Scott County Children’s Mental Health System of Care Commission
Meeting Minutes
1/20/12

Scott County Children’s Mental Health System of Care Commission met on Friday, January 20, 2012 and the following members were in attendance: Dr. Bob Anderson, Scott Crane, Christine Gradert, Scott Hobart, Rich Landis, Marcy Mendenhall, Dr. Matt Mendenhall, Kim Riley, and Jeff Schweibert. Staff Present: Ryan Bobst, Megan Heffernen and Dawn Knutson. Public Present: Judy Collins, Scott Caldwell, Amanda Wamsley. Absent: Gary Lippe, Nicole Mann, and Vickie Miene.

I. Call to Order-Introductions

Chairperson Hobart called the meeting to order at 12:33 pm. Bobst asked the Commission to welcome Jeff Schwiebert, Superintendent at North Scott Community School District, as the new education representative appointed by the Scott County Decategorization Program Board on 12/5/11. Bobst also asked the Commission to welcome Rich Landis, Chairperson of the Family Panel to the Commission. Bobst also asked the Commission to welcome Christine Gradert, Chairperson of the Provider Panel to the Commission.

Hobart asked for motion to accept Rich Landis, Family Panel Chairperson and Christine Gradert, Provider Panel Chairperson, as members of the Commission representing their prospective panels. Crane motioned to elect Landis and Gradert as members of the Commission representing the Family Panel and Provider Panel respectively. Matt Mendenhall seconded. All aye votes. Motion carried.

II. Approval of Minutes November 18, 2011

Dr. Anderson made a motion to approve the minutes from November 18, 2011 as written. Seconded by Riley. All aye votes, motion carried.

III. Old Business

a. Staff Updates

Bobst asked the Commission if there were any questions or comments about the Community Planner November report, December report, or updated Workplans that were sent to the Commission via email prior to the meeting. The Commission had no questions or comments.

Bobst shared printed copies of the Focus Group Results Summary Version paper. Bobst reported that 125 copies of this Report were printed through Scott County at a rate of $1.25 per copy for a total of $156.40. Bobst reported that this compared to 125 copies printed through the University of Iowa at $5.13 per copy for a total of $641.35. Bobst reported that per the motion at the last Commission meeting, Bobst was instructed to print copies with the most economical source.
Bobst informed the Commission that he had submitted the Focus Group project to the 25th Annual Children’s Mental Health Research and Policy Conference in Tampa, Florida as a presentation and was accepted to present in March, 2012. Bobst noted that the presentation given in Florida can be replicated multiple times. Bobst requested approval for funds of up to $500 to cover supplies related to developing the presentation. Landis asked if the presentation was the same as the presentation shared with the Family Panel, and Bobst confirmed the presentation was the same. Dr. Anderson asked if the Commission would receive a report on the Conference and other future presentations. Bobst reported that the Commission would receive updates. Marcy Mendenhall motioned to approve $500 to cover supplies related to developing the Focus Group Presentation for the conference in Tampa, Florida. Dr. Anderson seconded. All Aye votes. Motion carried.

Bobst presented a crosswalk of staff roles to be shared with the community. Bobst explained that this document came out of community and Commission questions of which staff to contact, when they contact, and why they contact. Bobst said that this process allowed staff an opportunity to more formally solidify roles and responsibilities. Dr. Anderson requested the crosswalk be sent to him electronically. Bobst will follow up on this request.

Heffernen reported she is currently providing Educational Support to three youth. Heffernen explained the Educational Support Summary document that was sent electronically to the members is a brief overview of the Educational Support service. Heffernen stated she has been drafting templates to track individual youth goals and educational outcomes. Heffernen plans to draft a monthly report on Educational Support outcomes that will be shared with Commission members. Dr. Anderson asked about caseload and to define the outcomes she is tracking. Marcy Mendenhall and Heffernen reported case load is flexible at this time based on severity and longevity of cases. Marcy Mendenhall reported Heffernen’s time allocation is half time education and half time youth advocate. Heffernen stated DHS and JCS are giving fewer cases at this time until a more defined system is in place for referrals. Hobart states recidivism in juvenile court is one outcome they will be tracking. Heffernen states appropriate trackable outcomes will be determined as the process moves forward. Matt Mendenhall asked about the anticipated number of adolescents that could be referred. Hobart stated they are triaging the cases on an individual basis and trying not to overwhelm Heffernen.

