

Date / Time of Meeting	January 6, 2017 10:00 AM - 12:00 PM Dial in: Access code:
Meeting Purpose	Interagency Governance Team
Host	Treana Clark, Division of Behavioral Health

Participant	Att'd	Participant	Att'd
Carol Dixon - Advocate	X	Ross Edmunds - Behavioral Health	X
Charlie Silva - St Dept. of Ed.	X	Pat Martelle - Project	X
Connie Sturdavant - Provider Represented by Dr. Roger Olson	X	Lynn Thompson - DHW/CMH	X
Dave Sorenson - Provider	X	Marcy Chadwell - DJC	X
Jennifer Griffis - Parent	X	Matt Wimmer - Medicaid	X
Kim Hokanson - Parent	X	Miren Unsworth - FACS represented by Michelle Weir	X
Lael Hansen - Juvenile Justice	X	Vanessa Morgan - Parent	X
Eric Walton - Class Member	X	Logan Zuck - Class Member	
Treana Clark - DHW support	X	Maria McConnell - Advocate	X
Candace Falsetti - DHW QMIA	x	Cindy Day -DHW	X
Linda Miller - Parent	X	Dr. Nate Israel	X

MINUTES

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call	Vanessa Morgan	Vanessa opened with introductions.	
2	Minutes from last meeting and action items	Vanessa Morgan	Review of notes from last meeting, movement to accept notes as written.	Notes accepted as written.
3	Discuss and vote on bylaws	Vanessa Morgan	Discussion at last meeting to review bylaws and a few changes were made. Marcy clarified that at the last meeting the bylaws stated that the term was a minimum of one year with encouragement to go longer	Bylaws accepted as written.

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			and Vanessa confirmed. Movement to accept bylaws as written was seconded.	
4	Discuss and vote on charter	Vanessa Morgan	At the last meeting the charter was not discussed due to time constraints. Charter was previously written and needs to be approved. Pat stated that there has been a recent effort to create uniformity in the charters across the workgroups, and that this format has been crafted with that in mind, but there are a few sections that need to be added. Trenea will take on making the necessary additions if review of the charter can be delayed until the next meeting. Vanessa asked if further review of the charter would be needed after Candace provides a TCOM overview and Candace agreed that after she and Nate provide information it may. Trenea will send out the charter to everyone after the conclusion of the meeting.	Charter will be deferred until next meeting.
5	Discuss appointment of new members, nominate a new representative from FACS	Vanessa Morgan	Miren Unsworth is not able to participate as often as she'd like to due to conflicts in scheduling. Vanessa proposed releasing Miren from her responsibilities and that a new nomination is made. Pat stated that the consideration of the impact the IGT wants to make will help form the kind of new nomination of membership to be made. Miren has offered that Michelle Weir can be her permanent replacement and represent FACS. Dr. Olson asked for a brief overview of FACS. Michelle shared Family and Child Services and that she is primarily connected to the child services side of the department. Michelle serves as the manager for the central office, overseeing the policy team specifically. Pat shared that a development of the recognition of the child serving entities, specifically FACS, that they are the main point of contact with families and children involved in this project. Kim stated it made sense to take a recommendation from the person stepping away from the IGT. Candace further stated that while Michelle's participation is welcome at this point, but as the intent of the group and the impact is further developed, it may be determined that a different member role may be required. Vanessa stated that we will review the team guide and defer to next meeting.	Discussion will be continued at the next meeting after the team development guide has been reviewed. In the meantime, Michelle's participation is more than welcome.
6	Decide on format for recommendations as the product of the IGT	Vanessa Morgan	Vanessa discussed the need for a consistent format for the output of the IGT recommendations. Kim asked if it is appropriate to have a response date requirement/request for recommendations and Trenea stated it would be a great idea and should include a preferred timeline for response. Pat asked for clarification as to when this would be	

