

Executive Committee Meeting Agenda

January 5, 2024 | 9:00-11:00 am

Zoom Meeting:

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

9:00 **Opening Circle & Approval of December 2023 Minutes and January 2024 Agenda** (5 min)

Materials: December Minutes and January Agenda

9:10 **Business Updates** (45 min)

Materials: Draft Governance Committee Role Description and Draft Outline for Orientation Session

- LCTS Financing Agreement and Funding Approved for 2024
- Fiscal Sponsorship and Contract Updates
 1. Hennepin County Contract Approved on 12/12/23
 2. Fiscal Sponsor Agreement (need signature from MACMH)
 3. Coordination Contracts (2024)
- Outgoing fiscal management with NAMI
 1. Final expenses to be submitted to Hennepin County by NAMI by January 15, 2025
- 2024 Meeting Schedule and Invites
 1. Hc.childrensmentalhealth@gmail.com & Monthly Calendar Invites
 2. Need to reschedule Juneteenth meeting
- 2024 Governance Committee Voting Members (Vote on New Members and Co-Chair)
- Collaborative Annual Report/Evaluation (DRAFT Outline)
- DRAFT Role Description for Governance Committee Member
 1. Discuss signing the agreement
- DRAFT Outline for Orientation Session

10:00 **Work Plan Progress and 2024 Preliminary Priorities** (60 min)

Materials: 2023 Work Plan Progress Report

- Discuss Progress toward 2023 Priorities
- Discuss Preliminary Priorities in 2024

10:50 **Partner Updates** (10 min)

11:00 **Adjourn**

Executive Committee Meeting Minutes

December 1, 2023

Opening Circle & Approval of Minutes and Agenda

- Dr. Jenna Mitchler moved to approve the amended October minutes, and Cindy Slowiak seconded. Minutes approved.
- Krista Phillips moved to approve the amended December agenda with the addition of the LCTS meeting discussion, and Cindy seconded. Agenda approved.

Business Updates

- Fiscal Sponsorship and 2024 Contract Updates
 - Laura LaCroix-Dalluhn shared that the official contract with MACMH is up for a vote on December 12th, we do not expect any issues. Laura is working with MACMH to get contracts in place for all coordination team members.
- Revised 2024 Executive and Governance Committee Meeting Schedule
 - Laura shared that we've been working to get our 2024 schedule in place, and the outlier is finding a time that works for the governance committee because of the request from parents to switch meeting times. We will likely keep the same date, meeting every third Wednesday, but from 12:00 to 1:30 rather than 3:00 to 4:30. Unfortunately, this may not work for Angela Watts. Angela shared that she is not sure if she will be able to attend the meeting if it is at this time, however, she does not want parents to be unable to attend because of her schedule. Laura asked if anyone had any thoughts on what we should do, Angela suggested they keep the meeting time for now and she will try to make it work. Fatima Muhammed shared that the third Wednesday will fall on Juneteenth in June so we may need to make an adjustment. Laura clarified that we would move ahead with the date voted on since one co-chair, Pat, will be available.
- 2024 Governance Committee Voting Members and Recruitment
 - Laura shared that she has been doing outreach to people in different organizations who have not been coming.
 - Wendy Webster is now the mayor, so she stepped down from her position and they do not have anyone in that position yet. Krista clarified that St. Anthony does not have to have their collaborative coordinator representing this piece, this is about their school district representative.
 - Julia from Anoka Hennepin has not responded to Laura's emails, so she will continue to do outreach.
 - Jamie Winter from Children's Minnesota will be stepping down and has connected Laura with other individuals. Laura asked if there were certain people within Children's Minnesota that we would like to target for participation in the collaborative. Cindy suggested that we get participation from a different hospital, one in Hennepin County, she suggested looking at Allina or Fairview. Laura shared that Children's is serving a large number of Hennepin County families, so

she will reach out to Children's, Allina, and Fairview. Angela suggested Thia from Health Partners or Venessa from Hennepin Health. Cindy suggested looking into UCare.

