



Hennepin County Children's Mental Health Collaborative (CMHC)
Governance Committee Meeting Minutes
October 20, 2021

Present: Pat Dale, Liz Gronert, Cindy Slowiak, Anna VonRueden, Asad Dahir, Krista Phillips, Katie Perzel, Angela Watts, Cathy Rude, Rob Edwards, Maureen Seiwert, Mark Sander, Liz Franklin, Cathy Moen, Tena Johnshoy Barasa

Staff: Laura LaCroix-Dalluhn, Cheryl Holm-Hansen, Margaret Sullivan

Approval of Meeting Minutes and Agenda

- Cindy/Angela moved to approve agenda, all in favor. Agenda was approved (see attachment 1 for October 2021 agenda).
- Krista/Cindy moved to approve minutes, all in favor. Agenda was approved. (see attachment 2 for September 2021 meeting minutes).

2022 Planning and Work Priorities

- Cheryl reminded us about journey mapping project, hoping to still get more parent interviews because interviewing has been slow. She is hoping to get another final push for the dashboard.
- Cheryl explained the dashboard and identifies some limitations.
 - some limitations include: a delay in getting the data, so the data right now is from pre covid, the data source may not allow us to look at the data how we want to, and the data we want is just not available
 - See Attachment 3 for dashboard indicators
 - Cheryl mentioned it can be tricky to know how to use a dashboard and emphasizes using it to look at the big picture.
- Cheryl asks if there are any questions
 - Margaret: Thought it would be nice if we could capture wait times to get placements, how many families are looking for school based mental health and must be placed somewhere else. Cheryl mentioned we only have this information from a few families, but hopes to get more information on that
 - Angela: Asked if there are data points for children 0-5. Cheryl said we have some screening data, but she would like to connect with Angela to see where to get more data
 - Laura: Mentioned that she found out that the University of Minnesota has done a COVID study on early childhood, so she will try to get Cheryl connected to the PI on the report

- Cathy: asked about public health data and mentioned considering looking at gender, LGBTQ community or race to narrow down what projects to work on based on who is being most impacted
 - Cheryl said that they have tried doing this, but were not able to get all the sources. She has been tracking data from student survey.
 - Cathy reminded group that the student survey will be coming out with fresh data.
- Cheryl brought up that the hopes are to have a website with the current data available instead of data briefs, as well as the new and best resources available
 - She also walked committee through a sample brief on child poverty. Thinks the target audience will be people who care about children's mental health, but who aren't necessarily providers
 - Reminded that parents are not the target audience for the data briefs
 - Maureen: the data briefs are good for advocacy and opening people's eyes to what is going on
- Asad and Cheryl or Laura plan to meet to further discuss some insight that Asad has about the journey mapping project

Committee Project Budget Updates

- Pat: The executive committee made changes to the budget regarding PCLG coordinator wage, but everything else has stayed basically the same (see attachment 4 for September Budget and 2022 Budget)

PCLG Update

- Let's Talk About It: Speaker Renelle Nelson from PACER offered attendees comprehensive information on "Supporting Children with Mental Health Needs at School". November's topic will be "Stories of Success, Gratitude, and Hope" offered by a parent panel on November 16th at 7:00pm.
- There is one, and a possible second, new parent representative joining the PCLG.



Governance Committee Meeting Agenda

Wednesday, November 17, 2021, 3:30 – 5:00pm

<https://us02web.zoom.us/j/87134919231?pwd=S09zSjFGRGhZSGVEN2JBdktEQnEvUT09>

(Call +1 312 626 6799 | Meeting ID: 871 3491 9231)

3:30 **Welcome & Approval of Meeting Minutes & Agenda**

Provide welcome and overview of expectation of voting members and guests. Approve minutes and agenda.

(Meeting materials: October 2021 meeting minutes, November 2021 agenda)

3:40 **Elect 2022-2023 Parent Co-Chair Position**

Nominate and elect parent Co-Chair position for a new 2022-2023 term. Liz Gronert, current Co-Chair of the Governance Committee and current Co-Chair of the Parent Catalyst Leadership Group has agreed to run for this position. Please see her bio online; <https://hccmhc.com/pclg/who-we-are/>.

Nominations will be before and during the meeting. Votes will be made during the meeting.

4:00 **Program and Committee Updates**

- Parent Catalyst Leadership Group & Parent Recruitment
- Data Dashboard and Briefs
- Journey Mapping
- Meeting with Children's Hospitals

4:15 **Business Updates**

- Financing Framework & InterAgency Agreements, 2022-2023
- October Budget & LCTS Reporting
- No December Governance Committee Meeting

(Meeting materials: DRAFT Financing Framework & InterAgency Agreement, October Budget & LCTS Reporting)

4:40 **Partner Updates**

Partners provide updates related to children's mental health opportunities and/or challenges.

