

Governance Committee Meeting

Wednesday, September 18, 2024 from 12:00 – 1:30pm

<https://us06web.zoom.us/j/83113557179>

Agenda

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.*

- 12:00 pm **Welcome, Introductions & Approval of Meeting Minutes & Agenda (10 min)**
(Meeting materials: May Meeting Minutes & September Agenda)
- 12:10 pm **Collaborative Opportunities for Change and Inclusivity (50 min) -Discussion & Vote for Approval**
(Meeting materials: Collaborative Chair Draft Role Description & PCL Coordinator Draft Role Description, Orientation Schedule, NTTAC Information)
1. 2025 Leadership Transitions
 - Collaborative Chair role description, recruitment, timeline and orientation
 - PCLG Coordinator, role description & hours
 - Orientation for new Collaborative Partners
 2. Progress update on Building Inclusive Environments
 - Collaborative Community Partner Meetings
 - Technical Assistance from National Training and Technical Assistance Center (NTTAC)
 - Other
- 1:00 pm **Collaborative 2024 & 2025 Budget Opportunities (25 min) -Discussion & Vote for Approval**
(Meeting materials: 2024 Parent Engagement and Outreach Budget Request, 2025 DOCCR Budget Request)
1. 2024 Budget Opportunities
 - a. Family Engagement and Outreach
 - b. Education and Training
 2. 2025 Budget Opportunities
 - a. DOCCR 2025 Budget Revisions
 - b. Other 2025 Draft Priorities
- 1:25 pm **Next Steps**
- 1:30 pm **Adjourn**

Governance Committee Meeting Minutes

May 15, 2024

In Attendance: Pat Dale, Aric Jensen, Monica Long, Brenna MacDonald, Rachel Harris, Debby Wells, Krista Phillips, Mark Sander, Maghan Hickey, Cindy Slowiak, Brandon Jones, Dr. Jenna Mitchler, Amy Hanson, Hayley Tompkins, Yangyua Moua

Staff: Laura LaCroix-Dalluhn, Cati Gómez, Fatima Muhammad, Cheryl Holm-Hansen, Hayley Tompkins, and Stella LaCroix-Dalluhn

Approval of Meeting Minutes & Agenda

- Monica Long moved to approve the April minutes and Brandon Jones seconded. Minutes approved.
- Krista Phillips moved to approve the May agenda with the amendment of moving the collaborative discussion items to come before the collaborative business items and the removal of the DHS approval item, and Aric Jensen seconded. Motion approved.

Collaborative Discussion Items

- Pat Dale shared that there was a meaningful conversation in the Executive Committee about starting an intentional culture shift within the collaborative so we can be more inclusive, collaborative, and culturally responsive. Pat explained that the role of the Executive Committee is to plan for the Governance Committee and make decisions around prioritization and that some concerns about transparency and the level of collaboration between the Executive and Governance Committee have been brought up. Pat highlighted that the Executive Committee discussed expanding our current orientation, making it open to all members of the collaborative, and making it more comprehensive so that everyone could gain a better understanding of the roles of the collaborative.
- Laura LaCroix-Dalluhn clarified that we did offer an orientation this year for new members and asked if Amy Hanson would be willing to speak on how that orientation went since she attended it. Amy Hanson shared that she felt it was very informative and comprehensive, and added that it was helpful to have a clear idea of the mission, funding, and roles. Pat shared that we are looking at having another orientation in the fall, and asked if we should host another orientation or send the materials so people could review on their own. Fatima Muhammad shared that she feels we should do both, and record the session so that individuals who cannot fit it into their schedule can still receive the information.
- Pat transitioned into a different part of the Executive Committee conversation, the need for a culture shift that further supports, youth, family, and BIPOC voices. We have received feedback that we spend a lot of time in meetings on tactical and operational functions and do not foster a space to have meaningful discussions that allow positive progress. Robert's rules of order and the formality of our meetings have been particularly pointed out as inaccessible. Dr. Jenna Mitchler added that she feels we could do more to

refocus our work on what the communities we serve need and utilize a more humanistic design process. Cindy Slowiak added that we have dedicated energy and effort into connecting with parents involved in the children's mental health system, but when we get to these meetings, it's unclear how those voices are driving what we do. Cindy shared that she feels we need to change the way we operate so we can incorporate those voices by prioritizing discussion. Cindy also shared that she feels a lot of discussion and decision-making happens behind the scenes which may lead to some feeling out of the loop. Rachel Harris shared she would like to see more small victories being celebrated going forward, and she feels a report from the field feature in the meetings would allow us to hear from families, youth, and partners. Fatima Muhammad shared that she feels we are at the point when taking action is necessary, and that it's important that in every step of this work, we focus on who we are serving. Fatima shared that one thing she has seen elsewhere that she likes is having the mission posted at the top of the agenda so there is always a reminder to keep the mission in mind.

