

<b>Date / Time of Meeting</b>	November 6 <sup>th</sup> , 2020 10:00 AM - 12:00 PM Dial in: <a href="tel:415-655-0003">415-655-0003</a> Access code: 803 135 850 Meeting password: WXhNJJ6Wb23 (99465569 from phones) Webex Only: <a href="https://idhw.webex.com/idhw/j.php?MTID=m1d14e34825022959586204b12d0f624e">https://idhw.webex.com/idhw/j.php?MTID=m1d14e34825022959586204b12d0f624e</a>
<b>Meeting Purpose</b>	Interagency Governance Team
<b>Host</b>	Pat Martelle, Ross Edmunds, Vice-Chair: David Welsh & Co-Vice-Chair: Patrick Gardner

Voting Members	Att'd	Voting Members	Att'd	Participants	Att'd
Ross Edmunds - DBH	X	Kim Hokanson - Parent	X	Shane Duty - DBH	X
Pat Martelle - Family Advocacy Agency	X	Laura Wallis - Parent	X	Treena Clark - DBH	O
Patrick Gardner - Child Advocate	X	Janet Hoeke - Parent	X	Mallory Kotze - Medicaid	X
Howard Belodoff - Child Advocate	X	Sabrina Griffis - Youth	O	Sara Stith - Medicaid	O
Cameron Gilliland - FACS	X	<b>Proxy Voting Members</b>	<b>Att'd</b>	Elizabeth Henstock - Medicaid	O
Lael Hansen - County Juvenile Justice	X	Candace Falsetti - DBH	X	Charina Newell - IDHW DAG	X
Eric Studebaker- SDE	X	Michelle Weir - FACS	O	KayT Garrett, IDHW DAG	X
Matt Wimmer - Medicaid	O	David Bell - Medicaid	X	Craig Ward - Behavioral Health Director for Tribes	X
Leah Moeller - DBH CMH Region 1	X	<b>Recorder</b>	<b>Att'd</b>	Joyce Broadsword - DHW Regional Director	O
James Phillips - IDJC	X	Megan Schuelke - DBH	X	Joy Jansen - School District	O
Doug Loertscher - Provider	X	<b>Participants</b>	<b>Att'd</b>	Georganne Benjamin - Optum	X
Jose Valle - Provider	X	Rebekah Nansel - ICAT	O	Casey Moyer - Optum	X
Tribal Representative - TBD	O	Lynn Thull - Contractor	O	Tammy Everson - Tribal Representative	X
Jennifer Griffis - Parent	X	Ruth York - Family Advocacy Agency	X	Jon Meyer - DBH	X
David Welsh - Medicaid	X	Tammy Maxwell - Parent	O	Lydia Dawson - ICAT	X

**MEETING MINUTES**

#	Time	Length	Topic	Topic Owner	Discussion	Decisions
1	10:00am	5 mins	Welcome and Roll Call Approve minutes from last meeting	Pat Martelle	Pat Martelle suggested to have a motion to approve or amend the current agenda. Patrick Gardner motioned to modify the agenda by adding the item, "New Business Items". The IGT membership should have the opportunity to add items that are not on the agenda that need to be addressed. Lael Hanson seconded the motion.  Ross Edmunds asked if the "New Business" agenda item would include votes and decisions. If decisions need to be made, then the agenda item would need to be moved to the next meeting in order to comply with Idaho Open Meeting Laws.	<b>Vote:</b> All IGT voting members voted in favor of adding the "New Business Items" as a standing agenda item for 10 minutes. <b>Vote:</b> With the above change, all IGT voting members approved the current

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Interagency Governance Team Meeting Minutes**