5:00 **Adjourn**

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.

Contact CMHC Co-Coordinator, [Laura](#), with any questions

2022-2023 LCTS Financing Framework for All Collaboratives in Hennepin County

ORIGIN DATE: October 13, 1997

APPROVED: January 28, 1999, March 2, 2000, October 1, 2001

REVISED AND APPROVED: February 12, 2002 through June 30, 2003

EXTENDED through December 31, 2003, Approved December 8, 2003

REVISED AND APPROVED July 28, 2004, for the period January 1, 2005 through December 31, 2005

EXTENDED March 2006 for period January 1, 2006 to December 31, 2006

REVISED AND APPROVED January 24, 2007 for period January 1, 2007 to December 31, 2007

REVISED AND APPROVED November 16, 2007 for period January 1, 2008 to December 31, 2008

REVISED AND APPROVED November 19, 2008 for the period January 1, 2009 to December 31, 2009

REVISED AND APPROVED October 22, 2009 for the period January 1, 2010 to December 31, 2010

REVISED AND APPROVED December 1, 2010 for the period January 1, 2011 to December 31, 2011

REVISED AND APPROVED November 30, 2011 for the period January 1, 2012 to December 31, 2012

REVISED AND APPROVED December 11, 2013 for the period January 1, 2014 to December 31, 2014

REVISED AND APPROVED December 3, 2014 for the period January 1, 2015 to December 31, 2015

REVISED AND EXTENDED December 2, 2015 for the period January 1, 2016 to December 31, 2017

APPROVED: November 29, 2017 for the period January 1, 2018 to December 31, 2019

REVISED AND APPROVED: November 18, 2021 for the period January 1, 2022 to December 31, 2022

The following set of principles are designed to guide all Family Services and Children's Mental Health Collaboratives in Hennepin County in their participation in the Local Collaborative Time Study (LCTS) revenue enhancement project administered by the State of Minnesota, and to describe the allocation of LCTS revenues throughout Collaboratives in the county. These principles are also designed to reinforce all Collaboratives' compliance with state and federal rules governing participation in the LCTS project, and to reinforce countywide efforts for all Collaboratives to work together, as well as to encourage local collaborative structures in addressing local issues.

1. Any organization that participates in LCTS revenue enhancement activities must also be involved in a local collaborative and/or countywide collaborative, and through that involvement participate in countywide service coordination efforts.
2. ALLOCATION OF LCTS REVENUES TO COLLABORATIVES IN HENNEPIN COUNTY:
 - A. Hennepin County will withhold up to 5% of all LCTS revenues generated by LCTS organizations in Hennepin County to cover the costs of the County's administration of the LCTS program, as well as the LCTS costs of the State of Minnesota, which are billed to the County annually. The unused balance of these funds will be returned to Collaboratives according to the agreed-upon allocation plan.
 - B. Subject to A above, the Children's Mental Health Collaborative (CMHC) shall receive 5% of all local agency LCTS claims generated in Hennepin County.
 1. All LCTS claims generated by Hennepin County Corrections shall be under the authority of the CMHC and be available for county-wide distribution based on a plan

submitted by the Hennepin Juvenile Detention Alternatives Initiative (JDAI) to the CMHC for its review and approval.

2. All LCTS claims generated by Intermediate School District 287 shall be under the authority of the CMHC and shall be available for distribution based on a plan submitted by Intermediate School District 287 and its member districts to the CMHC for its review and approval. All funds must be dedicated to support the development and operation of mental health supports in the schools.
- C. All remaining LCTS funds shall be allocated to the local Collaborative that the LCTS claiming agency is a part of.
1. LCTS funds can be pooled at a regional level, and a different distribution formula for local LCTS funds can be created by the partner Collaboratives within a region, if they so choose.
 2. Additional funds from local/regional Collaboratives may be added to the countywide program fund or Children's Mental Health Collaborative at the discretion of the local/regional collaborative and its LCTS claiming agencies.
- D. The effective date for implementation of the allocation method outlined in this agreement will be the date that a copy of this agreement is signed by the chairperson of every local Family Service Collaborative and received by Hennepin County.
3. Revenue enhancement activities must be cost-effective, at no net additional cost to any participant, and "audit proof" (able to withstand state and federal audits).
 4. All Collaboratives shall comply with program and financial reporting required by the State of Minnesota, and as also may be specified in Collaborative agreements. Such reports shall be shared with the LCTS Committee.
 5. This Agreement is incorporated by reference into the currently adopted version of the LCTS Interagency Agreement.