- Pat shared that part of this discussion has been how we best engage and utilize providers within this collaboration. Aric Jensen shared that he feels his role in these meetings is often just listening and seconding action items and that he feels these meetings could be more collaborative. Amy shared that she feels it's important to make meetings more enticing so that more people show up and to provide regular updates on previous conversation points or decisions so that people remain engaged. Rachel asked how we define success for the collaborative. Cindy shared that she feels we could benefit from refocusing on and centering our mission and purpose. Rachel asked if it's realistic that parent and family feedback would get to the people in charge the way things are now. Cindy suggested we could act as a liaison between parents, families, and system of care leaders.
- Laura added that she feels an important aspect of this conversation is how do we bring the work we do in the collaborative back to people's organizations and how we take into account the work that members of the collaborative are doing within their organizations to the collaborative.
- Hayley Tompkins shared that one of the important things for her is making sure PCLG parents have a voice, and we need to create a space where that voice is valued and can illicit or aid in helpful changes. Hayley added that the parents have the expertise and are knowledgeable in what it's like to navigate the children's mental health world as a parent, so she would like to see a culture where parents have the power to use their knowledge. Cindy shared that she agrees, we need to center our work on parent voice, and she feels we may not know how to do that. Cindy added that part of this discussion should focus on what we need to accomplish in order to be able to center parent voices, and we may benefit from some expertise on how to make these changes. Pat thanked Cindy for sharing this and shared that the Executive Committee identified a few experts who may be willing to come and help us with this culture shift.
- Laura highlighted that we are reducing the number of official Governance meetings and instead holding Community Partner Meetings, which will start in June. Laura asked that anyone who has discussion items for the June community partner meeting share them with her.

Collaborative Business

- District 287 LCTS Report and Request
 - Brenna MacDonald shared about the Diploma On program and their LCTS funds. Diploma On involves education navigators and case coordinators who reconnect students who have lost their connection to the education system. Brenna shared the budget proposal for the next year and added that the LCTS earnings were less than in past years.
 - Pat asked how the program has changed over time, Brenna shared that the work has become more systemic, intentional, and expansive over the years. Brenna added that there has also been more work done with community partners to allow students access to even more resources.
 - Cindy moved to approve District 287's Diploma On funding, and Monica Long seconded. Motion approved.
- Microgrants/Mini-grants for community engagement with organizations led by, or serving, Black, Indigenous and people of color
 - Laura shared that we are looking at creating opportunities for BIPOC parents and caregivers to share their thoughts in ways that align with their cultural and linguistic needs. Through our community engagement work that Fatima has led, we are looking to deepen partnerships with culturally specific community organizations and provide five one-time microgrants for up to \$6000 to facilitate parent and caregiver groups that focus on addressing children's mental health. Grantees would have the opportunity to renew a second year. Cindy clarified that the funding for this comes from the SAMSHA grant. Fatima asked that if anyone is aware of a culturally specific family-serving organization that may be interested in this please let her know.
 - Cindy moved to approve the microgrant project budget, and Monica seconded. Motion approved.
- Community Empowerment for Black Men Healing Conference: Black Family
 - Laura shared that the 16th annual Community Empowerment for Black Men is being held soon and we are providing up to 10 slots for our collaborative partners. Laura asked that anyone interested in attending let her know and the executive team will decide who attends if there are a greater number than 10 who would like to attend. If there are additional spots left over, we would like to turn those slots over to the organizers and make them available for others.

Adjournment

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

Collaborative Chair Role Description & Expectations August 2024

The primary purpose of Hennepin County Children's Mental Health Collaborative's Chair is to represent the interests of Collaborative stakeholders in the development and the pursuit of its mission, which is to provide a forum for a diverse and representative group of systems stakeholders (and families) to influence the development and ongoing operation of an accessible and effective children's mental health services system in Hennepin County. The Children's Mental Health Collaborative promotes the innovative service development and continuous quality improvement in the children's mental health system by embracing the system of care principles including creating a system that is culturally and linguistically responsive to families.

In that capacity, the Collaborative Chair

- Provides **thought leadership** for the Collaborative, and in partnership with the Collaborative's Coordination Team,
- Has a baseline understanding of System of Care values, services, infrastructure needs, and approaches such as practice in collaborative leadership and working in partnership with diverse stakeholders.
- Is willing and able to expand knowledge of System of Care values and approaches through training.
- Is able to **navigate and foster engagement** of Collaborative partners, Governance Committee members and community.
- **Supports the strategic direction of the Collaborative as a spokesperson and key community leader,**
- **Facilitates Executive Committee, Governance and Community Partners meetings** as available, **[can we explore ways for others to facilitate sections of the meeting and/or different meetings?]**
- **Approves and monitors the program and financial performance of the Collaborative's Coordination Team** through the Collaborative Coordinator,
- **Represents, and signs on behalf of the Collaborative in fiscal and legal matters as required by statute and contract,**
- **Provides guidance to the Coordination Team, and/or fiscal sponsor** as needed,
- **Evaluates the performance of the Coordinator and Coordination Team** in partnership with the Executive Committee.