Heffernen reported that she attended the Iowa CAPS (Collaboration of Agencies for Permanency & Stability) conference in Council Bluffs, IA on January 12, 2012. The conference was a kick-off for a grant-funded initiative to improve educational outcomes for youth in foster care in Council Bluffs and Sioux City, IA. Heffernen plans to collaborate with CAPS regarding the Educational Support service she is providing in Scott County. Hobart noted this would help with communication to schools.

Heffernen reported she is registered to complete a free Iowa Youth Dream Team facilitation training on January 31 and February 1, 2012 in Ottumwa, Iowa.
Knutson asked Commission Members to review the Scott County Kids Children’s Mental Health System of Care draft brochure which was emailed to each Commission Member prior to the meeting. Knutson stated there are frequent requests from agencies and families for information on the System of Care as well as contact information. Knutson has been in contact with Vickie Meine for comparison cost of printing through the University of Iowa. Knutson has not received print pricing from Meine. Knutson reported Scott County print costs are: 500 = $77.45, 750 = $114.03, 1,000 = $150.60. Knutson recommended a motion be made at this meeting with or without changes and approval of cheapest printing cost in order to move forward with the printing process.

Hobart mentioned the brochures will help to advertise the System of Care services and will be beneficial to give to families or have in lobbies of healthcare providers. Anderson suggested to simplify wording on inside page one. Landis suggested adding “one-stop-shop”. Heffernen suggested adding website and office hours. Landis motioned to approve printing of System of Care brochure with discussed changes at quantity of 1,000 colored copies by Scott County for an estimated cost of $150.60. Crane seconded motion. All aye votes. Motion carried.

Knutson reported she is compiling a Monthly/Year-To-Date Call Report which she will provide to Commission Members monthly. Knutson is tracking referral sources, requested services, resource options given and number of monthly and year to date calls. Marcy Mendenhall stated this helps leverage the time of providers. Dr. Anderson compared the services to the I-Smile program and stated the brochure would be beneficial for agencies to use as a hand-out with families. Schweibert stated there is a demonstrated need of knowing where to go for services. Marcy Mendenhall gave the example of the community responding to identified needs when Scott Community College began to offer an anger management class.

b. Community Panel Updates

Bobst stated that the Provider Panel has met three times and has developed a structure and process for how they will address issues and have discussions. Bobst shared a roster of members for the calendar year 2012 with the Commission. Bobst stated that much of the work thus far of the Provider Panel has been related to the Universal Release and the Service Directory. Bobst stated that community providers have identified internal absolute pieces to include in a Universal Release, and that Bobst has facilitated discussion on how to incorporate all of those pieces into one document. Gradert informed the Commission of the Provider Panel work on the Universal Release. Gradert stated the Provider Panel shows confidence in the Universal Release due to the Office of Civil Rights being willing to review and approve of the release. Gradert stated the Provider Panel is creating a work plan that she hopes to keep in sync with the state mental health redesign. Bobst asked Scott Caldwell for public comment regarding the Provider Panel since he attends. Caldwell stated he felt it is a great process and there is
good participation. Caldwell confirmed there will be an additional System of Care presentation for new members as they come on board.

Heffernen reported the Youth Panel participation has been increasing. Heffernen recommends the Youth Panel complete an application to become a local chapter of a national group called Youth M.O.V.E. (Motivating Others through Voices of Experience). Heffernen stated, Youth M.O.V.E.’s mission aligns with that of the Youth Panel, includes a small annual fee of $100, and defines youth as 13-25 but is open to all ages. Heffernen stated becoming a chapter of Youth M.O.V.E. would allow Youth Panel participants the chance to be supported, part of something well established, and involved in conferences or other state/national level activities. Heffernen’s recommendation is evidenced through the support given from current Youth Panel participants, feedback from youth advocates including Jill Kluesner, Youth Coordinator, from Dubuque’s Community Circle of Care, and documented research on youth groups. Heffernen stated the application requires the identification of a youth leader. Heffernen reported a Youth Panel participant has expressed interest in this role. Heffernen said the next application deadline is March 1, 2012. Crane asked about associated cost. Heffernen discussed an annual fee of $100. Dr. Anderson asked if this group was in alignment with the System of Care values and principles. Heffernen confirmed. Knutson commented that Youth M.O.V.E. was a large part of the Federation of Families conference she attended in Washington, D.C. with many youth attending. Dr. Anderson requested to table further discussion or motions until the February Commission meeting. Dr. Anderson also requested Heffernen to send the Commission the website and any additional information regarding Youth M.O.V.E. to review prior to next month’s meeting.

