

Region 2 AMHI Executive Committee Meeting

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

June 11th, 2025

- Community Grant Fund
 - Wellness in the Woods Press Release
- Finances
 - County Budget Sheet Review
 - Can submit Quarter 2 revision end of June
 - Lake of the Woods county already submitted a couple of changes
 - Beltrami county looking to move more funds to housing. Will get back to Kellsey by end of June
 - Questions to/from Josh
- Outreach
 - Mental Health Awareness Month Events
 - Community Bingo: 50 attendees
 - Wellness Night: 250 attendees
 - Hope House Open House
 - LOTW Light Up Green
 - Clearbrook School mobile crisis presentation
 - Website will be live by June 13th!
 - Wellness Center invite – approved for Kellsey to be part of planning committee for Park Rapids Wellness Center to explore and advise on mental health service connections
 - Branding Guide- attached
 - We have \$18,000 remaining in region wide marketing materials- ideas to spend?
 - County Fairs/National Night Out Tabling Costs – use individual county outreach dollars since it is so varied
 - Clearwater County: Jamie will look into sharing a booth with Public Health. There would be the option to invite other agencies to be a part of it as well (Calm Minds, CRC, the Life Center)
 - Beltrami County: has county booth that we can put some AMHI things at. Kellsey could possibly be at the table for one of the days. Who should she contact about this?
 - Hubbard County: Kellsey will look into if they have a booth already. If not, may look to have several mental health agencies join forces for a combined table
 - Lake of the Woods: Putting resources out at the fair on CHI Lakewood's table. Prioritizing National Night Out. Kellsey will support and plan to attend.
 - Waiting on quotes from Haas Printing and Amity Graphics to consider for the following promotional products- Group is open to any of these options and approved for initial budget of \$5,000
 - Stretch Table Cover
 - Iron on woven patch 2" – pass for now
 - Roll of 250 stickers
 - Round vinyl stickers- get more stickers
 - Basic Cotton Tote Bag:

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- - Fidget toy
 - Sensory strip/sticker
 - Stress Ball
 - Mini notebook and pen
 - Journal with sticky flags
 - Pens
 - [Frisbees- high quality](#)
 - Other ideas to be considered- [Approved. Include in initial \\$5,000 budget/quote](#)
 - Branded clothing and name tag for Kellsey
 - Bags/mugs/notebooks for EC and/or Partners – [wait on this](#)
- Training
 - Suicide Prevention- Moving Upstream
 - Increase focus on positive experiences throughout life as a strong mitigator of negative impacts such as mental illness
 - Stronger Together DHS Conference
 - Conversations about CORE 4, Risk Assessment and Management, Relapse Prevention, and DNMC determinations
 - Potential training dollars from Regional Suicide Prevention Grant – WRAP 1 Training opportunity
 - With all of these trainings I have completed all my required CEUs until February 2026. I do still need supervision to maintain my licensure. Seeking recommendations for supervision.
 - [Email Ashlea McMartin](#)
 - [Not approved to complete supervision during work hours since licensure isn't required for the position.](#)
- Mobile Crisis Grant Management- response from Arrowhead Health Alliance (Region 3)
 - Consider two primary admin costs
 - Accounting Time for the Fiscal Host
 - Overall operations expense
 - Coordinator salary & benefits
 - Insurance
 - Legal fees
 - Office supplies
 - Travel
 - Calculate using the overall revenue amount for each grant
 - For example if 40% of the total revenue comes from MC, that is the percentage for each admin type that would be paid by that revenue source (fiscal host & operations)
 - Our current planned costs for these areas in Region 2 are
 - AMHI Fiscal Host: \$23,025
 - AMHI Coordinator: \$89,000 (trending towards only spending around \$70,000)
 - Total AMHI Grant: \$1.4 million
 - Crisis Fiscal Host/Admin: \$39,828
 - Total Crisis Grant: \$2.275 million

