

Date / Time of Meeting	October 7, 2016 10:00 PM–11:30 PM GoToMeeting: https://global.gotomeeting.com/join/658199869 Dial in: 1-408-650-3123 Access code:
Meeting Purpose	Interagency Governance Team
Host	Pat Martelle, Project Manager, Division of Behavioral Health

Participant	Att'd	Participant	Att'd
Carol Dixon	X	Ross Edmunds	X
Charlie Silva		Pat Martelle	X
Connie Sturdavant		Lynn Thompson	X
Dave Sorenson	X	Marcy Chadwell	X
Jennifer Griffis	X	Matt Wimmer	
Kim Hokanson	X	Miren Unsworth	
Lael Hansen		Vanessa Morgan	X
Eric Walton	X	Logan Zuck	
Treena Clark	X	Maria McConnell	x

MINUTES

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call	Treena Clark		
2	Review of minutes from last meeting	Treena Clark		Notes accepted. Action items updated.
3	Chair/Co-Chair Nominations and Decisions Needed	Treena Clark	Discussion for need of definition of duties and election process. Discussion of length of service in position. Suggestion for the vice chair position to roll into the chair position. Suggestion for shorter terms, not to exceed a year, suggestion of a	Vice chair will step up into chair role. Chair and vice chair will serve a six month term with option to continue for an additional six months. Vanessa Morgan was nominated and

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			<p>six month term, with a term limit of two terms. Important to have continuity in roles if not in longevity.</p> <p>Chair conducts IGT meetings, prepares meeting agendas, assists subcommittees as needed, and monitors established IGT operational guidelines and operational governance plan.</p> <p>Vice Chair shall act as an aid to the chair and shall perform the duties of the chair in the absence or inability of the chair to act. Will serve as the Chair-elect, taking role of Chair at the end of the term.</p> <p>Need to determine chair and vice with a formal vote.</p> <p>Open for nominations: nomination for Vanessa Morgan for chair.</p> <p>Ross made motion to accept nomination of Vanessa as chair of IGT for a term of six months. Maria seconded the motion. Motion approved.</p> <p>Dave Sorenson volunteered to step into the role of Vice Chair. Vanessa nominated Dave officially. Jennifer seconded. Motion approved.</p> <p>Discussion on need for a quorum in light of membership not in attendance to ensure decisions, as well as a determination of allowance for proxy vote/proxy members. Sixteen members of committee, quorum would be defined as nine members present. Important to ensure documentation supporting proxy of absent members.</p> <p>Two different proxy members - send someone in your place from your agency, or that another member of the committee stands as proxy for you.</p> <p>Definition of consensus: determination of group to agree as a whole. If consensus does</p>	<p>elected to the role of Chair.</p> <p>Dave Sorenson was nominated and elected to the role of Vice Chair.</p> <p>Quorum defined as nine of sixteen members required present to make decisions.</p> <p>Two different proxy members - send someone in your place from your agency, or that another member of the committee stands as proxy for you.</p> <p>Definition of consensus: determination of group to agree as a whole.</p> <p>Treena will work with Vanessa and Dave to begin shaping by-laws for the IGT.</p>

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			not occur, a vote would occur. Generally, if a consensus is not reachable, further discussion and work would be required. Treena will work with Vanessa and Dave to begin shaping by-laws for the IGT.	
4	YES Project Plan	Pat Martelle	Project Plan has been posted to the YES website. Open for feedback. Pat can provide regular reporting and updating as needed to ensure IGT is fulfilling the requirements of the agreement. Request for an email to the IGT when the monthly update is posted to the website. Discussion around the type of information the IGT will require and receive. Determination that in the status reporting (plaintiff audience) the next steps would be included and outline the risks or dependencies present upon reaching milestones. This would be included in the monthly legal status report. Individual members can request, at any time, information needed. Discussion centering on access of services and continuum of care in regards to communication needed from Pat on an ongoing basis. Need to determine information needed from workgroups, and, on a higher level, the overarching structure of the project. Request to sign up on the website for an email of monthly update - should be available on the home page as well. Suggestion to define what a stakeholder means (parents may not realize they are stakeholders).	Pat will ensure an email goes out to the IGT when the monthly update is posted to the website. Determination that in the status reporting (plaintiff audience) the next steps would be included and outline the risks or dependencies present upon reaching milestones. This would be included in the monthly legal status report. Individual members can request, at any time, information needed.
5	Workgroup Summary	Pat Martelle	Workgroup needs to be updated to ensure current information being shared. Suggestion to have fifteen minutes or so dedicated to a workgroup at each meeting (could go by workgroup or objective) to	Pat will coordinate having workgroup members present updates.

