

# Region 2 AMHI Executive Committee Meeting

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

**September 10<sup>th</sup>, 2025**

- Community Grant Fund
  - Site Visit Planning
    - Schedule for end of October so we have time to get renewal application ready.
  - 2026 Re-applications
    - Jeff will send BC's contract renewal process. We can offer this as an option to our Community Grant Fund providers if they are wanting to continue similar work. If they are interested in pursuing an entirely new project, they will need to go through the full RFP process
  - Kellsey will start prepping for new RFP launch
    - Plan to launch mid-October after review of Needs Assessment Data
    - Work on updating RFP with new priority areas and processes
- Finances
  - County Budget Sheet Review- Kellsey will continue to send ahead of time
  - Q2 Budget Revision- still waiting on DHS- Kellsey will follow up again today
  - Discussion with Josh- out this week
  - 2026 Budget- ask DHS about budget revision process and timeline for initial 2026 budget
    - Plan to have numbers adjusted internally by beginning of January at the latest
- Outreach
  - Picked up items from Amity Graphics- let Kellsey know how much you want to bring back to your county
  - Needs Assessment survey is LIVE and open until October AMHI meeting
    - 26 responses so far
      - 9 Beltrami
      - 4 Clearwater
      - 5 Hubbard
      - 8 LOW
  - Wellness in the Woods "Together is Better" Annual Conference September 25<sup>th</sup> and 26<sup>th</sup> offered to providers, county staff, and LAC members
    - Kellsey planning to attend
    - So far have gotten confirmation of 2 virtual participants from Hope House
    - Some interest from Hubbard and Beltrami county staff
- Mobile Crisis Grant Management
  - Review proposed Joint Powers Agreement amendments
    - Look @ signatory authority and county board approval/involvement
    - Anne sent new version for people to bring back to county boards
    - Plan to sign off on JPA amendment by end of the year
  - Without increasing the hours, how will we determine what the cost share for each grant would be to cover the position?
    - 80% AMHI, 20% MC
    - Budget amendment for MC budget for 2026

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- Position change will be in July 2026 to coincide with Kellsey returning from maternity leave
- Shared after meeting via email: For a full year Crisis would fund \$20,622 so for 2026 it would be \$10,311. This would increase a bit each year for COLA
- Beltrami County Fiscal Host fee calculations- keep how it is for 2026 and make note to discuss for 2027 new application
- Any comments or concerns regarding Mobile Crisis Contract?
  - Get back to additional reporting of crisis calls and response times at AMHI Meetings
- Compliance Docs
  - Compliance Documents Already Approved
    - Joint Powers Agreement
    - Flex Fund Policies
    - Transition Plan
    - Needs Assessment
    - Grant Monitoring
    - Contingency Plan
    - CLAS Implementation
    - Mental Health and Evaluation Plan
  - Compliance Documents to be Reviewed and Approved at September Meeting
    - Open Meeting Law Policy – table until after presentation that Anne will attend, review resources on MCIT website
    - Payer of Last Resort Policy- approved
    - Conflict of Interest Policy - approved
  - Compliance Documents Still in Draft Form or Needing to Be Created
    - Bylaws- pull out individual pieces needed for compliance to be done now. Work on the rest gradually
  - Once we've got all our compliance documents up to date, Kellsey will reach out to DHS to inquire about getting on the site visit schedule for December/January so it is done before her maternity leave which will be starting mid/late February.

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**August 13<sup>th</sup>, 2025**