- Laura shared that she heard from Susie Voss of Family Wise that she is interested in becoming a voting member and wanted to see if there is anything we should be aware of before we potentially bring this to a vote, she would take one of the open provider spots.
- Role clarification for Collaborative partners
 - Laura shared that she plans to start to draft job descriptions and orientations for Governance and Executive committees and she is wondering if anyone is interested in doing this work with her. Krista agreed to help review a draft. Fatima highlighted that since there is no compensation, it should be labeled as a role description rather than a job description. Fatima also suggested that we create an MOU with all partners. This would outline what their commitment is to the Collaborative and each other. Fatima agreed to help draft the MOU. Cindy shared that volunteer positions often have written agreements about what they are committing to. This may help add clarification without making it over-contractual. Laura asked if those working in public entities will need approval to sign an MOU. Krista said it would depend on making an MOU for an organization or a person within an organization.
- Vote on Co-Chair in January
 - Laura shared that Pat's position is up for vote. He is willing to continue in this role again, however, we have talked about moving him out of the position since he has held it for so long. He will stay on for now but at any point, he can resign if he would like, and we can find someone to fill the role. Laura asked that people start to think about who a good person would be to fill this role.
- December 20th Governance Committee Meeting
 - Laura asked if the executive committee would be willing to recommend to the governance committee that we cancel the governance committee meeting on December 20th. Krista moved to recommend canceling the governance committee meeting on December 20th and Jenna seconded. Recommendation approved.
- Collaborative Evaluation
 - Cheryl Holm-Hansen shared that we are starting to do the work for the year-end collaborative report, similar to what we did last year. Last year we also surveyed collaborative members and we are planning to do so again.
- LCTS Meeting
 - Laura shared that the LCTS meeting to vote on the 5% set aside for the children's mental health collaborative will take place on December 14th, we need 2 voting members to attend. Last year it was Pat and Brandon, Laura will ask them to represent the Collaborative.

Work Plan Progress and 2024 Preliminary Priorities

- Discuss Progress during 2023

- Laura shared that the coordination team took some time to look over the work done during 2023, and discussed how the work will inform the priorities for 2024.
- Awareness Building
 - Hayley Tompkins shared that her focus coming in halfway through the year has been working with the PCLG to define their role and goals, and they are ready to start focusing on engagement and recruitment in the new year.
 - Fatima shared about some of the parent and family engagement work she has done this year. For the recent community conversation, over 50 parents registered for the parent conversation and 34 parents attended. We had two interpreters and many of the parents who attended were Spanish-speaking. Fatima is conducting the same conversation with different parents and families at different events. The general feedback is that parents want more of this, they feel heard and want to stay engaged. Fatima will continue this conversation, continue working in the community, and continue to find new ways to engage parents and hear their voices in 2024.
- Parent engagement
 - Laura highlighted that she has heard from parents and families that the WRAP training we have done in the last couple of years has been beneficial and many parents want to continue this training in 2024. We will need to get parents trained in facilitating this training. Laura shared that she would love input on how to best lean into this ask and engage families. Angela shared that who is training is very important and having a parent doing the training could be good, but it may be beneficial to find someone who has facilitated this training before and gotten good feedback. Krista agreed and added that it might allow to project to move forward faster and with less cost if we hire someone who is already trained in facilitating this training. Angela suggested reaching out to Liz as well as some other experienced trainers she knows, she will circle back to Laura with those names.
- Youth mental health first aid training
 - Laura shared that the excitement around offering this training was about increasing awareness of mental health concerns and how to address them among people who work with youth. Change Inc. offered to take this on, but they do not have the capacity they originally thought. We struggled to make our original numbers and instead spent some of the budgeted dollars for this work to pay a stipend for trainers. We currently have about 200 people trained, and Change Inc. is saying they are not able to continue in this role in 2024. Laura feels there is value in continuing this work, and it will hopefully be evaluated soon once Change Inc. shares the data with Cheryl. Hayley shared that within the Beacons world, there are a lot of people who would get engaged in this training. Cati has been leading the coordination with Change Inc. and has pushed

to provide training to Spanish-speaking providers and will have Spanish training events. Cati shared that they have heard some feedback that breaking trainings down into sessions may be less overwhelming and allow more individuals to engage.