Landis informed the Commission the Family Panel has met 3 times. Landis presented to the Commission the draft structure for a Family/Provider Fair for May Mental Health Month being planned by the Family Panel. Landis stated the importance of education and support the Fair will provide to local families. Landis stated it will help families to not feel alone in their issues. Dr. Anderson inquired if other agencies had been approached to help with the Family Fair. Knutson stated National Alliance on Mental Illness, Scott County and Building Forever Families are both interested. Knutson will be meeting with Iowa Kids Net to discuss plans. Marcy Mendenhall noted the importance of celebrating the family voice.

c. Data/Evaluation Update
Bobst reported that in conversations with Rob Bennaci from Deerefield Behavioral Health, CALOCUS training would be available in Scott County on May 9, 2012. Bobst reported that he forwarded this information onto Miene who will organize the contract with Rob Bennaci as previously approved by the Commission. Bobst stated the contract will include the training of 5 local trainers so further cost will be incurred for evaluations. Bobst reported that Miene and Steve Roggenbaum with the University of South Florida have been in discussions about contracting. Bobst reported that the University of South Florida is in the process of developing a recruitment strategy for engaging providers and
families in the evaluation. Bobst stated that the group from the University of South Florida is slated to come either the last week in March, or the first week in April. Bobst stated the contract will include training of five local people in the evaluation process so further evaluations will be sustainable. Crane inquired about the timeline for completion of the contract. Bobst stated it is in the system at the University but does not have specifics for when it will be completed. Marcy Mendenhall recommended the Commission request a timeline for completion so the SOC can move along in this process. Crane and Schweibert agreed with this recommendation and asked Marcy Mendenhall to inquire as to a timeline for completion of the South Florida evaluation contract with the University of Iowa.

d. System of Care Budget
Bobst provided the Commission with the Scott County Children’s Mental Health System of Care State Fiscal Year 2012 Expenditure Report and Billing. Bobst estimated that the project had spent approximately $88,535.75 between July 1, 2011 and December 31, 2011. Bobst stated that the expenses listed on these sheets represent known expenses to Bobst and that these expenditures have not been reconciled with actual expenses from the University of Iowa. Bobst also shared Projected Expenses with the System of Care budget for each line-item. Bobst stated that these projections are estimations without any actual expenses reported. Bobst stated that there should be approximately $105,708.16 in surplus for the State Fiscal Year 2012. Hobart asked what the estimates are based on. Bobst stated he has known expenses to his PCard account with the University of Iowa, but that the original transfer money has not been reconciled by the University of Iowa. Marcy Mendenhall stated System of Care has not received the actual expense reconciliation report from the University of Iowa. Matt Mendenhall asked why this was taking so long. Crane recommended the Commission get a timeline from the University as to when this will be completed. Marcy Mendenhall informed the Commission that Vickie Miene would be invited to the next Scott County Decategorization Fiscal Committee Meeting on February 6, 2012 to discuss sustainability and expenditure reports.

Bobst stated that he had some suggestions on how to utilize some of the surplus dollars. Bobst stated that these suggestions included applying some funds to cover the additional indirect cost associated with the evaluation contract with the University of South Florida, which was $12,496. Bobst also suggested spending no more than $10,000 on the Family Fair that the Family Panel is organizing for May Mental Health Month. Bobst suggested utilizing no more than $5,000 to help cover the costs of printing community resource guides with Early Childhood Iowa and Decat. Bobst suggested utilizing $25,000 for either urgent care psychiatric appointments or to implement a recruitment and retention strategy for mental health providers. Bobst suggested utilizing $20,000 for branding and marketing purposes. Bobst suggested utilizing $15,000 towards an administrative assistant shared between Early Childhood Iowa, Decat and System of Care staff. Bobst stated that this individual would help in administrative tasks, scheduling, minutes, and other tasks as assigned. Bobst suggested utilizing an additional $10,000 in training and capacity building funds based on the identified community need for additional
opportunities. Bobst informed the Commission that there would be $8,212.16 remaining surplus dollars.