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2022 LCTS FINANCING FRAMEWORK AGREEMENT SIGNATURE PAGE

To be signed by the chairperson of each of the Collaboratives within Hennepin County. Copies of official meetings of such Collaboratives noting approval of this plan shall also be attached. The approval and signature of the Collaborative chairperson shall signify that all the partners in such Collaborative, including all LCTS claiming agencies, are endorsing this agreement.

Name of Collaborative: _____

Name & Title: _____

Signature: _____

Date Signed: _____

2022-2023 Interagency Agreement Concerning the Implementation of the
Local Collaborative Time Study among all Family Services
and Children’s Mental Health Collaboratives in Hennepin County

Originally adopted 7/10/03
Revised 1/25/07
Revised 11/16/07
Proposed January 12, 2012
Approved March 5, 2012
Approved December 11, 2013
Approved December 3, 2014
Revised and approved December 2, 2015
Approved November 29, 2017
Revised and approved January 20, 2022

1. This Agreement describes the decision-making structure and financial allocation framework that applies to all Family Services Collaboratives, Children’s Mental Health Collaboratives, and partner agencies operating in Hennepin County participating in the Local Collaborative Time Study (LCTS) revenue enhancement program.
2. This agreement is intended to complement any other agreements which are developed to describe countywide service coordination strategies among all the Collaboratives in Hennepin County. Either document may be amended by its participants without amending the other agreement, so long as such amendments do not create a policy or procedural conflict with the other agreement.
3. This agreement is also intended to complement any other grant agreements, contracts or other legal agreements which may be required to describe the operation of a Collaborative or Collaboratives, and/or the participation of a Collaborative, the county, and other local agencies and organizations in the implementation of LCTS activities and associated compliance and reporting requirements.
4. A LCTS voting committee will be established, and comprised of:
 - A. Up to two representatives appointed by each Collaborative, or up to two representatives from each school district area within each Family Service Collaborative, but not both. One of the two should be a parent or community representative.
 - B. Two representatives appointed by Hennepin County; one of Hennepin County’s representatives will serve as chairperson of the Committee.
5. All participating Collaboratives agree that a LCTS Voting Committee will be convened in an agreed-to location with the option of virtual participation to oversee the development of an LCTS Financing Framework that will describe the allocation of LCTS funds throughout all Collaboratives in the county.
 - B. This Committee will be convened at a minimum of once every two years, and more frequently if necessary, to review and modify the LCTS Framework. Electronic voting on relevant issues or topics, separate from the annual convening, is allowed.
 - C. The Framework requires a super-majority endorsement by all participating Collaboratives,

meaning that the LCTS Committee must secure an 80% majority agreement regarding the Framework from the participating Collaboratives.

- D. The Framework will be incorporated into the LCTS Interagency Agreement approved by all Collaboratives.
 - E. The Framework may be amended from time to time without requiring an amendment to the entire LCTS Interagency Agreement. The LCTS Interagency Agreement and LCTS Financing Framework are separate from any countywide service coordination agreement.
6. Implementation of the LCTS Financing Framework will be done through the Collaboratives, using existing structures:
- A. Local LCTS spending and work plans may be determined by the respective Collaboratives. The LCTS Committee does not have any jurisdiction over the spending plans of other Collaboratives.
 - B. To promote coordination and collaboration in the use of LCTS funds among all the Collaboratives in the county, Collaboratives may elect to communicate their LCTS work plans and budget to all other Collaboratives as requested.
 - C. The Children’s Mental Health Collaborative will communicate their countywide spending and work plans to all Collaboratives in the county, at least quarterly.
7. Per Hennepin County requirement, all Collaboratives must be parties to BOTH the LCTS Interagency Agreement AND LCTS Financing Framework.
- A. Each Collaborative has the right to choose whether or not it participates in the LCTS; the LCTS is not a required activity. Collaboratives that choose to participate in the LCTS must agree to abide by the approved Financing Framework and indicate such by signing the Agreement within the requested time frame. Any Collaborative choosing not to sign the LCTS Interagency Agreement, will be indicating that the Collaborative chooses not to participate in the LCTS
 - B. Any participating Collaborative may withdraw from participation in the LCTS program at any time upon written notice to the LCTS coordinator and other Collaboratives. Any financial commitment of LCTS funds to countywide programs or other countywide activities must be fulfilled for the remainder of the fiscal year of withdrawal.
8. This LCTS Interagency Agreement and Financing Framework shall become effective on the date the executed agreement and/or all authorizing resolutions are signed by the chairpersons of all the Collaboratives participating in the LCTS. Until such time, the Financing Framework currently approved by the LCTS Committee (and attached as Exhibit 1) shall remain in force per the terms of that agreement.

