

Executive Committee Meeting Agenda

May 6, 2022 | 9-11 am

<https://us02web.zoom.us/j/89625827320>

Meeting ID: 896 2582 7320 | Dial by your location (phone only or audio): +1.312.626.6799

- 9:00 **Opening Circle & Approval of April Minutes and May Agenda** (5 min) – Liz Gronert
Materials: April Minutes and May Agenda
- 9:05 **Coordination Team Updates & Actions** (20 min) – Laura LaCroix-Dalluhn, Cheryl Holm-Hansen and Margaret Sullivan
Materials: Draft Collaborative Evaluation Plan & Draft Workgroup Process & Decision-Making
- Collaborative Evaluation Plan (Review and Approve) – Cheryl Holm-Hansen
 - Workgroup Process & Decision-Making (Review and Recommend to Governance Committee) – Laura LaCroix-Dalluhn, Cheryl Holm-Hansen, and Margaret Sullivan
- 9:25 **Parent Catalyst Leadership Group Updates** (20) – Liz Gronert & Margaret Sullivan
- Transitions
 - Current and Future Activities and Priorities
 - Other
- 9:45 **Parent Engagement** (70 min) – Laura LaCroix-Dalluhn, Liz Gronert & Pat Dale
Materials: 2022 Workplan
Discuss strategies and capacity to build out the parent engagement work in the 2022.
- What and how leveraging PCLG members and priorities?
 - What and how if in partnership with PCLG members?
 - What and how if in addition to PCLG?
- 10:55 **Next Steps** (5 min) – Pat Dale
- 11:00 **Adjourn**

Executive Committee Meeting

April 1, 2022 | 9-11 am

Opening Circle & Approval of March Minutes and April Agenda

- Krista Phillips moved to approve the March minutes, Jenna Mitchler seconded the motion. Motion was approved.
- Krista Phillips moved to approve the agenda, Cindy Slowiak seconded the motion. Motion was approved.

Collaborative Parent and Community Engagement Progress & Updates

- Parent Catalyst Leadership Group Updates
 - Margaret Sullivan reported they hosted a successful Let's Talk About It, with 42 people attended. She stated next steps with Commissioner Lunde are still being formulated because he wasn't able to respond to all questions. Margaret said she has not been in the loop on all communications and asked to be in the future. She said she was not involved in the decision-making to engage a former PCLG parent for outreach support and their involvement created confusion.
 - Laura LaCroix-Dalluhn clarified she contacted the former PCLG member in order to assist with outreach in the Let's Talk About It events, specifically because the topic was of interest within the African-American community. She said it was an error on her part to better engage PCLG leaders in this decision.
 - Cindy Slowiak asked how we could lift voices or concerns of parents through the Collaborative without bringing issues directly to the Commissioner? She stated we should utilize our Collaborative to address these issues first rather than bringing elected leaders in.
 - Liz Gronert responded by sharing that the Commissioner was brought into the discussion because of an existing relationship between a PLCG member and Commissioner.
 - There was consensus that communication between parents and the collaborative, and collaborative staff, should be increased so there is less confusion on each side.
- PCLG Evaluation. Margaret reported parents would like more input on evaluations. She is working through parent questions about the evaluations and with Cheryl to finalize evaluations for their activities.
- Follow up Let's Talk About It More
 - Parents would like to know who to call when children are having mental health issues other than police
 - Laura asked how to help with the feeling of distrust that parents are feeling with new parent and community engagement
 - Margaret responded that having things not planned for parents by parents is making parents lose interest and/or trust. She shared parents feel that they are

not getting to share their input and that some new members are problematic for the group. Margaret feels that the trust has been lost.

- Liz shared that the former catalyst that has been invited back has created a negative and volatile environment. This member has threatened violence in the past against PCLG members.
- Krista asked if the collaborative should be waiting on parents to come to them with new ideas or if the collaborative should be going to parents with new ideas.
- PCLG parents feel that they did not ask for this or come up with it and are confused because they believe they should be leading the work they are doing
- Margaret shared that she thinks it would be good to bring ideas to PCLG and see what they think about it so they can do a workshop on it before going forward with it. Unless you want it to be a collaborative unrelated to PCLG.
- Finishing the discussion out, Laura asked if the collaborative, with or without the help of PCLG should work to offer alternatives to calling the police. Others would like to know more about the issue and who needs the service.
- Additional Parent/Community Engagement
 - Laura LaCroix-Dalluhn said she is working with Children's Minnesota hospital to schedule a second meeting focused on transitions to and from the inpatient unit
 - Hennepin County SOC Joint Proposal to increase Parent Engagement
 - Laura reported working with Hennepin County to apply for a system of care grant to increase parent engagement to inform children's mental health system and policy changes. Laura stated this work would be in addition to the PCLG work and priorities.
 - If funded, this would bring important matching funds to the Collaborative/
 - There was support for this proposed new position if funded.
- Journey Mapping Next Steps
 - Cheryl Holm-Hansen reported the event was informative and well-run. She said we will need to continue to channel the information into other events.
 - Cheryl would like to develop written reports of parent's experiences specific to audiences, e.g. school, pediatricians, youth programs, etc. She asked for guidance on where to take this next and how much the collaborative would like to be involved. Suggestions about specific groups were offered to Cheryl for further outreach and engagement (case managers, school personnel, school social worker annual meeting, next year's MACMH meeting)
 - Cheryl would also like to get more parents involved in planning these events, will talk more about this with Liz and PCLG.
 - Cheryl has drafted an initial workplan on how to bring this information forward and continue this work, she will continue to communicate with parents to see what they would like next.
- Healing Circles Ad Hoc Committee report submitted in writing.
- New Collaborative voting members
 - Liz Franklin has stepped down as a provider so we need to fill that position.
 - Nita Kumar's position will be replaced in Anoka-Hennepin Schools.

