

Region 2 AMHI Executive Committee Meeting

2nd Wednesday of the month from 10am-12pm| [Virtual Meeting Link](#)

March 12th, 2025

- Community Grant Fund
 - Schackman Kramer Insurance approved
 - All providers billed for January and/or February
 - Will start Q1 Finance Checks in April
- Finances
 - Red Lake Allotment-[approved 3/12/25](#)
 - Happy with same dollar amount of \$16,850.90 (have not spent all in recent years due to capacity constraints) – this would be 3% of Beltrami’s allotment
 - Would come out of 416 (25%), 418 (45%), and 443 (30%)
 - Will continue to submit for reimbursement from Beltrami county via updated invoice sheet
 - Looking to draft an MOU outlining the agreement and process for requesting additional funds/confirming the amount on a yearly basis
 - Would need to be signed by Jenny’s directors
 - Potentially working with DHS Tribal Liaison for guidance
 - [Kellsey will reach out to Jenny Hollis to confirm dollar amount and send new request sheet](#)
 - Q1 Budget Revision Final Approval -[approved 3/12/25](#)
 - [Kellsey will send revision numbers after they are approved by DHS](#)
 - [How are counties figuring out case management charge?](#)
 - [Cost/hour or cost based on person’s wage?](#)
 - [Per Josh: State advised using cost per hour generated from SSIS because it included supervision, admin, facilities, etc.](#)
 - [Drawback is only generating every quarter](#)
 - [Use avg over previous three quarters for quarter 4?](#)
 - [Right now, each county has a different process. We should look into a unified policy or procedure for how we charge case management time for our Region](#)
 - County Budget Sheets- reviewed
 - Questions for Josh
 - Requests/Updates from Josh
 - [Successfully processed gift cards for Beltrami LAC members. Bought \\$500 worth and charged it to the Region 2 Outreach fund](#)
 - [Process for new grantee invoices is going well](#)
- Outreach and Prevention
 - Gift cards and Community Rep. Reimbursement- Invoice directly to Beltrami County using new form and chart of accounts
 - Day on the Hill- reimbursements going out in March (budgeted \$1,700 per county)
 - Hubbard County: \$1,494.81 for 9 people
 - Beltrami County: \$1,114.85 for 6 people
 - [Interest in having Clearwater and LOTW attend next year, work on building up LAC participation/consumer involvement first](#)

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- Interest in Regional LAC or yearly conference/gathering

• Contract Discussion

- Paying for previous year's services with current year's AMHI/CSP funds vs with county dollars
 - It isn't possible to capture all expenses for a year within that year and get payment processed
 - Working on having providers expense out as much as possible for the year before the end of December
 - The AMHI contract has language in it that seems to limit spending current year funds on previous contract years' expenses, but there is no way around it and they have not flagged these charges at all in the past.
 - One thing to watch out for if using current year funds is the potential to then overspend or run out of contract dollars before the end of the year because more is being pulled in the beginning
 - One way around this could be doing equal payments throughout the year, but it is important that charges are for actual costs and linked to specific clients
 - For December we could look at an estimate for the month and have providers submit receipts retroactively, showing how the estimated amount was spent.
- Information from other AMHI Coordinators on BRASS Codes for Club Houses and/or Drop-In Centers
 - They are not explicitly listed as an AMHI billable service, but billable services occur at these locations so that determines which code is used
 - 402 and 403 are being used to fund general large scale needs of the center that is offering support to community members with SPMI
 - 434 is for funding a specific service that is being offered in regards to a support plan for specific clients
 - 446 specifically references ARMHS programming so that could also be used
- Question from another Region: How do we handle SSIS Special Studies and MHIS reporting as a Multi-County AMHI?
 - MHIS is fully on the providers to report and is required through our contracts. However, there is no way for us to verify provider reporting into MHIS, as we don't have access and don't even receive the final reports
 - SSIS Special Studies track data based on a subservice code used for a specific program or initiative. As the Fiscal Host, Beltrami reports out on the spending for our Region's AMHI, but each county does their own internal SSIS reporting on clients served, etc.

• Compliance Docs Review

- Review of "County Responsibilities" for DHS compliance
- The following are in draft form and will be reviewed and approved at upcoming EC meetings. Kellsey will send out ahead of time for people to look over
 - Contingency Plan- May
 - Mental Health and Evaluation Plan - April
 - Transition Plan- April
 - Grant Monitoring Plan- April
 - CLAS Implementation- May

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- The following policies need to be created or implemented into existing documentation
 - Open Meeting Law
 - Payer of Last Resort
 - Financial Oversight (example from Josh)
 - MHIS and SSIS Data Reporting procedures
- Bylaws
 - Kellsey has a few examples from other AMHIs. She will review and compile into a template
 - EC committee will work on sections of the bylaws and decide which sections can be created/shared with folks at the Partner Meeting.

