Region 7E Governing Board Meeting
May 22, 2017
Isanti County Family Services
9:30am – 12:00 Noon

Attendees:

<table>
<thead>
<tr>
<th>Governing Board Member</th>
<th>Affiliation</th>
<th>In Attendance</th>
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</thead>
<tbody>
<tr>
<td>Angie Kemen</td>
<td>Chisago County</td>
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<td>Kris Mattson</td>
<td>Chisago County</td>
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<tr>
<td>Gary Travis, DHS Liaison</td>
<td>DHS</td>
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<tr>
<td>Karyn Hansen, Member &amp; Fiscal Host</td>
<td>Isanti County</td>
<td>x</td>
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<tr>
<td>Katy Zilmer, Case Manager Liaison</td>
<td>Isanti County</td>
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<tr>
<td>Steve Hansberry, Consumer Rep</td>
<td>Kanabec County LAC</td>
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<td>Chuck Hurd</td>
<td>Kanabec County</td>
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<td>Beth Crook, Director Liaison</td>
<td>Mille Lacs County</td>
<td>x</td>
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<tr>
<td>Char Kohlgraf</td>
<td>Mille Lacs County</td>
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<tr>
<td>Barbara Schmidt, Board Chair 2016</td>
<td>Pine County</td>
<td>x</td>
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<td>Natalie Matthewson</td>
<td>Region 7E Planner</td>
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Guests: Mark Jensen, Isanti County; Cortney Jones, DHS

Add to agenda: flex fund needing more money, MHIS training

MOTION: Karyn Hansen made a motion to approve the April GB Meeting Minutes and the GB & Directors Planning Meeting Minutes with the following changes, Barb Schmidt seconded. Under the Canvas Health Site Review – DHS suggested they review calls that didn’t result in a mobile response and Natalie and Mark met with Canvas on May 16. All ayes, motion carried.

AMHI Data Reporting, Cortney Jones, DHS

- Cortney explained that beginning in 2016, the Legislature began requiring reports on grant funded adult mental services on a biennial basis, and DHS was required to develop reporting formats to ensure the goals of the MN Comprehensive Adult Mental Health Act are carried out.
- For the first half of 2017, reporters have the option to use the spreadsheet, or use MHIS or SSIS. Reporting for the second half of the year must be completed on SSIS or MHIS.
- In the SSIS system, the client file needs to be open to enter a service.
- The data will be pulled 2x/year, so the counties could plan to go in and update client cases that need to be closed before the end of the reporting period.
  - Cortney will pull the data at the end of the month after completion of the reporting period
    - January 1 to June 30 data will be pulled on July 31, 2017
    - July 1 to December 31 data will be pulled on January 31, 2018
- When entering data, reporters need to make sure that the person is tied to the service.
- Gary Travis noted that he will research the two-month time period where the original county has to pay for services if a client moves to another county.
- Karyn noted that when they enter information into SSIS, it’s possible to make a note after the person’s name to notate the service, such as “med management” so that if the client moves to another county and asks for case management or something other than med management, payment won’t be tied to the original county since they are asking for a different service.
- Cortney is looking for more information from Counties on reporting for flex funds.
  - Karyn noted that they’ve been using the spreadsheet. However, Aitkin HRA is managing Region 7E flex funds; the Region doesn’t require them to do reporting because they don’t collect MH data, but when Counties refer people for flex funds the referring County would enter the information into SSIS.
o 418 Flex Fund Services can currently be reported on the spreadsheet, but it’s possible an additional dropdown for Flex could be added to the SSIS system. In the meantime, continue to use the spreadsheet.

o Moose Lake funds should be reported under the AMHI Grant Special Study.

- Open and close dates can be the same date.
- Cortney Jones, DHS: Cortney.Jones@state.mn.us or 651.431.4206.

DHS Update, Gary Travis
- DHS will be hiring a behavioral health director.
- GRH and Residential Crisis beds handout: working to ensure they get linked to GRH, but the 5th beds in foster homes such as is available in Region 7E wouldn’t be applicable to this funding.
- Gary distributed a Legislative update providing a review of budget bills for Governor’s budget
- AMHI reform process has reached the end of the four meetings. They will be compiling the information and then presenting the information. Karyn noted that while it is important to keep it flexible, it would be good to have some level of written direction on governance. There was a general sense that the statute isn’t written to describe current services and function.

