

MEETING MINUTES EXAMPLE

Implementation Team Meeting Minutes

dd/mm/yyyy

In Attendance: Fred, Corrine, Alexa, Barb, Corey, Gertrude, Tony, Virginia, Meredith, James, Sandra, Laura, Nancy, Michelle, Nicole, Jennifer

Systems Change Target: Coordinated Services	
A. Agenda Item: Updates on City School's progress with coordinating PST meetings with providers from other organizations	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>Currently, the city schools invite parents to the Pupil Service Team (PST) meetings and then the parents can choose to invite others. Parents do not usually invite others to the meeting.</p> <ul style="list-style-type: none">• In some communities they use the shared consent form to see which other services the parents are using and use that as a way to start a conversation about inviting other providers to join the team.• We can try out this process when the schools begin using the shared consent form.	<p style="text-align: center;"><u>Action Items</u></p> <p>Sandra, Laura, and Meredith will give an update on how this process is working in October.</p>
B. Agenda Item: Updates on City School's progress with coordinating transcripts with Detention Center	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>The City Schools social workers looked into how forms from the detention center were being coordinated with the schools and found that the social workers are not the ones to receive the forms from the Detention Center – the secretaries receive the forms.</p> <p>Parole officers and Detention Center staff can use their personal connections with the social workers to make sure the forms are processed by the school office and not lost in the shuffle.</p> <p>We can use three processes to make sure forms get through:</p> <ul style="list-style-type: none">• Fax the secretary the forms• Email the forms to the social workers• Call the social worker to alert them that the form was emailed and faxed and ask them to follow up and make sure the forms	<p style="text-align: center;"><u>Action Items</u></p> <p>Sandra, Laura, and Corey will give us an update on how this coordination is working in November.</p>

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<p>were received.</p> <p>We will get an update on this process in November so they have a few months to try it out.</p> <p>Sandra and Laura also sent Melissa and Corey the updated directory of all social workers in the district to help with coordination.</p>	
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C. Agenda Item: Progress on coordinating CHAN trainings for Foster Care parents
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<u>Summary and Discussion of Key Points</u>	<u>Action Items</u>
<p>At the last meeting it was brought up that foster care parents could use some training. Michelle gave an update on the progress of coordinating this training with Children’s Health Advocacy Network (CHAN):</p> <ul style="list-style-type: none"> • CHAN is finalizing a training session on the basics of trauma that the foster parents could attend. • CHAN hopes to have a final description of the training ready to distribute and an orientation for parents scheduled in October. • Corrine let the foster care licensing supervisor know about the training and it appears that the training will be perfect for the foster care parents. The parents need 6 hours of training every fiscal year and this training will help satisfy this. • Michelle and Corrine will give an update on this progress in October 	<p>Michelle and Corrine will give an update in October on the progress of coordinating the CHAN trauma training for foster care parents</p>

D. Agenda Item: CMH and DHS coordination to address foster care crisis

<u>Summary and Discussion of Key Points</u>	<u>Action Items</u>
<p>Community Mental Health (CMH) is in such a crisis mode right now due to the budget cuts that the work on this issue will have to wait until October. Nicole will give an update on this when she knows more.</p>	<p>Nicole will give an update on the work between DHS and CMH to address the foster care crisis in October</p>

E. Agenda Item: Feedback from Staff regarding additional training needs
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<u>Summary and Discussion of Key Points</u>	<u>Action Items</u>
<p>Parents in the county are hungry for training opportunities. It was suggested that we make a list of parent trainings in the county so parents know. We can be proactive in this.</p> <p>After last meeting, Michelle had looked into CHAN parent trainings for</p>	<p>Michelle agreed to compile a list of CHAN trainings as well as trainings provided by the Michigan Alliance for</p>

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<p>Reminder: It was suggested that every agency should take time at their staff meeting to ask staff who is using the form, go through how to explain the process to families and trouble shoot potential problems with implementing the form.</p>	<p>staff on how to explain the form to families, and trouble shoot potential problems with implementing the form.</p>
Systems Change Target: Inclusion of Child and Family’s Voice	
H. Agenda Item: Recruiting youth and adults to advisory boards	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>We are looking to recruit more youth and parents to the family and youth action learning teams.</p> <p>YOUTH TEAM</p> <p>Providers can recommend the following youth for the team:</p> <ul style="list-style-type: none"> • Between ages 14-17, (11th grade and below) • Experience with multiple services • Have an SED diagnosis <p>We will have another youth team meeting in mid October. Jennifer will email everyone a description of the board and the consent forms that the youth and parents need to sign.</p> <p>If you have any suggestions – please email the names and contact information to Jennifer at email@msu.edu.</p> <p>PARENT TEAM</p> <p>We would like to expand the parent team to include more diverse members.</p> <ul style="list-style-type: none"> • We need parents who are satisfied with the system, and those who are not. • We would like more ethnic diversity as well as parents who have experience with multiple services/organizations (in addition to CMH). <p>Jennifer will also send out information to everyone about the parent team. Please send any recommendations for the parent advisory board to Jennifer at email@email.com.</p>	<p style="text-align: center;"><u>Action Items</u></p> <p>Jennifer will email everyone a description of the youth team and the consent forms that the youth and parents need to sign.</p> <p>Email Jennifer the names and contact information of any youth you would like to suggest for the team.</p> <p>Jennifer will send out information to everyone about the parent team.</p> <p>Please send any recommendations for the parent team to Jennifer at email@email.com.</p>
Systems Change Target: A Continuum of Community-Based Care	

