

HHW Decategorization Board Meeting Minutes

Location: Hamilton County Courthouse Supervisors Board Room

Date: September 26th, 2011

Time: 1:00 - 2:30 pm

Attendees: Doug Bailey, Lucas Beenken, John Christianson, Tim Wilaby, Doug Koons, Ann Stewart, Joy Thoma, Elizabeth Stanek, and Andrea Harrison

Minutes

HHW Board Chair Bailey called the meeting to order at 1:01 pm. There were no changes to the agenda. Beenken motioned to approve the agenda, seconded by Wilaby. Motion approved with all Ayes.

Harrison addressed the Board concerning information about the Child Welfare Transfer Letter received from Evan Klenk, Northern Service Area Manager, in June, 2011. At the time, the letter was received, reviewed by the Board and accepted with the noted designations. Consequently, the Board took action regarding several current contracts based on the wording and their understanding of the letter. Since the last Board Meeting, Klenk clarified his intentions for several of the designations within the letter which affect the actions taken by the Board. First, money in line item #4 used for flexible supports must be for items or services identified through a Family Team Meeting (FTM). Wording within the letter suggested it should be but was not limited to flexible supports identified through a FTM. The Board used \$9,000.00 of the money in line item #4 to fund the Individualized Services Contract. Only a small amount of additional money, \$2,500.00, is currently in the contract and can be used only by JCS. There is no money within the IS Contract that can be used by DHS Workers without being specified through a FTM. Secondly, within line item #4 the letter lists using money for contracted clinical case consultation for DHS/JCS cases. No specifics on how this should be achieved were in the letter but Kyle Welander, Liaison, had explained they were told each area would be asked to contribute somewhere between 5-10% of their total from line item #4 for a Service Area Wide Contract. At the last meeting the Board held the remaining money in line item #4, a total of \$5,000.00, aside until details were known. It was recently communicated the amount for HHW areas contribution to the upcoming Service Area Wide Contract for Clinical Case Consultation is 10% of the original amount in line item #4, totaling \$1,400.00. The remaining \$3,600.00 of the \$5,000.00 is now available for use. The last clarification made by Klenk involved the use of line item #5. The line item describes using money for an integrated response for prevention of out-of-home placements and formal involvement and what the response should include. The Board approved to use this money for the current Crisis Intervention Contract with Youth Shelter

The purpose of this collaboration shall be to create a partnership within the three named counties and school districts and between these entities and the State of Iowa in order to develop services which improve the quality of life for the children and families in Hamilton, Humboldt and Webster Counties.

Care (YSC). Klenk further clarified the money cannot be used to supplant the new State Wide CWES contract with YSC but could be used to work alongside the CWES contract. Harrison informed the Board this was taken to the CPW Board for discussion and followed up with conversations with YSC. The contract was amended change the referrals to come from School Counselors or designees, JCS School Liaisons or other Human Services related agencies. The contract is scheduled to become effective on Oct 1st, 2011.

Next Harrison updated the group on contract statuses since the last meeting.

All three After School Programs, Eagle Grove Connections, Humboldt-Dakota City Connections and Stratford HAPI are fully funded. Amendments to each of the contracts for additional funding have been approved and are effective.

Stewart of Building Families told the Board no additional funding would not be needed for the Community Links Contract. The \$1,000.00 currently in the contract should be enough to cover the website, mailings and admin costs for the year.

Stewart also addressed the Board concerning the Bee Inspired Contract. Due to issues with billing and reimbursable expenses, Stewart stated she wasn't sure they would accept the funding this year to continue the contract. Harrison explained the questions and requests made by the Northern Service Area Managers office regarding the billing to the group. She continued there has been a lot of discussion with the Service Area Managers office about the use and reimbursement of gift cards. Although still an option, the use of gift cards is discouraged in most cases and there are restrictions and requirements for reimbursement. As of yet, no formal correspondence on the appropriate use of gift cards has been received by Harrison. Stewart added if they were to continue the contract they would pick certain items/services to request reimbursement for and ensure with Harrison and the Northern Service Area office those items/services are approved for reimbursement before billing. Harrison said there is nothing in the contract specifically stating what they have to bill for. As long as the expenses are incurred for the program (within contract terms) and deliverables and performance measures are met, they can bill for whatever they like. Another issue Stewart mentioned was the reporting piece of the contract. Harrison said she would be willing to discuss what information is necessary in the report and what is expected. Stewart, Harrison and Tiffany Larson, program facilitator, will sit down and discuss billing and reporting outside of the Board Meeting. Currently, the group in Hamilton County will be starting soon, with groups in Humboldt and Wright to start at a later date.

Harrison reiterated the status of the Individualized Services Contract as discussed earlier in the meeting. The contract is effective. The major concern is lack of funding within the contract to support requests for items/services not identified through a FTM.