Commented [SLD1]: @Laura LaCroix-Dalluhn I changed this based on what was shared during the meeting.

About

- The Collaborative Chair is expected to be an existing partner of the collaborative whether they be a parent, a provider, a family service collaborative coordinator, or otherwise.

Commented [SLD2]: @Laura LaCroix-Dalluhn I think this is what Fatima and Pat said?

While the work required of Collaborative Chair may vary across leaders and time, the following expectations are generally held:

1. CMHC Chair will act on behalf of the mission and interests of Collaborative, and its stakeholders, at all times. If the Chair has a conflict of interest, that interest will be identified and discussed with the Executive and/or Governance 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. Thought leadership, facilitation and guidance for Coordination Team members is key to their contribution.

- A. The Chairs need to be actively engaged in promoting the discussion of issues, sharing perspectives, and raising questions that are essential to good decision-making. Healthy debate is encouraged. Passionate, mission-focused discussion is expected.
- B. 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.
- C. As a general guideline, the Chair should expect to spend up to 3 to 8 hours per month in their work on the Collaborative and its committees.

* 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 and Collaborative Chair.

What abilities and competencies should they be coming in with?

- facilitation skills
- Do they represent the community or do they represent an organization

DRAFT



Role Description

Parent Catalyst Leadership Group (PCLG) Coordinator

(Contract Position)

Overview

The Hennepin County Children's Mental Health Collaborative's (HCCMHC) mission is to provide a forum for a diverse and representative group of organizations and system stakeholders to influence the development and ongoing operation of an accessible and effective children's mental health service system within Hennepin County. The HCCMHC is a quasi-governmental collaborative that promotes innovative service development and continuous quality improvement in the children's mental health system by embracing the system of care principles, services, and available research on children's mental health services. The Collaborative's fiscal sponsor is MN Association of Children's Mental Health (MACMH).

The Parent Catalyst Leadership Group (PCLG) Coordinator is a collaborative partner who works alongside parent catalysts to foster positive change in children's mental health care in Hennepin County. This contract role supports parent advocacy and the agency of parents and caregivers within the children's mental health system in Hennepin County. The PCLG Coordinator facilitates and supports the activities of all PCLG action groups while ensuring alignment with the shared vision of the Hennepin County Children's Mental Health Collaborative (HCCMHC). The PCLG is a program of the Collaborative. The PCLG Coordinator reports to the HCCMHC Coordinator and works collaboratively with PCLG members, and HCCMHC Coordination team and Collaborative partners.

PCLG Goals

Who we are: We are parents and caregivers who have first-hand experience in supporting a child with mental health challenges.

What we do: PCLG action groups offer opportunities for caregivers to connect, learn, advocate, and inform positive change to improve children's mental health care in Hennepin County.

Key Responsibilities

PCLG Group Coordination and Support (35% of time)

- Coordinate and support all PCLG activities and projects: Ensure that activities are aligned with group goals, while facilitating a shared leadership approach by encouraging members to take ownership of key initiatives.
- Facilitate communication and collaboration between PCLG & HCCMHC: act as a bridge between the two groups, fostering open dialogue and collaborative problem-solving to ensure both parties work seamlessly toward shared objectives.
- Collaborate with and support parent volunteers in their roles: Work alongside parent volunteers, providing the necessary tools, training, and encouragement to promote their leadership and autonomy within the group while offering guidance to ensure success.

Meetings and Event Management (35% of time)

- Lead and co-facilitate monthly meetings: Foster a collaborative environment by ensuring that all voices are heard, encouraging shared decision-making, and guiding discussions that inspire members to contribute their expertise and perspectives.

- Schedule and coordinate additional meetings: Work with members to identify priorities and plan meetings that address key group needs, ensuring input from all leaders in scheduling and agenda-setting.
- Support planning and execution of events, workshops, and engagement sessions: Work in partnership with group members to co-create events that reflect collective goals, leveraging diverse talents and perspectives to ensure meaningful and successful outcomes. Promote shared responsibility in event leadership, encouraging active participation from all involved.
- Attend monthly Collaborative Executive Committee and Governance Committee meetings to share the goals, progress, and insights of PCLG.
- Attend regular Coordination Team meetings to work collaboratively with other members of the Collaborative contract staff team.

Resource and Budget Management (15% of time)

- Manage resources and budgets for action group activities and trainings.
- Coordinate the provision of necessary materials and support for projects and events.
- Support the evaluation process of the Collaborative by providing information, details, etc. to the Evaluator

Recruitment, Onboarding, and Training (15% of time)

- Organize regular information sessions to recruit new members.
- Manage the onboarding process for new PCLG members.
- Coordinate training opportunities (ex. WRAP, Peer Support Specialist, Support Group, etc.)
- Participate in outreach activities to share information about PCLG, and the broader Collaborative (ex. Community events, fairs, meetings, etc.).