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			<p>needed. Vanessa stated it would be for the recommendations made by the IGT, and that a workflow for where the recommendations go and how they should be formatted is needed. Pat summarized that the group wants to establish some protocols for the review process, timeline and protocol. This could include policy recommendations, IGT responses to outcomes from workgroups, production from IGT workgroups, requests and processes. Pat inquired as to how to proceed to complete this. Carol shared that she envisioned it as going to the Project Manager who would then disseminate it appropriately and help ensure it returns to the IGT as needed. 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.</p> <p>Ross stated that it may carry more impact if the members of the IGT from the appropriate group who should receive an IGT recommendation were the ones to take the recommendations to their respective groups. Maria stated that visuals as Pat mentioned would be very helpful. Linda stated that she wants to get to the heart of the work and focus on what work really needs to be done.</p>	
7	Update on Parent Voice/ Family Engagement subcommittee	Carol Dixon/Jenn Griffis	<p>Carol stated that due to the holidays, it became a challenge to set a meeting for the Parent Voice/Family Engagement subcommittee, and that going forward in the next weeks a meeting can be scheduled. Carol suggested scheduling the subcommittee meeting in the hour before the next IGT meeting, February 3rd. Vanessa stated that discussion should continue via email if the meeting will not be for another month. Carol will prioritize some topics for discussion back and forth via email.</p> <p>Trenea asked Candace if it would be appropriate to have a member of QMIA attend the meeting and participate and Candace stated it would.</p> <p>Carol also shared that information sharing and gathering is still continuing with parents, and has been going well.</p>	Subcommittee will meet Friday, February 3 rd from 9:00 a.m. - 10:00 a.m. prior to the next full IGT meeting.
8	TCOM Assessment	Candace Falsetti/Dr. Nate Israel	<p>Dr. Israel asked for a brief overview of the process that occurred in the creation of the bylaws. Vanessa and Trenea explained that they referenced other examples and that the chair and co-chair of the IGT reviewed and discussed with the group. Dr. Israel gave kudos in how the process was followed and that it is important to ensure it outlines the impact of the work being done and is continued in the Team Development Guide and allows the evolution from the bylaws to</p>	Meeting times via conference call for members of the IGT divided by category: system, parent/advocates, education, providers, will

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			<p>impact. Vanessa stated that it would be helpful to go to through the TCOM packet together at the next meeting. Dr. Israel suggested that it may be helpful to have smaller group meetings in between this and the next meeting and he would be happy to offer a pre-walk through with any group that may be interested in that. Vanessa mentioned that the struggle is scheduling - Candace suggested offering some specific times in the next two weeks and asked Dr. Israel the types of groups he would prefer. Dr. Israel stated it is most helpful to have relatively homogenous groups, i.e. members who work in the same area or share same experiences (Providers, parents/youth/advocates, IDJC, DHW, FACS, DOE). Vanessa suggested having the DOE join with the providers. Dave stated that the providers have a meeting on January 20th at 9:00 a.m. that would be beneficial to have Dr. Israel join. After discussion Dr. Silva said a separate meeting might be better for DOE. Vanessa stated then parents and advocates could be combined. Dr. Israel stated that an hour at minimum would be good. Candace suggested an hour and a half for the meetings. Dr. Israel stated that one of the biggest challenges will be to focus on clarifying the areas where this group can have the biggest impact, especially as the group becomes flooded with requests as it moves forward.</p>	<p>be set up in the next two weeks. Candace will coordinate the scheduling.</p>
9	Implementation Report	Candace Falsetti	<p>Treena sent out a rough draft of the implementation progress report for review. Candace shared that when looking at it consider that this is the report that is required by the court as an annual report on how well we are doing on meeting the Jeff D requirements. It had been suggested to us to review the format of Washington’s report as it had been approved by the legal team. It was originally due on November 30th; however, in order to put together a viable report, it was delayed. The goal for the report is to be finalized in the February meeting of the IGT and moved through an approval process. Candace requested any feedback or information be submitted to her as quickly as possible. The draft to be presented at the February meeting will be more firm. Please email Candace feedback directly.</p> <p>Dr. Israel asked if anyone needed any framing in regards to the report as a way of help as they prepare to read/review the report and if there is a process for integrating/viewing comments as work is done on the report prior to the next version is presented at the next meeting. Suggestion to use Google docs and Pat mentioned that that is in the</p>	<p>Email Candace feedback and input on the Implementation Progress Report. Candace.falsetti@dhw.idaho.gov</p>

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			<p>works. This report is based exactly on the agreement requirements regarding how we are doing on meeting outcomes specifically labeled in the agreement, as well as the commitments, exit criteria and sustainability. For this report, it is specifically focused on outcomes. There are eight sections in the framework of the agreement that this report follows. Candace also notes next to each outcome if it has been completed, in process, or work to be done in the future.</p>	
10	QMIA Report - Families currently in crisis or stepping down	Candace Falsetti	<p>Candace provided an update in regards to the QMIA, sharing that part of the responsibility is to look at issues that arise across the structure, i.e. what happens if a child is released from hospital early. Candace shared that the team is still looking for family member participation. The QMIA Council will be responsible for looking at issues now and ongoing and reviewing issues for process improvement and ensuring that services are truly meeting the needs of families.</p> <p>In this particular issue of a child being early released, the QMIA Council is reviewing potential process improvements. The QMIA Council is there to review and implement improvements as possible, but will need IGT recommendation from time to time on issues as well.</p> <p>Vanessa inquired as to whether or not there was anything the IGT could assist with at this point in time. Candace would like to bring a formal report to the IGT at the next meeting. Candace shared that there will be a Family and Youth Advisory Committee functioning under the QMIA, as well as another subcommittee formed - Clinical Quality Review and that both will have focus groups participate as well.</p> <p>Vanessa asked if QMIA needs help in getting family members involved and Candace shared that Carol and Jennifer have been helping, but that additional assistance is needed.</p> <p>Goal is to have the QMIA Council have a representative come and report to the IGT what is happening.</p> <p>Matt added that in regards to families in crisis, Medicaid is working to streamline the process and eliminate some of the bureaucracy families encounter. Positive feedback has been received in regards to the support that is starting to be provided in regards to information being provided.</p> <p>Ross provided an update that likely Department of Welfare will be moving away from the child support process currently in place and come up with a different method. The current mechanism is from prior departmental combinations that have since been separated and is</p>	Candace will bring a more formal report from the QMIA Council to the IGT for review at the next meeting.

