



Present: Mark Shaw, Angela Youngerberg, Phil Claussen, Tom Henderson, Kathy Werner, Brian Buhmann, Sue Rynda, Cassie Sassenberg, John Glisczinski, Naomi Ochsendorf

Others Present: Amy Haas, Jamie Grohman, Teri Herder-Blahnik

Mark Shaw called the meeting to order at 9:03 a.m.

Approval of Minutes: Brian Buhmann moved to approve the minutes of the November 16, 2018 JPB meeting. Naomi Ochsendorf seconded. Motion carried.

Approval of Agenda: Sue Rynda moved to approve the agenda. Kathy Werner seconded. Additions to the agenda: 2018 Underspending Plan (to be added after the vendor report); DHS Competency Restoration Program Changes. Motion carried with additions.

Public Comment: None

DHS Update: DHS Representative, Gloria Smith is out on medical leave until January 22, 2019.

- DHS shared that they are still missing MHIS information from some clinics, including Sioux Trails.
- The structure of the Behavioral Health Division is changing.

DHS COMPETENCY RESTORATION: DHS just issued a bulletin to address the large number of people no longer needing hospital level of care in their facilities and the inability of people from community hospitals to be admitted to Anoka due to the 48-hour rule. DHS stated that their interpretation of the law is that they are not required to provide competency restoration. The bulletin states that DHS plans to discontinue providing competency restoration; meaning individuals would be discharged to the community even if competency has not yet been restored. At this time, there are no other competency restoration programs available in the state of Minnesota, nor is there a responsible party designated in legislation. There is no indication of the number of beds that will be freed up by DHS's decision. Angie Youngerberg agreed to draw up a statement on behalf of the SCCBI, and Directors are addressing the issue through MACSSA.

RMT Report: Amy Haas reported on the December 13th RMT meeting.

- LAC, JPB, DHS reports were given.
- Briefly discussed budget and underspending
- Reviewed 2019 RMT goals
- Reviewed Fall Conference report
- Jamie spoke about doing a 2018 SCCBI annual report.
- Discussed the use of flex funds and how counties can communicate and create consistency to avoid future overspending
- Plan to start doing satisfaction surveys for people who reside in GRH Special Services housing provided by Horizon Homes and House of Lights. Surveys will also be given to Case Managers.
- Will continue to hold monthly RMT meetings in the lower level conference room at Nicollet County Human Services in St. Peter

November Vendor Report: Brian Buhmann moved to approve the November Vendor Report. John Glisczinski seconded. Jamie explained that the report looks different this month due to the shifting of positions among grants. Motion carried.

2018 Underspending Plan (*handout provided in meeting packet*)

The AMHI grant was fully spent during the 2017-2018 budget cycle. Decisions were made by the Budget Committee to move areas of spending that were crisis related into the Crisis Appropriation, where there were available underspent funds. In doing this, all three grants had a smaller amount of underspent funds, with needs to address within each grant.

- AMHI Grant – The grant projected \$78,035 in unspent funds following the shift of CBC positions and allowable Flex Funds BRASS code items to the Crisis Appropriation. The Budget and Executive Committees made the determinations to prioritize underspending in the 2017-2018 AMHI grant to assist counties whose staffing expenses exceeded their allocation and any other available funding sources. As of the date of this meeting, five counties (Brown, Faribault/Martin, Freeborn, Le Sueur, Watonwan) had responded to Jamie with amounts for which they were overspent. Some Directors of counties that had not responded to Jamie’s request for overspent amounts pointed out that their staffing expenses exceeded their allocation as well. Jamie pointed out that there are multiple ways that the underspending could be split amongst the counties and provided numbers for two different options: 1) with overspent counties receiving an equal percentage of underspent funds; 2) with all overspent counties receiving a percentage based on current allocation. Discussion ensued, and it was agreed that the amount of funds distributed to counties should not be based on percentage of overspending. Kathy Werner moved that AMHI Grant underspent funds be split equally among counties whose staffing expenses exceeded their allocation, up to the amount of overspending. Any AMHI underspent funds that remain will be split equally among counties whose staffing expense continue to exceed their allocation, up to the amount of overspending. Sue Rynda seconded the motion. Motion carried
- Crisis Appropriation – Underspending was utilized to address unmet needs at Freeborn County Mental Health Center and Horizon Homes. \$8,528.65 was allocated to Freeborn County Mental Health Center for previously incurred expenses related to specialized training for staff and office equipment to provide an intake area for clinic patients. Horizon Homes received \$25,071.98 to address unmet needs that were reported to, and reviewed by, the JPB earlier in the year. The region will be underspent in this grant by less than \$4,000 at year end.
- Mobile Crisis Services Grant – A proposal for spending was brought forward by Horizon Homes, which was reviewed by the Budget Committee, and discussed with the Executive Committee. Horizon Homes was allocated \$8,141.26 toward unmet needs in Mobile Crisis, leaving \$77,064.74 unspent at year end. JPB members discussed possible options to fully spend the grant, but no formal motion for spending ensued.