Qualifications and Experience

- Minimum 5 years of experience, in mental health, social services, or related fields as a professional or through lived experience.
- Experience in leading, supporting and partnering with parents, caregivers and families
- Experience working with Black, Indigenous and people of color and other historically marginalized communities
- Demonstrated experience in group facilitation and volunteer coordination.
- Experience working as an independent contractor or in remote work environments.
- Experience in mental health advocacy
- Knowledge of Hennepin County's children's mental health system

Key Competencies

- Parent centered and Collaborative approach
- Understanding how families who identify as Black, Indigenous and people of color have been historically marginalized and the ongoing impact of this marginalization
- Leadership and team building
- Problem-solving and conflict resolution
- Empathy and emotional intelligence
- Adaptability and flexibility
- Time management and prioritization
- Self-motivation and ability to work independently
- Adaptability
- Transparency in decision-making, operations, and collaborative communication
- Crisis Management
- Digital Literacy

Contract Details

Type: Independent Contractor for the Hennepin County Children's Mental Health Collaborative through its fiscal sponsor, MN Association of Children's Mental Health

Duration: Initial 12-month contract, with possibility of renewal

Hours: Approximately 10 hours per week, flexible scheduling

Location: Remote work with both in-person and virtual meetings in Hennepin County

The PCLG Coordinator is expected to have their own computer, internet access, and home office equipment to manage the expected work and deliverables. General liability insurance and other insurance are necessary, but guidance will be provided upon an offer.

Applications for the contracted position are due by [October 25, 2024](#). Interviews will take place in [November 2024](#). Send your applications to HCCMHC@MACMH.org.

For more information about this contracted position for the Hennepin County Children's Mental Health Collaborative, contact the Coalition Coordinator, Laura LaCroix-Dalluhn at Laura@LaCroixDalluhnConsulting.com.



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.

Initial Concept Proposal

Affinity-Centered Family Engagement for Children's Mental Health 2024

Description of Need & Purpose

Need: Parents and caregivers of racially and culturally diverse backgrounds, particularly Black, Latino, and Native American face unique challenges when addressing their children's mental health. These challenges include significant cultural stigma, a lack of culturally relevant resources, and barriers to accessing support services. Additionally, recent advisories from the U.S. Surgeon General emphasize the urgent need to address the mental health and well-being of parents and caregivers, highlighting the importance of culturally specific support systems. Enhancing awareness, providing culturally tailored resources, and reducing stigma are essential for communities of color to better support their children's mental health.

Purpose: This initiative aims to create and implement a series of affinity-centered events and activities that will promote awareness of children's mental health, provide culturally affirming resources, and work towards de-stigmatization in Black, Latino, and Native American communities. The project will also address the broader concerns raised in the recent Surgeon General advisory by focusing on the mental well-being of parents and caregivers through targeted support and engagement.

Project Overview

Challenges and Issues:

1. **Stigma and Cultural Barriers:** Many communities of color face significant stigma related to mental health, which can deter parents and caregivers from seeking help for their children.
2. **Lack of Culturally Relevant Resources:** Existing mental health resources are often not tailored to the cultural contexts of racially diverse communities.
3. **Limited Awareness:** There is a need to increase awareness of mental health issues and available resources within these communities.

Brief Description

The proposed project involves hosting affinity-centered family engagement events and workshops designed to support racially and culturally diverse caregivers and parents of children with mental health challenges. The initiative will organize culturally specific educational sessions to help participants recognize and address their children's mental health needs, connect families with relevant support services, and build community connections. Additionally, a culturally affirming caregiver wellness event will provide a space for parents and caregivers to focus on their own well-being, information sharing, and develop healthy connections with others who have similar experiences.

Through these activities, the project aims to foster and deepen community connections, enhance awareness, reduce stigma, cultivate healing, and provide culturally responsive resources to address children's mental health challenges.

Proposed Budget

Affinity-Focused Educational Workshops (4 Events)

- Venue Rental: \$0 in-kind
- Interpretation Services: \$0 in-kind
- Facilitator Fees: \$1,000
- Materials, Supplies, Swag: \$1,500
- Meals and Refreshments: \$4,000
- Childcare: \$1,000
- Participation Incentives (door prizes/gift giveaways): \$2,000
- Miscellaneous and Contingency: \$500

Total: \$9,000

Parent/Caregiver Wellness Event

- Venue Rental: \$2,000
- Interactive Wellness Activities: \$1,500
- DJ/Entertainment: \$800
- Facilitator Fees: \$1,500
- Panelist Fees: \$1,500
- Meals and Refreshments: \$3,000
- Childcare Gift Cards: \$1,250
- Transportation Gift Cards: \$1,250
- Materials, Supplies, Swag: \$700
- Interpreters/Translated Materials: \$1,500
- Printing and Distribution: \$500
- Miscellaneous Expenses: \$500

