

## Executive Committee Meeting Agenda

June 7, 2024 | 9:00-10:30 am

Zoom Meeting:

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

- 9:00 **Opening Circle** (5 min)  
You know it's summer when.....
- 9:05 **Review April and May 2024 Minutes and June 2024 Agenda** (5 min)  
*Materials: April and May 2024 Minutes and June 2024 Agenda*
- 9:10 **Discussion Items** (50 min)  
*Please note: These suggested discussion items are not in priority order and will be prioritized by committee members during the meeting.*
- The Collaborative has committed to centering our work around families and youth; and to collaborative with community (including family service collaboratives). We've also agreed to shift our culture, both internally and externally.**
    - We discussed seeking external support from Dr. Bravada (Update on outreach and discuss potential timeline).
    - How might we engage Collaborative members
    - What role can/should the Coordination Team play versus Collaborative members and partners?
    - Do we want to maintain a co-chair of the Collaborative?
  - New community partner meetings.** Revisit purpose and discuss how we will operate these new meetings to ensure everyone has a chance to be heard and contribute.
  - Other Priority Discussion Item** (*Not yet identified*)
- 10:10 **Business Actions** (20 min)  
*Proposed 2024 Community Partnership Minigrants, 2024 DRAFT Decision Log, and 2024 Collaborative Meetings*
- Community Partnership Mini grants.** Action Requested.  
*Consider expanding community engagement commitment by increasing size of grants (from \$6,000 to \$10,000 per year, adding \$4,000 to each Mini grant).*
  - Discuss **use of Decision Log** to track and clarify decisions each year. Action Requested.
  - Discuss **proposed focus for 2024 meeting schedule** to guide calendar.
  - Improving Communications.** Accessing MACMH constant contact for newsletters and creating common emails for all coordination team members either through MACMH or Google Suite.
  - Black Family Conference.** Slots Available for June 20-21, 2024.
  - Reminder** – No July Meetings
- 10:25 **Summarize Next Steps** (5 min)
- 10:30 **Adjourn**

## Executive Committee

### Meeting Summary

April 5, 2024

Attending: Pat Dale, Jenna Mitchler, Andria Daniels, Fatima Muhammad, Cheryl Holm-Hansen, Hayley Tompkins, and Laura LaCroix-Dalluhn

#### Opening Circle & Approval of Minutes and Agenda

Jenna moved to adopt the February and March Minutes. Pat seconded the motion. Motion approved.

Pat moved to approve the April 2024 Agenda with a change to manage the business actions before the work plan priorities, and delay work plan discussion if others do not attend the meeting. Jenna seconded the motion. Motion approved.

#### Business Actions and Updates

##### 1. Review and vote to approve scholarship requests.

Two scholarship requests were submitted. The first was from Fraser to support their team training costs for \$1,000 and leverages \$39,000 (total cost is \$40,000) and the second is from Change Inc for the Brain Spotting Conference for x staff for \$1,455. Pat moved approval of both scholarship requests, Jenna seconded the motion. Motion approved.

##### 2. 2023 LCTS Report

Laura reported the DHS report deadline for the Local Collaborative Study Report was delayed until May 30, 2024. She will share the report before submitting and respond to questions.

#### Work Plan Priorities Related to Family and Caregiver Engagement

Laura asked whether it made sense to continue the discussion about opportunities to respond to parent recommendations related to awareness building, navigation support and peer support with so few Executive Committee members present. The intent of today's meeting was to gain clarity on where the Collaborative should take action? And, how we should support and/or coordinate the work of Collaborative and community partners based on what we are hearing from families?

Laura reminded the Executive Committee of requests made by Family Service Collaborative Coordinators to help coordinate services for families. She stated some requests were focused on coordination at the individual level and others have been more systemic. She said she committed to having conversations with family service collaborative coordinators and would bring information back to the Collaborative.

Andria said she thought it was important for the Children's Mental Health Collaborative to position itself as more relevant to the family service collaboratives. She believes the discussions we are having are relevant to our collaborative partners.