Director’s Update, Beth Crook
- Linda Cassman, A Place for You, met with the Directors at the Regional Directors meeting and provided an annual report for A Place for You. They had a balanced budget and are doing great things with their GRH. The Directors advised Linda that they may be able to attend training later in the year. They are starting to work with some difficult mental health clients which calls for additional training. Interested in training on mental health drugs and de-escalation as well as help with looking at their policies to help their people work with clients with mental health issues.
- Bylaws:
  o page 4, letter H could be eliminated or rewording that the fiscal host is responsible
  o page 2, consider extending the term of the Ex-officio consumer Rep from two years to five years.
    ▪ Steve noted that getting a clear understanding has taken almost two years, but five years may be too long.
    ▪ Gary Travis noted that it might be easier to have two peers and to stagger the terms. He also suggested that they change it from ex-officio to a voting member.
  o It was suggested that Supervisors present the AMHI bylaws to the County Boards and get signatures each time they change.
- MACCSA didn’t meet yet.

R7E Planner, Natalie Matthewson
- Budget document shows invoices pending and paid.
  o MOTION: Karyn Hansen made a motion, Char Kohlgraf seconded to pay the December 2016 provider reimbursement to DHS in the amount of $25,962.40. All ayes, motion carried.
  o Add an additional line item for the 431 Canvas additional $100,000. The $100,000 needs to be spent by end-June. A portion of these funds was to go toward Marketing so other providers know about regional crisis services, additional mobile time, and the CIT training.
  o $42,500 unallocated from housing: will allocate $20,000 for CNS tuition, Brass 494 and 493 for County staff training.
  o MOTION: Karyn Hansen made a motion to reallocate $2,500 for client flex, Chuck Hurd seconded. All ayes, motion carried.
- Site visits. Mark and Natalie have completed four of the five. Mark has been working with the providers on the financial side of things.
  o Resource Training & Solutions is concerned that there will be a 17% increase for health insurance. Asking for more information. Met with Matt and Rory. Matt was concerned about why Region 7E was doing this when no other regions were doing so, Natalie explained they will see more regions doing so. They are
looking at being more competitive with wages and additional staffing for 800 phone line. Natalie asked for the information in writing so it can be presented to the Board. They plan to hire two additional phone staff.

- Phase, still gathering information. Initial funding was for supportive employment and transportation with the clients being on the grant on a temporary basis, but the clients have ended up staying on the grant. Natalie suggested a conference call to discuss the grant and that their program needs to evolve.
- Rise, had some discrepancies and they were asked for more information. New Millennium grant was okay. Natalie reviewed case files and diagnostic assessments and confirmed that the records were correct. They started a new electronic health records system this year.
- There may be an opportunity to reallocate funds from Resource & Training.
- The meeting with Kanabec will happen this week.
- Natalie will be contacting the providers for whom site visits will not be conducted, to have the discussion about possible reallocation of grant funds.

• Gary Travis congratulated the Region 7E in getting this process started.
• Natalie will do an official summary of each site visit.
• Natalie will send to Linda the finalized report of reallocation.
• Natalie suggested that the form for 2018 grant requests be sent out to providers six weeks ahead and they get it back to the GB prior to the budget meeting.
• Linda will send out a Doodle to seek an August date for the Budget Meeting.
• MHIS Training will be from 3-4:30pm immediately after the June 26 Provider Meeting at Isanti County.

Willow Grove application is going in next month, Karyn reported. Natalie has a letter of support which Laurie Lillion will sign at this afternoon’s Regional LAC meeting. Seven of the 20 beds, the homeless beds, will need to go through the Coordinated Entry and will need to be input in the HMIS system. Karyn noted that they will go through Lakes & Pines.

Consumer Rep, Steve Hansberry
Attended several meetings in the past month, such as a trauma meeting, Kanabec Family Services, LAC meetings, IBH program with First Light. May 24 First Light picnic in Mora, Make It Okay schedule distributed. He is attending a poverty meeting and Text for Life, MN Rural Health Conference, SAMHSA conference. Excited to announce he is certified as QPR instructor and he will connect with A Place for You to offer the training; Karyn suggested New Pathways also.

Case managers, Katie Zilmer
Discussed housing
MI&D clients, how often seeing
Consider making reports that are submitted to DHS more consistent

June Agenda Items – Meeting will begin at 9:30am
• Bridges Review, Rose Dunn and Tory Handy, Mora HRA
• Bylaws
• Remove Willow Grove until the October agenda
• Site review outcomes
• Reallocation review
• Remove AMHI reform meeting update

An item to add to our Wish list for 2017 if funds become available: 436 Residential Crisis Stabilization. This did not receive any budgeted amount in 2017, but is the line to help pay for daily costs of uncompensated care if the Region is able to obtain a Crisis Residential Setting. Chisago County is actively working with PLS to obtain moratorium approval for a 2 bed Crisis Residential site and will need to address the gap in funding for this program. Review current status of crisis residential services on a quarterly basis for 2017 – assign as an agenda item.