Total: \$16,000

Total Estimated Cost: \$25,000

26-Sep-23

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| Income | |
| | |
| LCTS Fund Balance | |
| LCTS 2023 Projected Earnings | |
| SAMSHA/Hennepin County Grant | |
| | |
| Subtotal | |
| | |
| Leveraged Funds | |
| | |
| In-Kind | |
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| Total | |
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| Expenses | |
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| Staff/Contracted Staff | |
| | LaCroix-Dalluhn Consulting Group (Coordination, strategic initiatives, and engagement programming) |
| | Community Research Solutions |
| | Open (Parent Catalyst Coordinator) |
| | FZM Impact Group |
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| Youth, Parent & Community Programs | |
| | Parent Catalyst Leadership Group (Stipends, Event Activities, etc) |

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| | Parent Engagement Stipends |
| | BIPOC Agency Collaboration and Parent Support |
| | Youth Engagment & Mental Health Well-being |
| | DOCCR Youth Prevention Programs |
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| | District 287 |
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| System of Care Pilots | |
| | Peer Support Specialist |
| | Crisis Response Teams |
| | Other |
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| Training & Capacity Building | |
| | CMHC Scholarships & Training |
| | District 287 Training |
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| General Operating | |
| | General Support |
| | Fiscal Sponsor Fee |
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| Subtotal | |
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| Total | |
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2024 Prelin

| Budget Narrative | CMHC | District 287 |
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| Estimated Fund balance as of 1/1/23 | \$ 119,352 | \$ 113,339 |
| Estimated LCTS Earnings in 2023 | \$ 194,065 | \$ 127,692 |
| SAMHSA: Parent engagement and BIPOC agency collaboration | \$ 126,180 | \$ - |
| | \$ 439,597 | \$ 241,031 |
| Leveraged funds from Hennepin County or other partners. Hennepin County departments include (BH, PH, DOCCR, & Safe Communities) | \$ 155,000 | \$ - |
| In-kind time from Collaborative partners | \$ 20,000 | \$ - |
| | \$ 614,597 | \$ 241,031 |
| Laura LaCroix-Dalluhn, Cati Gómez and team. LCTS (\$56,900) and SAMHSA (\$23,100) Funded | \$ 80,000 | \$ - |
| Cheryl Holm-Hansen | \$ 25,000 | \$ - |
| Interim Coordinator with intent to hire in 2024 | \$ 30,000 | \$ - |
| Fatima Family Coordination and engagement (SAMHSA Funded) | \$ 70,200 | \$ - |
| Parent supported activities, stipends, and events | \$ 36,000 | |

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| Compensation to community agencies to support their parent engagement work. These funds are paid to community agencies to support the costs associated with their parent engagement work. These funds cannot be used for food. These funds can be used to compensate parents for their time and expenses associated with their participation in parent engagement activities. | \$ 2,880 | \$ - |
| Compensation to community agencies to support their parent engagement work (up to 5 agencies at \$6,000) | \$ 30,000 | \$ - |
| Training for youth and adults working with youth on mental health supports | \$ 15,000 | \$ - |
| Ujima, Hope and Nia Program, & Nia 2.0 (Hennepin County Funded) | \$ - | \$ - |
| New Programs A, B, C, D (LCTS, \$124,900) | \$ - | \$ - |
| New Programs A, B, C, D (Hennepin County Funded; DOCCR, Behavioral Health and Safe Communities) | \$ - | \$ - |
| Diploma On | \$ - | \$ 160,000 |
| Youth Lens | \$ - | \$ 7,000 |
| | \$ 150,000 | \$ - |
| Countywide peer support specialists training and stipend support | | |
| Planning and development of county-wide crisis response team | | |
| Gun Violence Prevention and Youth Mental Health | | |
| Scholarships, Sponsorships and Training & SBMH Ancillary Training Services | \$ 25,000 | |
| Staff training | | \$ 13,850 |
| Communications, supplies, etc. | \$ 15,000 | \$ 14,500 |
| MN Association of Children's Mental Health, 7.5% | \$ 35,931 | \$ - |
| | \$ 515,011 | \$ 195,350 |
| | \$ 99,586 | \$ 45,681 |

| Color Key | |
|-----------|---------------------------------------|
| | CMHC LCTS Funded Programs & Services |
| | SAMHSA Fund ed Programs and services |
| | District 287 LCTS Funded Programs |
| | DOCCR LCTS Funded Programs & Services |
| | In-kind or Leveraged Funds |
| | Mixed Funding streams |

inary Budget

| | DOCCR | | Total |
|--|------------|--|--------------|
| | | | |
| | \$ 249,006 | | \$ 481,697 |
| | \$ 139,403 | | \$ 461,160 |
| | \$ - | | \$ 126,180 |
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| | \$ 388,409 | | \$ 1,069,037 |
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| | \$ 535,000 | | \$ 690,000 |
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| | \$ - | | \$ 20,000 |
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| | \$ 923,409 | | \$ 1,779,037 |
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| | \$ - | | \$ 80,000 |
| | \$ - | | \$ 25,000 |
| | \$ - | | \$ 30,000 |
| | \$ - | | \$ 70,200 |
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| | | | \$ 36,000 |

