

Date / Time of Meeting	June 2, 2017 10:00 AM - 12:00 PM Dial in: 866-906-9888 Access code: 2927162 Conference Room: 3A
Meeting Purpose	Interagency Governance Team
Host	Treena Clark, Division of Behavioral Health

Participant	Att'd	Participant	Att'd
Carol Dixon - Advocate	X	Ross Edmunds - Behavioral Health	X
Matt McCarter - State Department of Education	X	Pat Martelle - Project Manager	
Connie Sturdavant - Provider		Lynn Thompson - Children's Mental Health	
Dave Sorenson - Provider	X	Marcy Chadwell - Idaho Department of Juvenile Corrections	X
Missing parent from northern hub		George Gutierrez - Medicaid	X
Kim Hokanson - Parent	X	Michelle Weir - Family and Community Services	X
Lael Hansen - Idaho Association of Counties Juvenile Justice Administrators	X	Vanessa Morgan - Parent	X
Eric Walton - Class Member		Logan Zuck - Class Member	
Treena Clark - DHW support		Maria McConnell - Advocate	X
Candace Falsetti - DHW QMIA	X	Holly Riker	X
		Cindy Day	X

AGENDA

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call/Approve minutes from last meeting	Vanessa Morgan	Meeting notes were accepted as written.	
2	10:05 Communications Update, Review of Organizational Charts	Cindy Day	<p>Dr. Lyons presented in Region 7 as a part of Children's Mental Health Month. Pat Martelle participated as a part of the panel discussion, and it has been archived on the website.</p> <p>Cindy added that Dr. Silva shared the 101 brochure during a discussion with special education directors in regions 4, 5, and 6, and she will be continuing to share it in the coming months.</p> <p>The enhanced website has gone live.</p> <p>Communications is currently working on the CANS elements that will</p>	<p>Cindy will share the one page document created with JFAC with the IGT.</p> <p>IGT subcommittees need to be added to the YES org chart.</p>

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			<p>be shared in the near future.</p> <p>A new member of the communication staff has been added and will be participating (Brenda Bielke).</p> <p>Work to update the FAQ's is being done, and the timeline is being updated to show the implementation schedule.</p> <p>Ross shared that a one-page handout was created for JFAC (joint finance and appropriations committee for the legislature). Ross explained that JFAC is headed to north Idaho and has asked Ross to do a YES update there.</p> <p>Cindy brought some of the organizational charts to share with the group, including the communication workgroup org chart, community input and governance, and DBH Project staff.</p> <p>Maria mentioned that it would be beneficial to have org charts shared that show the list and membership of all the workgroups. Cindy stated that these are available on the website. Maria suggested having paper versions of the org charts as well in order to make easier reviewing and comparisons as needed. Carol asked if there could be org charts for Medicaid as well. Cindy shared that there is a list that explains where all the different entities integrate.</p>	
3	10:15 QMIA and TCOM Implementation Progress	Candace Falsetti	<p>The QMIA Council has been meeting monthly (required to meet quarterly by the implementation agreement). Progress has been made on working with families in crisis and Candace requested additional time at the next IGT meeting to provide a further update.</p> <p>The QMIA Council is looking to restructure the subcommittees initially identified. Rather than have separate subcommittees, the Council would like to utilize existing groups such as the provider network and the IGT youth. Candace requested approval from the IGT to move in this direction. Vanessa stated her support for the move and Candace will make the change.</p> <p>The QMIA Council currently has 6 members, one from each partner and one parent, but is looking to expand to include providers and additional members. Candace stated that adding youth would be helpful.</p> <p>The QMIA Quarterly Report is available on the YES website. Candace</p>	

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			provided a walkthrough of the QMIA quarterly report and shared that there may be areas in the report where the IGT needs to ask questions. Candace stressed the importance of reading the report in such a way as it generates strategic questions and assist in identifying systemic issues. Candace stated that the next report will include statistics on use of hospitalization and use of services, and she wants to continue to make sure the data is useful.	
4	10:40 Access Model	Seth Schreiber	Seth had to leave the meeting. Dave inquired as to the Access Model report that had been previously mentioned would be released to the IGT. Dave clarified that in the implementation progress report (page 15) it was stated as a deliverable that there would be an access model report released to the IGT. Vanessa asked Ross if there is an access model diagram available for sharing. Cindy provided an update that the diagram has been provided to the plaintiffs for review, and that conversation is in process.	Cindy will follow up with this deliverable. Ross will find out if there is an access model diagram available.
5	10:50 Family engagement update	Carol Dixon		
6	11:00 Charter, Operational Governance Plan, Form Subcommittees	Vanessa and everyone		

The IGT will track action items and their status from the meetings here:

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Ross requested a current list of appointment membership including who the proposed members will be for submission to the director. Mindy will prepare documents.	4/7/17	Mindy Oldenkamp	5/5/17	Completed on 5/5/17	Closed
Vanessa will write up a short proposal and meet with Ross.	3/3/17	Vanessa Morgan		Recommendation e-mail sent to Ross on 3/13/17	Closed
Carol will schedule a conference all in the next few weeks. The next Family Engagement Subcommittee face to face meeting will be just before the next IGT meeting on April 7 th .	3/3/17	Carol Dixon	4/7/17		Closed

