Scott County Children’s Mental Health System of Care Commission met on Friday, October 21, 2011 and the following members in attendance: Scott Hobart, Dr. Bob Anderson, Nicole Mann, Kim Riley, Matt Mendenhall and Marcy Mendenhall. Staff Present: Vickie Miene, Ryan Bobst, Dawn Knutson and Megan Heffernen. Public Present: Judy Collins Absent: Gary Lippe, Scott Crane

I. Call to Order-Introductions
Hobart, Chairperson, called the meeting to order at 12:30 pm.

II. Approval of Minutes September 16, 2011
Marcy Mendenhall made a motion to approve the minutes from September 16, 2011 as written and seconded by Mann. All aye votes, motion carried.

III. Old Business
a. Community Planner Update
Bobst stated he wanted to bring to the attention of the Commission that in his observation from his Community Planner position the community support and excitement of the System of Care, the Commission will have many decisions to make to continue to move forward. Bobst noted his impression that it is important to be able to keep up with the community interest and buy-in. Bobst encouraged all members to reflect on their level of participation in Commission meetings thus far, and how they would like their level of participation going forward. Bobst reminded members that all members bring a unique and important perspective to the group and to think about how the Commission can engage all members equally.

Bobst provided the Commission with an updated version of the Scott County Children’s Mental Health System of Care FY 12 Community Planner Workplan. Bobst stated Knutson and Heffernen assisted in completing a total of 32 focus groups between 6/1/11 and 10/4/11 with 348 participants. This surpassed the originally stated goal of 30 focus groups and 250 participants. Bobst believes the word-of-mouth interest, the need for improvement to the mental health system, and the leadership of the Commission drove the number of participants up. Bobst also stated work has begun on organizing the community panels and community members interested in participating on those panels. Marcy Mendenhall stated that the purpose of the workplans is to be transparent and was in direct response to a question posed by the Scott County Decat Board as to the work and goals of staff.

Bobst informed the Commission that he attended the Scott County Decategorization Board Meeting on 10/3/11 and presented on focus group results and planning foci. Bobst stated that Lori Elam has requested to see an expenditure report on System of Care dollars which were transferred by the Scott County Decategorization Board. Bobst also
stated that on 9/30/11 he facilitated a meeting of several community agency leaders (who represented their agency) in which he disseminated preliminary focus group results to update, educate, and obtain buy-in and agreement that ensures agency participation in System of Care activities. Bobst reported that 20 people were present. Bobst reported that of the 20 people present, 3 were System of Care staff, 4 were System of Care Commission members, and that 18 out of 20 had been present at various focus groups. Bobst stated that the purpose of this meeting was to allow a forum to discuss potential congruence of focus group feedback and agency practice models. Bobst reported that representatives from the following agencies expressed interest in participating in evaluation, family navigators, universal shared release of information, professional development opportunities, children’s mental health service directory, working collaboratively with other providers and adopting system of care values and philosophies: Lutheran Services in Iowa, Bethany for Children and Families, Family Empowerment Services, Genesis Family Medical Center, Family Resources, Vera French, Marriage and Family Counseling, Department of Human Services – Eastern Service Area, 7th Judicial District – Juvenile Court Services. Quad City Health Initiative and Psychology Associates agreed to all pieces except evaluation of service delivery. The Center for Alcohol and Drug Services agreed to all pieces except evaluation, service directory and family navigators.

Bobst stated he attended the Children’s Disability Workgroup for the State-Wide Mental Health Redesign in Des Moines on 10/11/11. Bobst informed the Commission that a majority of the discussion around draft recommendations from the Workgroup included systems of care. Bobst also stated that he shared with the Workgroup during public comment the work Scott County has been doing and the role Scott County’s Decategorization Program has played. Bobst stated the Workgroup requested to review a focus group report and any other related documents that might assist them in their recommendation planning process.

i. Achieving Racial Equality
Bobst provided the Commission with a summary of the instructor training he participated in on October 5th and 6th, as well as additional dates in the future to have opportunities to train and critique himself and other trainers. Bobst informed the Commission that this training has the backdrop of analyzing statistics of disparity and disproportionality within the child welfare system and working with community stakeholders to eliminate those disparities and disproportional contacts with minorities and the child welfare system. Bobst stated that he appreciated the benefit for the training focusing on both personal and internal racism, as well as institutional and structural racism, and what community stakeholders can do to overcome those challenges. Bobst believes this instructor training will help the Scott County System of Care move forward in the cultural and linguistic competence value. In the future, Bobst stated that this training could be offered to System of Care partner agencies and stakeholders and could be a potential revenue source.

ii. Focus Group Results Paper
Bobst requested a motion to approve the Focus Group Results Paper that was sent out to the Commission prior to the meeting. Bobst presented to the Commission a Focus Group
Report. Members discussed focus group report. Anderson made the suggestion to have a shorter summary to provide to legislators and community leaders. Bobst requested Anderson’s assistance in making those proposed changes. Anderson agreed. Bobst informed the Commission that the cost to print and bind 50 color copies would be $143.23 at Scott County. Marcy Mendenhall asked Miene what the cost difference would be to print through the University of Iowa. Miene said that there should not be much difference between the costs.

