

CPW Decategorization Board Meeting Minutes

Location: Linking Families and Communities Conf. Room

Date: August 22nd, 2011

Time: 2:00 - 3:30 pm

Attendees: Paul Beneke, Luann Burgers, Tim Wilaby, Kyle Welander, Jean Fell and Andrea Harrison

Minutes

CPW Board Chair Beneke called the meeting to order at 1:58 pm. Harrison asked to add a bullet under V. FY12 Budget to discuss funding decisions. Burgers motioned to approve the agenda with the minor change. Wilaby seconded the motion. Motion approved with all Ayes.

Harrison informed the Board of a situation regarding the Functional Family Therapy Contract with Youth and Shelter Services (YSS). Funding for the program is provided by the 2nd Judicial District. YSS was told to add Story County to the coverage area but due to miscommunication the change was not brought before the Board for consideration and approval. There are several referrals for Story County. Prior to the meeting Tom Southard, Chief Juvenile Court Supervisor, reassured Harrison the funding for the Calhoun, Pocahontas, Webster (CPW) and Hamilton, Humboldt, Wright (HHW) Decat areas would not be affected by the addition of Story County. Harrison requested the Board consider adding Story County to the coverage area. Wilaby motioned to add Story County to the FFT Contract coverage area. Burgers seconded and the motion was approved with all Ayes.

Harrison presented the Board with a Transfer Letter from the HHW Decat area for a total of \$24,400.83. \$15,000.00 of the total is designated for use to support the HHW portion of the Coordination Contract and the remainder, \$9,400.83, is designated for the HHW portion of the Crisis Contract. Burgers motioned to accept the transfer to be used as designated with \$15,000.00 for HHW Coordination and \$9,400.83 for HHW Crisis. Wilaby seconded the motion. 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

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 Webster, Calhoun and Pocahontas Counties.

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 invested a significant amount the money in line item #4 for the Individualized Services Contract. Only a small amount of additional money, \$1,500.00, is currently in the contract that can be used by JCOs and DHS for items not identified in 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. The board agreed the money could be drawn out of Individualized Services. It has now been communicated the money was to be held for the CPW areas contribution to an upcoming Service Area Wide Contract for Clinical Case Consultation. Welander explained the liaisons were told each area would be asked to contribute somewhere between 5-10% of their total from line item #4. Wilaby questioned how the contract would be set up and how we could guarantee our area would get back/use the money designated to our area. Harrison will follow up with the SWAs and let the Board members know the answers to their questions. 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 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. Welander told the Board he met with Klenk, Matt Majeski (Social Work Administrator) and Diane Arndt of YSC to see how this could be achieved. It is suggested the current Crisis Contract be revised to change the referral sources from DHS, JCOs and Law Enforcement to Schools and Self so they are not the same as the CWES contract. This will enable a wider spectrum of families/individuals to receive crisis services. Burgers expressed concern the change to accept self-referrals would open the contract up too wide and the funding would be depleted quickly. She further explained this was why they did not write self-referrals into the contract originally. Wilaby asked if there is a screening tool to use when calls come in. Welander said yes, every CWES contractor received one to use. Beneke suggested wording the CPW Crisis contract to open up the services slowly. The Board discussed options for referral source wording. Harrison will meet with Diane Arndt, Doreen Coppinger and Welander to discuss wording changes. The Board asked Harrison to suggest accepting referrals from schools and agencies as well as inquire about the screening tool. Harrison will report back to the Board and set up an additional Board Meeting when necessary.

Next Harrison discussed the FY12 Budget with the group. She began by telling the Board, although no official work or documentation has been received, the word is as of July 1st Decat will be working with a 2 year budget. Decat allocations will still be given on a yearly basis but in the future areas may be able to carry-over from 2 years prior. Harrison informed the Board she received an email from Klenk with the CPW allocation for FY12. The allocation is \$29,191.00 100% state money. She continued by pointing out several minor changes made to the FY12 Budget since the last meeting. The group discussed available funding. Harrison

told the Board they still need to put \$3,634.42 into the Coordination Contract to cover the CPW portion of expenses.

Harrison asked Wilaby to tell the group about the upcoming Citizens Academy being held by the Fort Dodge Police Department. The goal of the Citizens Academy is to create better public awareness of services available to them and the processes involved as well as building a positive relationship with the police department. There will be several 6-8 week sessions held with a target of no more than 25 people in each. Harrison pointed out topics on the schedule which pertain to Decat including Domestic Abuse, Internet Crimes Against Children, Missing/Exploited Children, Juvenile Court System, Community & Family Resources, School Resource Officer and Youth/Alcohol. Harrison informed the Board the Fort Dodge Police Department is asking for a minimal amount of \$100.00 to help purchase materials for the class. She said a one-time payment could be done. The group discussed the relation of the Citizens Academy to the goals of Decat. They agreed the subjects listed above contributed to community safety and family awareness. Wilaby asked Harrison to send him the information needed to submit the one-time payment billing and he will provide it to the necessary people at the Fort Dodge Police Department.

The following funding decisions were made by the Board:

1. Beneke motioned to provide \$100.00 of undesignated money to the Fort Dodge Police Department to go towards materials for the Citizen's Academy. Burgers seconded the motion. Motion approved with all Ayes.
2. Burgers motioned to use \$3,634.42 of undesignated money for the remaining balance of the CPW portion of the Coordination Contract. Wilaby seconded the motion, approved with all Ayes. With the addition of this money the Coordination Contract will be fully funded for FY12.
3. Burgers motioned to add \$4,000.00 of undesignated money into the Individualized Services Contract for non-FTM identified items and/or services requested by DHS and JCOs. Wilaby seconded the motion. Motion approved with all Ayes.

At a previous meeting Harrison was asked to request proposals from the BSC Committee. Harrison told the Board she had requested the proposals and asked Fell, BSC Committee member, if she would like to update the Board on the Committees plan. Fell let them know the Committee does not have any proposals yet but plans to get ideas at the upcoming BSC Conference being held Sep 26-28th. After the Conference the Committee will put together a proposal and let Harrison know to put it on the next Board Meeting Agenda.

Harrison will schedule the next meeting after she meets with Arndt, Coppinger and Welander to discuss changes to the Crisis Intervention Contract.

Beneke asked if there was any other discussion. Burgers motioned to adjourn the meeting, seconded by Wilaby. Motioned approved with all Ayes. The meeting was adjourned at 3:28 pm.

Follow-up Items

1. Talk to SWAs in Waterloo to find out how the clinical case consultation Service Area Wide contract will work and how each Decat areas funding will be tracked.
2. Meet with Diane Arndt, Doreen Coppinger and Welander to discuss changing referral sources in the Crisis Intervention Contract to schools and agencies. Ask about screening tool given to YSC to use for CWES Contract. Report findings back to Board and set up additional Board Meeting when necessary.
3. Send Wilaby the information needed to submit the one-time payment billing for the Citizen's Academy.

Next Meeting

Date: TBD

Time: TBD