- Community Grant Fund
  - Q2 Finance Checks Complete
- Finances
  - County Budget Sheet Review
    - Beltrami County is going to recode their July CSP payment to not be over budget
  - Confirm Q2 Budget Revision
  - Discussion with Josh
    - Relocating funds to help with spenddown
      - BC would use more dollars in 493 or 419
    - Get changes to me by August 20<sup>th</sup> for revision
    - Mini grants/RFP for specific BRASS codes to help with spending?
    -
- Outreach
  - Picking up items from Amity Graphics in the next couple weeks
  - Attended LOTW National Night Out
  - Planning to send out Needs Assessment survey in the next week and leave open until October AMHI meeting
  - Wellness in the Woods “Together is Better” Annual Conference September 25<sup>th</sup> and 26<sup>th</sup> – offer to providers and LAC members?
    - Max cost to register is \$100 if attending Virtual Day 1 and In Person Day 2 (In Staples)
    - Could pay for transportation or offer a car pool option
    - Use of extra 402 dollars (around \$13,000 available)
- Mobile Crisis Grant Management
  - Review current Joint Powers Agreement – recommended changes?
  - Hours/capacity required for additional role
    - There is likely capacity within Kellsey’s current hours to complete the additional tasks, especially once the Bylaws and other compliance docs for the AMHI are updated.
    - Without increasing the hours, we would need to re-evaluate what the cost share for each grant would be to cover the position.
  - Goal to have updated Joint Powers for January 1, 2026, and have the position change spring/summer of 2026
  - Beltrami County Fiscal Host fee calculations
- Compliance Docs
  - DHS has announced that Site Visits will be happening for all contracts within the next year (before the 2027 application opens). They have started already and the earliest we could be contacted could be September. At these meetings we will be expected to present all of the compliance documents we signed off on in the application.
  - With this in mind, the group would like to move forward with approving as many of the documents we have as possible. Kellsey will send an email with all of the documents that are ready to be approved. It is asked that board members review the documents and submit any

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feedback or changes to Kellsey before the August meeting. At the August meeting the Executive Committee will vote to approve all of the documents.

- One document that will take more work to complete is the Bylaws. Kellsey will send this draft in a separate email. Executive Committee members should familiarize themselves with the document before the August meeting and bring thoughts and feedback to the meeting to discuss. This will be the main focus of the August meeting, and then revisions can be made and a final draft can be presented and approved in September.
- Compliance Documents Already Approved
  - Joint Powers Agreement
  - Flex Fund Policies
  - Transition Plan
  - Needs Assessment
- Compliance Documents to be Approved at August Meeting
  - Grant Monitoring -Approved
  - Contingency Plan - Approved
  - CLAS Implementation – Approved
  - Mental Health and Evaluation Plan - Approved
- Compliance Documents Still in Draft Form or Needing to Be Created
  - Bylaws
  - Open Meeting Law Policy – Review & Approve in September
  - Payer of Last Resort Policy- Review Draft
  - Conflict of Interest Policy- Review Draft

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**July 9<sup>th</sup>, 2025**

- Community Grant Fund
  - Starting Q2 Finance Checks
- Finances
  - County Budget Sheet Review
  - Confirm Q2 Budget Revision
  - Discussion with Josh
    - Relocating funds to help with spenddown
      - Josh wants to capture more time entry in this quarter – more than what Beltrami County may have budgeted. If other counties ended up spending all of theirs, Beltrami would reimburse with levy dollars
    - Mini grants/RFP for specific BRASS codes to help with spending?
      - Interest in this for Lake of the Woods
  - Request to send budget sheet out monthly to counties- director and finance person
  - Josh recommends counties look into Power BI for time entry and reporting – excel type spreadsheet to tap into multiple server spreadsheets and modify data sets. Updates in real time and compiles data
- Outreach
  - Planning to attend Clearwater County Fair and LOTW National Night Out
  - Hoping to have promotional materials, waiting to hear back from Amity Graphics
- Mobile Crisis Grant Management
  - Review current Joint Powers Agreement – recommended changes? -table until next meeting
    - Jamie may bring the topic to her board next month to prep them
  - Hours/capacity required for additional role – roll into current position or add on?
    - There is likely capacity within Kellsey's current hours to complete the additional tasks, especially once the Bylaws and other compliance docs for the AMHI are updated.
    - Without increasing the hours, we would need to re-evaluate what the cost share for each grant would be to cover the position.
  - Goal to have updated Joint Powers for January 1, 2026, and have the position change spring/summer of 2026
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  - With this in mind, the group would like to move forward with approving as many of the documents we have as possible. Kellsey will send an email with all of the documents that are ready to be approved. It is asked that board members review the documents and submit any feedback or changes to Kellsey before the August meeting. At the August meeting the Executive Committee will vote to approve all of the documents.

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