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| | \$ - | | \$ 2,880 |
| | \$ - | | \$ 30,000 |
| | \$ - | | \$ 15,000 |
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| | \$ 290,000 | | \$ 290,000 |
| | \$ 245,000 | | \$ 245,000 |
| | \$ 199,900 | | \$ 199,900 |
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| | \$ - | | \$ 160,000 |
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| | \$ - | | \$ 150,000 |
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| | \$ - | | \$ 29,500 |
| | \$ - | | \$ 35,931 |
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| | \$ 734,900 | | \$ 1,445,261 |
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| | \$ 188,509 | | \$ 333,776 |
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Sep-24

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| Income | |
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| LCTS Fund Balance | |
| LCTS 2024 Projected Earnings | |
| SAMSHA/Hennepin County Grant | |
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| Subtotal | |
| | |
| Leveraged Funds | |
| | |
| In-Kind | |
| | |
| Total | |
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| | |
| Expenses | |
| | |
| Staff/Contracted Staff | |
| | LaCroix-Dalluhn Consulting Group |
| | Community Research Solutions |
| | Open (Parent Catalyst Coordinator) |
| | FZM Impact Group |
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| Youth, Parent & Community Programs | |
| | Parent Catalyst Leadership Group (Stipends, Event Activities, etc) |

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| | BIPOC focused Family Engagement Events & Stipends |
| | BIPOC Agency Collaboration and Parent Support |
| | Youth Engagment & Mental Health Well-being |
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| | DOCCR Youth Prevention Programs |
| | |
| | |
| | |
| | District 287 |
| | |
| | |
| | |
| System of Care Pilots | |
| | Awareness & Access |
| | Other |
| | |
| | |
| Training & Capacity Building | |
| | CMHC Scholarships & Training |
| | |
| | |
| General Operating | |
| | General Support |
| | Fiscal Sponsor Fee |
| | |
| Subtotal | |
| | |
| Total | |
| | |

2025 Prelin

| Budget Narrative | CMHC | District 287 |
|--|------------|--------------|
| Estimated Fund balance as of 1/1/24 | \$ 461,751 | \$ 182,782 |
| Estimated LCTS Earnings in 2024 | | |
| SAMHSA: Parent engagement and BIPOC agency collaboration | \$ 126,180 | \$ - |
| | | |
| | \$ 587,931 | \$ 182,782 |
| Leveraged funds from Hennepin County, District 287 or other partners. Hennepin County departments include (BH, PH, DOCCR, & Safe Communities) | | \$12,836 |
| In-kind time from Collaborative partners | \$ 20,000 | \$ - |
| | | |
| | \$ 607,931 | \$ 195,618 |
| | | |
| | | |
| | | |
| Laura LaCroix-Dalluhn, Cati Gómez and team. LCTS (\$56,900) and SAMHSA (\$23,100) Funded (Coordination, strategic initiatives, and engagement programming) | \$ 80,000 | \$ - |
| Cheryl Holm-Hansen | \$ 25,000 | \$ - |
| Coordinator with intent to hire in 2025 | \$ 30,000 | \$ - |
| Fatima (Family Coordination and engagement) (SAMHSA Funded) | \$ 70,200 | \$ - |
| | | |
| | | |
| Parent/caregiver supported activities, stipends, and events (\$36,000 budgeted last couple of years) | \$ 40,000 | |

| | | |
|--|------------|------------|
| BIPOC focused family engagement activities and stipends (\$2,880 SAMHSA stipends) | \$ 40,000 | \$ - |
| Compensation to community agencies to support their parent engagement work (up to 5 agenceies at \$6,000 and \$4,000 LCTS) | \$ 50,000 | \$ - |
| Engagment and training for youth and adults working with youth on mental health supports | \$ 45,000 | \$ - |
| | | |
| | | |
| Ujima, Hope and Nia Program, & Nia 2.0 (Hennepin County Funded) | \$ - | \$ - |
| Art is My Weapon, Dynamic Family Solutions, & Kente Circle | \$ - | \$ - |
| | \$ - | \$ - |
| | | |
| | | |
| Diploma On Case Coordinators (\$182,000 LCTS and \$12,836 District 287) | \$ - | \$ 194,836 |
| | \$ - | |
| | | |
| | \$ 100,000 | \$ - |
| Countywide messaging and coordination for families | | |
| | | |
| | | |
| | | |
| Scholarships, Sponsorships and Training & SBMH Ancillary Training Services (includes staff training) | \$ 25,000 | |
| | | |
| | | |
| | | |
| Communications, supplies, etc. | \$ 15,000 | |
| MN Association of Children's Mental Health, 7.5% | \$ 35,931 | \$ - |
| | \$ 556,131 | \$ 194,836 |
| | | |
| | \$ 51,800 | \$ 782 |
| | | |