- Youth Gun Violence Prevention
 - Laura shared that the youth violence prevention grants that we funded will complete their work at the end of the year. Laura has been working with CHIP to get the evaluation data. Laura has reached out to Antonio Smith at Safe Communities because they have funded a number of youth gun violence prevention grantees to stay connected and attend their to be able to recognize mental health gaps and make connections to organizations in the community.

Adjournment

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



Governance Committee Member Role Description

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 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. Any Governance Committee member who is absent three consecutive meetings shall be contacted by the Coordination Team as to whether he or she 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.

D. 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.

E. As a general guideline, Governance Committee members should expect to spend approximately 4 to 6 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.



Governance Committee Member Orientation Schedule

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. The Collaborative's mission is *to provide a form for a diverse and representatives 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.*

1. Welcome & Introductory Meeting – 60 mins [led by Coordinator and/or coordination team]
 - a. Review Mission, Vision & System of Care
 - b. Work plan and priority initiatives
 - c. Structure, committees and staff
 - i. Family Coordination
 - ii. PLCG
 - iii. Governance & Executive Committees
 - iv. School-based mental health
 - v. Providers
 - d. Other partners & family service collaboratives
 - i. LCTS funding; who, what and how
 - e. Understand their goals for participating and interests in children's mental health
2. Follow up after attending first 2 meetings [led by Coordinator and/or coordination team]
 - a. 15 min check-in and/or emails
3. Mid-year check in for new members [led by Coordinator and/or coordination team]
 - a. 15-30 min meeting to assess questions and/or concerns

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2023 Work Priorities Progress Update

[Yellow=Completed, Gray=Partial Completion/Progress, No highlight = No progress]

Long-Term Goal	2023 Strategic Actions	Purpose	Action Steps	Lead/Support	Outputs & Outcomes
Improve responsiveness to, and communications with, families and children through increased access children's mental health services	1. Increase engagement of underrepresented families, with specific focus on BIPOC families, to inform change within the children's mental health system	Engage parents and families to ensure parent, caregiver and family needs are responded to and represented in policy and practice changes	1.1. Each quarter (3 quarters) PCLG will plan and offer a new <i>Let's Talk About It</i> session to parents and community partners. Parents and community partners will identify topics for discussion about children's mental health services 1.2. Identify new community organizations and partnerships to improve communication and access to information about children's mental health services 1.3. Attend community events and meetings led by BIPOC-led organizations and other key children's mental health organizations to learn about critical issues impacting children's mental health and gather parent input to inform practice and policy changes 1.4. Create a process to discern when family challenges and issues raised are identified as having broader practice and policy implications 1.5. Each quarter a list of policy and practice issues and concerns related to children's mental health services will be generated and shared through CMHC Governance and Executive Committees	1.1. Margaret 1.2. Family coordinator, Margaret 1.3. Family coordinator, Margaret, Coordinator 1.4. Cheryl, Laura & new learning community group 1.5. Coordination team & new learning community group	1.1. 150 (45) diverse parents will participate in the training 1.2. 20 new, or renewed, community partnerships will be established by Family Coordinator and Coordination Team 1.3. CMHC will increase the diversity of community partners engaging in its meetings, events and decision-making 1.4. Increased knowledge about policy and practice issues affecting access to CMH services 1.5. Children's mental health providers and stakeholders will understand key barriers to children's mental health services
	2. Increase mental health literacy of	Build knowledge and capacity of	2.1. Identify and train adults to provide Youth Mental Health First Aid training to youth	2.1. Change Inc, Cati/Laura	2.1. Five diverse trainers will be available in Hennepin