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2021 LCTS INTERAGENCY AGREEMENT SIGNATURE PAGE

To be signed by the chairperson of each of the Collaboratives within Hennepin County. Copies of official meetings of such Collaboratives noting approval of this plan shall also be attached. The approval and signature of the Collaborative chairperson shall signify that all the partners in such Collaborative, including all LCTS claiming agencies, are endorsing this agreement.

Name of Collaborative: _____

Name & Title: _____

Signature: _____

Date Signed: _____

Hennepin County Children's Mental Health Collaborative

2021 ANNUAL BUDGET

31-Oct-21

Statement of Activities

STATEMENT OF ACTIVITIES	Current Month	Year to Date	Annual Budget	Revised Budget	Balance Remaining
Income/Revenue					
Children's Mental Health Collaborative (CMHC)			\$ 560,408		
Unspent funds from 2020			\$ 56,532		
Total Income/Revenue			\$ 616,940		
Detailed CMHC Expenses					
Coordination Team					
CMHC Coordinators	\$ 5,416.67	\$ 54,166.70	\$ 65,000	\$ 65,000	\$ 10,833.30
Wilder Research: General Support for DOCCR/JDAI	\$ 3,574.53	\$ 19,230.81	\$ 32,000	\$ 32,000	\$ 12,769.19
Community Research Solutions: General Support for CMHC	\$ 2,587.50	\$ 16,818.75	\$ 25,000	\$ 25,000	\$ 8,181.25
Grant Writer	\$ -	\$ -	\$ 4,000	\$ -	\$ -
<i>Coordination Team Subtotal</i>	\$ 11,578.70	\$ 90,216.26	\$ 126,000	\$ 122,000	\$ 31,783.74
Parent Catalyst Leadership Group (PCLG)					
Coordinator	\$ 1,475.00	\$ 14,162.50	\$ 18,000	\$ 18,000	\$ 3,837.50
Parent Participation	\$ 900.00	\$ 10,550.00	\$ 19,000	\$ 19,000	\$ 8,450.00
Support Group	\$ -	\$ 1,437.77	\$ 8,000	\$ 8,000	\$ 6,562.23
<i>PCLG Subtotal</i>	\$ 2,375.00	\$ 26,150.27	\$ 45,000	\$ 45,000	\$ 18,849.73
Program & Operating Expenses					
CMHC General Support	\$ -	\$ 5,773.14	\$ 14,900	\$ 18,400	\$ 12,626.86
Scholarships/Training/Sponsorships	\$ 300.00	\$ 1,178.00	\$ 8,000	\$ 8,000	\$ 6,822.00
CMHC System of Care Training & Technical Assistance	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000.00
System of Care Pilot/Project Funding	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 196,333.55
SoC - Journey Mapping Project (\$20,000)	\$ 150.00	\$ 3,666.45	\$ -	\$ -	
Fiscal Agent Fee for NAMI	\$ 400.00	\$ 3,300.00	\$ 3,600	\$ 4,100	\$ 800.00
<i>Operating Expenses Subtotal</i>	\$ 850.00	\$ 13,917.59	\$ 236,500	\$ 240,500	\$ 226,582.41
Total CMHC Expenses	\$ 14,803.70	\$ 130,284.12	\$ 407,500	\$ 407,500	\$ 277,215.88

HSPHD approval is required for modifications within each category of the above line item budget. All line item budget shift requests must be submitted before October 1, 2021



Program and Committee Updates

November 2021

Electing Parent Co-Chair, 2022-2023

The HCCMHC will nominate and elect a representative for the parent Co-Chair position for a new 2022-2023 term. Liz Gronert, current Co-Chair of the Governance Committee and current Co-Chair of the Parent Catalyst Leadership Group has agreed to run for this position. Please see her bio online; <https://hccmhc.com/pclg/who-we-are/>. Nominations will also be accepted the day of the meeting.

2022 Work Plan

The Executive Committee will utilize their December meeting to host a strategy session and further define the 2022 Work Plan. The Meeting will take place in Edina. The results of this session will be shared during the January Governance Committee Meeting. If you would like to join the Executive Committee or learn more about this planning session, please contact Laura.

Journey Mapping

October was a slow month in terms of parent interview sign-ups. Things have really taken off in November and we are on track to complete interviews this month. Thank you to everyone who helped to promote and support this project. We will share some initial information about the interviews in December (including an overview of who participated) and expect to release the full set of results and recommendations in January.

Dashboard Committee

The dashboard workgroup is working on the next several briefs in our children's mental health series, and we will release some new sections to the collaborative in December and January. We are also working on plans to post dashboard information on the website, and discussing ideas ways to begin filling in some of the significant gaps in what available data tells us about the well-being of county youth.