Dr. Anderson asked if the surplus dollars included the salary for the Family Navigator positions. Dr. Anderson also asked if the Family Navigators would be hired by Scott County or through the University of Iowa and if this would be completed prior to July 1, 2012. Marcy Mendenhall responded that those issues were yet to be determined. Bobst stated there are meetings in process with both Vera French and Community Health Care to solidify the Family Navigator Pilot Project.

Matt Mendenhall asked about the timeline and urgency for an administrative assistant. Marcy Mendenhall reported this position would be helpful for marketing and administrative duties. Bobst also stated that system of care staff have been engaging the community more and more for presentations and information sharing, and having an administrative assistant would help with freeing up staff time to be out in the community on a more regular basis. Marcy Mendenhall stated the funding would be $15,000 from System of Care with additional funding from Scott County Decategorization and Scott County Early Childhood Iowa. Crane stated he did not want this position to be hired as a University of Iowa employee. Matt Mendenhall motioned that $15,000 of SFY12 Estimated Surplus be allocated towards an Administrative Assistant position to be hired as a Scott County Kids employee. Schiebert seconded. All ayes. Motion carried.

Crane clarified that the motion had been passed to approve all South Florida contract expenses, including indirect expenses. Bobst stated this is true. Crane then said that line item should not be included in the suggested uses of the estimated surplus. Bobst will remove this suggestion and ensure current dollars will be utilized to cover the indirect expenses associated with the South Florida evaluation contract.

Commission members had discussion about the remaining suggested uses for the estimated surplus and it was agreed that the remaining suggested expenditures for the SFY 12 Estimated Surplus be tabled until the Commission has received a reconciled budget from the University of Iowa.

e. Commission Applications
Bobst stated that via public invitation, the Commission received four applications for admission for three available Commission positions. Bobst shared a front and back print out of each application that was altered to ensure anonymity of applicants. Bobst recommended to the Commission to admit applicants 1 and 4 for community stakeholder representatives and applicant 3 for the health representative. Dr. Anderson requested that this be tabled until February so references could be checked by staff. Bobst clarified to see what information the Commission would like to receive from references. Dr. Anderson stated that it would be helpful to see how the applicants interact with boards and the professionalism of each applicant. Crane also discussed reviewing the need for diversity on the Commission and examining what applicants can bring to the Commission. Bobst will check on policies for diversity and references and send this information electronically prior to the February Commission meeting.
IV. New Business
   a. Priorities
      i. Family Navigator Pilot Project
      Knutson shared a Family Navigator Eligibility Criteria sheet to the Commission. Knutson stated the Family Navigator eligibility Criteria document was adapted from (Advocacy Services for Kids (ASK) and Wraparound Milwaukee. Knutson suggested this document be adopted as a policy for families/youth to qualify for Family Navigator services. Dr. Anderson discussed his concerns regarding the amount of qualifications that must be met to be eligible and that he wants to ensure families are served in Scott County, rather than excluded. Marcy Mendenhall discussed the need for qualifications due to having potentially only two Family Navigators and the estimated number of youth and families who could qualify according to estimates as 456. Marcy Mendenhall stated we needed to be sure we were helping youth most at need until we could hire more Family Navigators and revise our qualifications. Commission members agreed to table this item due to time constraints.

      ii. Universal Release of Information
      Bobst shared a front and back sheet of feedback from other system of care communities with Universal Releases, as well as information from the Office of Civil Rights, which provides HIPAA monitoring and compliance. Bobst stated that the feedback offered was important as to identifying reasons for creating the release, any barriers to implementation, strategies to overcome those barriers, and pieces these communities might change. Bobst also stated that the Office of Civil Rights was very helpful in clarifying many questions and that a Universal Release is not only possible under HIPAA, but that some would argue it is encouraged. Bobst stated that the Office of Civil Rights has offered to be available for questions through the process of developing a Universal Release, review and revise any document that is produced and give approval, in addition to providing HIPAA compliance training to the community. Bobst stated that with the help of the community providers, a Universal Release is probable. Gradert reiterated the Office of Civil Rights involvement has given the provider panel more comfort, and they have been working to make a Universal Release that is functional.

      iii. Professional Development
      Bobst shared with the Commission the evaluations for the Postpartum Depression Training, Infant Mental Health Training, and Security and Attachment Training which were funded by Scott County System of Care dollars.