2019 Contracts and Agreements

- AMHI Grant Contract – Jamie received the AMHI Grant contract from DHS utilizing the change in contract language naming SCCBI as grantee. John Glisczinski moved to approve the AMHI Grant contract with DHS. Phil Claussen seconded. Motion carried.
- Verizon Contract – Tom Henderson moved to approve the 1-year contract with Verizon Wireless Center for the use of the facility for the two stakeholder meetings in 2019. Sue Rynda seconded. Motion carried.
- Eide Bailly Agreement Letter – Jamie reported that fiscal monitoring for 2019 will be \$10,000, which is a 50% reduction. Phil Claussen moved to approve the agreement letter with Eide Bailly for fiscal monitoring in 2019. Brian Buhmann seconded. Motion carried.
- Additional Contracts (*2019 Contract Summary included in the meeting packet*) – Jamie reported that she is working with attorney, Ann Goering, who is formulating a contract template. There will be 24 contracts in all because SCCBI will need to contract with each county. Jamie requested JPB permission to work with the Executive Committee to finalize the contracts following the template change, barring no substantive changes to the contracts. Naomi Ochsendorf moved to approve the contracts following the template change, executed by the Executive Committee, at the approved budget amount barring no substantive changes. Tom Henderson seconded. Amended motion to apply only to current existing contracts. Motion carried.
- SCCBI Transition Plan (*draft of the SCCBI Contract Transition Plan for Cancellations and Terminations and letter template included in meeting packet*) – Kathy Werner moved to approve the SCCBI Contract Transition Plan for Cancellations and Terminations Policy. Sue Rynda seconded. Discussion followed regarding the purpose and effectiveness of transition plans. SCCBI will request copies of transition plans of providers with whom we have contracts. Motion carried.

Data Committee Update: The Data Committee met on December 19th for their second meeting. They looked at the results of the priority ranking with each priority area highlighting the dollars spent and type of data collected. The committee is looking at how to report outcomes and are working to assemble a packet of material to be sent to the U of M Humphrey School of Public Affairs who will be providing program evaluation assistance, awarded in response to a grant application submitted by Sue Rynda. Jamie and Sue will meet with members of the program evaluation team in early February. The project will conclude on May 1st.

Annual SCCBI Report: Jamie provided JPB members with the *2018 SCCBI Annual Report* highlighting SCCBI updates during the year. She reviewed SCCBI structural changes, committee updates, Regional Management Team, Psychiatry (utilization & psych allocation), Intensive Residential Treatment, clubhouses, stakeholder meetings & consumer networking, Housing with Special Services, fall conference and regional training, regional telepresence, crisis services structural changes, growth, project and changes. There was a question regarding continued DHS funding of the telepresence pilot project. Jamie responded that we are guaranteed to utilize the licenses for three years, but she is unsure how costs will change after that. Costs are currently trending downward, but there are no guarantees. Jamie will forward a PDF of the annual report to RMT members.

As there was no further business, the meeting adjourned at 11:49 a.m.

Next JPB Meeting:

Friday, January 18, 9:00 AM – 12:00 PM, Nicollet County Human Services, North Mankato

Respectfully submitted,

Teri Herder-Blahnik, SCCBI Administrative Secretary/Office Support