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					<p>With the approved change to the November IGT Meeting agenda, Patrick Gardner motioned to approve the agenda and Ross Edmunds seconded the motion.</p> <p>Patrick Gardner motioned to approve the IGT Meeting minutes from October 2020 and Janet Hoeke seconded the motion.</p>	<p>November IGT Meeting agenda. <b>Vote:</b> All IGT voting members voted to approve the IGT Meeting Minutes from October 2020.</p>
2	10:05am	10 mins	Review of Follow-up Items	Ross Edmunds & Pat Martelle	The below action items were reviewed and updated.	
3	10:15am	5 mins	Update on Nominations for the Tribal Representative	Ross Edmunds & Pat Martelle	<p>Ross Edmunds stated that he does not have an update at this time.</p> <p>Patrick Gardner asked if this issue is about hearing all of the different tribal perspectives or the lack of interest with tribal members becoming the Tribal IGT representative. Ross Edmunds stated that it is a combination of both. Ross Edmunds proposed that we contact the state Tribal Liaison and request that she communicate with the tribes to see if there are tribal member(s) that would be interested in becoming a voting member and representative on the IGT.</p> <p>Craig Ward clarified that the tribes are sovereign, and they do not make decisions for one another. Ross Edmunds clarified that this committee makes recommendations.</p>	<p><b>ACTION ITEM:</b> Ross Edmunds will reach out to the state Tribal Liaison to request that she communicate with the tribes to see if there are tribal member(s) that would be interested in becoming a voting member and representative on the IGT.</p>
4	10:20am	20 mins	Review/Discuss the Updated YES Project Plan	Shane Duty	<p>Shane Duty stated that he is making adjustments to the YES Project Plan based on the recommendations that he received. The updated YES Project Plan will be shared with the IGT chairs and co-chairs later this afternoon. Once Shane Duty receives the draft report from Lynn Thull and Kathleen Noonan, he will add additional information, including dates. Shane Duty confirmed that once the updated YES Project Plan is shared with the IGT chairs and co-chairs, it can be shared with all of the IGT members and posted publicly.</p> <p>Patrick Gardner stated that the IGT needs to have a tool that collects data as it is required in the settlement agreement. The IGT needs to provide the feedback that the tool satisfies their request for data related to YES. Patrick Gardner proposed that all of the IGT members review the YES Project Plan with these items in mind and provide recommendations to Shane Duty.</p>	<p><b>Next Steps:</b> Shane Duty will send the updated YES Project Plan to Megan Schuelke, who will then share the tool with all of the IGT members. Feedback will be requested from all of the IGT members in two weeks, by November 20<sup>th</sup>. The IGT chairs and co-chairs will also review the tool and meet to discuss the</p>

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					<p>It was determined that Shane Duty will send the updated YES Project Plan to Megan Schuelke, who will then share the tool with all of the IGT members. Feedback will be requested from all of the IGT members in two weeks, by November 20<sup>th</sup>. The IGT chairs and co-chairs will also review the tool and meet to discuss the feedback received by the IGT members. This meeting will be scheduled by Megan Schuelke during the week of November 23<sup>rd</sup> - November 27<sup>th</sup>.</p> <p>Patrick Gardner also suggested that as a proposed agenda item for the next IGT meeting, we will discuss the next steps that are needed for this tool.</p>	<p>feedback received by the IGT members. This meeting will be scheduled by Megan Schuelke during the week of November 23<sup>rd</sup> - November 27<sup>th</sup>. The updated YES Project Plan will be discussed and reviewed at the December IGT Meeting.</p>
5	10:40am	20 mins	Review Updated Statement of Purpose for the Family Engagement Subcommittee & Survey Results	Jen Griffis	<p>Jen Griffis reviewed the Family Engagement Subcommittee Statement of Purpose document. This document has been updated by the subcommittee members. David Welsh stated that he provided feedback and requested changes to the document. David Welsh will work with Jen Griffis directly on the requested changes and provide Pat Martelle with the track-changes version.</p> <p>Patrick Gardner suggested that Jen Griffis or someone from the subcommittee provide an update on the revised Family Engagement Subcommittee Statement of Purpose document at the next IGT Meeting if needed.</p> <p>Jen Griffis reviewed the IGT-FE YES Family Engagement Survey 2020 Results document. This document will be shared with parents and feedback will be requested.</p>	
6	11:00am	15 mins	YES Priorities	Ross Edmunds	<p>Pat Martelle clarified that this item is related to reporting on the YES project, how we identify who we would like to report to the IGT and the priorities of YES.</p> <p>Ross Edmunds stated that we have been focused on the boulders, include case and care management, the service array, crisis, QMIA and due process. The service array includes intensive community-based services and residential care services. Currently, there is work being done by Lynn Thull and Kathleen Noonan to write the YES Implementation Assurance Plan.</p>	

