

Date / Time of Meeting	March 3, 2017 9:00 AM - 1:00 PM Dial in: 866-906-9888 Access code: 2927162
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	
Charlie Silva - St Dept. of Ed.		Pat Martelle - Project	X
Connie Sturdavant - Provider	X	Lynn Thompson - DHW/CMH	X
Dave Sorenson - Provider	X	Marcy Chadwell - IDJC	X
		Matt Wimmer - Medicaid	X
Kim Hokanson - Parent	X	Miren Unsworth - FACS represented by Michelle Weir	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	X	Maria McConnell - Advocate	Carol Dixon as proxy
Candace Falsetti - DHW QMIA	X	Cindy Day -DHW	
		Dr. Nate Israel	X

MINUTES

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call	Vanessa Morgan		
2	TCOM Team Development Guide	Vanessa Morgan/Dr. Nate Israel	Pat captured the IGT decisions regarding roles and representation within the team development guide.	

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3	Create IGT Charter/Concise mission statement Get to this point by 11 am!	Vanessa Morgan	Some of the work completed through the Team Development Guide will be beneficial in completing the charter.	Treana will review and put together a draft for review at the next meeting.
4	Review minutes and action items	Vanessa Morgan	Connie moved to accept the minutes and Dave seconded the motion. Ross clarified that the action items are actually separate from the minutes as they are a living document and the minutes are a record of what occurred.	The minutes were accepted as written. In the future, Treana will complete the task item sections and have them sent out with the draft minutes.
5	QMIA Update/Implementation Report	Candace Falsetti	Candace would like to report on a monthly basis by sending in a written report. There will be a family member joining the group next month. At the next IGT meeting, Candace would like to review the QMIA quarterly report to the IGT for review. Candace will send it out two weeks in advance. Candace is happy to take input on the implementation report; it is due to the court by March 31 st , and will be sent to the plaintiffs by March 15 th . Send feedback to Candace or Mindy. Feedback received so far has been helpful. Vanessa asked if the IGT needs to approve the report, and Ross stated that it is more being shared for input purposes and that it is really a joint document between the parties of the lawsuit to go to the courts.	
6	Legislative Update	Ross Edmunds	JFAC set our budget today; the YES funding was treated as a trailer. JFAC opted to not approve the budget until the Medicaid HB 43 has passed. The Medicaid HB 43 has not passed yet, and is sitting, ready for vote. (This is the funding for the seven positions requested for each region, the 500k requested for university contracts, and the transfer of money over to Medicaid for 1915i waiver.) There was a proposal in HB 213 to add a prevention specialist to the Regional Health Boards, and definitions of Peer Support Specialists and Family Support Partners have been added. The request for 10.5 million dollars to move the adolescent hospital unit was not heard today as it is actually an appropriation to the	

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			building fund; by all accounts things look positive for the bill. This request will be heard in about a week and a half.	
7	Communications Update	Cindy Day	The Communication Workgroup is meeting weekly for an hour and a half to build materials to meet stakeholder needs. One of the two big projects right now is the enhanced website, where the initial mockup is being reviewed this week, and after that it will be scheduled in IT. The other project is the 101 pamphlet being created, and one of the workgroup participants volunteered a staff designer; a design was proposed and has been sent out for feedback from the workgroup. It ultimately will be appropriate for the general public including providers, families, etc. Currently, lists are being compiled of communication methods and strategies from the various entities participating in an effort to ensure communication is occurring in the best fashion. The workgroup is in need of a provider participant.	Dave will spread the word that the workgroup is looking for another provider participant.
8	Update from Family Engagement Subcommittee	Carol Dixon	The subcommittee has several important topics to tackle, and is looking to meet again prior to the next IGT meeting. Vanessa suggested having a conference call before the next face to face meeting.	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 at 9:00 a.m.
9	Recommendations for new members of IGT-FACS and Parent	Michelle Weir to explain roles and responsibilities of FACS Staff, discussion by membership	Matt Wimmer stated that George would be his designee to attend this group on behalf of Medicaid. Vanessa further explained that they would like to be some changes to the membership of the IGT. Ross stated that a short proposal needs to be written up explaining the changes..	Vanessa will write up a short proposal and meet with Ross.
10	State Dept of Ed involvement in project	Dr. Silva - Leslie	A question arose regarding the SDE's involvement in the settlement. Leslie stated that the districts are all independent and the SDE is a pass through of funding to the districts in regards to special education. There is no authority for restrictions on the funding during pass through. Further, the SDE's role in the settlement agreement then is in regards to the checklist and participation within workgroups, et al. As example, Tracey Hocevar sits on several workgroups and committees, and further, Dr. Silva has been empowered to utilize	

