

Executive Committee Meeting Agenda

December 2, 2022 | 9:00-10:30 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 November Minutes and December Agenda (5 min)**

Materials: November Minutes and December Agenda

9:10 **Business Updates (20 min)**

1. Family coordinator hiring process
2. Year-end report
3. Parent Catalyst Leadership Group
4. December Governance Committee Meeting – send out for vote
5. FSC Financing Framework Meeting, Dec 13th (Pat & Brandon) – what info would be helpful?

9:30 **Planning for 2023 Work Plan Priorities Discussion with Governance Committee (60 min)**

Materials: 2023 Approved Budget & 2022 Work Plan

- Review 2022 work priorities and progress.
 - Priorities resulting from Journey Mapping (5 presentations; schools had a hard time hearing the information because compliance is not the lens)
 - Workgroup
 - Awareness building – how to access and what do parents need to know.
 - Family center/driven strategies – create a learning collaborative with programs
 - Peer Mentors
 - Grants: Youth gun violence prevention
 - Funding over summer
 - Funding over 2023
 - Grants: Youthworker and Youth engagement
- Discuss opportunities to prioritize family voice into the culture of our work at the Collaborative.
- Discuss workforce priorities and/or resilience
- Better cross over with FSCs – first collaborative meeting

10:30 **Adjourn**

Executive Committee Meeting Minutes

November 4, 2022

Opening Circle & Approval of October Minutes and November Agenda

- Tonya Allen moved to approve the October Minutes, and Andria Blade seconded. All in favor, minutes approved.
- Andria moved to approve the November agenda, and Pat Dale seconded. All in favor, agenda approved.

Business Updates

- Youth Violence Prevention, CHIP RFP, and Timeline
 - Pat provided an overview of recent news in youth violence prevention. Laura shared that the Collaborative made a \$20,000 commitment this past summer, and voted in September to add \$40,000 for similar purposes. She said funding would be sent to CHIP in 2022 and services would be delivered in 2023. Laura has been working with their team to pull together the RFP which is ready to go, in December. Laura said it would be important to provide an update at the next Governance Committee. Pat shared that most of the grants that CHIP gives out are less than \$5,000 so the money we would be giving would go to multiple causes. Laura shared that consideration will also be made for one organization.
 - Laura asked for recommendations on how to promote this opportunity and asked Tonya if targeting schools would be helpful. Tonya answered that it would be great to open it up so people could see if it was a good fit for them. Laura shared that CHIP is working to make the application process more accessible so hopefully more people will be able to apply.
 - Tonya asked if any of the money that the collaborative has access to is currently focused or any that can be focused on workplace development and shared that she feels it's missing from everyone's conversations. Laura responded that we have not led in that space, the closest we get is having resources available for scholarships. Laura said we are going to talk about our 2023 Workplan further and that is an issue that has come up, so she feels we should bring it forward and figure out what our role could be. Margaret Sullivan stated that the peer support specialist could help alleviate some of the needs.
 - Laura shared that there will be a Partners with Youth conference on December 9th, and they are looking for mental health providers to join to provide information on how to support youth in and out of school. Laura then asked if anyone was aware of anyone who would be willing to create a presentation on this and present to this conference, Jenna Mitchler suggested Mark Sander, and Laura said she will reach out to him.
- SBMH scholarship eligibility criteria and application process
 - Laura LaCroix-Dalluhn gave an overview of the recent requests for school-based mental health training scholarships, and the grants passed.

- Family coordinator job description and hiring process
 - The job description has been posted in the newsletter, on Pollen, and on Bus Stop Mamas, several people have reached out, especially through Bus Stop Mamas. Laura asked if anyone here was interested in the hiring process, Cindy shared that Asad Dahir would help.
- Parent Catalyst Leadership Group
 - Margaret shared that it is nice to be doing outreach in person again. The next Let's Talk About It is on November 15th and will focus on Transition Services, 20 people have already signed up.

