for inspection by any individual upon request to the Chair of the Governance Committee, provided that personnel records of the staff or contractors, confidential records on any individual, or other information subject to the regulations of the Minnesota Data Practices Act or other laws governing the release of private or confidential data, shall not be disclosed except in accordance with such laws. Books and records must be reviewed at the fiscal sponsor's office during normal business hours. Requests for reviews require ten days' written notice and must be reviewed by the Chair and/or their designee.

Article 8 — Amendments and Miscellaneous

Section 1: Amendments: These bylaws may be amended at any time and from time to time by the affirmative vote of a majority of the voting members of the Governance Committee; provided that written notice of the meeting and of the proposed amendment shall be given to each voting member not less than five (5) nor more than thirty (30) days before any meeting of the Governance Committee at which an amendment of the bylaws is to be adopted.

Section 2 — Interagency and Governance Agreements: The HCCMHC Governance Agreement, contains the operating principals and guidelines under which these bylaws are established. All of the groups mentioned in Article II of these Bylaws agree to abide by the current Governance Agreement and Interagency Agreement, as those documents may be amended.

Approved July 21, 2021

Executive Committee Meeting Minutes

May 3, 2024

Attending: Pat Dale, Angela Watts, Krista Phillips, Cindy Slowiak, Andria Daniels, Asad Dahir, Fatima Muhammad, Cheryl Holm-Hansen, Hayley Tompkins, and Laura LaCroix-Dalluhn

Opening Circle & Approval of Agenda

- Laura LaCroix-Dalluhn shared that there are no prepared April minutes to approve so they will need to be approved next month.
- Krista Phillips moved to approve the May agenda with the amendment of not approving the April minutes and Angela Watts seconded. Agenda approved.

Business Actions and Updates

- Review and approve scholarship requests as approved by the Education & Scholarship Committee
 - Laura explained that there are four pending scholarship requests by recommendation from the education and scholarship committee. The education and scholarship committee has approved these scholarships, and they are now being referred to the executive committee for final approval. Three of these requests are individual scholarship requests for training. The final request is for scholarships for the 16th Annual Community Empowerment through Black Men Healing Conference. This request would cover up to 10 slots for the conference. Angela motioned to approve all scholarship requests, including the black family healing conference at up to 10 slots and Andria Daniel seconded. Motion approved.
- Review and approve the 2024 Collaborative Meeting Schedule
 - Laura provided an outline of the proposed revised meeting schedule for 2024, reducing the number of governance committee meetings and introducing the community partner meetings discussed in April's governance committee meeting.
 - Angela asked what is the purpose of the community partner meetings. Angela shared that her understanding was that we were bringing this idea to the governance committee and then planning out what the community partner meetings would look like and how they would be structured in the executive committee. Angela shared she is concerned that it is premature to begin these meetings when we are already struggling with our current meeting structure. Angela added that she is especially concerned about discussing adding grants to these meetings and she wants us to ensure we are family-focused and not just grant-focused.
 - Angela asked if the community partner meetings were still up for discussion. Laura answered that the structure and organization of the community partner meetings are ultimately up to the executive committee, but the vote last month was to create these community partner meetings. Angela stated that she did not hear a vote to approve these meetings, she heard a recommendation, and that if there was a vote she would have voted

'no' until it was further discussed in the executive committee. Krista shared that her notes show that in the April governance committee meeting, we revised the 2024 meetings schedule and it passed. Krista added that this revision included the addition of community partner meetings and that her interpretation was that they had approved changing the outlined governance meetings into community partner meetings.

- Angela clarified that she is asking for detail on how we will form those meetings and what the agendas for those meetings will look like. Laura shared that the agenda and discussion points for those meetings have not been planned out and that she was planning that we discuss it in this meeting. Laura stated that she is aware of the major business actions that need to take place in the governance committee meetings in the upcoming months, but how the community partner meetings are structured still needs to be discussed.
- Cindy shared that she thinks that we tend to have discussions in meetings but it is not always clear how all the decisions are made on how to move forward with something we discuss. Cindy agrees that we have approved this addition of community partner meetings, but we need to define the logistics. Angela stated that she feels we need to further discuss the tactical elements of the meeting as well as how we will foster an inclusive and welcoming culture for these meetings. Angela asked if it is necessary for us to continue to use Robert's rules when making decisions and if we could incorporate a more inclusive, less official way of making decisions.