The Parent Partner Contract has been amended to reflect the actual amount of MICWIC carry-through from FY11 to FY12. The carry-through money is only available until the end of the Federal Fiscal Year, Sep 30th, at which time any money left unused will go back and the new MICWIC allotment of \$20,000.00 will be added for the new year.

Harrison asked the Board for approval to add the new \$20,000.00 in MICWIC funding to the contract for use beginning the start of the Federal FY12 Oct 1st. Christianson motioned to approve the amendment of the Parent Partner Contract as requested by Harrison. Beenken seconded the motion, approved with all Ayes. Harrison invited Joy Thoma of Children and Families (CFI) to introduce herself and give an update on the Parent Partner Program. Group introductions were made. Thoma informed the Board the previous Parent Partner Coordinator, Amy Holbrook, is no longer with CFI and she has been asked to assume responsibilities interim. She began Sep 2nd and has since assigned 3 new mentees to mentors including one match utilizing a male mentor from the CPW area for a client. She reported the cooperation between PP sites has been effective. The group discussed what they would like to happen with the program as well as the cost difference of adding more time and the salary difference between the previous coordinator and Thoma. Harrison reminded the Board the program has received more than the requested budget amount for the year. The Board requested a new budget for the year from CFI to include the salary difference and projections of how much the cost would be if more time was spent on the program. Harrison will bring the new budget(s) to the next Board Meeting.

Harrison reported the Restitution Contract is effective and in use. When asked if the contract was being used in the HHW area, Dinsdale gave examples of how the contract was helping clients she is working with.

Harrison discussed the FY12 Budget with the group. She informed the Board an email was received from Klenk with the HHW allocation for FY12. The allocation is \$20,544.00, 100% State money. She continued by pointing out several minor changes made to the FY12 Budget since the last meeting. The group discussed available funding.

Next the group discussed possible needs in the HHW Decat area. Stewart talked to the group about the Humboldt Care Team and CARES program. Harrison informed the Board of a request on the behalf of Kyle Welander, Liaison. Allen Memorial Hospital of Cedar Falls approached the Blackhawk Decat Area to request funding to support the Allen Child Protection Center (CPC). Because the CPC services children in the other Decat areas the Northern Service Area office and the liaisons were extending the request to all the Decat Boards. Figures were based on the amount of children serviced from the counties in each area. The HHW portion being requested is \$3,710.00. Klenk wanted it expressed to each Board this is voluntary and will not affect children from the area being treated at the facility. The CPC provides trained professionals to talk to children who have been victims or witnesses to sexual or physical abuse through forensic interviews. They can also do examinations. Due to budget cuts by the State Legislature Allen Memorial did not receive funding to support the program. Only accredited CPC received State funding. They are in the process of becoming accredited and do not anticipate needing funding help after this year. Harrison also mentioned several needs identified in previous meetings including a runaway program, transportation, the ACE Out of School Program and emergency childcare. The group discussed the needs further.

The following funding decisions and determinations were made by the Board:

1. Koons motioned to allocate \$3,710.00, using the \$3,600.00 remaining from line item #4 of the CW Transfer letter from Klenk and \$110.00 of undesignated money to support the Allen Memorial Child Protection Center. Wilaby seconded the motion. Motion approved with all Ayes.
2. Harrison was asked to talk to the Director of All Cultures Equal, Leslie Kauffman, about the future and possible needs of the Out of School Program.
3. After a brief conversation on using the CCPC group, which is part of the Parent Partner Program Contract, to identify needs, the Board agreed Thoma, Harrison and Stewart should approach the CPPC group at their next meeting. The next Parent Partner Steering Committee meeting is scheduled for Sep 27th.
4. Koons motioned to add \$5,000.00 of undesignated funds to the Individualized Services Contract to provide items/services which may or may not be identified through FTMs.
5. Stanek suggested a general RFP be sent out to the communities in the Decat area to see what programs may be in need or reach those that may not usually be thought about. The Board discussed this option. Wilaby motioned a general RFP or equivalent document be sent out to request proposals for preventing system placement/involvement, details to be worked out by Harrison. Christianson seconded the motion. Motion approved with all Ayes.

Wilaby motioned to adjourn the meeting, seconded by Beenken. Motioned approved with all Ayes. The meeting was adjourned at 2:35 pm.

Follow-up Items

1. Harrison to meet with Ann Stewart and Tiffany Larson, Bee Inspired, to discuss billing and reporting. Report back to Board at the next meeting.
2. Harrison to request a new budget(s) for the Parent Partner Program including the new coordinators salary difference and options for a possible time increase. Report back to Board at the next meeting.
3. Harrison to talk to the Director of All Cultures Equal, Leslie Kauffman, about the future and possible needs of the Out of School Program. Report back to Board at the next meeting.
4. Harrison to approach the CPPC group at their next meeting about discussing needs of the area. Report back to Board at the next meeting.

Next Meeting

Date: TBD by Harrison as needed.

Time: TBD