Planning for 2023 Work Plan Priorities Discussion with Governance Committee

- Discuss potential processes for engaging Governance Committee members online, review key discussion questions and priorities for time with Governance Committee
 - Laura outlined the plan from October to bring ideas for 2023 to the Governance Committee. Laura wanted to have a facilitated conversation to get everyone's input. She said she would like to know if anyone had any recommended facilitation techniques, she was considering the human design thinking process or open space technology, both of which can be used online. Laura suggests conducting it similarly to last year, meeting in person in December to shape it based on what we hear from the governance committee. Cindy shared that she does not know a lot about those techniques, and it may be helpful to understand what we are trying to get out of these conversations. Laura explained what she would like out of the 2023 workplan conversation.
 - Margaret shared that because she is a concrete thinker, these broad questions may not be suitable for a 90-minute meeting, she would vote for a group to widdle it down a little more before bringing it to the governance committee. Laura shared that she suggests taking what we already have, from PCLG, and Cheryl with the Family Driven Strategies group, and when we bring that information in is where we have the larger conversation.
 - Cindy asked if there would be a way to ground us before this conversation, review the evolution of the collaborative, what we've learned from the workgroups, and what Paulette shared, then once we are grounded then have smaller facilitated conversations. Jenna shared that she is thinking about a strategy she uses elsewhere, where they start with a presentation with data about where we are now and then go into further conversations. Additionally, Jenna shared that her experience with design thinking shows that it could work, but the later stages might not fit as well or take more conversation. Cindy asked if this would be a similar structure to the Data Summit, and Laura answered yes. Cindy said that a grounding presentation followed up with reflective questions may be a good way to begin the conversation.
 - Laura reiterated Cindy's suggestions, we should take a few months to plan the workplan, start with the "what" and who we should bring to the table, and then asked if we should use our executive committee meeting to move this forward. Pat stated that he feels Laura and Cati should begin to move the ball and yes, we

should discuss it in the executive meetings. Cindy shared that she could see the November governance meeting as a reflection of the last year, including a debrief from Paulette's demonstration, then introduce how we build on this work and discuss priorities, and then dig a bit deeper to get people's thoughts on those priorities and discuss action and implementation by March 1st. Cindy said it is possible to amend the contract and she has done it before, she would rather take the time and amend it than rush to get it done. Laura suggested that we have a few people talk about what stood out to them this year for the governance conversation, Cindy said that she could talk about the process and why we chose to do it this way to start. Margaret suggested having a set time for discussion to take place that is around 30 minutes, for the most part, that way parents would have more ability to attend.

- Laura asked if people would attend the December meeting since it is on the 21st, Pat suggested that we ask people and then make the decision.

The meeting was adjourned.

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Opening Circle & Approval of November Minutes and the December Agenda

Materials: November Minutes and December Agenda

In Attendance: Krista Phillips, Pat Dale, Andria Blade, Tonya Allen

Staff: Laura LaCroix-Dalluhn, Cati Gómez, Cheryl Holm Hanson, Margaret Sullivan

- Words to describe the current feelings of the Executive Committee:
 - Busy, happy, unsure, floating, guarded and excited
- Krista moves to approve the November Executive Minutes, Andria seconds for unanimously approved.
- Krista moves to approve the December Agenda, Pat seconds for unanimous approval.

Business Updates (20 min)

1. Family coordinator hiring process, Laura

- The LaCroix-Dalluhn Consulting team reviewed the 16-18 applications and held preliminary conversations with applicants to narrow the field by 5 applicants due to the contracted nature of this position. There is a diverse array of new and familiar faces in the pool of applicants for the family coordinator position!
- Asad and Laura will hold the screening interviews today (Friday, December 2) and on Monday.
- The goal is to put out an official job offer by the end of the year, as encouraged by the SAMHSA grant.
- Laura and Asad are coordinating with Andria to put out a final call to participate in an interview panel of no more than 6 people.
 - Asad recommends Jocelyn McQuiter—who is informed and experienced on the county level—to help with the interview process.
 - The interview team is looking for a school partner or family representative to help in the second round of interviews.
 - Krista: Rachel or Annie McDaniels may be a good person to tap for these interviews.
 - Tonya: Somebody from the Bloomington school may be a strong school representative.