| Color Key | |
|-----------|---------------------------------------|
| | CMHC LCTS Funded Programs & Services |
| | SAMHSA Fund ed Programs and services |
| | District 287 LCTS Funded Programs |
| | DOCCR LCTS Funded Programs & Services |
| | In-kind or Leveraged Funds |
| | Mixed Funding streams |

inary Budget

| | DOCCR | Total |
|--|------------|--------------|
| | | |
| | \$ 428,321 | |
| | | |
| | \$ - | \$ 126,180 |
| | | |
| | \$ 428,321 | \$ 126,180 |
| | | |
| | \$ 500,000 | \$ 512,836 |
| | | |
| | \$ - | \$ 20,000 |
| | | |
| | \$ 928,321 | \$ 1,731,870 |
| | | |
| | | |
| | | |
| | | |
| | \$ - | \$ 80,000 |
| | \$ - | \$ 25,000 |
| | \$ - | \$ 30,000 |
| | \$ - | \$ 70,200 |
| | | |
| | | |
| | | \$ 40,000 |

| | | | |
|--|------------|--|--------------|
| | | | |
| | \$ - | | \$ 40,000 |
| | \$ - | | \$ 50,000 |
| | \$ - | | \$ 45,000 |
| | | | |
| | | | |
| | \$ 290,000 | | \$ 290,000 |
| | \$ 185,000 | | \$ 185,000 |
| | | | \$ - |
| | | | |
| | \$ - | | \$ 194,836 |
| | \$ - | | \$ - |
| | | | |
| | \$ - | | \$ 100,000 |
| | | | |
| | | | |
| | | | \$ 25,000 |
| | | | \$ - |
| | | | |
| | \$ - | | \$ 15,000 |
| | \$ - | | \$ 35,931 |
| | | | |
| | \$ 475,000 | | \$ 1,225,967 |
| | | | |
| | \$ 453,321 | | \$ 505,903 |
| | | | |

Governance Committee Meeting Minutes

September 18, 2024

In attendance: Meredith O'Brien, Pat Dale, Pat Vitale, Amy Hanson, Asad Dahir, Jody Nelson, Brandon Jones, Brenna MacDonald, Cathy Rude, Dr. Jenna Mitchler, Triasia Yun-Robinson, Julia Messenger, Krista Phillips, Mark Sander, Melanie Hultman, Molly Coyne, Monica Long, Rachel Harris, Susie Voss, Meghan Hickey, Beth Monroe

Staff: Laura LaCroix-Dalluhn, Cheryl Holm-Hansen, Fatima Muhammed, Cati Gómez, and Stella LaCroix-Dalluhn

Welcome, Introductions & Approval of Meeting Minutes & Agenda

- Jody Nelson motioned to approve the May minutes and Monica Long seconded. Minutes approved.
- Dr. Jenna Mitchler moved to approve the September agenda and Krista Phillips seconded. Agenda approved.

Collaborative Opportunities for Change and Inclusivity

- Pat Dale shared that he is planning to step down as chair of the collaborative and shared that the collaborative has a history of co-chair leadership as well as a history of parent and provider leadership. Pat shared that in the past, when we have had parent co-chair the parent leader qualifies for stipends from time spent with the collaborative and that if we have parent leadership again this will be possible.
 - Laura LaCroix-Dalluhn shared that for the first time in history, the collaborative is clearly defining the role and expectations of the Chair. A draft role description and expectations was presented and she asked for feedback and suggestions on the description, how we share it, and how we go about electing new leadership. Laura highlighted a part in the description, in which she outlines that the Chair should have familiarity with System of Care values and asked if this was important for members of the collaborative.
 - Melanie Hultman shared that she feels it is more important that leadership has strong facilitation skills than knowledge of System of Care values, as long as they are willing to learn more about it.
 - Cathy Rude shared that she feels that the chair could also commit to learning more about System of Care values within a few months of stepping into the role if they are less familiar with it now.
 - Dr. Jenna Mitchler highlighted that the executive team has attended System of Care training in the past and we could do it as a larger group again.
 - Asad Dahir shared that someone with a baseline knowledge of System of Care and an openness to learn more would be great.
 - Fatima Muhammed highlighted that System of Care is an approach, so we should emphasize the importance of knowing how to work with collaborative leadership and

work in partnership with diverse stakeholders, and across sectors. Fatima added that we do not necessarily need someone who is an expert on System of Care as a whole, but someone who knows how to work in these spaces with these approaches would be a great fit.