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Pat will reach out to Logan Zuck to confirm his membership/attendance with IGT.	2/3/17	Pat Martelle		Pat has twice reached out to Logan without response. Federation of Families will follow up with Logan	Closed
Have a brief presentation of what QMIA is by Candace or another member.	1/6/17	Candace Falsetti	2/3/17	Presented at February meeting	Closed
A list of acronyms to disburse to the IGT.	1/6/17	Pat Martelle		There was a list contained in the booklet created for the parent network and Pat can share them. A list of acronyms is available for Health and Welfare. Pat will send the list to Vanessa, Jen, and Carol for review.	Closed
Outline of process for recommendations and process for output from IGT. Pat offered up that a diagram of a proposed hierarchy has been previously shared, and that if it can be created visually, that can be done.	1/6/17	Pat Martelle		Kim is working on the outline format.	
Meeting times via conference call for members of the IGT divided by category: system, parent/advocates, education, providers, will be set up in the next two weeks. Candace will coordinate the scheduling.	1/6/17	Candace Falsetti		Parent/youth call complete. Group met with Nate on February 2, 2017	Closed
Request to have Candace Falsetti from QMIA Council attend the next IGT meeting and share what's happening in regards to current issues as well as request any help that she may need going forward.	12/9/16	Treena Clark	1/6/17	Candace attended the January meeting of the IGT	Closed
Language will be added to the by-laws concerning transparency (in the confidentiality section) and Section A will be amended to include "But will not be limited to" in regard to membership definition.	12/9/16	Treena Clark	1/6/17	Language added. By-laws adopted	Closed
Pat will meet with designated representatives to talk through specific events mentioned in the Parent Voice Proposal and seek solutions.	11/4/16	Pat Martelle			

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Pat will share the Parent Voice Proposal to the sponsor group for further discussion. Vanessa will join discussion as a parent voice.	11/4/16	Pat Martelle		Pat will set up a conference call with Jennifer, Vanessa, Carol, and Kim.	Closed
Send out links to foundational articles and videos to IGT membership	10/7/16	Pat Martelle	Prior to 11/4/2016	<p>Here are some articles that are useful in understanding the new system of care:</p> <p>https://successfulmentalhealthsystems.wikispaces.com/file/view/Family-Driven%20Care%20Brochure_March%202011.pdf/215725492/Family-Driven%20Care%20Brochure_March%202011.pdf</p> <p>https://successfulmentalhealthsystems.wikispaces.com/file/view/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf/215725064/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf</p> <p>Links sent 11/3/16.</p>	Closed.
Revise look of website to indicate clearly that updates are available YES Updates on the website to indicate more clearly that folks can click on the icon	10/7/16	Pat Martelle	TBD	<p>10/15/2016 Parent Network Meeting held at IDHW. There was much discussion on revisions to the YES website. Many of the recommendations for improvement are outside the capability of what IDHW can do due to security and department format issues. Lack of resources and a full time YES communications staff adds to the difficulty. Pat will work with Jon Meyer to determine what can be done and establish a plan for making changes.</p> <p>"Click here" button has been updated for easier usability.</p> <p>5/2/17 Enhanced website will be launched April 27, 2017</p>	Closed
Treena will work with Vanessa and Dave to begin work on bylaws.	10/7/16	Treena Clark	Prior to 11/4/2016	<p>10/7/2016 Example of R7 Behavioral Health Bylaws and links to Idaho Behavioral Health Planning Council and R4 Behavioral Health by-laws sent to Vanessa and Dave</p> <p>Draft bylaws produced</p>	Closed
Ross will construct talking points to provide the IGT in regards to his	10/7/16	Treena Clark	Prior to 11/4/2016	Talking points added to minutes	Closed

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update.					
Pat will make available the list of all workgroups and their deliverables.	9/9/16	Pat Martelle	Prior to October 7, 2016	Emailed 10/3/16	Closed
Nominations for chair and co-chair to be submitted via email, decision made at next meeting on October 7 th .	9/9/16	Membership	Prior to October 7, 2016	10/7/16 Membership established duties and terms. Chair and Vice-Chair elected 10/3/16 Need decisions on duties, term, nomination process and election process.	Closed
Disburse the Idaho Implementation Plan to membership.	7/26/16	Pat Martelle	9/2/2016	Emailed 9/2/16	Closed
Develop materials for membership's orientation to the Plan, workgroups, and subcommittees, including an explanation of defendant roles and identification of other subject-matter experts whose input the IGT may want to access.	7/26/16	Pat Martelle	9/2/2016	Emailed 9/2/16	Closed
Request if Jon can create a link for the IGT on website.	7/26/16	Pat Martelle	9/2/2016	10/7/16 Committee and workgroup pages are being developed for the YES Website. Goal is to have each workgroup or committee site complete with a: <ul style="list-style-type: none"> • Shortened version of the charter in the center area • A link to the full charter on the right • A link to the calendar that will hold all meetings for all workgroups (all meetings that I have received have been posted to the calendar, but many do not have any detail at all, dates and times only) • A List of workgroup members (with no roles indicated for now) • Any official meeting docs (agendas, minutes, etc.) We can launch without these if needed. Webpages for IGT, Clinical Advisory Workgroup and Workforce Development Workgroup should be launched by end of October	Closed

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				<p>7/26/16 Modifications to the website have been requested and are scheduled in the month of September.</p> <p>Communications person will start on Monday, November 7th, request has been submitted.</p> <p>5/2/17 Enhanced website will be launched April 27th, 2017</p>	
Make a decision on who will be the main point of contact for parent crisis during discharge.	5/5/2017	Candace Falsetti			
Set up an outside meeting to discuss funding for the Parent Network. Will contact Treena.	5/5/2017	Carol Dixon		Conference call held on May 23, 2017. Present were Carol Dixon, Jennifer Griffiths, Laura Wallace, Pat Martelle and Treena Clark.	Closed
Bring all of the organizational charts to the next meeting. Will meet with Cindy to get this information.	5/5/2017	Treena Clark	6/2/17	Cindy will gather information and present at June IGT meeting	Closed