- Brandon Jones was offered by members of the recruitment committee and available. He has a long history of working in children's mental health and has agreed to join us in May. We will need to vote at next meeting.
- Children's Minnesota has offered to meet about joining the Governance Committee as an at-large member. Laura will follow up with them a, their lead staff person to join the collaborative.

Adjournment

- Krista Phillips moved to adjourn, Jenna Mitchler seconded the motion. Motion was approved.

Collaborative evaluation: Workplan overview

UPDATED DRAFT: April 22, 2022

Work priority: Evaluate the work of the Children’s Mental Health Collaborative

Purpose: Track results and impact of collaboratives projects and work

Timeline: January-December 2022

Evaluation of collaborative activities

Recommended strategies

- Develop an evaluation for the data summit (participant engagement, satisfaction, impact, etc.)
- Work with PCLG to develop strategy for evaluating parent engagement activities (including Let’s Talk About It Series) and parent training and support (including monthly support groups)
- Develop evaluation strategies in conjunction with other initiatives developed and implemented through the collaborative (including youth engagement, tools/training related to system access, navigation support, etc.). NOTE: As initiatives are designed, we will need to determine how deeply they should be evaluated – additional resources may be needed to conduct adequate evaluations of these activities

Evaluation of collaborative structure and processes

Recommended strategies

- Conduct **interviews or virtual focus groups with all active collaborative workgroups** – interviews/focus groups will gather information about successes/challenges/next steps
- Conduct **online survey with Collaborative mailing list** (with subset of questions specific to governance board, etc.) – surveys will address perceptions of priorities, communication, decision-making, successes, challenges, etc. Sending survey out broadly will allow some opportunities for broader feedback from stakeholders, while providing opportunities for deeper feedback from people who are more deeply involved.

Overall timeline

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Work with Collaborative leadership/coordination team to develop an overall evaluation approach (including consistent strategies for tracking participation, satisfaction with events, etc.)												
Finalize overall Collaborative evaluation plan (approval from Executive Committee and shared with Governance Board)												
Collect consistent attendance/satisfaction information for Collaborative												
Conduct interviews or virtual focus groups with all active collaborative workgroups – interviews/focus groups will gather information about successes/challenges/next steps												
<i>Develop interview/focus group protocols</i>												
<i>Conduct interviews/focus groups</i>												
<i>Compile interview/focus group results</i>												
Conduct online survey with Collaborative mailing list (with questions specific to governance board, etc.) – surveys will address perceptions of priorities, communication, decision-making, successes, challenges, etc.												
<i>Develop survey protocol</i>												
<i>Conduct surveys</i>												
<i>Compile survey results</i>												
Prepare summary of Collaborative evaluation												
<i>Prepare draft evaluation report</i>												
<i>Share evaluation results with executive committee, governance board, and other stakeholders</i>												

Workgroup Process & Decision-Making 5/2/2022

OVERVIEW

Workgroups have discretion to determine the best way to approach the work, towards the goal of developing a project, or responding to a specific need, for the Collaborative to pursue.

General sequencing of work...

- Gather and review background data to build understanding of project need
- Explore potential strategies to address these needs
- Propose a preliminary project concept → review with Governance Board for input and approval
- Develop a proposed work plan for projects once preliminary concepts are approved → review with Governance Board for input and approval
- Move forward with implementation once projects are approved (or transition to another group or system for implementation if that is built into the work plan)

Information to include in initial concept proposal	Additional information to include in full project proposal
<ul style="list-style-type: none"> • Description of need and purpose • Brief overview of proposed project (<i>What challenges or issues support the need for this project? What data support the existing of these challenges or issues?</i>) • Brief description of proposed project (<i>What do you propose to do?</i>) • Target audience (<i>Who will be reached through this effort?</i>) • Specific project goals 	<ul style="list-style-type: none"> • Work plan (timelines, people/systems responsible) • Evaluation plan • Budget • Completed strategy screen

Coordination team and executive team roles

Recommendation: Each work group includes one coordination team member and one executive team member. Executive team representation will help ensure that the ideas that are being developed align with the Collaborative priorities and resources.