	<p>adults working with and raising children and youth</p>	<p>adults working with children and youth in non-clinical settings to support children's mental health wellbeing and mental health needs</p>	<p>workers and adults working with youth in out-of-school time and community programs</p> <ol style="list-style-type: none"> 2.2. Provide Youth Mental Health First Aid training for adults working with children and youth in out-of-school time and community programs 2.3. PCLG will offer Monthly Support Groups online to parents and caregivers 2.4. Provide training resources to families and/or organizations working with children and families to increase knowledge and awareness of children's mental health needs and understand how mental health and trauma are reflected in children and youth behaviors 2.5. Pilot family centered strategies with county case managers to increase awareness of the challenges of communicating with parents. This strategy <p>NOTE: 2.2. Consider expanding services to adults working in schools in Q3 & Q4.</p>	<ol style="list-style-type: none"> 2.2. Change Inc, Cati/Laura 2.3. Margaret, PCLG 2.4. Margaret, PCLG, Family Coordinator 2.5. Coordination team, Hennepin County leadership and case managers 	<p>County to train adults in Youth Mental Health First Aid by end of Q1</p> <ol style="list-style-type: none"> 2.2. 450 (220) diverse youth workers, staff and volunteers will be certified in Youth Mental Health First Aid by Q2 (in time for summer programming) 2.3. 100 diverse parents and/or caregivers will participate in Support Groups 2.4. Increase responsiveness of families and providers to meeting children's mental health needs 2.5. Identify common challenges for providers when listening to family needs, and identify strategies to improve responsiveness based on needs, not eligibility alone.
	<p>3. Increase awareness of families, caregivers, and youth on how to access children's mental health services</p>	<p>Families, caregivers, and youth will know how to access children's mental health services and know why to access CMHC</p>	<ol style="list-style-type: none"> 3.1. Update CMHC website to include outward facing information and resources on how and where to access children's mental health services and better reflect PCLG work and resources 3.2. Share information with community partners, youth workers, parents, and youth to increase knowledge and access to information 3.3. Create process to update web-based information twice annually and implement process 3.4. Create a work plan to expand navigational support for families and caregivers, building off 2022 work group 	<ol style="list-style-type: none"> 3.1. Laura/Stella, Change Inc, YMHFA Trainers, PCLG 3.2. Stella/Laura/Cati 3.3. Stella/Laura/Cati, committee (YMHFA and Change Inc) 3.4. Coordination team 	<ol style="list-style-type: none"> 3.1. CMHC website will be updated with a resource page before Q3 3.2. E-newsletters and information will be shared with expanded and diverse community partners 3.3. Community partners will know how to update information on children's mental health services 3.4. Clear path to expanding navigational services to

			recommendations, e.g. secure funding and identify key partners		families in Hennepin County
	4. Increase access to mental health literacy for youth	Build knowledge and capacity of youth to support children and youth mental health and wellbeing	<p>4.1. Identify and train adults to provide Teen Mental Health First Aid training (or other agreed upon training) to youth in high schools across Hennepin County</p> <p>4.2. Train youth in Teen Mental Health First Aid training (or other agreed upon training) as a key resource in high schools across Hennepin County</p> <p>4.3. Create listening sessions for trained youth to share their experiences and needs with providers and decision-makers</p>	<p>4.1. Laura/Cati & youth serving orgs</p> <p>4.2. Laura/Cati & youth serving orgs</p> <p>4.3. Laura, Cati and Family Coordinator</p>	<p>4.1. Five diverse trainers will be available in Hennepin County to train adults in Youth Mental Health First Aid by end of Q3</p> <p>4.2. 30 diverse youth will be certified in Teen Mental Health First Aid by Q4</p> <p>4.3. Five policy and practice decisions will be identified for improvement</p>
Improve coordination of and access to children's mental health services	1. Improve access to trauma-informed youth mental health services for youth engaged in or directly impacted by gun violence and other violent behaviors impacting children and youth, e.g. increased sexual violence (see student survey data)	Increase trauma-informed mental health resources to youth and families directly impacted by gun violence	<p>1.1 Identify organizations working directly with youth experiencing gun violence and provide resources to support their mental health services</p> <p>1.2 Provide funding to organization to support youth and families directly experiencing gun violence</p> <p>1.3 Create a process to discern practice and policy implications related to youth trauma-informed mental health and gun violence</p> <p>1.4 Convene organizational leaders working to improve trauma-informed youth mental health and reduce youth gun violence to address policy and practice issues</p> <p>1.5 Explore development of county-wide community resource crisis response guide to violence or acute mental health needs of children and youth in schools or community at-large.</p>	<p>1.1. CHIP, Laura</p> <p>1.2. CHIP, Laura</p> <p>1.3. Cheryl, Laura, Coordination Team, & new learning community group</p> <p>1.4. Laura, Coordination Team, & new learning community group</p> <p>1.5. Coordination team and community partners</p>	<p>1.1. A resource list will be created with organizations focused on youth gun violence prevention and mental health – and added to CMHC website</p> <p>1.2. 20-50 diverse youth will receive additional information about youth mental health and learn how to access services and supports</p> <p>1.3. Collaborative tools will be created to track practice and policy change efforts</p> <p>1.4. 3-5 policy and practice issues will be identified for change</p> <p>1.5. Plans to develop a community-wide Crisis Resource guide will be completed and/or a community-wide Crisis</p>

