

HHW Decategorization Board Meeting Minutes

Location: Hamilton County Courthouse Supervisors Board Room

Date: November 9th, 2011

Time: 2:00 - 3:30 pm

Attendees: Doug Bailey, Lucas Beenken, John Christianson, Tim Wilaby, Ann Stewart, Kyle Welander, Tiffany Larson and Andrea Harrison

Minutes

HHW Board Chair Bailey called the meeting to order at 2:03 pm. There were no changes or additions to the agenda. Beenken motioned to approve the agenda, seconded by Christianson. Motion approved with all Ayes.

Harrison presented a Transfer Letter from Northern Service Area Manager Evan R. Klenk in the amount of \$44,409.00 to the HHW Board for acceptance. The funds are Child Welfare dollars from the State. Of the total, \$33,306.00 is to be used “to address the underlying factors, e.g., substance abuse, mental health, domestic violence and poverty that are believed to have a nexus to Child and Family Service Review results, our Key Performance Measures and the implementation of the strategies identified in the Service Area Child Welfare Plan.” The remaining \$11,103.00 may be used at the Boards discretion to help meet Child Welfare objectives. In preparation for the meeting Harrison had asked Welander to verify what was meant by the restrictions placed on the majority of the funds to ensure the Board used them as intended and to avoid situation as they have had in the past. Welander said Klenk did not have any specific programs or ideas for the money but he is looking for the Board to use the money to directly address the main underlying factors as listed in the letter. The group discussed the meaning of the restrictions on the funds and possible uses. Ideas included mental health, substance abuse or parent support groups as well as supporting D/SAOC. Wilaby motioned to accept the transfer of \$44,409.00 from the Northern Service Area Manager, with conditions as detailed in the letter. Beenken seconded the motion. Motion approved with all Ayes.

Next Harrison pointed out several minor changes made to the FY12 Budget since the last meeting. The group discussed the amount of available funding including the newly accepted transfer.

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 Wright Counties.

A proposed budget change for the Parent Partner Program was presented to the Board. Harrison explained the amount of funding in the budget did not change, only where certain amounts were proposed to be spent. Changes reflected the discussion at the last meeting to take the coordinator to 60% time and also an increase in Parent Partner stipends to allow service to additional clients. No action was needed.

The Board reviewed a proposed budget change for the Bee Inspired Program. The new budget included additional funds in the amount of \$2,300.00 for a contract total of \$3,300.00. The Board had asked in a previous meeting for a revised budget for services beyond the \$1,000.00 initially used to renew the contract for FY12. Stewart addressed the group with a current update of the programs progress as well as the successes of the program during the previous fiscal year. This year the goal was to have one group in each county. The Hamilton County group started in Oct and although several girls were there for the first meeting, attendance was inconsistent at the next few. Consequentially the group has been cancelled. The facilitator, Larson, is now working to ensure the next groups are successful. The group talked about whether or not the additional money being requested could come from the restricted funds in the newly accepted transfer. Welander asked for more information on the program. Larson was not yet present at the meeting. The item was tabled until she could join the group.

In the meantime, Harrison updated the group on the status of the general Request for Proposals (RFP) for the HHW Area. The RFP has been drafted and sent out with a due date of 3:00 p.m. on Monday Nov 28th. The intention with the Nov due date is to make sure there is enough time to approve proposals, negotiate terms and get contracts effective to start in Jan. Harrison listed several people she sent the RFP out to and asked if anyone had suggestions for others. Stewart offered to forward the RFP to additional people with ideas on what services could be provided.

Harrison approached the HHW Board with a request from the CPW Board to assist with funding the Achieving Maximum Potential (AMP) Contract, formally known as Elevate. The AMP Contract serves youth in the HHW as well as CPW. Youth Shelter Services in Ames received the state wide contract and has subcontracted with Youth Shelter Care in Fort Dodge for the CPW/HHW area. CPW has funded the program as Elevate in the past and is continuing with AMP to cover costs not covered by the state wide contract. There is a minimal amount in the contract, approximately \$5,900.00. The CPW Board is asking if the HHW Board would be interested in helping fund the youth that come from their area. The HHW Board requested Harrison bring back additional information to the next meeting for consideration. They would like to know statistical data from this year and last regarding youth involvement from the HHW area.

Larson joined the group to discuss Bee Inspired. She gave the group a general description of the program and details on how the Hamilton group and planning has progressed so far this year. The group also discussed possible ways to extend the program including offering after school, creating a version for males and taking referrals from Juvenile Court and DHS. Larson will be spreading information about the program at the Festival of Trees in Wright

County as well as the Christmas display in Humboldt County. Beenken asked Welander if his request for more information on the program was to see if it could possibly be funded with the restricted money in the transfer letter and if he had enough information to make a determination. Welander said he was concerned but did not know for sure if it could be funded with the money in question. Larson added she has information to show evidence based outcomes to support the program. Beenken motioned to allocate \$2,300.00 to the Bee Inspired contract to be taken from the \$33,000.00 of restricted money in the transfer letter if approved by Klenk, otherwise to be taken out of discretionary money. Christianson seconded the motion. Motion approved with all Ayes.

Harrison updated the group on the progress and completion of the Follow-up Items listed below, numbers 1 through 4. Those items were assigned at previous meetings.

The next meeting date was discussed. Proposals received in response to the general RFP for HHW Area will be discussed.

Beenken motioned to adjourn the meeting, seconded by Wilaby. Motioned approved with all Ayes. The meeting was adjourned at 3:35 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. *In Process*
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. *Complete*
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. *Complete*
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. *Complete*
5. Harrison to bring back statistics regarding HHW Youth in the AMP Program (this and last year).

Next Meeting

Date: Thursday, Dec 1st.

Time: 1:30 p.m.