Mann motioned to approve the Focus Group Results Paper with revisions and approval to print based on completed revisions and most economic printing option. Seconded by Marcy Mendenhall. All Aye votes, motion carried.

b. Family Systems Coordinator Update
Knutson provided the Commission with an updated version of the Scott County Children’s Mental Health System of Care FY 12 Family Systems Coordinator Workplan.

i. Family Team Meeting
Knutson informed the Commission she attended the Family Team Meeting Workshop on October 10, 11 & 12, 2011 where she learned to facilitate community family team meetings. Knutson stated she found the training valuable to her every day communication with families as well as in facilitation of the meetings themselves. Knutson states she envisions the Family Team Meeting process to be very valuable when working with families in the top tiers of the CALOCUS and establishing families with a Navigator. Knutson stated that the process will help build a bond between the family, youth, Navigator and provider of services as well as set uniform goals for family and providers. Knutson stated to meet DHS approval as a facilitator she must attend one meeting as a co-facilitator and one as a lead facilitator. Knutson noted both meetings must be with an approved DHS facilitator and use the FTDM Facilitation Evaluation Form. Knutson also noted that an application for approval would then be submitted.

c. Youth Coordinator Update
Heffernen introduced herself to the Commission. Heffernen provided the Commission with a Scott County Children’s Mental Health System of Care FY 12 Youth Coordinator Workplan. Heffernen stated the role of the Youth Coordinator is to ensure the voice and representation of youth throughout the System of Care. Heffernen stated her time will be divided between addressing system barriers and maintaining a caseload of youth preparing to end their involvement with DHS or JCS. Heffernen stated the object of the caseload work is to advocate for youth and improve their educational outcomes. Heffernen informed the Commission that eligibility requirements for receiving Educational Support from the Youth Coordinator are being drafted under the supervision of Bobst, Lippe, and Hobart. Heffernen stated that Youth Coordinator Educational Review meetings have been scheduled for the 3rd Friday and 4th Wednesday of each month from 10-11am.

Matt Mendenhall informed the Commission of his work with Achieve Quad Cities. Matt states Achieve Quad Cities links youth with services on a more broad level than mental
health. Matt Mendenhall said Achieve Quad Cities is career and goal oriented. Matt Mendenhall discussed their work with St. Ambrose and the data collection from schools and their efforts to help Quad City area youth become active in planning their future. Matt Mendenhall stated there are currently 45-50 agencies working with Achieve. Matt Mendenhall states the difference he observes between System of Care and Achieve Quad City agencies is Achieve Quad City agencies are giving fragmented or specialized care when System of Care is more wraparound structured and mental health based. Hobart added his concerns about school suspensions and coming up with inventive ways to decrease these rates by using community resources and not suspending students.

Marcy Mendenhall discussed the work being done gathering youth resources for a directory. Marcy Mendenhall requested a Community Issues Management presentation at the November commission meeting to demonstrate its potential use within a service directory framework.

i. Family Team Meeting

Heffernen informed the Commission she also attended the Family Team Meeting (FTM) Workshop on October 10, 11, & 12, 2011 where she learned to facilitate community family team meetings. Heffernen voiced agreement with Knutson regarding value and use of the FTM throughout System of Care.