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February 12th, 2025

- Community Grant Fund
 - Contract Update
 - Insurance for Schackman Kramer
 - Between Business insurance and malpractice insurance they have the following
 - Commercial Liability: 2,000,000 per occurrence / \$4,000,000 aggregate
 - Complete Operations: \$4,000,000
 - Professional Liability: **\$1,000,000 each** / \$6,000,000 aggregate
 - Personal Liability: \$1,000,000
 - Needed for the Contract
 - Commercial: \$1,500,000 ea./\$3,000,000 aggregate
 - Complete Operations: \$3,000,000
 - Professional Liability: **\$2,000,000 each** / \$4,000,000 aggregate
 - Worker's Comp/Employer's Liability: \$500,000
 - [Pause payments and reach out to Josh regarding January invoice](#)
 - [Jamie and Jeff sharing with County Attorneys for advice/recommendation](#)
- Finances
 - Review budget sheets
 - Interest in inviting Josh to attend these meetings?
- Outreach and Prevention
 - Gift Cards
 - Promoted for Beltrami county. Best way to get them to Dan?
 - Does Hubbard county know to charge for additional gift cards through AMHI?
 - Community Rep. Payment
 - Will go right from our larger pot of money. Enough in there to support all counties in having a rep
 - Day on the Hill
 - LCA will reimburse from Hubbard County and Hope House will reimburse from Beltrami County under county-specific 402 code
 - LCA estimated reimbursement: \$1693
 - Hope House estimated reimbursement: \$1216
 - This will include receipts for hotel stays, food, and t-shirts
 - Kellsey's travel will be covered under her position expenses (~\$175)
 - Website and Logo Design
 - Share thoughts on these logos- will also be reviewed by work group for final decisions
- Training Report
 - Kellsey attended and completed 22 training hours at the Native American Curriculum for Behavioral Health and Prevention Programs in Minnesota. Learnings included:
 - Sociopolitical and historical context impacting Native Americans
 - Strategies for assessing Native populations and supporting them in treatment for SUD and MH treatment using Indigenous practices
 - Knowledge and resources from varying tribal agencies who attended
 - Hoping to attend free Suicide Prevention Training that Brina mentioned at the last meeting

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January 8th, 2025

- Community Grant Fund
 - Contract Update
 - Each county director needs to send their signed contract pages to Kellsey
 - Kellsey will save each signature page with the contract
 - Insurance Question from Schackman Kramer
 - Kellsey will reach out to other grantees about where they got their insurance and connect with Tony from SK to find an option that aligns with our insurance requirements
 - LOTW has the same amounts in their contracts so SK would need to align to be compliant with that contract as well.
- 2025 Budget
 - Review
 - Discussion on stipends/payments to LAC members and Community Representatives
 - Community Reps who attend the AMHI meeting in person will receive \$50 stipend plus mileage
 - Community Reps who attend the AMHI meeting virtually will receive \$50 stipend
 - Kellsey has updated reimbursement form for Community Reps to use to get paid. This may get set up to go directly to Josh and come out of the AMHI general fund instead of individual county budgets
 - LAC members who attend their local LAC meeting are able to receive a \$25 gift card. It is up to the county to provide the gift cards, but there is money available in the AMHI general fund for this expense. Talk to Kellsey if interested in purchasing gift cards
 - Kellsey will send each county their 2025 planned budget along with any initial recommended changes based on 2024 trends. She will wait to get final numbers from Josh.
 - Revision Proposals
 - Awardee BRASS Code placements
 - Check on SK proposal to see if should go under psychotherapy or med management
- Day on the Hill—Kellsey will reach out to individual counties with proposed costs/to make a plan for paying for the trip
 - Hotel and food costs
 - I've been asked to book all of the hotels
 - Is there a way for me to bring the county card or otherwise pay for everyone's meals
- Training Request: Native American Curriculum for Behavioral Health and Prevention Programs in Minnesota
 - February 5th-7th in Bemidji
 - \$150 total for 22 CEU hours
 - APPROVED
- Shortened meeting time going forward: 10-11am unless determined ahead of time that more time will be needed