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			no longer relevant, and though it will take time to change the process, it is in motion.	
11	Communications: Current methods and plans moving forward	Cindy Day	<p>Vanessa requested an update on the overall communications plan and the work being done. Cindy Day shared that a framework for the communication plan had been previously published and that now the details are being filled in. A communications workgroup has been formed, including parent membership. A charter is being put in place that involves executing the communication plan. A meeting with all resources will occur on January 11th. Once agreement has been reached, the plan will be published. Cindy shared that there will be a role for a liaison, a parent role, technical support, and others, and that those are all being laid out. Stakeholders are being further identified and strategies for messaging and branding are being outlined. Cindy stated that there has been confusion around Children’s Mental Health reform and Youth Empowerment Services and references being made. The website is being updated and clarified to eliminate confusion, and great feedback has been received for improvements to the website. Going forward, each month the requirements will be reviewed and updates made. Communication will be partnering with Workforce Development to ensure communications continue to grow and be developed. Treena is participating in the communications workgroup and Cindy shared there may be opportunities for feedback and assistance from the IGT that could flow through Treena. Cindy shared that there are formal deliverables, new content being delivered, and developing content. Treena shared that recruitment for the workgroup is still occurring and that if IGT needs/wants further participation with the communications workgroup involvement is welcome. Treena asked Dave for assistance in getting participation from the providers for the workgroup, and Cindy will connect with Dave.</p> <p>Vanessa requested a copy of the visual representation of the workgroup as it is completed.</p> <p>Carol asked about materials that can be shared with the communities and when those will be available. Cindy stated that there are some communication pieces in development right now, including a PowerPoint presentation and a parent information booklet. There is a schedule, and the goal is to have the booklet ready for the January 30th meeting of the parents. Cindy stated that the hope is to have a relatively quick turnaround process, allowing for appropriate review,</p>	<p>Treena asked Dave for assistance in getting participation from the providers for the workgroup, and Cindy will connect with Dave. Cindy will provide the IGT with a visual representation of the communications workgroup as it is completed. A Communications workgroup update from Cindy will become a standing item on the IGT agenda.</p>

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			and that the turnaround/review process can be published as well. Dr. Israel inquired as to whether or not the work/products being produced by the communications workgroup will be a standing item on the IGT agenda. Vanessa agreed and that it would be beneficial to have Cindy provide an update at each meeting. Cindy stated that there is opportunity to use the IGT as another means of disseminating information.	
12	Next Meeting Topics	Membership	Provide Candace with the Implementation Report feedback. At the next meeting the TCOMM development guide will be reviewed, please read prior to the next meeting. Separate discussions with Dr. Israel will occur prior to the next meeting. The charter and appointment of members as well as the procedures for the IGT work process will all be discussed at the next meeting.	

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

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
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

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Request if Jon can create a link for the IGT on website.	7/26/16	Pat Martelle	9/2/2016	<p>10/7/16</p> <p>Committee and workgroup pages are being developed for the YES Website. Goal is to have each workgroup or committee site complete with a:</p> <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. <p>Webpages for IGT, Clinical Advisory Workgroup and Workforce Development Workgroup should be launched by end of October</p> <p>7/26/16 Modifications to the website have been requested and are scheduled in the month of September.</p>	Communications person will start on Monday, November 7 th , request has been submitted.
Ross will construct talking points to provide the IGT in regards to his update.	10/7/16	Treena Clark	Prior to 11/4/2016	Talking points added to minutes	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</p> <p>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>	CLOSED Draft of bylaws has been produced.
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</p> <p>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</p>	"Click here" button has been updated for

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				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.	easier usability.
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>	CLOSED Links sent 11/3/16.
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
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			
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				

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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				
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			
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			
A list of acronyms to disburse to the IGT.	1/6/17				
Have a brief presentation of what QMIA is by Candace or another member.	1/6/17				