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

The committee decided to hold the discussion until more Executive Committee members were present.

**Adjourn**

Pat moved to adjourn the meeting early. Andria seconded the motion. Motion approved.

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

## 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.

## Mini grant Opportunity: Parent and Caregiver Groups for Children's Mental Health

2024

### Rationale:

To enhance the effectiveness of children's mental health services and supports, it is crucial to incorporate input from parents and caregivers. Our focus is on understanding the unique needs of Black, Indigenous, or people of color (BIPOC) parents, caregivers, and young people, who are often underrepresented in the mental health system. We aim to create opportunities for BIPOC parents and caregivers to share their insights in culturally and linguistically appropriate ways, ensuring their voices drive meaningful decisions and improvements.

### Funding Objective:

The [Hennepin County Children's Mental Health Collaborative](#) aims to deepen its partnerships with culturally specific community organizations and provide **six (6) one-time microgrants of up to \$6,000 \$10,000 for a total of up to \$12,000 \$20,000 over two (2) years to organizations that facilitate parent and caregiver groups focused on addressing children's mental health**. This initiative is a dedicated effort to work collaboratively with and within racially and culturally diverse communities. The goal is to ensure that the diverse perspectives and needs of underrepresented communities are heard and effectively addressed, thereby fostering a more inclusive and responsive system of care.

### Eligibility Criteria:

1. **Organizational Status:** Must be a culturally specific\* non-profit, community-based organization, or agency-sponsored community coalition operating in Hennepin County.
2. **Focus Area:** Groups must focus on supporting racially and ethnically diverse parents and caregivers who identify as Black, Indigenous, or people of color (BIPOC) of children facing mental health challenges.
3. **Experience:** Organizations should have a history of conducting parent or caregiver groups or show a strong capability in being able to do so. Organizations should have a history of conducting parent or caregiver groups, demonstrate the ability to foster cultural connections with parents/caregivers, or show a strong capability in being able to do so.
4. **Language and Accessibility:** Provide services that are accessible to non-English speakers or offer interpreter services.
5. **Engagement with System of Care Initiatives:** Actively encourage parents and caregivers to provide insights and feedback that inform the improvement of the children's mental health system of services.



6. **Partnership Collaboration:** Commit to working closely with the Family Engagement Coordinator to optimize engagement strategies and ensure alignment with broader community and county goals.

#### **Funding Details:**

- **Amount:** Grants up to **\$6,000/\$10,000** per community organization, with an opportunity to renew a second year. ~~Not to exceed \$12,000 over the two-year grant cycle.~~
- **Use of Funds:** Funds can be used for facilitation costs, materials, interpreter services, and other direct expenses related to the conduct of the groups, including activities that foster engagement with county initiatives. ~~Funding cannot be used for food.~~

#### **Data Tracking Requirements:**

- **Race/Ethnicity Demographics:** Collect and report on the race and ethnicity of participants to ensure diverse representation.
- **Languages Spoken:** Document the primary languages spoken by group members and any interpreter services provided.
- **Zip Code:** Record the zip codes of participants to identify the geographic distribution and community reach.
- **Number of Participants:** Track the number of participants in each session.
- **Duration of Meetings:** Log the duration of each meeting to track engagement and resource allocation.
- **Key Themes:** Identify and report key themes that emerge during the discussions, particularly those that align with or challenge current policies and practices in the system of care.

#### **Reporting:**

- **Monthly Reports:** Grantees must submit monthly reports detailing progress, challenges, and preliminary outcomes.
- **Impact Evaluation:** Participate in evaluation activities.

#### **Selection Criteria:**

- **Alignment with Goals:** The extent to which the group aligns with the goals of the children's mental health system of care.
- **Community Impact:** Potential impact on the community and the targeted participant group.
- **Innovative Approach:** Cultural affirming creativity and innovation in addressing children's mental health challenges.
- **Sustainability:** Potential for the group to sustain beyond the funding period.