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- Joint Powers agreement is designed to allow the counties involved to work together on any health and human services related initiative
- The Bylaws outline specific responsibilities for AMHI and Crisis Grants
- Look at current JPA and look at what needs to be changed to include Mobile Crisis under the authority. Look to agree on language at July EC meeting to bring back to county boards
- Brian sent costs for a full-time coordinator: \$124,000
- So maybe consider 70% from AMHI since that is what is already being paid (around \$89,000), then 30% (\$35,000) from Crisis to make it full time. This would only be a 2% admin cost
- Beltrami County will work on calculating time for fiscal team, considering audit time. This would possibly decrease with support from the Coordinator.
- Wait to bring up to providers until we decide on the exact numbers and changes.
- Compliance Docs and Bylaws
 - June
 - Review of “County Responsibilities” for DHS compliance
 - Grant Monitoring Plan
 - \$50,000 is the required threshold but the policy says for over \$10,000. Look to change it just for those over \$50,000. How many contracts are being paid by AMHI dollars in total- especially those over \$50,000?
 - None for Clearwater or LOTW
 - Beltrami and Hubbard bring names, quantity, and contract costs for each provider that is \$50,000 or more
 - Review this further and flag areas to change for next meeting
 - Transition Plan- approved
 - Kellsey will send all other flex funds policies
 - Kellsey will look to compare each county’s policy and see about creating a regional one
 - July
 - Contingency Plan
 - CLAS Implementation
 - Mental Health and Evaluation Plan
 - Grant Monitoring Plan
 - August
 - Bylaws Draft
 - Open Meeting Law
 - Payer of Last Resort
 - Financial Oversight
 - MHIS and SSIS Data Reporting procedures

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May 14th, 2025

- Community Grant Fund
 - Schackman Kramer: Moving funds from transportation to Community Outreach for more advertising and a networking event this summer
 - Hope House: Summer staff with robot project will be traveling regularly from Duluth and include more fringe benefits. Need to increase transportation and benefits costs. Will move funds from personnel, facilities, and admin to cover
 - Wellness in the Woods: Interest in moving up to \$15,000 of their \$19,000 grant to cover Warmline costs due to funding cuts. This would leave enough for one WRAP session at Hope House for \$2,500 plus some additional outreach.
 - [Could this stay under the Peer Support BRASS code?](#)
 - [Need a contract amendment template](#)
 - [Have them update the outcomes section](#)
 - ["Amendment 1: Section x amended to:"](#)
 - [Update the Budget](#)
 - [Exec. Comm approved on 5/14/25](#)
- Finances
 - Q1 Budget Revision and Contract Amendment complete
 - Q1 Final Budget Report
 - County Budget Sheet Review
 - Updates from Josh
- Outreach
 - Website
 - [Final questions or feedback](#)
 - [Strategies to promote use of the website](#)
 - [Board update with Kellsey to include information about AMHI and the website](#)
 - [BC newspaper](#)
 - [CRC Happenings](#)
 - [Action PR](#)
 - [Agency social media pages](#)
 - [Red Lake representation on the website](#)
 - [Red Lake should be treated like a provider, invited to the partner meeting](#)
 - [Re-word the description to mention the tribes in the area, "local community providers and tribes" Collaborates with local agencies and tribal nations](#)
 - [Make sure they are included in provider area. Remove from map.](#)
 - [Incorrect: Brian for Hubbard County](#)
 - [Send Kellsey your headshot for the website](#)
 - [Link to county websites on meet our board](#)
 - [On map: CC: 216 Park Ave NW Bagley, MN Phone: 694-6164](#)
 - [CC LAC June 17th at 1:00pm](#)

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- Invoice received and reviewed
- Looking to purchase some marketing materials: Suggestions or guidance on this?
 - Imprint - SandPieper may help facilitate the ordering for a fee
 - Would SandPieper do a brochure? Or could we pay for Canva premium to create things ourselves? What is the cost comparison?
 - Fidgets, stress balls, crocheted 'emotional support stuffed characters'
 - Tablecloth
 - Check mental health stuff on amazon – tshirt giveaways
- Q1 LAC Report
- Training
 - Suicide Prevention Conference May 22nd in Bemidji
 - Stronger Together DHS Conference June 3rd in Staples
 - Potential funds from Regional Suicide Prevention Grant for community training – any ideas?
 - Mental health for professionals – helping staff who care for others – addressing burnout
 - Kathy Magnuson from Wildwood Learning – self care and resilience – 2 or 3 hour session around \$800
- Mobile Crisis Grant Management Notes from other Coordinators
 - Most are FTE. It is not fully twice the workload, but it does add a significant portion
 - Most time-consuming parts are:
 - Monitoring the budget due to large costs of salaries, fringe, etc. that can change with staff capacity at the agency/ies
 - More data collection requirements from the state
 - Reviewing with governing board, saving for audits
 - Quarterly check in with MC provider/s
 - Many use the same governing board for AMHI and MC business, even though the MC does serve youth as well
 - They divide admin/salary costs for the coordinator via a proportion spent on those BRASS codes quarterly, or via a pre-determined percentage monthly
 - Ask for the breakdown: 90/10, 80/20, etc. Brian: Full time for 2026 numbers – ask DHS for remainder from mobile crisis? To try and get the money out of the mobile crisis grant for 2026
 - Joint Powers agreement that includes MC?
- Compliance Docs and Bylaws Summer Planning – [Move to next month](#)
- Kellsey Annual Review- [Wait on this](#)
 - Look at Strategic Plan Activities and Objectives