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I. Agenda Item: Update on Parent to Parent Support Network	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>Michelle said that she is continuing her progress on starting the Parent to Parent Support Network.</p> <ul style="list-style-type: none"> • The Network will give opportunities for parents to get support from other parents who have children with SED and have access to training and education. • At first, the Network will only be open to parents receiving services at CMH (due to CHAN’s contract with CMH) but hopefully will be expanded to include other organizations. • Michelle is hoping to hold the first Network meeting before the end of the year. <p>If you would like to refer a parent to the Parent to Parent Support Network, contact Michelle at email@sccmha.org</p>	<p style="text-align: center;"><u>Action Items</u></p> <p>Contact Michelle if you would like to refer a parent to the Parent to Parent Support Network.</p>

Systems Change Target: Inter-Organizational Trust and Collaboration
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J. Agenda Item: Updates on how changes in response to economy is affecting services and agencies	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>CMH</p> <ul style="list-style-type: none"> • CMH established a new contract with Head Start that will begin October 1st. The project is modeled after the Childcare Expulsion Prevention Project and it will eventually be expanded to 9 counties. • CMH’s budget will be cut, which will reduce the number of services offered and the number of people who can be served. <ul style="list-style-type: none"> ○ CMH furlough days will go into next year. ○ Right now, 2,600 consumers who don’t have Medicaid come out of CMH’s general fund. This number will be cut in <u>half</u>. Those currently getting services through the general fund will have to go elsewhere, but in reality these people don’t really have anywhere else to go. ○ Ms. Catherine (CEO from CMH) has encouraged people to contact their congress person regarding this issue. ○ Michael will give an update on the budget at the October meeting. ○ Nicole said that this is hard news when we are trying to increase access to services. She said this highlights the need to increase our prevention efforts to reduce the number of 	<p style="text-align: center;"><u>Action Items</u></p>

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people needing services.

Courts

- The courts hired a new regular (i.e., non intensive) Parole Officer named Peter. He has worked with DHS's Family First program and also worked at the Detention Center. They are very excited about his hire.

Schools

- With all the pressure on cutting funds, they need to treat and consider the whole child as they pursue academic goals.

Private Psychological Clinic

- They hired a new case manager which is a new addition to their team. This person will have a caseload of 20 and will work with CMH cases.

Intermediate School District

- The only new change for EI teacher consultants is that they hired a new staff person.
- The ISD budget is doing okay.

DHS

- Providers were unsure about DHS budget decisions as of yet.

Suburb Schools

- Providers were unsure about budget changes as of yet.

Early On

- Early On was lucky to get some stimulus money. They decided to identify holes, do training, and expand programs. They are training over 20 more people to do evaluations. They are hoping to provide services to kids where they can make big differences in their lives.
- Another change is that Child and Family Services has offered to make the initial contact with families targeted by Early On because the organization already has relations with DHS.

CHAN

- CHAN's contract with CMH comes up at the end of the month and they are not sure about the status of renewing the contract.
- At the state level, CHAN got a contract with DHS to provide support. Advocates will be positioned in the DHS offices to provide support.
- Concern was brought up that many families do not know what to say to congress people to advocate for mental health services.

Providers should consider drafting a letter template for families use in writing letters to state representatives regarding the budget cuts.

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| <ul style="list-style-type: none"> ○ It was suggested that providers can draft a template letter for families to use to write their own letters. This is important because state representatives are much more influenced by family/constituent voices than provider voices. | |
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I. Other Business

K. Agenda Item: Scheduling 2010 meeting schedule	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>At our next meeting (October 7th) we will plan out the next year’s meeting schedule – please bring your planners.</p>	<p style="text-align: center;"><u>Action Items</u></p> <p>Please bring your planners to the October 7th meeting so we can plan out the next year’s meeting schedule.</p>
A. Agenda Item: List-serve	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>We are still finalizing the Implementation Team list-serve. Jennifer will follow-up with anyone who still needs to join the list.</p>	<p style="text-align: center;"><u>Action Items</u></p> <p>Jennifer will follow up with anyone who still needs to join the list-serve.</p>
B. Agenda Item: Homework for October 7th meeting	
<p style="text-align: center;"><u>Summary and Discussion of Key Points</u></p> <p>Think about the following two things to discuss at the October 7th meeting:</p> <ol style="list-style-type: none"> 1. One thing in your organization that you think is important to change to help child outcomes 2. One relationship you have with an organization that needs to be changed (strengthened, developed, initiated) <p>This is important so our group really owns the changes we are making.</p> <p>After our October meeting we will talk to the leaders to see how to support the changes you suggest.</p>	<p style="text-align: center;"><u>Action Items</u></p> <p>Everyone should think about the 2 questions listed to the left and be ready to present their ideas at the October 7th meeting.</p>

Next meeting will be held on October 7th at the Wild Creek Center

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