

Executive Committee Meeting Agenda

October 4, 2024 | 9:00-10:30 am

Zoom Meeting:

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

Mission Statement: *The Children's Mental Health Collaborative (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.*

9:00 **Opening Circle (5 min)**

What is your go-to wellness activity?

9:05 **Discussion Items (60 min)**

1. Update on PCLG Parent Concern(s) & Response

Asad and Fatima will share concerns of PCLG parent, and a discussion will follow to outline responses and next steps.

2. Discuss Opportunity to Leverage NTTAC Technical Assistance to Support Next Steps

3. Discuss Proposed 2025 Budget and Process and Timeline for Approval

a. Income (LCTS and SAMHSA)

b. Priority Expenses

4. Recruitment of Collaborative Chair and PCLG Coordinator

a. Defining and Addressing Conflicts of Interest

b. Special November Meeting of Governance Committee to Hear from Candidates (see possible meeting dates below)

1. Immediately before or after the November 20th Community Partner Meeting (12:00-1:30 pm) in person

2. Nov 11, 13, 15, or 18 from 12:00-1:00 pm online

10:15 **Business Actions (10 min)**

1. Discussion of September summary minutes

2. November Community Partner Meeting, In-person [We will secure a meeting location with AV to allow people to join remotely.]

10:30 **Adjourn**

Executive Committee Meeting Summary

September 6, 2024

Present: Asad Dahir, Krista Phillips, Pat Dale, Dr. Jenna Mitchler, Fatima Muhammad, Cheryl Holm-Hansen, Hayley Tompkins, Laura LaCroix-Dalluhn, and Cati Gómez.

Discussions Items

- PCLG Parent Concerns
 - Neerja Singh introduced herself, she shared she is the new area manager of children's mental health and added that she is excited to work with the collaborative and do systems work.
 - Neeja shared that she received a complaint from a parent serving on the Parent Catalyst Leadership Group, PCLG, outlining some concerns she has with the Collaborative. Neerja explained that the concerns Jennifer outlined in the complaint include feeling that the PCLG is ignored, excluded, and prevented from taking part in activities that they used to and that she individually has been disrespected by coordinators including Margaret Sullivan and Hayley Tompkins. Jennifer also shared that the PCLG was told that Fatima Muhammad's work as the Family Engagement Coordinator would be separate from the PCLG, Jennifer outlined that they have little understanding of Fatima's role and negligible communication with Fatima. Jennifer included that she feels very little information from the collaborative flows to PCLG and vice versa. The concerns shared included that there was planning that the PCLG did with Hayley when she was appointed and that Jennifer feels that Hayley has undone this work by bringing in outside agencies to work with PCLG, including, Hayley's previous employer, YMCA Beacons, which Jennifer feels is a conflict of interest. Jennifer shared that YMCA Beacons received \$30,000 to train individuals in Youth Mental Health First Aid, YMHFA. Jennifer included that the WRAP training that PCLG members shared interest in was outsourced for an undisclosed sum of money and that PCLG members were told they were not expected to participate in the WRAP training. The complaint indicated that Laura LaCroix-Dalluhn chose to spend \$5,000 dollars on WRAP training sessions rather than spending \$900 to have a parent from the PCLG trained on how to facilitate training. Jennifer included that she feels the Coordinators have shown they have a lack of confidence in PCLG members by bringing in NAMI to take over some activities, and according to Jennifer, PCLG members feel that they are being encouraged to become NAMI volunteers. The complaint indicated that a PCLG member was invited back to the group without any discussion after this person had been suspended from the group in the past. Jennifer indicated that she ultimately feels that the coordinators are using funds for leaders' pet projects while disenfranchising individuals with lived experiences, and reducing the PCLG to tokenism and that repeated conversations have not resulted in any change. Jennifer included a

recommendation to take a step back and determine how the PCLG can be better incorporated into the collaborative and how the leadership and members of the collaborative can treat PCLG members with dignity and respect and empower PCLG members to lead the way in identifying system improvement. If this is not done, the complaint suggested that leadership be terminated and the Hennepin County Children's Mental Health system be reformed. Neerja shared that Jennifer sent these concerns to Neerja's director and the deputy county administrator, so that's where it is now. She added that she has not had any communication with Jennifer.