April 9th, 2025

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- Community Grant Fund
 - Finance Checks complete
 - Hope House question/potential change to grant
 - Looking to reduce barriers for people coming to work and staying working at Hope House by doing a relocation benefit and/or travel expenses for someone from Cass Lake for example
 - Most of the people who are applying do have a mental health diagnosis, so would this be a fit under 437?
 - [Go to ODC and see if they would take on Hope House as a site for employment?](#)
 - [ODC is looking at opening another site, and there is another agency looking to enter BC as well](#)
 - [Allow time/mileage reimbursement](#)
 - Wellness in the Woods
 - [Would we be able to put some of their grant towards Warmline funding?](#)
 - [Approved to use a portion- reach out to Jode to get more details](#)
- Finances
 - Q1 Budget Revision approved by DHS, but requires a contract amendment due to being over 10% of total allotment
 - [Need to update application with providers in Budget detail – Kellsey will work on this and re-send](#)
 - [Waiting for DHS to send to Anne and Jeff for signatures](#)
 - [Updated budget sheets sent Friday](#)
 - County Budget Sheet Review
 - Updates from Josh
 - [Beltrami county will be running their hours report to include their case management time for quarter one and will get those numbers to Kellsey to share. Planning to front load with larger charges earlier on in the year to capture as much time as possible and allow for flexibility later on in the year if money needs to be spent down](#)
 - [Considering ways to take the guesswork out of charging staff time to various county grants, including adding a required sub code for workers to select for SPMI clients. Then a report could be run to show how many hours are eligible for AMHI spending](#)
 - [Clearwater county is very interested in doing this and may try it out. Asked to report back to this group.](#)
 - [Discussion about paying Stellher for an invoice that was submitted after the impossible timeline given by DHS for the abrupt end of Covid funds](#)
 - [Anne and Josh will gather more information about what the invoice is for \(youth vs adults vs admin\) and if there are other ways to get paid](#)
 - [Currently, Stellher does youth crisis for the region, and Sanford does adults, except in Beltrami county Sanford does youth and adult crisis](#)
 - [Adult Mobile Crisis is an allowable BRASS code under AMHI](#)
- Training

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- Stronger Together Conference being hosted by DHS
 - Kellsey plans to attend on June 3rd in Staples
- DHS Meeting Debrief
 - Direct Payments potentially coming in 2027 depending on legislative approval
 - Cash Advance and End of Year Spending
 - Advance payments will be reconciled at the same time as Q4 expenditures
 - Q4 reports/DHS-2895 are due by January 30th
 - MHIS is expected to be used for all client-level data entry, since SSIS and MHIS aren't integrated. There was a comment that even counties should be reporting to MHIS? DHS said they will offer more clarification on this
 - MHIS is not currently pulling reporting accurately and therefore they likely won't share out information because the data is so skewed right now
 - Uncompensated care
 - Only approved at this time for undocumented and completely uninsured individuals
 - Underinsured care coverage is not approved under this current interpretation of statute, though DHS is getting legal guidance and has said not to make any service changes at this time
- Compliance Docs & Bylaws – [Revisit this in the Summer](#)
 - Review Grant Requirements Checklist
 - Draft Bylaws Review
 - Current Document Review Schedule
 - April
 - Mental Health and Evaluation Plan
 - Transition Plan
 - Grant Monitoring Plan
 - May
 - Contingency Plan
 - CLAS Implementation
 - 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
- [Kellsey Annual Review](#)
 - [Use Hubbard County process for official review](#)
 - [Informally, bring goals back to EC](#)
- [Gather information on having AMHI Coordinator also manage Mobile Crisis grant](#)
 - [Kellsey will reach out to other coordinators who do this to get more information](#)