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7	11:15am	20 mins	Optum Plan to Assist with Respite Access Issues & Workforce Development Issues	Georganne Benjamin	<p>Georganne Benjamin provided a presentation on respite access. This included the history of respite, the challenges including those that occurred due to COVID-19, utilization data by member count, respite providers and supervisors trained as well as opportunities and actions in 2020.</p> <p>Doug Loertscher asked how many children have received respite this year. Georganne Benjamin stated that 732 unique members received respite in 2020 so far.</p> <p>Patrick Gardner requested that this presentation be shared with Megan Schuelke so that all of the IGT members have access to this information. Georganne Benjamin stated that she will work with David Welsh from Medicaid.</p> <p>David Welsh stated that, in relation to the QMIA Report, it will show all of the good work that we have been doing to provide more services. David Welsh requested that all of the IGT members review the next QMIA Quarterly Report and notify David Welsh and Candace Falsetti if there are any specific topics that they would like to review or data that should be included in the report. The next QMIA Quarterly Report will be published in January and will cover the first quarter.</p> <p>Patrick Gardner requested that Megan Schuelke send out the QMIA Quarterly Report to all of the IGT members for review and request that the members provide any specific topics that they would like to review or data that should be included in the report.</p>	
8	11:35am	10 mins	Presentation on the Aware Grant from SDE	Eric Studebaker	<p>Eric Studebaker stated that SDE was awarded the Aware Grant and the funding period started on October 1<sup>st</sup>, 2020. It was for \$1.2 million dollars for five years. This is a continuation of the work that SDE has been doing in the Idaho Lives Project and the sources of strength. This grant will only work with three rural School Districts in Idaho. SDE will be working in the first 12-months to implement the framework of support and training staff members. In the second year, they will begin implementing the sources of strength. SDE will be spending a considerable amount on assessments and reports that can be shared with the IGT members.</p>	

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9	11:45am	10 mins	Public Comment	Pat Martelle	<p>Lydia Dawson stated that ICAT was hoping to touch base with IGT about their role as a subcommittee. They team has found that they are good at issue spotting and developing potential recommendations around trainings. The team is not sure how to engage the IGT and how much work should be done before engaging the IGT. Some feedback and guidance on how IGT would like this subcommittee to operate would be helpful.</p> <p>Patrick Gardner suggested that ICAT come to an IGT Meeting to present on where they are and what they are engaged in as a good starting point. This could assist in generating some discussions and feedback. Patrick Gardner added that it would be helpful to share the ICAT Charter and any other documents. Lydia Dawson added that all of these documents are in draft form.</p> <p>Patrick Gardner asked to speak about the status of the due process work, specifically the appeal process. Howard Belodoff stated that the Due Process workgroup has been reviewing varying notices that different providers provide to their clients. There are serious questions in regard to due process that parents have. Howard Belodoff stated that the Due Process members are waiting for a response from the state Deputy Attorney's. A great concern was with the Telligen Notice of Appeal that was provided by Medicaid. This document has been created, reviewed and implemented without any input from parents or the Due Process workgroup.</p> <p>Pat Martelle suggested that we can put this item on the agenda for the IGT Meeting next month. Pat Martelle will also reach out to Howard Belodoff to make sure that the necessary parties are present for the conversation. Patrick Gardner suggested that we, instead, take this issue to the IWG, which meets in two weeks, for their review and action. Then, we can ask the IWG members to come to the next IGT Meeting with their suggestions or solutions.</p>	
10	11:55am	5 mins	Review Future Agenda Topics and Action Items	Pat Martelle	<p>Based on the above discussions, future agenda items should include:</p> <ul style="list-style-type: none"> <li>- New Business Items as a standing agenda item for 10 minutes - All IGT members</li> </ul>	