- Discussion of Concerns
 - Pat Dale thanked Neerja for sharing and said he felt it important for the Executive team to hear the complaint and discuss it. Pat asked if people felt that the executive team should discuss this independently and bring recommendations back to coordinators/staff. Neerja asked that she be updated on what the executive team decides to do and shared she had to leave for another meeting. Hayley shared that she would be willing to answer any questions that the executive team would like answered.
 - Dr. Jenna Mitchler asked if, at this point, we are in a position where there could be litigation against us.
 - Pat answered that we are not at that point.
 - Asad Dahir shared that he feels it is important that the executive team discusses how to move forward, and members of the executive team agreed.
 - Hayley shared that she feels that there is a difference of opinion on the direction of the work. Hayley is trying to move forward knowing that parent leaders may have limited capacity and that the best change work is done in collaboration. Hayley has been bringing in partners to aid in some of the work, instead of turning the PCLG into a training organization. Hayley added that there has been tension between the parents, and she feels that the majority of parents are on board with this plan and that this parent is not. Hayley shared that everything, including collaborating with partners has been above board and approved by members. Hayley shared that unfortunately, other parents serving on PCLG have brought concerns to her about the parent who submitted this complaint bringing negative energy into the space, and other parents have shared that they do not agree with this parent.
 - Laura shared that she has had discussions with Jennifer in the past in which she stated some of these concerns. Laura shared that Jennifer has had questions about Collaborative resources. She said she shared the budget with her but never received questions about any of the expenses. The Collaborative's budget is public information. Laura added that Jennifer wanted to be trained in how to facilitate WRAP training, but there were differing opinions on whether or not to train parents or coordination staff to build capacity. Laura added that the Governance Committee decided to partner with YMCA Beacons for the YMHFA training in January and the Collaborative's fiscal sponsor, MACMH, has a signed MOU with Beacons to deliver this training.

- Fatima shared that she would like to give kudos to Jennifer for sharing her concerns, this is exactly what we would like parents to do, we want parent voices to be heard. Fatima shared that she has had conversations with this parent in the past, and Jennifer shared things that were addressed in the complaint, and Fatima felt that she was able to clear up misunderstandings and explain her role. Fatima shared that she feels that some of the concerns Jennifer brought up are valid, we have discussed the lack of communication and structure between leadership and the collaborative.
- Pat thanked everyone for providing input and shared that with open meeting law, minutes, and newsletters he feels we have been keeping track of how and when decisions are made which may be important in this discussion.
- Jenna asked if we have ever denied proposals for funding community partners for projects in the past. Laura shared that she does not believe we have denied any funding decision brought before the Governance Committee. Laura explained that we always vet funding decisions through the Executive Committee first. Laura added that we have representation from the PCLG on the Governance Committee, PCLG members are invited to the Executive Committee meetings, but her understanding is that it does not work in anyone's schedule.
- Asad asked what the process was in identifying a vendor for the YMHFA training and asked if we considered other organizations. Laura explained that we regularly utilize our community partners in activities such as this and YMCA Beacons volunteered. We had previously partnered with Change Inc. for YMHFA training, after they volunteered to operate the training as well. Laura shared that this is how the Collaborative conducts most of its partnerships. Pat added that utilizing community partners is part of our collaborative structure. Asad asked, regarding the part of the complaint that claims a parent was suspended, if the PCLG has a formal process of suspension. Laura shared that there is not a formal process of suspending parent participation, and added that she understands the returning parent referenced in the complaint made the decision to leave after not feeling welcome with the parents and previous coordinator. Laura said this parent's decision to leave was shared with the Executive Committee at the time. This parent decided to come back when Hayley became coordinator. Fatima shared that the PCLG does not have a code of conduct and there is no infrastructure in place to suspend or disallow members. Krista Phillips asked if parents are voted in or anything, Hayley answered that anyone can come and go at any time. Hayley added that when she moved into her position, there were co-chairs and some other structures that they moved away from to promote inclusivity. Fatima shared that this complaint may be stating a need for more structure within the PCLG.
- Executive Team Discussion (Voting members only)
 - Pat shared that the executive team decided that they would like to reach out to Jennifer and offer to meet with her. Asad and Fatima will contact her with the goal of giving her a chance to have a conversation outside of the PCLG. Asad will have to check to see if the county is comfortable with him serving as an

executive team member rather than a county representative. Asad will reach out when he knows this. We are unsure whether or not Jennifer stated that she is resigning from the PCLG until this is resolved, but our goal is to have her reconnect with the PCLG.

- The executive team shared it will be important to have clarification and structure outlined for joining and leaving the PCLG. Pat shared that he feels the way we have conducted business is appropriate, but we can improve the PCLG and communication between the PCLG and the collaborative and that this might address some of the concerns outlined within the complaint. Pat said we could reach out to the state to see if they have a process by which we should address this complaint.
- Laura asked about the process of communicating these concerns to the PCLG and the Governance Committee. Pat said that he feels we should let members of the PCLG know that a complaint has been made and that they are working to address it. Pat suggested that we do the same with the Governance Committee with a consistent message.
- Laura suggested that we let the PCLG members know a PCLG parent contacted Hennepin County to share their concerns before this meeting takes place before Executive Committee members meet with Jennifer. She shared she is concerned about maintain communication with parents. Hayley shared that she agrees, she thinks the PCLG may have questions and may want to share how they feel about the concerns of this parent. Hayley asks that we give them time to share.
- Pat said that he will draft a message for PCLG parents and send it to Laura, Fatima, and Asad for review.
- Pat asked Laura to see if the executive team could meet outside of their normal meeting schedule to address the agenda items that we did not have time for today.