\*Organizations that tailor their programs and services to meet the cultural, social, linguistic, and historical needs and values of the communities they serve, ensuring relevance, respect, and effectiveness. The organizational leadership, staff, and community served share and align with the same cultural background.

Agreement: As part of this collaboration, each organization is required to enter into a Memorandum of Understanding (MOU) with the Collaborative and its fiscal host to formalize the partnership. Each organization will submit an invoice to secure resources once the partnership MOU is signed.

\*Organizations that tailor their programs and services to meet the cultural, social, linguistic, and historical needs and values of the communities they serve, ensuring relevance, respect, and effectiveness. The organizational leadership, staff, and community served share and align with the same cultural background.

## 2024 Children's Mental Health Collaborative Action/Decision Log

Date	Committee	Action	Description
01/05/24	Executive	Changed Executive Committee Meeting Time and Length	Pat Dale moved to change the executive meeting time to 90 minutes starting in February 2024 and Angela Watts seconded. Motion approved. Executive meetings will now be from 9:00 to 10:30 AM on the first Friday of each month.
01/17/24	Governance	Governance committee members to sign role description and expectations	Laura LaCroix-Dalluhn created a role description for governance committee members. Andria Daniel suggested that new and old members sign this agreement and Angela Watts, Cindy Slowiak, and Brandon Jones agreed.
01/17/24	Governance	New alternate and voting members approved.	Pat Dale moved to approve Susie Voss as an alternate and Patricia Vitale as a voting member. Krista Phillips seconded. Motion approved.
01/17/24	Governance	Pat Dale to remain in the co-chair position.	Cindy Slowiak moved to continue Pat Dale as co-chair, and Andria Daniel seconded. Motion approved.
01/17/24	Governance	Beacons to be a partner in Youth Mental Health First Aid Training	Laura shared that YMCA Beacons has agreed to act as our lead partner in Youth Mental Health First Aid training in 2024. We are proposing to budget for up to \$30,000 for Youth Mental Health First Aid training in 2024. Pat moved to approve the reallocation of funds to allow up to \$30,000 for Youth Mental Health First Aid training in 2024, and Angela seconded. Motion approved.
02/02/24	Executive	Agenda discussion points to be mapped out for the year	Laura LaCroix-Dalluhn suggested mapping out agenda discussion points for the year so people could have a better understanding of what each meeting was

			focused on, Tonya Allen, Krista Phillips, Cheryl Holm-Hansen, and Pat Dale agreed.
02/02/24	Executive	Parent/Caregiver feedback to be presented to more parents.	Fatima Muhammad suggested that we analyze the data from the parent and caregiver survey and bring the feedback to other parents and caregivers we have been engaged with to see if and how it resonates with them so we can then bring it to our community partners.
02/02/24	Executive	Peer Support to be a continued topic of conversation.	Angela Watts, Hayley Tompkins, and Krista Phillips highlighted the stated need for increased peer support services by parents and caregivers and suggested we dive deep into finding ways to meet this need in future meetings.
02/21/24	Governance	Information to be gathered from partners on how best to track parent and family engagement.	In discussing awareness of services, Fatima Muhammad's work surrounding engagement was brought up and Fatima asked how we have been tracking engagement and how we can improve our method of tracking engagement. Angela Watts suggested we do some outreach to partners to ask what methods they have found to be best.
03/15/24	Executive	Scholarships approved.	Cindy Slowiak moved to approve two scholarship applications, each at 75% of the cost to attend the Minnesota Autism Conference, and Pat Dale seconded. This totaled at \$592. Cindy Slowiak motioned to approve the scholarship requests for the three PCLG parents, Laura LaCroix-Dalluhn, and Fatima Muhammad and Angela Watts seconded. Motion approved. This totaled at \$1,780.
03/15/24	Executive	WRAP and Train-the-Trainer to be offered to parents	Laura LaCroix-Dalluhn shared that based on feedback from families the Collaborative will provide WRAP training and train-the-trainer opportunities for parents in Hennepin County to increase peer support services.