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					<ul style="list-style-type: none"> <li>- Q&amp;A on QMIA Quarterly Report - David Welsh &amp; Candace Falsetti</li> <li>- Review/Discuss the Updated YES Project Plan - Shane Duty</li> <li>- Review Family Engagement Subcommittee Statement of Purpose document <i>if needed</i> - Family Engagement Subcommittee member</li> <li>- Presentation from ICAT on Current Work - ICAT member</li> <li>- Update on Due Process Concerns - IWG members</li> <li>- Recommendations from Workgroup on PRA - Doug Loertscher</li> <li>- Discuss around Extended Meeting - Kim Hokanson</li> </ul>	
11	12:00pm	--	Dismissal	Pat Martelle		

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

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Regional SOC Project and the intention is to have one region present at each IGT Meeting.	3/6/2020	Ross Edmunds	4/3/20	<p>4/3 Update: Previously identified system collaboration as an interest and discussed how we could look at system collaboration. Helpful to see what collaboration looks like in each region. Work with Regional Behavioral Health Boards and request they prepare presentations. Will cover one region per meeting. This will be done by Ross Edmunds.</p> <p>5/1 Update: This was previously identified as system collaboration. The intention is to have one region present at each IGT Meeting. Ross Edmunds will work to get these presentations scheduled at the right time.</p> <p>10/2 Update: Patrick Gardner suggested that we create a panel with 2 or 3 members from the Regional Behavioral Health Boards for these presentations. We also need to frame the purpose of the panel and the presentations. These would be scheduled a few months from now. The IGT Chairs and Co-Charis will meet to create the proposal for the RBHB panel and presentations and gather feedback from the IGT Meeting members.</p>	<p><b>11/6, In Progress.</b> Ross Edmunds motioned that we accept the proposal and he will take on the action item to take the proposal to the Regional Behavioral Health Boards. The letter will be sent to all of the IGT members as well as the RBHBs.</p> <p><b>Vote:</b> Ross Edmunds motioned that we accept the proposal and Patrick Gardner seconded the motion. All IGT voting members voted to approve the proposal.</p> <p><b>10/2, In Progress.</b> Ross Edmunds, Pat Martelle, David Welsh, Patrick Gardner and Megan Schuelke will meet to create a framework for the proposal for the Regional Behavioral Health Board panel and presentations. The proposal will be emailed to all</p>

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
				11/6 Update: The proposal was shared with the IGT members on October 6 <sup>th</sup> . Patrick Gardner stated that we would leave it up to the boards as to whether the CMH Subcommittee members join or the general members join. This information could be added into the letter that will be sent out to the RBHBs. Laura Wallis stated that we need to provide more direction for the RBHBs. Ross Edmunds clarified that the focus would be the YES implementation and the impacts of COVID-19.	IGT Meeting members for their feedback. The proposal and the feedback will be discussed at the November IGT Meeting.
Create a subcommittee reporting template by July 20th.	6/5/2020	Shane Duty	7/20/20	10/2 Update: Shane Duty shared the YES Project Plan Smartsheets. This will be used as a tracking spreadsheet and will report on the status of these projects. We need to work out a process for additions of information. Flagged issues/roadblocks will be listed on an additional sheet. Patrick Gardner asked how you present this information so that it is manageable and understandable so that the IGT Meeting members understand the status and progress of the YES Project. Shane Duty explained that once the spreadsheet is further developed with more detail, a framework and a concise dashboard will be provided to IGT. Shane Duty plans to meet with the subcommittees to gather additional information about what their projections are over the next quarter.	<b>11/6, In Progress.</b> Shane Duty provided an update on this action item in the above IGT Meeting notes. <b>10/2, In Progress.</b> Ross Edmunds, Pat Martelle, David Welsh, Patrick Gardner, Shane Duty and Megan Schuelke will meet to review the YES Project Plan and determine the information that needs to be included. An email will be sent to all IGT members to gather feedback on the YES Project Plan and a PDF of the dashboard. The updated YES Project Plan, the dashboard and the feedback will be discussed at the November IGT Meeting.
Create and share a brief document about the Aware Grant, which will be shared with the IGT members prior to the November IGT Meeting.	10/2/2020	Eric Studebaker	Prior to 11/6/20		<b>11/6, Closed.</b> Eric Studebaker provided a presentation on the Award Grant. Further information can be found in the above IGT Meeting notes.