

**Region 7E Governing Board Meeting  
November 25, 2019  
Isanti County Family Services  
9:30am – 12:00 Noon**

Attendees:

Governing Board Member	Affiliation	In Attendance
Angie Kemen	Chisago County	x
Todd McMurray	Chisago County	x
Sandra Achterling, Consumer Rep	Chisago County	x
Ashley Warling-Spiegel, DHS Liaison	DHS	
Karyn Hansen, Member & Fiscal Host	Isanti County	x
Penny Messer, Director's Rep	Isanti County	
Katy Zilmer, Case Manager Liaison	Isanti County	
Steve Hansberry, Consumer Rep	Kanabec County	x
Katie Heacock	Kanabec County	x
Char Kohlgraf, 2019 Chair	Mille Lacs County	
Barb Schmidt	Pine County	x
Jennifer Asanovich	Region 7E Planner	x

Guest: Mark Jensen, Isanti County; Chuck Hurd, Kanabec County

MOTION: Steve Hansberry made a motion to approve the October GB Meeting Minute, Todd McMurray seconded. All approved, motion carried.

DHS update provided by Ashley via email:

**AMHI/Reform**

- Our AMHI team is in the process of finding a vendor to conduct the research/data analysis needed to create a solid and understandable funding formula.

**Budget:** Reminder: Quarterly budget modification process:

- Inform your regional consultant of budget changes and need to make updates.
- Regional consultant will send a copy of the grant application for you to use for the updates. Please use the copy sent to you by the regional consultant.
- Make the updates and send the updated application back to your consultant.

**Budget modification criteria:**

- Move funds into a new BRASS code or removing all money from a BRASS code
- Adding or removing a provider to a BRASS code
- Move more than \$10,000 (or over 50% of funds) between BRASS codes

**Other:** MHIS training is available via WebEx. Send an email request to [dhs.amhis@state.mn.us](mailto:dhs.amhis@state.mn.us). In person trainings may be arranged for 3 or more staff.

Directors Update, Chuck Hurd

- Karyn attended the Directors Meeting to ask about presumptive eligibility during assessment. Karyn will follow up with DHS to inquire about policy.
- New interim director, Bob Benson, at Chisago County. Hope to have Directors position filled by the first of the year.

Willow Grove

- Todd, inquired about adding to the R7E bylaws that the MOU is a handshake agreement, but DHS said it's not a time excluded facility. Supervisors will talk to their Directors and Chuck will bring it to the Directors' Meeting.
- Financial worker training on December 18, all counties invited.
- Applications are being submitted from the list, approvals still pending. List is moving quickly.
- Jennifer announced a grant was approved from the Initiative Foundation for \$5,000.
- WiFi will be available in the Community Room, but Case Workers support having WiFi throughout the building.

- Community Room furniture has been ordered and will be in place at the end of December.
  - A sofa, 5 tables with 4 chairs each, 2 club chairs, 2 ottomans, tables, and some table lamps.
  - Two furnished offices plus conference table with 8 chairs for the conference room.
- HOM Furniture will install the headboards at a later date, but the beds and other furniture for each unit will be in place for opening.
- Clients will need to bring their clothes and a TV if they want one.

#### Spending changes for Lighthouse and Canvas, Karyn Hansen

- Lighthouse decided there would be no changes for the Lighthouse budget.
- Canvas, Matt inquired of Karyn about Return to Agency Funds, which he defined differently from an Admin line. Mark's recommendation is for Canvas to build up their Admin line to reflect more accurate expenses of overhead and staff expenses. The Board will request a narrative from Canvas about how these line item changes will affect direct services.

#### Planner Update, Jennifer Asanovich

- Updated budget document
- Fairview Lease: September and October invoices will be processed. Jennifer will follow up with Fairview.
- Wish List items need to be updated. Estimated \$25,000 to be carried over into the 2<sup>nd</sup> year of this two-year grant.
  - Resource Guide submit a formal request for \$5,000.
  - Conference/Expo submit funding request for \$18,000

MOTION: Karyn made a motion to reallocate \$5,000 from 402 to 403 for Flex funds, seconded by Angie Kemen. All ayes, motion carried.

#### Consumer Rep, Sandra Achterling

- Sandee facilitated the Family to Family and Hope for Recovery classes. Both very successful. There were 18 people at the Hope for Recovery Meeting.
- She attended the November 2 NAMI conference. Ask Sandy J to include info on the website that has been done by Senator David Senjem and Representative Nick Zerwas.
- Sandee attended the Chisago County LAC Meeting and they discussed moving their meeting location to Willow Grove when it opens. Three people attended the meeting but none were consumers. Discussed how to increase attendance at the LAC meetings and also to the Drop in Center.

#### Consumer Rep, Steve Hansberry

- Steve distributed copies of the LAC Guidebook for each county.
- Amy Conant is Steve's successor at Wellness in the Woods. He expressed to her that the afternoon Regional LAC meeting and the County LAC meetings would be good meetings to attend. He may still teach the QPR for WITW.
- While he is retiring from his position as one of the Region's Consumer Rep, Steve will stay involved in three groups: Lakes and Pines Homeless Group, the Kanabec Human Services Advisory Council, and Lutheran Churches in Kanabec County's Mental Health Group.

#### Cooperative Agreement between Lakes & Pines, TSA, and Region 7E AMHI

The purpose of the agreement is to help persons with a serious mental illness (including those who are homeless) to access appropriate housing, treatment and supportive services, and income supports while encouraging cooperation and partnership between the Housing Agency / Service Provider and the LMH Entity. The duration of the agreement is for 24 months from July 1, 2019 through June 30, 2021; in the amount of \$84,920.

MOTION: Katie Heacock made a motion to approve Char Kohlgraf to sign the Letter of Agreement, Angie Kemen seconded. Motion approved.

MOTION: Karyn made a motion to adjourn, Katie Heacock seconded. All ayes, motion carried.

*December Governing Board Agenda Item(s) // 9:30am: Review bylaws*