					Resource guide will be completed
2.	Connect youth and families to needed children's mental health services and supports	Help connect youth and families to needed children's mental health services and supports to best meet their needs	<p>2.1. Connect and refer community partners with CMH services and programs</p> <p>2.2. Track navigational support to families seeking early childhood mental health services through the two HUB pilots (Bloomington Public Health and Hen Co Libraries) and identify opportunities to improve ongoing mental health supports to families with young children</p> <p>2.3. Track navigational support to families seeking early childhood mental health services through the two HUB pilots (Bloomington Public Health and Hen Co Libraries) and identify opportunities to expand access to families across Hennepin County</p> <p>2.4. Explore opportunities to expand professional peer support specialists and navigators to across Hennepin County</p> <p>2.5. PCLG will offer WRAP training to parents and caregivers</p>	<p>2.1. Family coordinator & PCLG Coordinator</p> <p>2.2. Laura, CMHC partners, HUB partners & Coordination Team</p> <p>2.3. Laura, CMHC partners, HUB partners & Coordination Team</p> <p>2.4. Coordination Team & CMHC partners</p> <p>2.5. Margaret, PCLG, and family coordinator</p>	<p>2.1. Identify 5 new diverse community partners will engage with CMHC, PCLG and other partner activities</p> <p>2.2. Create list of barriers that make it challenging for families to access services with their young children to address through expansion</p> <p>2.3. A list will be created outlining resources needed for new opportunities to expand navigational services to families with young children through HUB partnerships</p> <p>2.4. A list of new opportunities will be shared with Governance Committee quarterly</p> <p>2.5. 30 parents and/or caregivers will participate in WRAP training</p>
3.	Gather information about and manage access and coordination issues through collective action	Convene stakeholders to address key barriers and challenges in children's mental health services and identify solutions	<p>3.1. Convene providers, practitioners and stakeholders to revisit system of care goals, progress since 2020, and goals for 2023-2024</p> <p>3.2. Convene BIPOC-led or focused Children's Mental Health providers to identify barriers and needs to improve coordination and access to CMH services</p> <p>3.3. Convene county agencies and community partners to respond to the identified barriers and needs of BIPOC providers and families to increase access for BIPOC families</p>	<p>3.1. Coordination Team and Hennepin County leaders</p> <p>3.2. Family Coordinator, Coordination team</p> <p>3.3. Coordinator, family coordinator, county teams/ reps</p> <p>3.4. Coordinator, Family coordinator, Collaborative partners</p>	<p>3.1. Increased community knowledge and commitment to system of care values and services</p> <p>3.2. 8 community meetings will be led each quarter to elicit barriers and needs</p> <p>3.3. 3 county meetings will be led each quarter to respond to barriers and needs</p>