Collaborative Transitions, Roles, Decision-making, & Culture Discussion

- Angela shared that ultimately, she feels we need to create this inclusive culture by starting with being more inclusive to BIPOC members of the governance committee. Andria agrees, that this is the time for a shift and we need to bring more black and brown family voices to the table. Andria stated she feels we need to take bolder steps and step out of our comfort zone to adequately include uplift black and brown family and youth voices. Pat Dale thanked Angela and Andria for stating this and shared that he agreed. Pat shared that he recognizes that much of the decision-making power lies in the coordination team, and part of what he is hearing in this conversation is that the decision-making process and power should be more within the governance committee. Angela agreed, she feels that we need to make decisions with everyone at the table and that we need to engage more family voices at the governance committees so we can achieve this. Angela added that if we truly want to see this change we need to shift our culture to be welcoming and inclusive of BIPOC families.
- Laura shared that she appreciates this call for change and feels we are capable of making this change. Laura shared that when she joined her role, it was right before COVID and she saw the collaborative make many shifts to make services accessible in that challenging time, but in that time she moved heavily into the role of doing work behind the scenes because of the importance of getting key services out during a time where people could not come to the table and have these discussions as much. Laura shared that she feels that this history of doing work behind the scene has framed how she continues to do work within the collaborative, and may be the cause of the governance committee having less involvement in the decision-making process. Angela shared that she feels that Laura is great at doing this behind the scenes, however, we need to incorporate our

other partners in our work more especially in engaging and including families. Angela shared she wonders how we can change our decision-making process to not be just coordinator-driven, but a collaboration with the coordinators and our other partners. This shift would allow for the partners to have more of a role in implementing change. Angela suggested that we continue this conversation of culture in the governance committee so we can collaborate and engage everyone involved in the collaborative.

- Fatima Muhammad shared that she is curious as to if there is even a desire for a change within the collaborative. Fatima shared that last May, we had a very similar conversation where she shared she was concerned that our meeting culture was not conducive to bring families in to, specifically BIPOC families. At the time, there was a discussion of creating a subgroup to further discuss and track that concern but there has yet to be a shift. Fatima added that she acknowledges that there are many strengths of the coordination team and the collaborative as a whole, but she also recognizes gaps that have not been filled. Fatima stated that she is concerned that the desire to make this shift in the collaborative is not enough and if we want to make a shift towards supporting cultural connection that allows families to be heard, we will need to be diligent and thoughtful in creating this change. This is a system-level issue and the entire system would have to be willing to do this work and make this shift. Dr. Jenna Mitchler shared that she feels that many people, like her, joined this role hoping to learn. Jenna stated that early on, she was excited to start with the families and youth and hear what they need, and then design our work from that, and that she has seen less of that. Jenna shared that she is very interested in making this shift.
- Angela stated that she feels it's important to remember that we as a collaborative decide what work to take on, both the type of work and the amount of it, and the coordination role is very robust right now but it may not have to be. It seems that we have made it so meetings our the majority of the work when meetings should be the mechanism that we get to be able to do the work through the approval and decision process. Angela stated that a concrete action item that she feels is significant is our orientation process. Angela added she knew one was done, but she feels that we need to more clearly define and describe the inherent work that we do. We lose engagement and buy-in when people are unclear on the function of the collaborative. Providing an orientation for everyone would allow everyone to gain understanding on their individual role and the collaborative's role as a whole and shift our culture to be collaboration-focused. Cindy shared that she feels what Jenna was talking about, the human service design approach is very much in alignment with system of care in that you are organized and structured around the voices of those you are trying to serve, and she recognizes that we are not there but feels we can be. Cindy shares she wonders if we have the expertise within our collaborative to elevate BIPOC family and youth voices so that we can shift our culture to be human-centered. Cindy added that we have done a lot of work around finding out the needs of families within the county, but have not done has much work in addressing those needs. Cindy stated that even though our hearts may be there, we will have to do a lot of intentional work and collaboration to support this culture change. Angela agreed that it would take a lot of work but shared that she feels we can start with the executive committee and move out.
- Pat shared that he is optimistic that we can make this change and that a major step that he recognizes as necessary for this change is empowering the voices of everyone in the collaborative so we can hear multiple ideas and approach this change in a wraparound manner. Fatima stated that

the responsibility of coming up with ideas to foster this change should not be on just the Black, BIPOC, and POC members of the collaborative and that everyone should consider how they and the collaborative can learn and grow both individually and structurally. Angela asked if we could begin this shift with training. Cindy shared that she feels we may benefit from bringing in outside voices and expertise and maybe this would be a good place to start in community partner meetings. Angela shared that her big takeaways from this discussion are 1, the community partner meetings give us a chance to begin this culture change and how we flush that out needs to be decided in the executive committee, 2, bringing in trainers or other experts that can help us plan and execute this culture change could be very beneficial, and 3, we have to be able to leverage the voices we have and fill in the gaps of the voices we don't. Asad Dahir shared that he feels this change will start with individual reflection and this conversation can lead to great reflection. Asad added that everyone in the collaborative has something to contribute, but without the same shared vision, we can not make the change we want to see. Angela stated that she feels a good first step would be identifying where we have strengths and where we have gaps and bringing in expert voices. Pat asked how we can access these experts, Cindy shared that the Racial Equity Impact Tool and training by Dr. Bravada on how to be an inclusive leader would be great places to start. Laura asked if we should look into these training opportunities for the executive committee, the governance committee, or the community partner meetings. Angela stated that first, we need to begin the culture and social change in all meetings so that the information in this training is able to be absorbed. Angela shared that we need to share this conversation with the governance committee to get further discussion going. Pat shared he feels another important early step is doing a full collaborative orientation with our desired culture shift in mind.

Adjournment

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