d. Data/Evaluation

i. South Florida Proposal

Bobst stated that he will reiterate the local provider interest in evaluation with Lutheran Services in Iowa, Bethany for Children and Families, Family Empowerment Services, Genesis Family Medical Center, Family Resources, Vera French, Marriage and Family Counseling, Department of Human Services – Eastern Service Area, 7th Judicial District – Juvenile Court Services all willing to have conversations about it. Bobst stated he is in contact with the providers who have not agreed to the evaluation at this time. Bobst made a recommendation to the Commission for a motion that opens a formal bidding process through the University of Iowa to contract with an evaluation team that can perform intensive case reviews on the System of Care values and principles, perform a system of care fidelity measure, have several years of experience conducting such evaluations, as well as train local stakeholders to perform evaluations in the future. Miene informed the Commission that opening a formal bidding process would be time consuming and suggested contracting specifically with the University of South Florida, if that was what the Commission chose to do. Bobst modified his recommendation to the Commission to contract with the University of South Florida for intensive case reviews. Bobst said this recommendation would be for a total of $50,000, plus indirect costs, over two years to develop a baseline for year one, and to show progress for year two. Bobst also recommended to the Commission that a motion for the Commission authorize a total of $20,000 over two years to be used in the form of stipends and reimbursement for families, providers, and local evaluators that participate in the intensive case reviews. Bobst stated that $10,000 would be used each year. Miene stated that there may be limitations as to the amount of dollars allowed to be used for stipends/reimbursement as it will be a research project.
Bobst stated that he spoke with a CALOCUS trainer, Rob Bennaci with Deerfield Behavioral Health, Inc. who stated that the cost of the Train-the-Trainer session lasting approximately 5 hours on CALOCUS for 30 individuals would cost $2,100, plus travel expenses for Rob. Bobst stated that Bennaci informed him that training was not required, though recommended for use of the CALOCUS. Bobst stated that the training cost includes 30 training manuals, but that more can be purchased if necessary. Bobst stated, this training would allow 30 local individuals to train community providers in utilizing the CALOCUS to identify the most appropriate level of care and thus allow providers to make more appropriate matches to services, reducing waiting lists and saving costs. Bobst reminded the Commission of the evidence-base for this assessment tool, which included being evaluated in four other system of care communities and was found to have high rates of validity and reliability in those communities, and when the tool was utilized by a variety of providers across a range of disciplines. Bobst made the recommendation to the Commission for a motion to authorize a maximum of $4,500 to be used for Rob Bennaci’s training costs and associated CALOCUS training supplies.

Members discussed the benefit of CALOCUS versus medical home model. Miene stated concern regarding training on CALOCUS now if the model may change in the future. Miene also noted that Magellan uses the CHI-C, which is different from the CALOCUS. Bobst reported on a conversation he had with Kelley Pennington at Magellan regarding their use with CHI-C and her thoughts on the CALOCUS. Bobst stated that the response from Kelley Pennington was that the CHI-C was an excellent tool for a functional assessment, and that the CALOCUS was an excellent tool for assessing the level of care of a child. Miene noted that the Children’s Disability Workgroup would be making a recommendation on a functional assessment tool, and that she thought it would not be the CALOCUS. Bobst stated that he had conversations with Dr. Michael Flaum who is a Psychiatrist at the University of Iowa Hospitals and Clinics, as well as a representative serving on the Adult Mental Health Workgroup for the State-wide mental health redesign. Bobst stated that Dr. Flaum informed him that the Adult Mental Health Workgroup was looking at the utilization of the LOCUS, which is an adult version of the CALOCUS to be used state-wide.

Bobst requested that motions be held until after discussions regarding the budget occurred.

### ii. Getting To Outcomes

Bobst recommended tabling this discussion to the Operational Planning Committee. Members had no discussion or concerns about doing this.

### e. System of Care Draft Budget

Bobst presented an amended budget to reflect Anderson’s request of a breakout of the evaluation line item, as well as the training modification requested so Knutson could attend the annual conference at the National Federation for Families with Children with Mental Healthcare Needs. Bobst stated that Evaluation was broken into three line items: Team Contract $25,000 SFY 12 and SFY 13, Stipends/Reimbursement $10,000 SFY 12 and SFY 13, and CALOCUS Training $4,500 SFY 12. Bobst stated that based on the
estimated breakdown, an additional $10,500 was placed in the Family Support Funds line item for SFY 12. Bobst stated that $1,300 was transferred from the Commission line item for Travel/Conferences to the Family Systems Coordinator Travel/Conferences line item to alleviate the request to support Knutson traveling to the conference in Washington DC. Bobst made a recommendation to the Commission for a motion to accept the amended budget.

Marcy Mendenhall made a motion to approve the amended budget presented to Commission with new line items. Mann seconded. All Ayes, motion approved.

Anderson made a motion to approve CALOCUS Training budget line item maximum of $4,500 to cover training, travel costs and supplies. Seconded by Matt Mendenhall, all ayes, motion approved.

Anderson made a motion to approve Stipends/Reimbursement budget line item total of $10,000 in FY 12 and $10,000 in FY 13. Seconded by Mann, All Ayes, motion approved. Miene asked Anderson if that money could be used to cover costs for families and youth to attend meetings, in addition to evaluation based on her previous comments. Anderson said yes, that was covered within the line-item.