			3.4. Convene community stakeholders to increase knowledge and capacity to respond to the identified barriers and needs of BIPOC providers and families to increase access for BIPOC families		3.4. 1 community stakeholder meetings will be led each quarter to respond to barriers and needs
Increase data-driven decision making to improve the children's mental health service system	1. in partnership with the Hennepin County, explore conducting an assessment of system values or key implementation issues	Have system implementation data to inform changes identified throughout calendar year	1.1. Create county and community partner group to outline assessment goals, objectives and timeline	1.1. Cheryl, Hennepin County team, & coordination team	1.1. A project plan will be established
	2. Data Dashboard	Share data on children's mental health with partners and use data to track change	2.1. Update website with new data 2.2. Explore opportunities to create specific data for Family Service Collaboratives as requested	2.1. Cheryl, Laura/Stella 2.2. Cheryl & Coordination team	
	3. Evaluate the work of the Children's Mental Health Collaborative	Track results and impact of collaboratives projects and work	3.1. Conduct evaluation of Collaborative Activities 3.2. Prepare 2023 Annual Report to communicate work of Collaborative and partners	1.1. Cheryl & Coordination Team 1.2. Cheryl & Coordination Team	

Executive Committee Meeting Minutes

January 5, 2024

Approval of Minutes and Agenda

- Krista Phillips moved to approve the December minutes and Tonya Allen seconded. Minutes approved.
- Cindy Slowiak moved to approve the agenda, amended with the addition of discussing the cadence of meetings in 2024 and Krista seconded. Amended agenda approved.

Business Updates

- LCTS Financing Agreement and Funding Approved for 2024
 - Laura LaCroix-Dalluhn shared that the financing agreement and funding for the collaborative were approved in December. This annual agreement will be up for consideration again in December of 2024 for the following year. Laura thanked Pat Dale and Brandon Jones for being there to vote on behalf of the collaborative. Lastly, Laura reminded the team that there are still ongoing conversations about changing the overall formula of how resources are distributed within Hennepin County. Pat thanked Laura for all the work she has done.
- Fiscal Sponsorship and Contract Updates
 - Laura shared that Hennepin County approved the new contract with MACMH as our fiscal sponsor. Now that that is approved, Laura is working with MACMH to get the fiscal sponsor agreement signed and working with Cheryl Holm-Hansen, Fatima Muhammad, and Hayley Tompkins to complete coordination contracts for 2024.
- Outgoing fiscal management with NAMI
 - Laura shared that we granted the school-based mental health scholarships to individuals who applied for them, however, one recipient has not submitted their paperwork long past the due date. Laura has emailed this person multiple times from different emails, called, and left messages, and has not had any response. Laura asked if that person provides the paperwork asking for the scholarship, should we turn them down or go through that process with NAMI even though that may slow them down. Pat and others feel that Laura has done her due diligence and if that person reaches out we should turn them down.
- 2024 Meeting Schedule
 - Laura shared that the calendar invites for 2024 have been sent through the collaborative's Gmail account, hc.childrensmentalhealth@gmail.com.
 - Laura also shared that we landed on having the governance committee meetings on the third Wednesday of the month still, but from 12:00 to 1:30 PM now, allowing more parents to attend. The June governance committee meeting does fall on Juneteenth so we will need to reschedule for another day. Laura asked if

there was a preference on when to meet in June. Angela Watts clarified that we did not meet in June 2023 and canceling the meeting could be an option. Pat proposed moving the meeting to the fourth Wednesday of the month on months when there are conflicts, such as MEA week in October or the holiday season in December.