      Bobst stated that there have been requests for himself and Knutson to travel to other counties to perform the Mental Health First Aid training. Bobst asked the Commission what they think about Bobst and Knutson spending time on training outside of Scott County. Bobst reported for Mann in her absence regarding interest brought forth by other counties in Iowa interested in having Mental Health First Aid trainings. Bobst reported for Mann that Louisa, Muscatine, and Des Moines County have all expressed an interest. Bobst gave Mann’s report that Scott County Decategorization has money designated for community based training opportunities. Bobst informed members that Mann had spoke
with Gary Lippe about the possibility of hosting this training in other counties; Lippe had suggested that it be brought to the attention of the commission to decide whether or not this was a good use of staff time. Bobst continued by stating that since the dollars currently assigned to System of Care are Scott County dollars that this would mean that the dollars for the training would come from Decat and not System of Care. Bobst stated that if the commission would allow for staff time to train in other counties then Mann would go to the Decat boards to get the final approval. Crane asked about time commitments and if Bobst or Knutson thought there would be any time related interferences with their System of Care work in Scott County. Knutson stated she did not feel there would be any time issues. Bobst felt as long as staff did not commit to more than one out of county presentation per month it would not interfere with Scott County work. Schweibert motioned for approval of staff time to be used for Mental Health First Aid trainings as long as it did not interfere with the System of Care work in Scott County. Dr. Anderson seconded. All aye votes. Motion carried.

Marcy Mendenhall stated that Dr. Foy is slated for a return April 20 and April 21 of 2012 but recommends this item be placed on hold until more information is available regarding the Family Navigator project.

iv. Service Directory
Bobst shared a draft workplan for the Service Directory. Bobst stated that preliminary planning has taken place and that further conversation will take place about whether or not Scott County Programming or the Scott County Webmaster will take the lead on development of the web-based directory.

b. StandUp!
Bobst stated that a group of community persons have been organizing and planning to bring StandUp! - an acting troupe that performs to high school students about how to handle bullying, mental health and substance abuse challenges, suicide and much more – to the Quad Cities. Bobst stated that the interested community persons have come to a stage in their planning process to secure funding. Bobst stated that the cost of this troupe for ten shows in Scott County high schools would cost $16,000. Bobst stated that the interested community persons have reached out to a number of organizations, including the Scott County System of Care for assistance covering this cost. Bobst recommended the Commission allocate $6,100 towards the Scott County total of $16,000 to allow StandUp! to perform. Matt Mendenhall asked how StandUp! fit with the System of Care philosophy. Bobst asked Commission members to refer to their copies of the focus group results in order to see the prevalence pyramid that illustrates the estimated large number of Scott County youth who would benefit from prevention and awareness activities related to mental health, suicide awareness and prevention, bullying and other such issues. Schweibert suggested that the schools be included in the planning process so as to match current efforts. Schweibert discussed May as being a very busy time for schools and that many already have full May calendars. Schweibert also suggested talking to the school counselors regarding availability on these dates. Knutson suggested calling Mississippi Bend Area Education Agency to see if they would be available during these performance dates/times. Heffernen agreed to assess the readiness and interest of the
Iowa schools. Commission members agreed to table this issue until more school availability information could be gathered.

c. Operating Guidelines
Commission members tabled the issue until February Commission meeting due to time restraints.

d. Project Charter
Commission members tabled the issue until February Commission meeting due to time restraints.

e. Family Support Funds
Commission members tabled the issue until February Commission meeting due to time restraints.

V. Other
Commission members had no other comments

VI. Public Input
Public members present had no input

VII. Next Meeting: Friday, February 17th, 12:30pm-2:30pm room 638

VIII. Adjournment
Schweibert moved to adjourn the Commission meeting at 2:34 pm and it was seconded by Gradert.