Anderson made a motion to approve the Team Contract budget line-item for $25,000 in FY 12 and $25,000 in FY 13, with the understanding that monies have yet to be determined how it will be spent. Seconded by Matt Mendenhall. Opposed by Marcy Mendenhall. Hobart opened for discussion. Members discussed the functionality and cost of self-evaluation as it compared to the University of South Florida System of Care evaluation. Members discussed the timeliness of evaluation, self-evaluation by agencies, cost, functionality of evaluation versus the System of Care fidelity. Anderson proposed that each local agency already utilizes a self-evaluation tool, and that staff can review those tools and match variables to system of care values in order to determine how well local agencies are doing. Knutson stated that she was hired to work with families and was concerned that too much of her time would be dedicated to evaluation, and not enough time would be dedicated to serving families. Hobart stated that he wondered if it was necessary to have evaluation in FY 12. Anderson agreed with Hobart. Matt Mendenhall stated that he felt the intensive case reviews would provide validation and standing to the Scott County system of care. Marcy Mendenhall stated that the intensive case reviews will be important to help agencies become familiar with system of care and begin adhering to and implementing system of care policies and practices. Miene suggested to Bobst to talk with Julio at the University of South Florida to see what other system of care evaluation options are offered, other than intensive case reviews. Mann stated that Bobst has spent the previous five months researching options and has been presenting those options to the Commission during that time. Hobart reminded the Commission of Bobst’s comments earlier in the meeting regarding a sense of urgency by the community and the Commission need to keep up with the community. Hobart called for a motion to contract with the University of South Florida for intensive case reviews.
Mann made a motion to approve the proposal to contract with the University South Florida to perform intensive case reviews for a total of $50,000 ($25,000 FY12 & $25,000 FY13), plus indirect expenses. Seconded by Marcy Mendenhall. Aye votes: Mann, Marcy Mendenhall, Matt Mendenhall, Riley, Hobart. Nay vote: Anderson. Motion carried.

i. Spending Protocols
Marcy Mendenhall stated that the Scott County Decategorization Board has been requesting expenditure reports for Scott County. Bobst recommended tabling this discussion due to time restraints. Members had no other discussion and consented.

f. Community Collaborations Update
Bobst recommended tabling discussion on Community Collaborations Update due to time restraints. Members had no other discussion and consented.

   i. Family Navigator Pilot Projects
      1. CHC
      2. Vera French
   ii. ECI – Infant Mental Health Trainings

IV. New Business
a. Meeting Process
Bobst recommended tabling discussion on Meeting Process due to time restraints. Members had no other discussion and consented.

b. Operating Guidelines
Mann presented the Operating Guidelines to the Commission. Mann reported that she assisted Bobst with the Operating Guidelines. Mann informed members that this was a draft and revisions could still be made. Mann stated that the purpose of the document is to orient the Scott County community to the role, leadership, and governance structures of the Scott County Children’s Mental Health System of Care Commission. The document orients new members to the background indicating the need for a system of care, how it is funded, role of the commission, the system of care vision, project scope, the definition of a system of care to include its core values and guiding principles, and the logic model. Mann informed members that there are guidelines as to who will be represented on the committee with a maximum of 13 members and how a new member applies and is accepted to the committee. The roles and responsibilities of the Board Chair, Vice Board Chair, and Commission Members are identified as well as the commission decision-making process. Mann asked the group if they had any questions. Hobart asked if an absent Commission member could send a designated representative to attend the Commission meeting. Marcy Mendenhall stated that a designated representative could attend the meeting, but they would not have voting privileges, rather the purpose would be to relay information. Members agreed on that stipulation. Anderson asked for clarification under the representation from Health. Marcy Mendenhall stated that a representative from the Scott County Health Department or the Quad City Health Initiative could be sought for the purposes of combining shared efforts and not duplicating efforts. Bobst stated that those organizations mentioned both have many projects and much work revolving around children’s mental health.
Marcy Mendenhall made a motion to approve the Operating Guidelines with the revisions of designated non-voting representatives, simple majority vote rule with 2/3rds required for ByLaws changes, and two year terms with a 3 term maximum. Matt Mendenhall seconded the motion, All Ayes, motion carried.

Marcy Mendenhall presented an organization chart for the Commission to review that depicts how the community will transition to be engaged with the System of Care planning and implementation.

i. Transition and Members
Marcy Mendenhall discussed transition of Commission members with the retirement of Almanza and the continued interest of community members in the Commission. Anderson requested an application notice be posted in the newspaper. Marcy Mendenhall estimated the cost of posting to be around $20. Bobst stated staff will collect and process applications. Bobst stated that all applications received will be presented to the Commission for approval or denial by Commission members. Bobst encouraged Commission members to encourage community members to submit applications.

V. Other
Members had no discussion on this topic.

VI. Public Input
No public comment was made.

VII. Next Meeting: Friday, November 18th, 12:30pm-2:30pm

VIII. Adjournment
Marcy Mendenhall moved to adjourn the Commission meeting at 2:40 pm and it was seconded by Matt Mendenhall.