- Angela raised the idea of having the governance committee meet less, possibly bi-monthly to increase capacity. Laura agreed that this could be a good idea and stated that discussions about this in the past have led to decisions to keep the monthly meetings. Nonetheless, she is open to the governance committee meeting bi-monthly or even having alternating monthly meetings between the executive and governance committees. Cindy shared that she leans toward keeping the monthly meetings, especially because we have already discussed canceling three meetings this year. However, Cindy shared she is interested in structuring the meetings differently to have business-focused meetings and discussion-focused meetings on alternating months. Krista agreed, that is what she took away from past discussions with the governance committee and she feels it would be a good idea. Tonya shared that from her perspective as a provider, there are a lot of meetings and prioritizing these meetings can make it difficult to always attend and be engaged. Dr. Jenna Mitchler agreed with Tonya, she loves being a part of this group but with the time constraints, it is difficult. Angela thanked Tonya and Jenna for the transparency and shared that she has been sensing the struggle from many individuals involved in the collaborative and has struggled with the time constraints herself. Cindy shares that she feels the goals and the work plan should be driving the cadence of the meetings, and there is a lot of need for time carved out for discussion. Pat suggested that for now, we shorten the length of the executive committee meetings to 90 minutes and possibly later in the year also shorten the governance committee meetings to an hour. Pat feels this will allow people to maintain and even increase engagement without feeling overwhelmed or disconnected. Angela suggested we bring this discussion back to the governance committee, let's focus on adding value to these meetings while also being intentional in respecting the time constraints of many people involved in the collaborative. Krista suggested including written reports and consent agendas to minimize time requirements.
- Pat moved to change the executive meeting time to 90 minutes starting in February 2024 and Angela seconded. Motion approved. Executive meetings will now be from 9:00 to 10:30 AM on the first Friday of each month.
- 2024 Governance Committee Voting Members
 - Laura shared that Susie Voss from Family Wise has offered to step on as a voting member and Patricia Vitale of Children's Minnesota, who now has Jamie Winter's old role, is excited to work with us. We will have to vote on these new voting members. Additionally, Pat has offered to stay in his role of co-chair for the time being.
- Collaborative Annual Report/Evaluation

- Cheryl shared an outline for the 2023 annual report. This report is supposed to be short, made for the public, and show our goals and accomplishments from the year. For the 2023 report, Cheryl shared that she plans to include a segment on Fatima's family engagement work this year and plans for family engagement in 2024 and has been working with Fatima to gather this information. Additionally, Cheryl wants to touch on the PCLG's strategic revisioning work and will work with Hayley to create the language for this. Cheryl shared she would also like to include the SoC site visit, youth mental health first aid training, violence prevention funding, information on scholarships and training, and lastly, the results of the collaborative survey. Laura shared that she would like to highlight our commitment in 2024 to hold youth mental health first aid training sessions in Spanish. Krista suggested adding a QR code and clickable link that leads to our website so that people can get connected to the collaborative.
- **DRAFT Role Description for Governance Committee Member**
 - Laura shared the draft of a role description that she created. Laura put down that the role governance committee members should expect to spend four to six hours a month on their work with the collaborative but felt this may be high and asked what others thought. Angela agreed that number seems like more time than what most people solely on the governance committee spend each month on the collaborative. Laura changed the hours to two to four hours. Angela suggested adding clarity in what are responsibilities and what are expectations of members. Krista suggested further clarifying that it is a voting role in the description. Laura asked if she should share the role description and expectations with current governance committee members now or if we should discuss it in the next meeting. Laura will send it out with the next meeting materials. Jenna shared that she feels this is a great resource and will provide great clarity for new members. Krista suggested offering a group orientation to anyone who is already a member who feels they may benefit.
- **DRAFT Outline for Orientation Session**
 - Laura shared the draft outline she created for an introductory meeting for new members. Laura asked that people look through this and let her know if they have any changes they would like made or any suggestions.

Work Plan Progress and 2024 Preliminary Priorities

- **Discuss Progress toward 2023 Priorities and Preliminary Priorities in 2024**
 - Laura shared that in the last coordination team meeting, they discussed our progress and accomplishments on our 2023 work priorities. Laura shared that we met most of the outcomes within the "Improve responsiveness to and communications with, families and children through increased access to children's mental health services" section. Laura shared she is thrilled with this progress and feels we should update our priorities in this section for 2024.
 - Laura then shared that Hayley has offered for us to consider partnering with Beacons to do further mental health first aid training. Krista clarified, that working with Beacons would reduce the coordination efforts on our end of things because

of their established network and shared that she is in support of expanding this goal into the next year. Pat shared that he agreed.

- Laura then brought up the objective of creating a county-wide crisis response guide to violence, she shared that she feels this could take more time to complete than we originally budgeted for. Angela stated that she agreed.

Adjournment

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