03/20/24	Governance	Collaborative to coordinate with SBMH services and other providers to raise awareness of services.	Rachel Harris asked if there was a way that HCCMHC could collaborate with school-based mental health, SBMH, and providers across Hennepin County to coordinate a plan on how to raise awareness of services. A lot of what we've recognized is that schools are often the first access point, and we want to ensure that these providers have the tools to connect families with the right resources. Rachel shared that this is often being done at the school level but could be much more efficient and comprehensive at the county level. Meghan Hickey added that parents would like access to the same resources no matter where they live. Moving the source up a level would provide families with better services. Angela Watts suggested that we continue this conversation and invite Mark Sander and Laura Zook to the conversation to include their insight.
03/20/24	Governance	HCCMHC website to be updated to include more peer support services and Google Analytics to be added to help parents and caregivers find these resources.	Pat Dale suggested we update our website to include more peer support resources. Laura LaCroix-Dalluhn added that we could also utilize Google Analytics to draw people who are searching for parent and caregiver support to our website.
04/17/24	Governance	Asad Dahir is replacing Cindy Slowiak as the voting member	Laura LaCroix-Dalluhn shared that with Cindy Slowiak's upcoming retirement, our Behavioral Health Department would like to have Asad Dahir move into the lead role. Asad would take on her voting member position and Cindy would move into the alternate role until she retires. Angela moved to move Asad into Cindy's voting member spot and Cindy into the alternate position, and Andria seconded. Motion approved.
04/17/24	Governance	Introduction of community partner	Laura LaCroix Dalluhn suggested a revised governance meeting schedule

		meetings	where the governance committee would officially meet on May 15th, September 18th, and October 16th. On June 26th, August 21st, and November 20th, we would meet for collaborative/community partner meetings. This follows the same schedule we have set up for the year but allows for more discussion and participation. Krista moved to approve the revised 2024 meeting schedule and Angela seconded. Motion approved.
05/03/24	Executive	Scholarship requests approved.	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 sponsorship would cover 6-10 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.

**2024 Collaborative Meetings – Outline of draft discussion or action items**

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

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



## Executive Committee Meeting Minutes

June 7, 2024

Present: Pat, Jenna, Asad, Krista, Cheryl, Fatima, Hayley, Laura, Cati and Laura

### Opening Circle & Approval of Agenda

- Krista Phillips moved to approve the April meeting summary and May minutes, and Pat Dale seconded. Minutes approved.
- Krista moved to approve the June agenda and Asad Dahir seconded. Agenda approved.

### Discussion Items

- Laura LaCroix-Dalluhn stated the discussion items on the agenda were based on past discussions that required additional follow up and decision making, but were not listed in priority order. She asked for feedback on which order the Executive Committee would like to begin the discussion.
- Dr. Jenna Mitchler shared that based on past discussions, she has been reflecting on inclusivity and exploring ways that we can create or drive a culture shift towards more inclusivity, and would like to keep a focus on inclusivity in this meeting.
- Laura reminded committee members that a decision to seek outside support from Dr. Bravada was made earlier this year to help us move toward inclusivity and shift the culture of our work together. Asad Dahir shared that he reached out to Dr. Bravada by voicemail and email and they have not heard back from her yet, they are still working to make a connection.
- Laura mentioned she and her team created a decision-log to help us track decisions and recommendations throughout the year or year-to-year. She encouraged Executive Committee members review during the meeting and will plan to discuss later.
- Pat shared that we would like to further **discuss the purpose, structure, and possible discussion points of the community partner meetings**. Pat suggested that we could discuss the themes and insights identified from parent and caregiver feedback, awareness of services, navigation assistance, and peer support. Laura suggested that as a team, we could choose one of these topics to structure June's community partner meetings around and work together to form discussion points around this topic. Pat shared that his priority for discussion would be the culture shift itself and how we can create and support inclusivity within the collaborative and with partners.
  - Krista asked to clarify if Pat was suggesting that the June community partner meeting focus on our inclusivity and asked if we should instead show inclusivity through action. Pat clarified that he feels we should work to promote inclusivity at the upcoming community partner meeting through our actions.
  - Fatima Muhammad shared that she feels it would be helpful for her to hear what the aim of these community partner meetings is and how they are connected to these themes and insights we've heard from parents and caregivers.

