Meeting was called to order by Knutson at 6:00 p.m. Each attendee introduced themselves and explained why they are interested in participating on the Family Panel.

Knutson then opened the meeting up for Agenda items.

New Business:

Elections: Knutson stated the Family Panel would be taking volunteers for Family Panel Chairperson and Secretary. Knutson asked if there were any volunteer candidates for the Chairperson position. Two volunteers were present: Mindy Smith-Pace and Rich Landis. Each volunteer was given the opportunity to inform the members of their experience, knowledge and skills. Knutson then asked the members if anyone would like to make a motion. There was member discussion regarding the voting method. Concern was voiced in not knowing the Chair volunteers. Options were discussed to decide the vote method: motion, written or having Chair volunteers leave the room during voting. Options were discussed with chair candidates and members. It was decided by the panel members that the candidates would wait in the hallway while voting occurred. Both candidates approved of this method. Members had discussion about candidates experience, knowledge, skills and time available for the Family Panel. All members felt that both candidates were very qualified to be Chairperson but felt that Landis would have more time to devote to the position.

Tudzin motioned to nominate Rich Landis as Family Panel Chairperson. Seconded by Lynnette Rowden. All ayes. Motion carried.

There were no volunteers for the Family Panel Secretary at this time. Item will be tabled till next meeting.

Meeting dates: Knutson asked for input on meeting dates and times. They have currently been set for the 1st Tuesday evening of each month from 6-8 pm. Location: Scott County Administration Building. There was discussion around the possibility of needing to move location or time to accommodate future potential members. There was consensus to keep current time, date and location. Changes can be discussed as the need arises.

By-Laws: Knutson presented the draft proposed By-Laws and opened for discussion. (see attached) Membership of 51% and voting were discussed. It was stated by Knutson that voting requirement is 51% family members on the Family Panel. Others are allowed to vote as long as the 51% requirement is met. The process of minute approval and presentation to the Commission was discussed. No changes were requested.
Rowden motioned to approve the By-Laws as presented. Landis seconded the motion. All ayes. Motion carried.

**Update on System of Care Priorities:** Knutson updated the members on the following focus group priorities.

**Directory:** Staff is currently working with other agencies and Scott County IT Department to see if a web based or data based directory can be built online. We are currently working on a pilot for testing purposes. Project may take approximately one year to complete.

**Family Navigators:** Meeting will be held with CHC and Vera French on Friday, 12/9/11 to discuss placing one navigator at each location. This is still in the planning phase.

**Universal Release of Information:** The draft of the release was presented to the Provider Panel to review. After those revisions are made, a draft will be presented to the Family Panel for review.

**Professional Development:** Knutson informed that Dr. Beth Troutman presented Infant Mental Health for professionals and daycare providers, and informed of Mental Health First Aid courses. Knutson stated she would email the Mental Health First Aid flyer to all Family Panel members. The Calocus scale was briefly discussed. There was interest in training the Family Panel and families on the Calocus scale. Knutson will email calocus information to Family Panel Members.

**Mental Health Month – May:** Knutson informed Family Panel Members that the System of Care would like to have organized activities for Mental Health Month. Many wonderful ideas were discussed. Examples were a provider fair, a dance, family and youth education, etc. Knutson stated that at a conference she attended another SOC commented on the importance of fun activities as well as education for families. Locations were discussed such as the YMCA Downtown. It was decided that everyone would come up with ideas and submit them via email to Knutson by 12/23/11 and she would combine them and email them back to the members. Smith-Pace stated she would send Knutson a structure from past events she has organized. The panel will vote at the 1/3/12 meeting on what type of activity they would like to plan. Knutson will look into available budget.

**Family Education Opportunities:** Ideas about holding family/youth education meetings were discussed. Topics of interest and Provider Panel involvement were discussed.

**Other:** The Family Panel members expressed frustration at not being able to receive timely, appropriate care for their youth. They are interested in having discussions with the Provider Panel around these topics. A large priority for the members is to focus on the systems of mental health in Scott County and help to make improvements in this area. Knutson informed and encouraged the panel members to attend meetings of Provider & Youth Panels as well as Commission. All Panels and Commission are open to public and family/youth voice is a priority.

**Old Business:** None

Tudzin motioned to adjourn the meeting. Radig Seconded the motion. All Ayes. Motion carried.

**Handouts:** Draft By-laws, mental health definition, Family Panel Project Charter Page

**Next Meeting:** Jan. 3, 2012  6 – 8 pm  Scott County Admin. BLD, 6th Floor, Room #638