- Brandon Jones asked how involved the governance committee would be in deciding on leadership other than just voting. Brandon suggested that the prospective leaders could write up an interest page that could be shared with the entire collaborative so everyone could help decide. Brandon clarified that this would not have to be written, they could send in a video or join a meeting to share.
- Fatima highlighted that it may be hard to get this information out and have multiple prospective candidates for this role by our October meeting. Fatima emphasized that we have yet to discuss how we will get this information out and who we will share it with.
- Pat shared that leadership needs to be a part of the collaborative in some way, they could be a member or a stakeholder. Fatima stated that the role description should highlight this requirement.
- Pat shared that he likes this idea of finding time prior to the end of the year for candidates to share their interest and Governance Committee members and community members would have the opportunity to hear from them before they vote in January 2025.
- Laura stated that she would add clarity around strong facilitation skills, building knowledge around System of Care, requirements, a start date, and estimated hours to the role description.
- Laura suggested that we hold a special meeting in late October or early November to hear from prospective candidates. Brandon shared that he likes this idea and suggested it be recorded so everyone interested could view it.
- Brandon asked for clarification around term length, Pat shared that terms are two years, and in the case of chairs and co-chairs, they have typically been elected on alternating years so that there is some consistent leadership.
- Melaine suggested that by electing this chair, we create a standard procedure that we can use going forward.
- Krista moved to add a special meeting for the selection of a chair or co-chair for the collaborative, and Brandon seconded. Motion approved. Laura shared that we have multiple contact lists, we have a list for the governance committee, and a large list of community partners that our newsletter goes out to, and asked who we should share the role description with, Fatima asked that we share it with everyone.
- Pat shared that Hayley Tompkins has been filling the interim PCLG coordinator position for a year now, and it is time to start the process of finding a permanent leader for the PCLG. Pat shared that this is a hired and paid position, and we would like to go through the same process of sharing the job description and getting feedback.
 - Laura shared that the parents serving on the PCLG went through and provided feedback on changes they feel should be made to the description and what they would like to see in a coordinator. Hayley asked if there was anything the parents would like to share or add to the description. Melanie shared that the description

includes a qualification of having five years of experience in mental health or a related field and highlighted that this does not necessarily have to be professional experience, stating that it can also be lived experience, especially if they have experience in the other aspects.

- Melanie shared that she feels that facilitation and conflict resolution skills are most important. Fatima asked that the description be updated to include professional or lived experience.
- Fatima asked what the description means in stating transparency as a key competency. Amy Hanson shared that she feels that transparency means a lack of conflicts of interest. Hayley shared that in discussion with parents, they outlined it as maintaining open communication and transparency in operations and decision-making. Fatima asked that the description be updated to make those expectations clearer, because some may take that to mean they are expected to be an open book about their personal life.
- Laura highlighted that this is a contracted position, currently for about 25 hours a month. Laura recommended that the position be increased to 10 hours a week, 40 hours a month. Melanie shared she feels this is a good idea, Amy and Triasia both agreed. Fatima thanked the parent leaders for investing in this development and giving their time to the betterment of the collaborative.
- Laura shared that the invite has been sent to parents to be part of the hiring committee and opened it up if anyone else is interested in being a part of the process.
- Orientation for new Collaborative Partners
 - Pat stated an orientation for new collaborative members was created this year and there has been interest in having this training regularly available to Governance Committee member and/or interested persons. Laura shared it was suggested we record an orientation and send it out to all members and asked if we should do this now, knowing it is going to change slightly with the new leadership, or if we should wait. Pat suggested that we do it now so that we have it and can make revisions if necessary.
- Progress update on Building Inclusive Environments
 - Pat shared that we have been working on building a more inclusive environment in our meetings. One way we have worked to do this is by holding community partner meetings and inviting an array of people who do not typically attend these meetings.
 - In our first community partner meeting we discussed the economic changes in school-based mental health and then in our second meeting, we discussed how to best support students and families through this shift.
 - Pat shared that we have also reached out to the [National Training and Technical Assistance Center](#) (NTTAC) to help us with this culture shift. Asad shared that the coordination team has met with them twice and has found that while the collaborative has the right philosophy about System of Care values, we do not have the infrastructure in place to fully support those values so we are working on building that infrastructure.

Collaborative 2024 & 2025 Budget Opportunities

- 2024 and 2025 Budget Opportunities
 - Laura requested consideration of a 2024 budget request. The request is a project to further our family engagement work, specifically targeting BIPOC families.
 - Fatima shared a proposal that could further her work in centering the voices of Black, Brown, and Native families and community members on behalf of culturally specific organizations. Fatima asked that people please take a look at the proposal in which she further outlined the goal of this project.
 - Laura shared that this amount would come out of the System of Care pilot work section of the budget. Melanie moved to approve the funding request for the Affinity-Centered Family Engagement for Children's Mental Health Project and Brandon seconded. Motion approved.
 - Laura shared that there is also a proposed revision for the 2025 budget, from Monica Long at DOCCR that we would love everyone's consideration for.

Parent Concerns

- Pat shared that a concern was shared by a parent who was engaged in the PCLG, and the Executive Committee is working to respond the concerns raised. Asad and Fatima are meeting with this parent soon, and we will keep the executive committee, PCLG, and the governance committee updated as we move forward. Pat asked that if anyone have any questions they reach out to him.

Adjournment

- Krista moved to adjourn, and Jenna seconded.