Adjournment

- Krista moved to adjourn and Pat seconded.

26-Sep-23

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| Income | |
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| LCTS Fund Balance | |
| LCTS 2023 Projected Earnings | |
| SAMSHA/Hennepin County Grant | |
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| Subtotal | |
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| Leveraged Funds | |
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| In-Kind | |
| | |
| Total | |
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| | |
| Expenses | |
| | |
| 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 |
|---|------------|--------------|
| 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 |
| | | |
| | \$ 388,409 | \$ 1,069,037 |
| | | |
| | \$ 535,000 | \$ 690,000 |
| | | |
| | \$ - | \$ 20,000 |
| | | |
| | \$ 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 |
| | \$ - | | \$ 7,000 |
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| | \$ - | | \$ 150,000 |
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| | | | \$ 25,000 |
| | | | \$ 13,850 |
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| | | | |
| | \$ - | | \$ 29,500 |
| | \$ - | | \$ 35,931 |
| | | | |
| | \$ 734,900 | | \$ 1,445,261 |
| | | | |
| | \$ 188,509 | | \$ 333,776 |
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Sep-24

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| | |
| Income | |
| | |
| LCTS Fund Balance | |
| LCTS 2024 Projected Earnings | |
| SAMSHA/Hennepin County Grant | |
| | |
| Subtotal | |
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| Leveraged Funds | |
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| 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 |
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| | District 287 |
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| System of Care Pilots | |
| | Awareness & Access |
| | Other |
| | |
| | |
| Training & Capacity Building | |
| | CMHC Scholarships & Training |
| | |
| | |
| | |
| General Operating | |
| | General Support |
| | Fiscal Sponsor Fee |
| | |
| | |
| Subtotal | |
| | |
| Total | |
| | |

| Budget Narrative | CMHC | |
|--|------------|--|
| | | |
| Estimated Fund balance as of 1/1/24 | \$ 461,751 | |
| Estimated LCTS Earnings in 2024 | | |
| SAMHSA: Family engagement and BIPOC agency collaboration | \$ 126,180 | |
| | | |
| | \$ 587,931 | |
| | | |
| Leveraged funds from Hennepin County, District 287 or other partners. Hennepin County departments include (BH, PH, DOCCR, & Safe Communities) | | |
| | | |
| In-kind time from Collaborative partners | \$ 20,000 | |
| | | |
| | \$ 607,931 | |
| | | |
| | | |
| | | |
| 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 (continous quality improvement) | \$ 35,000 | |
| Coordinator with intent to hire in 2025 | \$ 40,000 | |
| Fatima Muhammad (Family Coordination and engagement) (SAMHSA Funded) | \$ 70,200 | |
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| Parent/caregiver supported activities, stipends, and events (\$36,000 budgeted last couple of years) | \$ 40,000 | |

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| 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 (YMHFA or other training/programming) | \$ 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) | \$ - | |
| | \$ - | |
| | | |
| | \$ 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 | |
| | | |
| | \$ 576,131 | |
| | | |
| | \$ 31,800 | |
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| Color Key | |
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| | DOCCR LCTS F |
| | In-kind or Lev |
| | Mixed Fundin |

25 Preliminary Budget

| District 287 | DOCCR | | Total |
|--------------|------------|--|--------------|
| | | | |
| \$ 182,782 | \$ 428,321 | | |
| | | | |
| \$ - | \$ - | | \$ 126,180 |
| | | | |
| \$ 182,782 | \$ 428,321 | | \$ 126,180 |
| | | | |
| \$12,836 | \$ 500,000 | | \$ 512,836 |
| | | | |
| \$ - | \$ - | | \$ 20,000 |
| | | | |
| \$ 195,618 | \$ 928,321 | | \$ 1,731,870 |
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| | | | |
| | | | |
| \$ - | \$ - | | \$ 80,000 |
| \$ - | \$ - | | \$ 35,000 |
| \$ - | \$ - | | \$ 40,000 |
| \$ - | \$ - | | \$ 70,200 |
| | | | |
| | | | \$ 40,000 |