2. Year-end report proposal, Cheryl

- Cheryl (& Laura & Margaret) propose creating a year-end report to include in the annual evaluation to highlight the work we have done over the past year and show what the Collaborative is prioritizing in the next year.
- Yearly reports are harder to digest; a public-facing, short and accessible summary of the Collaborative's work (not unlike those of non-profits) is easily distributable and explains what the HCCMHC does for the community.
- An end of year summary report can include grants, updates on transitioning leadership, data, reports, events, survey results, and how it connects to the values of the Collaborative.
- Pat suggests learning into this opportunity for propaganda and communicating key messaging that is reflective and inclusive of the survey remarks and family voices.
- The goal is to have a draft of the summary yearly report by the end of the month for release mid-January!

3. Parent Catalyst Leadership Group, Margaret

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

- The last Let's Talk About It of 2022 was on Transitional Services for Young Adults took place on November 15.
 - Every session is followed with resources pertinent to the LTAI from Margaret or Liz Gronert.
- The PCLG is planning for 4-6 LTAI sessions in 2023 and is taking suggestions for topics and speakers!
 - Pat Dale suggests hosting a night for Emotional Health, this can be provided through Headway Emotional Health.
- The newer catalyst members are increasingly engaged, and Aisha will complete training soon!
- The next WRAP will be hosted on the first two Saturdays in January (01/07/2023 & 01/14/2023) at the Ridgedale Library.
 - The target participant number is 16, but Margaret says 12 is ideal for this group's discussions.
- The PCLG has been able to increase outreach efforts by attending in-person conferences, events, and community spaces
- There is still a need to continue recruiting parent catalyst members
 - Maria Tripeny needs to be recruited up to lead voting member for the parent group (instead of a voting alternate) due to Nadia Glynn's resignation
 - The Executive Committee is still thinking about the best ways to engage families in Governance Meetings amidst conversations about the budget, governance guidelines, etc.

4. December Governance Committee Meeting, Laura

- Laura suggests we cancel the December 21st Governance Meeting with widespread approval from the Executive Committee
- The cancellation of the December Governance Committee meeting will be sent out to voting members for a vote with approval from this Committee
- The proposed 2023 meeting dates will also be circulated for approval.

5. FSC Financing Framework Meeting, Dec 13th, Laura

- Pat and Brandon will be the voting members in attendance representing the HCCMHC.
- In this meeting, the Family Service Collaborative will vote whether to dedicate 5% of its budget to Hennepin County and an additional 5% to the Children's Mental Health Collaborative.
- An organization chart of the HCCMHC structure was suggested by the Family Service Collaborative to help understand the funding and organization of the Collaborative.
 - To clarify the Collaborative holds the 287 money for accountability and transparency purposes
 - To clarify the DOCCR's pilot projects are funded by levy dollars and:
 - RPCF funds are not being used
 - LTCS dollars are not spent by the HCCMHC, the Collaborative only approves the budget and does not benefit from this funding stream and if the DOCCR doesn't spend it, the funds remain untouched.
- Presenting a 3-5 slide exhibiting the work of the HCCMHC and how it leverages an integrated funding stream to increase access to and resources for children's mental health services.
 - Andria advises the Executive Committee to be prepared to answer how money was spent, why the Collaborative went over budget, and the nuances of the 287 funding
 - Take the time to define integrated in this context for those unfamiliar with the Collaborative & its funding streams
- Explain how funding will be spent in 2023 and present 3 main bullets of where the money is going and how it will help increase access to and resources for children's mental health.
 - Margaret will forward numbers to Laura about spending pertinent to the budget.
- Andria is sending out a call before the meeting for all Collaboratives to send in materials for the voting meeting
 - The goal is to have meeting materials by the end of the day on Monday to be sent out with the meeting agenda

Planning for 2023 Work Plan Priorities Discussion with Governance Committee, Laura

