

Otter Tail Family Services Collaborative
Working Together...
Serving Families
...Improving Lives

School-Based Mental Health Work Group Meeting
January 26, 2009 11AM - Noon
Thumper Pond, Ottertail MN

In Attendance:

Rick Bleichner (Battle Lake); Shannon Erickson (Fergus Falls Area Special Ed Coop); Bill Klein (Lakeland Mental Health Center-70); Todd Cameron (New York Mills); John Dinsmore (OTC Human Services); Deb Wanek (Pelican Rapids); Tamara Uselman (Perham-Dent); and Jane Patrick (Collaborative Coordinator).

1. John Dinsmore welcomed the group.
2. The group reviewed the agenda and the minutes of the December 1, 2008 meeting. No changes to the agenda or the minutes were proposed. The December 1 minutes were approved by consensus.
3. Jane shared a copy of the current program budget. Total expenses have amounted to \$136,395 with revenue totaling \$120,517. This means a total of \$15,878 has been expended in LCTS allocations to date. Jane reported that the outstanding grant revenue discussed at the last few meetings has been recovered. Jon Steinbrenner submitted the Quarter 3 documentation in early December and the Quarter 4 documentation in early January. Leon Anderson from Human Services reported that he has submitted the BRASS Codes to the State and has now transferred the requested grant funds into the Collaborative's integrated fund.
4. The group discussed the proposed contract with Jon Steinbrenner for completion of the grant activities. Jane had prepared and sent a draft contract to Jon last fall but to date has not received any formal or informal response from Jon to the contract. The group discussed the challenges that occurred with the grant reporting requirements and requested that Jane send a formal letter to Jon Steinbrenner requesting an invoice for his services in rendering the grant activities from August – January. The group will review Jon's request for payment once it is received. Jane will also check with Leon to see if the grant funds have actually been received by Human Services from the State before paying Jon's invoice for services.
5. The group discussed future reporting for the school-based programs. In the past information has been collected on the number of children receiving diagnostic assessments, number of students with SED/ED served, number of children on MN Health Care Programs served, and number of students without insurance who were served. In addition, information has been collected for the grant on the amount of third party revenue received by the agencies for services provided. Jane provided a copy of the report form which was developed for grant reporting purposes. Tamara Uselman offered the use of the Survey Monkey program through the Perham Schools to help with reporting and collecting data if this seemed appropriate.

Since Bill was the only mental health agency represented at today's meeting, the group felt they were not able to make a decision about tracking and reporting at this time. Jane will bring this information for review to the Small SBMH Work Group which will meet in February.

6. The group discussed the frequency of reporting for the CASII and SDQ. Bill reported that Lakeland staff administers the assessments at least twice annually, both at the start and end of service. If services are continuing past one year, a second assessment is also then administered. Since Lutheran Social Services and The Village were not available to discuss their processes, this topic will be brought back to the Small Work Group for review and clarification.
7. The group discussed the value in having SBMH staff from the three agencies meet throughout the year to discuss challenges and share information. There was a consensus by the entire group that this would be beneficial to the staff involved. The group felt that meeting quarterly throughout the year would be sufficient and recommended that the County and mental health supervisory staff should also be included in the meetings. The schools suggested identifying staff development days to incorporate these meetings or else meeting after the end of the school day.
8. The group began discussions regarding FY10 programming. A proposal for programming and LCTS dollar needs will have to be prepared and submitted in time for the March 2 CEO Group meeting. John explained that PMAPs will be taking over more of the responsibility to pay for services and will be taking some control away from the counties. The group discussed grant opportunities which may be good fits for the SBMH program model. Jane is in the process of reviewing one such RFP at this time and will circulate it to the group for further discussion. Jane also noted that she has been working with a grant writer that would be willing to consider writing proposals on behalf of the School-based Mental Health Project and the Collaborative. **MOTION:** Approval for Jane to explore options for pursuing grant proposals and purchasing grant writing services for up to \$1000 for RFPs that would be a good fit for the program. (T. Uselman/D. Wanek/Carried) Additional discussion was held about the cost for grant writing services and the fact any amount paid would need to be deducted from dollars already allocated to the program, and would not be an additional request for funding from the Collaborative's LCTS funding.
9. Jane will schedule a meeting with the "Small" Work Group in February to finalize discussions started at today's meeting. The next meeting of the Large Work Group will be Monday, March 2 beginning at 11 AM prior to the CEO Group meeting at Thumper Pond in Ottertail City.