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			<p>additional resources to further engage participation. Vanessa asked if there is a workgroup that may be missing SDE representation. Pat shared that the special education director from West Ada and a representative from Madison County who would like to participate (participation is currently on hold pending approval). Pat shared that there is value in having representation from both the state level and the local school district level to capture the unique experience. Vanessa asked for clarification on what the holdup was in regards to getting people to participate and Leslie explained that the SDE is wanting to ensure that people’s time is being utilized in the best manner possible. Leslie further clarified that it is the distinction between communicating resources available and having authority to dictate what is done. Leslie explained that they can communicate, but do not have the authority to direct the independent school districts. Communication to refine agenda topics in regards to education is ongoing in an effort to strengthen this relationship and ability to empower involvement. Vanessa expressed that it would be great to have input from SDE to know what topics would be better to address and directly put on the agenda. Carol asked how the IGT may be able to help create a better process to make the SDE’s engagement clearer and more beneficial. Leslie explained that better identification of content and meetings where SDE is needed. There is currently a MOU being created to help sort out these concerns and issues. There are associations of Idaho Administrators and boards, and details are being worked on currently to try to engage the best parties and ensure its being done in the most effective way possible. Vanessa asked if there was a date when the decision in regards to who can be involved, and Leslie stated there is not at this time. She further explained that there are many layers under consideration in regards to selecting the appropriate participants. Carol requested a regular update in regards to progress being made.</p>	
11	Dept of Juvenile Corrections involvement in project	Marcy Chadwell	<p>Marcy provided a hand out in regards to IDJC’s role in the settlement agreement. IDJC has reached out to the counties to get their participation in the diversion forums that are coming up. IDJC is really focused on beefing up the diversionary process. Ross stated that there is a formal diversion process and that there are less formal diverting tools that are used. He asked if those would all be discussed at the forum, and Marcy shared that it would be the more formal aspects. Lael also shared that work is being done in further discussing the less</p>	

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			formal tools. Marcy shared that data is being done on what services worked for kids and clustering how opportunities of service are being addressed. Marcy met with Cindy and Seth in regards to CANS and expressed a desire on behalf of her department to continue to be involved and be educated on how further impact can be made.	
12	Next Meeting Topics/frequency	Membership	<ul style="list-style-type: none"> *QMIA report *Revisit School district involvement and timeframes *Demonstrate proposed changes to the website *Project update *Cover action taking from the TCOM team development guide <p>Carol suggested to have a longer meeting on a quarterly basis May meeting will consider participation from Dr. Lyons.</p>	<p>Next meeting April 7th 11:00 a.m. - 1:00 p.m.</p> <p>Candace will provide information on Dr. Lyon's schedule for May.</p>

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

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Vanessa will write up a short proposal and meet with Ross.	3/3/17				
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				
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.	
Have a brief presentation of what QMIA is by Candace or another member.	1/6/17	Candace	2/3/17		

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A list of acronyms to disburse to the IGT.	1/6/17			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.	
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			
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				
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				
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			
Pat will share the Parent Voice Proposal to the sponsor group for further discussion. Vanessa will join	11/4/16	Pat Martelle		Pat will set up a conference call with Jennifer, Vanessa, Carol, and Kim.	CLOSED

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discussion as a parent voice.					
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.
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 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>	"Click here" button has been updated for easier usability.
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.
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

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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	Communications person will start on Monday, November 7th, request has been submitted.

**Idaho Children's Mental Health Reform:
Interagency Governance Team Meeting Minutes--Approved**

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				7/26/16 Modifications to the website have been requested and are scheduled in the month of September.	