Materials: 2023 Approved Budget & 2022 Work Plan

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- In the November Executive meeting the Executive Committee discussed slowing down planning of project priorities amidst the onboarding of the family coordinator; in November, Cindy agreed to help usher in the 2023 rebudgeting in order to move forward with clear, well-constructed priorities and projects.
 - In 2022, the HCCMHC priorities stood around sharing recommendations from the Journey Mapping report and in February, the Collaborative hosted an event from where the most recent workgroups emerged, and new community voices joined the Collaborative.
 - Cheryl gave many presentations around the state, including the MN School Behavior Conference, MN School of Social Work Conference, and a total of over 200 people; the Journey Mapping report was also submitted to the MACMH conference and Hennepin County Leadership team.
 - The peer-support, awareness, and parent-driven strategies workgroups made their debut and progress this year before pausing for reflection and next steps. Highlights and work plans for these committees will be elaborated on in the January meeting!
 - Recurring question: Does the HCCMHC contract out for these pilot programs or do we hire an agency to lead this initiative across Hennepin County?
1. Awareness Workgroup, Laura
 - This group grew out of the 2021 work, taking information from journey mapping process and examining how do people enter and navigate the mental health system.
 - This work was shared with Hennepin County Behavioral Health Services in 2021 who said they are looking internally to address the issues raised by the journey mapping report.
 - Hennepin County is launching a messaging campaign to amplify the voices of youth, vets, and elders
 - MACMH is looking for ways to make this information and mental health services more accessible and user-friendly
 - The Awareness workgroup is looking to see what community partners are doing and how the HCCMHC can amplify their work and fill the gaps between agencies and communities.
 2. Family-Driven Care Workgroup, Cheryl
 - This group focuses on the provider perspective and changing policies and practices to be more inclusive, family centered, and reduce barriers
 - Proposing a learning collaborative model where agencies can commit to work to align their practices with the family driven care model, this is already budgeted for in the workplan
 - To understand how interactions, environment, and evaluations reflect the intentionality if family-driven care in the mental health system
 - Next steps include discussion about whether to run programs/initiative as a Collaborative or to pay others to run a pilot program.
 - Should agencies be able to apply for grants for projects that centralize family-driven care?
 - Another possible training proposal is for parents to familiarize themselves with what expect when entering the mental health system and how to navigate the resources and services available
 3. Peer-to-Peer Support Workgroup, Margaret
 - Increasing the numbers of peer mentors for parents with children in the mental health system, not unlike the green bandana project or other established framework hosted in the school system
 - Many existing programs are either expensive and/or does not go in-dept in parent peer support for children's mental health
 - Next steps include determining what kind of engagement and planning is needed for this training
 - Does the HCCMHC work with families to create a community engagement process, or work with youth serving organizations already in place?
 - Do the HCCMHC give out grants or embark on this initiative ourselves, where would we find that capacity?
- Acute youth gun violence prevention efforts, Laura
 - \$20,000 has already been awarded to community organizations in partnership with CHIP (this funding went through the county where they collected data)

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- HCCMHC made an additional \$40,000 funding commitment for 2023 to directly respond to the acute needs of the community, not unlike the efforts of the family service collaboratives
 - Youth Worker and Youth Engagement Training
 - This is an area of growth for us to address workforce capacity in the mental health and early childhood field
 - Out of school youth workers have seen increased needs for mental health as identified by community partners and supported by the Journey Mapping data
 - A Conference will be held next Friday to help youth workers think about youth mental health and how to address it in their programs
 - \$15,000 set aside for this training but there's concerns about capacity to be trained
 - November Governance committee transitioned from paying for this training to paying for youth workers to do this training for other youth workers
 - Building capacity
 - Brooklyn Park Bridge received grant to look at this issue from a workforce perspective (how to leverage these partnerships)
 - In conversation with school-based mental health partners, there are calls to make a career ladder/lattice to retain and recruit youth workers
 - Youth workers are built into the school systems through community education and community-based programs
 - Conversations and planning in 2022 allows the HCCMHC to dig deeper in 2023
 - This information about grant funding should be included in the slideshow presentation to explain how the budget is spent
- In 2023, one of the Collaborative's goals is to increase partnership with the Family Service Collaborative and address:
 - How to communicate the work of the HCCMHC is pertinent to the family service collaborative
 - Misunderstandings around Collaborative funding (who owns what part of the budget, and the money is spent)
 - Possibilities for greater communication and collaboration, budget discussions oftentimes get in the way of meaningful partnership
 - Possible partnership between the parent groups
- The January Collaborative meeting may include:
 - Discussion around coordinating across the collaboratives
 - Discussion opportunities on how to prioritize family voices into the culture and work of the Collaborative
 - Discussion about workforce resilience and how to build capacity
- Next Steps:
 - Creating a criteria tool to prioritize the Collaborative's work in 2023

Adjourn

- Krista moves to adjourn and Pat closes us out!

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