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			<p>ensure understanding. Suggestion to go by objective, but have a representative from the workgroup come and provide information. Request to have updates from all active workgroups at next meeting. Jennifer suggested a need for continued communication after a workgroup has ended. Suggestion of a newsletter to any/all to provide updates, kept short, but then having potential to access additional links for deeper information. Pat suggested making monthly update more robust.</p> <p>Request for a document that demonstrates who is connected to what workgroup, etc., including definition of responsibilities, reporting structure, et al. as well as an understanding of how everything is connected and what is impacted.</p>	
6	<p>IGT Orientation needs for:</p> <ul style="list-style-type: none"> • Principles of Care (PoC) • Practice Model • Systems of Care (SoC) • CANS assessment • TCOM 	Treena Clark	<p>Discussion on orientation needed for IGT, that as much as possible be provided. Hope to have Dr. Israel come and address items at his next visit. Pat can address some, and hope to have Portland State University come and address additional points. Some other needs: Principles of Care, TCOM, Practice Model, Systems of Care, CANS. Suggestion to front load as much information as possible to ensure understanding before too much time goes by. Suggestion to have a full day orientation/workshop.</p> <p>Suggestion to share articles to provide baseline information. Suggestion to share out video regarding TCOM.</p> <p>A full day orientation/workshop will be organized and scheduled for the IGT with Dr. Israel with smaller orientation meetings between now and then.</p>	<p>A full day orientation/workshop will be organized and scheduled for the IGT with Dr. Israel, targeting the first week of December (5th - 9th). Pat will share the foundational articles, videos, for reference.</p>

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7	Communication Preferences	Treena Clark		
8	Next steps	Membership	Determine when orientation workshop/orientation will occur.	
9	Next meeting: TBD *Must meet at least quarterly	Membership	Discussion of having Dr. Israel attend next meeting to provide information. Dr. Israel would begin by covering Systems of Care as a foundation. Requirement to meet quarterly at a minimum from settlement agreement. Discussion of need to meet monthly and schedule it out ahead. Recurring meeting will happen on the first Friday of each month, 10 - noon. Next meeting structure suggested to include time allotments to ensure topic coverage.	Recurring meeting will happen on the Recurring meeting proposed for the first Friday of each month, 10 - noon.

10/7/2016 Meeting Talking Points

- The IGT has elected a Chair and Vice Chair
- YES Project Plan posted on website
- Medicaid is working with CMS on a waiver intended to allow for new services to be Medicaid funded;
- Medicaid is proposing legislation to provide coverage for children under 18 with serious emotional disturbance with family incomes up to 300% of the federal poverty level
- DBH is working on budget request to better resource implementation of YES

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.	CLOSED

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
				10/3/16 Need decisions on duties, term, nomination process and election process.	
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 7/26/16 Modifications to the website have been requested and are scheduled in the month of September.	

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Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
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	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	
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	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.	
Send out links to foundational articles and videos to IGT membership	10/7/16	Pat Martelle	Prior to 11/4/2016	Here are some articles that are useful in understanding the new system of care: https://successfulmentalhealthsystems.wikispaces.com/file/view/Family-Driven%20Care%20Brochure_March%202011.pdf/215725492/Family-Driven%20Care%20Brochure_March%202011.pdf https://successfulmentalhealthsystems.wikispaces.com/file/view/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf/215725064/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf	