

**Present:** Mark Shaw, Tom Henderson, Kathy Werner, Brian Buhmann, Sue Rynda, Cassie Sassenberg, Naomi Ochsendorf

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

Mark Shaw called the meeting to order at 9:13 a.m.

**Approval of Minutes:** Brian Buhmann moved to approve the minutes of the January 18, 2018 JPB meeting. Sue Rynda seconded. Motion carried.

**Approval of Agenda:** Kathy Werner moved to approve the agenda. Sue Rynda seconded. Motion carried.

**Public Comment:** None.

**RMT Report:** Amy Haas provided a brief report about the February 14<sup>th</sup> RMT meeting (which was shortened due to the weather).

- Reports given at the meeting included LAC, DHS update, JPB, Q4 2018 Budget, Q4 psych. Allocation, Data Subcommittee, SET Committee, and the Mobile Crisis Utilization Report (which Jamie offered to send to JPB members).
- Team members reviewed the draft copy of the *SCCBI GRH Special Services Helpfulness Survey* to be given to individuals who spent time at Horizon Homes and House of Lights Board & Lodges in 2018. Their Case Managers will also receive the survey. A few recommendations were made, and the survey will be updated to reflect the suggestions.
- An updated version of the clubhouse brochure was reviewed. A heavier weighted paper was ordered for the brochures which will be given to attendees at the Stakeholders Meeting and supplied to businesses providing mental health services in the region.
- Jamie provided a SET Committee update. Planning is actively underway for the April 17<sup>th</sup> Stakeholders Meeting, and they are close to finalizing the professional and consumer speakers.

A few copies of the updated clubhouse brochure were shared with the JPB members in attendance. Teri will email them PDF copies to print and share with their staff.

**DHS Report:** Given that she would not be in attendance at today's meeting, Gloria Smith emailed Jamie the February DHS Updates. Jamie said that she will forward the email to JPB. Items to note:

- A few RFPs are out for bid. SCCBI has no plans to apply for now but may choose to pursue grant funds for PATH housing in the future.
- DHS is offering MHIS in-person training for CREST, SCCBI and SW-18 area. A specific date and location have not been finalized, but the training will most likely be held in Brown County in April. The training is for all ARMHS, crisis and mental health providers entering information into MHIS.
- There have been staffing changes in the Behavioral Health Division.

**January Vendor Report:** Naomi Ochsendorf moved to approve the January Vendor Report. Tom Henderson seconded. Motion carried.

### **2019 Contracts and IRT MOU**

Jamie reported that drafts of the County contracts are not yet ready and that she is working with Angie Youngerberg to develop them. Then they will be brought to JPB.

Copies of the Memorandums of Understanding with Horizon Homes and Thrive Behavioral Health Network were included in the meeting packet. Jamie reported that there were minor changes to the Thrive contract (business name correction from what is in the packets). Brian Buhmann moved to approve the MOUs with Horizon Homes and Thrive Behavioral Health Network offering funding assistance for uncompensated care costs at the discretion of the SCCBI. Kathy Werner seconded. Motion carried. Mark Shaw signed the MOUs.

#### **Q4 2018 AMHI, Crisis, and Crisis Appropriation Budget Reports:**

- **Mental Health Mobile Crisis Services Grant** – Jamie reported that 25% of her wages were included under the Mobile Crisis line item, but her wages will have a separate line in 2019. Some unmet needs spending was also included under Mobile Crisis. As there was no spending in Rapid Access Psychiatry last year, its budget was reduced to \$10,000 for 2019. \$67,084 was returned to DHS.
- **Mankato Crisis Center** – Jamie reported that this is a reimbursement-based grant, and we have not yet received our 4<sup>th</sup> quarter reimbursement. Crisis Center expenses decreased in 2018 due to changes in GRH reimbursements, but Jamie expects that expenses will increase due to increased bed capacity when the new crisis center opens its doors this spring. The Crisis Line exceeded its budget in 2018 due to staffing expenses incurred when the Crisis Line transferred to Horizon Homes. It is now embedded within Mobile Crisis. Funds can be shifted to Mobile if necessary as there is still funding allocated in the budget for the crisis line. Urgent Care continued to be underutilized. “Other” spending included 25% of Regional MH Initiative Manager and Mental Health Center and Billing Supervisor wages and unmet needs spending for the Crisis Center and Freeborn County Mental Health Center. \$17,000 was returned to DHS. Moving forward, we will be on a two-year budget cycle. Jamie is drafting an unmet needs request form which will be reviewed by the Budget Committee.
- **AMHI Grant (base budget)** – The entire grant was spent. The 2018 Budget Report shows overspending in staffing, but this is due to spending of underspent 2017 staffing allocation dollars that were carried over to 2018. The Program Manager is shown on the report at 80%, but Jamie clarified that it is actually 50%. The remainder of the MH Initiative Manager position was billed to Rice County for payment out of the Crisis Grant. Administration was overspent due to the addition of the part-time administrative assistant position. Stakeholder/Networking was overspent due to the \$1,000 educational grants provided to the clubhouses in lieu of the cancelled April Stakeholders meeting. IRTS was underspent, and Jamie credited the Adult Mental Health Case Managers with doing great work to secure insurance coverage for their clients, saving the Counties a considerable amount of money. The Directors concurred with Jamie regarding the excellent work performed by AMH Case Managers.

Over all three grants, only a little over \$80,000 (about 1.45% of grant funds) was returned to DHS.

**Q4 Psychiatric Allocation Report:** Jamie reported that she just received the 2018 Q4 billing for psychiatry. The Psych budget was 23% spent at the end of 2019 Q1. Sioux Trails is underspending their budget while Freeborn County is overspent. Brian Buhmann reported that he is confident that the overspending will resolve with pending insurance billing.

**Data Improvement Proposal to DHS:** Due to the extensive MHIS reporting required by DHS, 10 mental health clinics in Minnesota (who contract with Qualifacts for an electronic health record management program called CareLogic) joined together in responding to a DHS RFP requesting funds from DHS to improve data collection and decrease data reporting time. DHS provided a very short timeline to respond, so Jamie worked with the Executive Committee to write a letter of support for the 10 Rule 29 clinics who use CareLogic. A copy of the Data Improvement Funding Request was included in the meeting packet. Sioux Trails is not included in the funding request because they do not use CareLogic and did not respond to Jamie’s communications.

**Data Committee/U of M Humphrey Institute – Program Evaluation:** Mark Shaw, Sue Rynda and Jamie travelled to the University of Minnesota for a preliminary meeting with the program evaluation team, made up of three graduate students. They were interested in learning what we would like to see with the program. The general answer is that we want to know if we are helping people. The team will look at what we’re doing, the benefits and areas that need improvement. They may do some surveys and focus groups and gather additional data. They will ultimately come up with a plan and method to measure our effectiveness. Jamie added that we want to make sure that we are encompassing the entire MI population, and she referenced the Improve Program. We have mainly assessed those invested in MH community supports. Going forward we want to make sure that our assessments look at the entire population with lived mental health experiences, including those who are severely ill.

**SCCBI Flex Funds:** Jamie met with AMH Supervisors to work on a policy for flex fund utilization. Jamie is also working on drafting a new form that will identify the three Brass codes to use. Use of the form will be left up to the counties. Once completed, Jamie will bring the flex fund policy to RMT for their review, and then will take it to JPB.

As there was no further business, the meeting adjourned at 10:19 a.m.

Next JPB Meeting:

Friday, March 15, 9:00 AM – 12:00 PM, Nicollet County Human Services, North Mankato

Respectfully submitted,

Teri Herder-Blahnik, SCCBI Administrative Secretary/Office Support