- Hayley Tompkins added that she also feels we are talking about a few things at once and that it would be helpful to break it down.
- Laura shared that she understands the purpose of community partner meetings as a way to engage community partners, both those currently involved with the collaborative and those not, in conversation about the work we are doing, the needs we are hearing from families, and collaborative ways in how to support positive change. Laura also shared that she has started to keep an action log of decisions made in the governance and executive committees to track when decisions are made and how we follow up on them.
- Hayley asked if Laura was saying that we would identify a topic for a meeting and then open the invitation to partners and providers we feel may be interested in or have insight into the topic. Laura and Pat answered yes.
- Pat added that if the community partner meeting led to plans to collaborate further, that group could continue to meet outside of those meetings.
- Krista shared that she feels these meetings will allow us to better focus parent and caregiver voice and focus on discussion more rather than business items.
- Jenna asked if the community partner meetings led to recommendations, would those recommendations then go to the governing board? Pat answered yes.
- Laura added that we do not have a culture right now that promotes or allows for governance committee members to take on an identified need or ask within their organization and she hopes these meeting will form a culture that promotes that.
- Fatima added that she feels it's not just who is attending, it's that we have not clearly asked for governance committee members to do that, and not everything we discuss or propose is directly or clearly related back to our mission and workplan.
- Fatima shared that she feels it is important that we bring our attention back to our workplan and focus on structuring our work to support the outcomes we want to see.
- Asad asked if we are asking community partners to join a workgroup or if they are going directly to the governance committee. Laura said she thought the immediate ask was to join the community partner meeting, which meets three times this year. Other meetings may be identified later.
- Asad also asked if there are clear next steps that we have identified if we learn new information from community partners or if someone proposes a plan that we feel relates to our workplan. Laura responded there was no pathway has been identified, but believes it would be important.
- Cheryl shared that one of the things they were trying to figure out in the last coordination team meeting is what are some things we can be doing now to try to build agency capacity to better center family, parent, and youth voice. We discussed providing support around understanding challenges or biases that professionals may have, and she's wondering if it makes sense to further discuss this now.
- Hayley shared that something Fatima said that resonated with her was that maybe what makes sense is to try to get a list of outcomes that we are working towards so that we can easily connect our conversations and proposals to these goals. Hayley identified that

two of our 'big buckets' are centering family voice and connecting families and the field, and connecting professionals to one another to advance the work.

- Laura added that our third 'big bucket' is coordinating services and resources through parents and professional knowledge. F
- Fatima shared that a bucket that is missing for her is focusing on the culture of the collaborative itself and how to cultivate inclusivity, enhance equity, and create a sense of belonging. Jenna added that she feels a focus on how we can make and impact decisions that create change.
- Jenna returned to what Laura had shared about beginning to keep a decision log and shared she wonders how each decision aligns with those 'big bucket' items. Fatima restated the 'big bucket' items as, 1) centering families' voices, 2) connecting professionals to one another (coordination of services), 3) building awareness and promotion of awareness, 4) shifting the culture of the collaborative, and 5) decision-making that leads to impact (system change).
- Asad asked how we will identify community partners to invite to meetings, who we expect to do that outreach, and how we will support engagement. Pat shared that we do not have a clear plan for who will make that outreach and we do not have a clear plan on how to stay engaged with those partners.
- Jenna shared that she is hearing Pat saying that we need to show these partners that we are taking action with what we hear through these meetings to support long-term engagement.
- Pat shared that from his provider perspective, he feels that every provider will find a way to say they do not fit into what we are talking about and feels it's important to explore how we can support providers to come to the table without organizational defensiveness.
- Fatima shared that she feels it is important that we do not spend too much time thinking about the hypotheticals. Fatima shared she feels people are ready to see a difference and are looking for guidance and it can be our role to help facilitate this. Hayley highlighted that an important thing she has seen in culture change work is that we get stuck moving in the same way until the culture stops being welcoming of that defensiveness, then that defensiveness starts to go away.
- Laura suggested two possible topic areas for the June community partner meeting. One topic is coordination across family service collaboratives and this collaborative. A second topic was brought up by Meghan Hickey in the last governance meeting, how do we connect children to appropriate resources in schools? We could focus the conversation on school mental health resources more broadly and invite school-linked professionals.
- Jenna shared that she is unsure how we would be able to carry the role of coordinating all the family service collaboratives and how both these topics are connected to the buckets that we outlined before. Laura shared that she feels if we did take on the school topic, we could utilize the time in June to figure out the why, who, and how and then continue the conversation in August.