In addition, the roles of the coordination team are to:

- Provide logistical support as requested (scheduling, material preparation), etc.
- Facilitate access to Governance Board
- Ensure that critical stakeholders are engaged in process
- Reduce barriers or challenges to implementation

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2022 Workplan

<p>Strategy 1: Engage Parents & Youth to improve access to children’s mental health services and the responsiveness of services</p>		
<p><i>Why? Increased mental health needs among children, youth and adults has created an opportunity to discuss community level responses to these increased needs.</i></p>		
<p>Goal 1</p> <p>Increase parent and caregiver mental health literacy through PCLG: Let’s Talk About It Series (Parent driven topics of engagement about children’s mental health services)</p>	<p>Goal 2</p> <p>Increase children’s mental health knowledge through community discussions and parent engagement around critical issues impacting children’s mental health – working in partnership with Family Service Collaboratives or key community partners</p>	<p>Goal 3</p> <p>Increase youth knowledge in community discussions around critical issues impacting children’s mental health – working in partnership with Family Service Collaboratives or key community partners</p> <p>Create listening sessions for youth to share their experiences and needs with providers and decision-makers</p>

<p>Goal 1: PCLG: Let’s Talk About It Series (Parent driven topics of engagement about children’s mental health services)</p>	<p>Define Success: Parents and community members increase knowledge about programs and services and provide input and feedback on how the service is delivered to improve responses.</p>
<p>Partners: PLCG, Commissioner Lunde, Family Service Collaboratives, CMH providers</p>	

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Schedule and Plan 1 st Let’s Talk About It	Peggy Larkin	Margaret Sullivan	3/31/22		\$0
2. Promote Let’s Talk About It event through newsletter		Laura LaCroix-Dalluhn	Feb & March		\$0
3. Promote Let’s Talk About It event with FSCs		Laura LaCroix-Dalluhn	Feb & March		\$0

4. Schedule Follow Up Community Meeting [This online meeting will provided follow up information from the first Let’s Talk About It Services and include staff/professionals who lead these programs.]	Peggy Larkin	Laura LaCroix-Dalluhn & Vicky S	April		\$0
5. Offer Healing Circles during the meetings					\$0
6. Develop evaluation tool		Margaret Sullivan/Cheryl Holm-Hansen			\$0
				Total	\$0

Goal 2: Engage parents and community in discussions around critical issues impacting children’s mental health – working in partnership with Family Service Collaboratives or key community partners	Define Success:
Partners: FSCs, CMH partners, school-based MN health providers, schools	

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Outreach to potential partners to lead or co-host community discussions on children’s mental health		Laura LaCroix-Dalluhn	3/31		\$0
2. Planning events with co-leads and healing sessions					\$0
3. Healing Sessions for families					\$0
4. Develop evaluation tool		Cheryl Holm-Hansen			\$0
5. Plan and lead WRAP opportunities for parents and caregivers	Liz Gronert	Margaret Sullivan			\$0
					\$0
				Total	\$0

Strategy 2: Improve coordination and navigation of children’s mental health services	
<i>Why? Access to children’s mental health is not consistent; parents and caregivers state concerns that access is too often driven by who they know, not what is available.</i>	
Goal 1	Goal 2
Increase knowledge through distribution of service continuum mapping. Consider developing a tool and/or training to inform access to system; sample tools/resources include Autism Portal, Help Me Connect, etc.	Increase knowledge and navigation of services through Parent Peer Support training.

Goal 1: Develop tool and/or training to inform access to children’s mental system; sample tools/resources include Autism Portal, Help Me Connect, etc.	Define Success: Increase knowledge and access to children’s mental health system.
Partners: Collaborative Partners, Coordination Team. Broader Children’s Mental Health Providers	

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Joint meeting with Journey Mapping leads and Service Continuum work group to review findings and seek overlap and identify next steps	Jenna and Krista	Laura, Cheryl and Margaret			\$0
2. Meeting with 211 staff to understand data collection and service information		Laura LaCroix-Dalluhn			\$0
3. Identify strategies to increase knowledge to CMH services among parents and providers			Post data summit		\$0

4. Develop evaluation tool		Cheryl Holm-Hansen			\$0
5.					\$0
				Total	\$0

Goal 2: Increase access to Parent Peer Support	Define Success: Parents will have the option to take place in parent peer support training whether they would like to get certified or just learn more
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Partners: PCLG parents, Peer Support Training Partners, MACHMA, MN Dept of Health, etc.

Task	Board Member Staff		Due Date	Progress	Budget
	Responsible	Responsible			
1. Form workgroup to improve access to training			Post data summit		\$0
2. Offer a more informal "Parent Partner" training that doesn't require certification. This could potentially help more communities of color					\$0
3. Offer incremental levels of training					\$0
4. Develop evaluation tool		Cheryl Holm-Hansen			\$0
5.					\$0
6.					\$0
7.					\$0
8.					\$0

Total	\$0
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