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| \$ - | \$ - | | | \$ 40,000 |
| \$ - | \$ - | | | \$ 50,000 |
| \$ - | \$ - | | | \$ 45,000 |
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| \$ - | \$ 290,000 | | | \$ 290,000 |
| \$ - | \$ 185,000 | | | \$ 185,000 |
| \$ - | | | | \$ - |
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| \$ 194,836 | \$ - | | | \$ 194,836 |
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| \$ - | \$ - | | | \$ 100,000 |
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| | \$ - | | | \$ 15,000 |
| \$ - | \$ - | | | \$ 35,931 |
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| \$ 194,836 | \$ 475,000 | | | \$ 1,245,967 |
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| \$ 782 | \$ 453,321 | | | \$ 485,903 |
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| d ed Programs and services |
| CTS Funded Programs |
| Funded Programs & Services |
| eraged Funds |
| ig streams |

Executive Committee Meeting Summary

October 4, 2024

Present: Asad Dahir, Krista Phillips, Pat Dale, Dr. Jenna Mitchler, Fatima Muhammad, Cheryl Holm-Hansen, Hayley Tompkins, Laura LaCroix-Dalluhn, and Cati Gómez.

Discussion Items

- Update on PCLG Parent Concerns & Response
 - Pat Dale welcomed everyone and explained that the executive team would go into a break-out room with Laura and Fatima to discuss updates on addressing the parent's concerns.
 - Asad Dahir shared that he and Fatima Muhammad met with the parent who communicated concerns to Hennepin County leadership about Collaborative and PCLG activities. The goal of the meeting was to better understand the main concerns and how this parent would like to address them.
 - Asad and Fatima shared that the parent outlined their main concerns, including feeling a lack of respect for PCLG members, a lack of communication between the PCLG and the rest of the collaborative, a lack of transparency in decision-making, limited inclusion of parents, and a lack of clarity around resource allocation.
 - This parent also shared some desired changes and outcomes, including further PCLG involvement in budget decisions, increased inclusivity of PCLG members in all aspects of the collaborative, different recruitment methods, and increased PCLG involvement in hiring a new coordinator.
 - In discussing these concerns and desired outcomes, the executive team outlined the following goals and actions.
 - Support trust-building within the PCLG,
 - Provide clarity around the role and expectations of PCLG members,
 - Develop evaluation for PCLG members and collect data from other parents engaged in PCLG, and
 - Further consider bringing PCLG members into the coordinator hiring process and explore holding a PCLG retreat.
- Discuss Opportunity to Leverage NTTAC Technical Assistance to Support Next Steps
 - Laura LaCroix-Dalluhn shared that she feels we should wait on the feedback from families before moving forward with NTTAC. Fatima shared a document she received from NTTAC that outlined how family voice and partnership can be integrated into System of Care work. Fatima suggested we look at this, reflect on it, and come back to have a conversation on the opportunities we have to support these efforts.
 - Pat asked Fatima if this would be a good topic to bring up in conversation with the governance committee, Fatima shared she feels it would be great to have a focused

and open conversation around family input with the governance committee would be great.

- Discuss Proposed 2025 Budget and Process and Timeline for Approval
 - Laura shared that she would like to discuss the income streams, expenses, and timeline for the proposed 2025 budget. Laura shared that we have to have the 2025 budget submitted by the 16th of October. We are in the first year of our three-year contract with MACMH as our fiscal sponsor. Laura shared that we have three primary funding streams, we have the 5% of LCTS funds generated in Hennepin County, the SAMHSA-funded work with Hennepin County, and the In-Kind funding. Laura stated that the family service collaborative coordinators are looking into changing how LCTS funds are distributed within the county to make it more equitable. Krista Phillips shared that it is possible that this collaborative will not see a breakdown in the future.
 - Laura shared that our greatest expenses are staff, Laura shared that she is recommending that we increase the data and evaluation line, the line for the new PCLG coordinator. She stated investments in parent and family engagement has significantly increased. Specifically, the PCLG stipends and community events line, the BIPOC-focused family engagement activities and stipends line, the BIPOC agency collaboration and parent support mini-grants line, and the youth engagement and mental health well-being line. Laura added that Monica Long will present the changes in DOCCR programs, clarifying that they are shifting funds but not increasing.
 - Pat clarified that the governance committee approves the final budget, Laura said yes, but said that the executive committee recommends approval to the governance committee. Krista asked if the various admin costs across the board keep us under the 10%, Laura said that we are under the 10% because we have been moving coordination team member time more solidly under the programming costs. Fatima asked where the request to increase parent stipends for the PCLG came from, Laura answered that it was her recommendation based on what the parents were asking for through PCLG. Pat recommended that the budget be moved forward to the governance committee.
- Recruitment of Collaborative Chair and PCLG Coordinator
 - Pat suggested that this be sent over email due to lack of time, Laura shared that she would send it out.

Adjournment

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