

Date / Time of Meeting	July 26, 2016 3:00 PM—4:30 PM Dial in: 1-866-906-9888 Host Code: 36820841 Participant code: 2927162
Meeting Purpose	Interagency Governance Team Initial Meeting
Host	Pat Martelle, Project Manager, Division of Behavioral Health

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

AGENDA

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome	Ross Edmunds	Welcome and overview and brief history provided.	
2	Introductions	Pat Martelle	Introductions of attendees.	
3	Review of Charter	Pat Martelle	Pat briefly explained the charter origination and project history.	
4	Overview of IGT Requirements from Settlement	Pat Martelle	IGT shall advise the parties to the settlement (DHW, SDE, IDJC) to monitor implementation of agreement, identify barriers and serve as a vehicle for	

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	Agreement		communications between the parties. Help parties have meaningful partnership, appropriate interfaces, address sustainability of shared investment, effective use of data, and steady progress. Group will ultimately have support from DBH in the form of reports, decisions, and data in advance of meetings.	
5	Review of Tasks of IGT from Implementation Plan and Election of Chair, Co-Chair	Pat Martelle	Need to determine chair, vice chair, selection of committees, and define scope of team’s responsibilities.	<ul style="list-style-type: none"> Membership deferred this activity until they have been further oriented to the purpose and scope of the work involved. Ross asked for someone to serve in a leadership capacity - in interim Ross will serve initially, and asked that Pat help facilitate meetings initially.
7	Meeting Schedule	Pat Martelle	Directed to meet quarterly at a minimum. Ross suggested meeting again in six weeks. Discussion of meeting times and availability. Eric stated he is not in school on Fridays, Vanessa stated during the day would be best. Ross reminded the group that the conference call line will be available. Budget available for assistance to attend.	Meet again in six weeks - target of Friday, September 9 th from 10:00 a.m. - 11:30 a.m.
8	Next Steps: Operational Guidelines, Formation of Subcommittees, Orientation to Workgroups and QMIA Structure, Attend PSU Orientation to Wraparound	Pat Martelle	<p>Subcommittees: Required to operate a minimum of three subcommittees: Family Engagement, Clinical, and Training.</p> <p>Lynn asked about how those three subcommittees were decided upon. Pat responded that they are required by the Settlement Agreement; she explained further that Family Engagement is one of the essential key elements for the foundation of the project. Clinical is in reference to the services that are being delivered, interfacing with people who have needs - insurance/health plan benefits - all the aspects around the effort of helping the person through recovery. Training is in regards to the level of change that will happen through the program, and ensuring information is provided at every step to those involved on all sides. Chuck added they were formed as a way to ensure the IGT is involved in every step of the way. Connie suggested breaking out workgroups and determining what needs done in each area. Pat explained the</p>	<ul style="list-style-type: none"> Ross, Pat, Chuck will put together a proposal for what the group could do for review by the IGT that will cover role and purpose. Pat will email out anything needed by the group. Documents can also be found on the website: www.youthempowermentservices.idaho.gov

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			<p>governance role is a balance between creating the material and reviewing it. Connie asked what level of detail the IGT is to be responsible for. Lael asked who defines the level of detail. Chuck explained that the IGT would be at a higher level until required at times to be more detailed, and suggested starting with an orientation to the implementation plan and the workgroups. Eric asked for clarification on what family engagement meant. Pat answered that it means that we are meeting families where they are and talking about their needs and issues and service needs; that we are ensuring we are speaking the same language. Kim stated she read the lawsuit and shared that her impression of being part of the IGT would be, as a parent, that the things in the Jeff D agreement are adhered to by. Ross explained that that is part of the role, and that it should be done from a problem solving standpoint and that collaboration is essential in ensuring that we are complying with the settlement. Eric said to him that the IGT is there to ensure we are complying with the settlement and making sure everyone’s needs are being met. Lael asked that in the orientation if an explanation of the defendant roles could be explained.</p> <p>PSU Orientation to Wraparound: Expected to happen in September or October. Opportunity to have IGT members present.</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
Disburse the Idaho Implementation Plan to membership.	7/26/16	Pat Martelle	9/2/2016		
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		
Request if Jon can create a link for the IGT on website.	7/26/16	Pat Martelle	9/2/2016		