- Fatima shared that she wants us to be mindful in not rushing to get an agenda set, we have yet to invite any community partners to the upcoming meeting.
- Hayley added that in culture change and in working with new people, it sometimes helps to start easy, and asked how we can take something that is easy enough while allowing us to practice moving this way. Fatima shared she agrees, this will allow community partners to ease into it while also recognizing why this work is important. Pat shared that Minneapolis has canceled every single one of its mental health contracts. Laura shared that she feels that is why Meghan brought this up and why this topic is pertinent.
- Jenna asked if we are able to act as activists as a collaborative. Laura shared that our governance agreement says that we cannot lobby, however, we can do public education and meet with elected officials to talk about needs.
- Hayley clarified that we will be talking about school mental health resources in June and that we can invite community partners that we feel may be interested in this topic and/or have helpful insights into it.
- Laura agreed and shared that she feels it would be good to spend time on why this topic is important and how we came to it. Laura added that we will need to be sure to extend invites to school people already within the collaborative and touch on FRSS.
- Hayley highlighted that in this meeting and in future meetings it would be significant for us to examine how inclusivity works into the topic and how we approach it. Hayley added that through her experience working with parents, she has learned that making parents feel heard and allowing them to contribute to the work is important.

### **Business Actions**

- Community Partnership Mini-grants
  - Laura state the Governance Committee approved the mini-grants for culturally specific community organizations during the May governance meeting at \$6,000 (SAMHSA funded). She said during the last SoC coordination team meeting, we discussed the possibility of matching \$4,000 per grant (up to six grants) of LCTS funds, increasing the mini grant amount to \$10,000/each/year. She requested approval for this increase in funding and would pull from the SoC Pilot budget. Jenna moved to approve the additional funding of \$4,000, raising the mini grants to \$10,000 each, for a total of \$24,000 LCTS funds. Pat seconded the motion. Motion approved.
  - Laura shared that at the last SoC coordination team meeting they also discussed Fatima inviting people to access these grants rather than opening them up to everyone.
- Decision Log
  - Laura returned to the decision log she touched on earlier. She said this is strategy to help us track decisions over time. She asked if anyone had any reactions or thoughts about the decision log. Jenna requested that the purpose of the decision log as well as how we will track it be further explained either offline or in an upcoming meeting.
- Black Family Conference
  - Laura shared that there are still slots available for the Community Empowerment for Black Men Healing Conference and asked if there was anyone who would like to

participate to please let her know. Laura asked Hayley to offer it up to the PCLG members.

- Current 2024 Event Schedule
  - YMFHA trainings will be held Wednesday, August 28th 10:00am-3:00pm, Wednesday, September 11th - 10:00am-3:00pm, and Wednesday, October 23rd - 10:00am-3:00pm.
  - WRAP trainings will be held August 17th and 18th, and November 9<sup>th</sup> and 10<sup>th</sup>.
- Improving Communications
  - Laura shared that the coordination team has been discussing the possibility of having collaborative emails, rather than using each consultants own email to make it easier for team members to be reached and improve our outward facing communications. The other possibility is to access emails and online storage through MACMH or using google suite. Pat suggested we look into the cost of google suite, because he is cautious about doing it through MACMH as it is possible they will not be our fiscal sponsor long-term.

#### **Adjournment**

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