

Region 2 AMHI Executive Committee Meeting

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

December 11th, 2024

- Community Grant Fund
 - Review Scores and Award Amounts
 - Grant Monitoring Checklists
 - Contract Template - approved pending changes
 - Invoice Template - approved
 - Initial Meetings – all are scheduled
 - Contract Signatures – director from each county will sign as part of the joint powers
- 25/26 DHS Application Status
- Review 2025 Budget
 - Who should have this information?
 - What is the best way to keep it up to date?
 - Kellsey will share finance report at Executive Committee meeting instead of AMHI partner meeting
- Review Day on the Hill Proposal – Hubbard and Beltrami counties interested and can recruit up to 10 participants. Hotel, transportation and meals will be covered under each county's AMHI 402 BRASS Code dollars
- LAC membership gift cards purchasing
 - Each county will purchase for themselves as needed
- Website Design Launch
 - Will seek committee members at January AMHI meeting
- Wrapping Up 2024
 - All reimbursement requests submitted to Josh by Dec. 20th if possible—share with Finance people
 - Kellsey will work on final report and start on Q4 budget revision/report if needed. Goal to submit by Jan. 15th
- Changes and Goals for 2025
 - Bill monthly & Kellsey share report at EC meeting
 - Governance document
 - Voting/members
 - Do we need a Chair?
 - Consistency with other Joint Powers
 - RFP process: Model/mirror our steps
 - Conversations about money- give summary in bigger group
 - Partner meeting should be about service provision and gaps- not finances/oversharing
 - Draw a line that partner meeting not voting on financial aspects
 - Share a more generic fiscal report- allocation, % spent, balance
 - Involve partner meeting
 - Website development
 - Resource lists
 - Strategic plan
 - Community outreach
- Follow up with Fiscal folks re. deadline

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November 13th, 2024

- Community Grant RFP
 - RFPs Received: 6
 - Wellness in the Woods
 - Stellher Human Services
 - CHI Lakewood Health
 - Enlightenment Psychiatry
 - Hope House
 - Schackman Kramer and Associates
 - Scoring Meeting November 18th in Bemidji Room 3
 - Start initial announcements/follow up by Nov. 25th
 - Contract meetings with each new provider?
 - Kellsey will start Grant Monitoring Checklist for each awardee
- AMHI Grant Revisions submitted to DHS, no response. Waiting for contract/signatures to be sent our way
- EOY Spending Plan
- 2025 Budget Proposals
 - Day on the Hill
 - LAC member reimbursement

October 9th, 2024

- Community Grant RFP
 - Announcement updates/needs
 - RFPs sent: 5
 - Wellness in the Woods
 - Stellher Human Services
 - CHI Lakewood Health Center
 - Youth Emergency Shelter and Supports
 - Hubbard County DAC
 - RFPs received: 1
 - Ideas for further outreach:
 - Paul Bunyan Transit
 - Headwaters Regional Development Commission: Partnership with MNDot
- AMHI revision requests from DHS
 - On AMHI Budget Detail #1 and AMHI Budget Detail #2
 - You can only budget full dollar amounts, no cents.
 - BRASS Code 402 Community Education and Prevention does not allow for website design.

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- BRASS Code 419 Court-Related Services and Activities does not allow for Guardianship fees. Please provide examples of "Guardianship Support" that you plan to provide.
- BRASS Code 446 Basic Living/Social Skills and Community Integration, BRASS Code 452 Adult Outpatient Psychotherapy and BRASS Code 454 Adult Outpatient Medication Management narratives need to list services provided, not just who the providers are.
- On AMHI Provider List
 - Any providers that Beltrami County subcontracts with needs to be listed on the Provider List as well as on the Budget Detail tabs where applicable.
- Q4 budget revision
- DHS Documents Compliance
 - Inventory
 - Drafts
 - Grants Monitoring
- End of Year Reporting
 - From providers
 - MHIS access?
 - To DHS

September 11th, 2024

- Review and approve DHS 25/26 Application- [approved](#)
 - [Para Doc 7020 - approved](#)
- Review and approve SandPieper Contracts
 - [Master Service Agreement - approved](#)
- Review and approve Community Grant RFP
 - Announcement plan
 - Review fliers
 - Press Release
 - Beltrami- Bi-line
 - Pioneer
 - Email to providers
 - RFP Review and Awarding plan
 - Kellsey Pre-Screen
 - In region 2?
 - Aligns with priority area?
 - Complete?
 - Whole Group Score
 - November 18th 12-4pm @ Bemidji
 - Grant Monitoring
- External sharing
 - Document test
 - Teams group?

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August 19th, 2024

- **Discussion Items**
- Decide on Budget amounts- Review Budget Scenarios – decided to go with scenario #3, and move the \$100,000 from scholarships to the publicly accessible funding
 - Admin
 - Approved Fiscal Host and AMHI Coordinator increases
 - Outreach
 - Review Website Quotes
 - Brian motion to select SandPieper design, Jamie second
 - Projects
 - Community Funding
 - Consensus on fewer projects with larger amounts of money
 - County %s
 - Kellsey will send out final amounts for each county to plan their budgets
- DHS Application Details
 - County Responsibilities
 - Grant monitoring
 - Fiscal- Josh reviews invoices to ensure they align with planned expenses
 - Jeff does annual provider meeting- reviews goals of contract
 - Application to continue contracting- Anne will send to Kellsey
 - eDoc7020
 - Kellsey will complete and send to each county to respond before signing
 - Narrative
 - Clearwater LAC #: 10 professionals, no consumers
 - LOTW LAC #: 3 county staff, 3 MHP, 2 clergy, 5 consumers
 - Hubbard County LAC #: 9 consumers, 3 professionals, no tribal reps.
 - Beltrami County LAC 3s: 17 consumers/family members, 3 professionals, no tribal reps
 - Provider List changes
 - Will just include counties to start, add new providers in Q1 revision
- RFP Plan
 - Include potential amounts in service area section
 - Likes simplicity
 - Timeline – looks good
 - Priority area talking about mh workforce and staff retention
 - Increase regional MH access – include focus on rural areas and MH stigma
 - Compare BRASS codes to description
 - Amounts range: \$200,000 available, to award through an RFP process and will be awarding it to multiple providers. seeking to support multiple providers to support the region
 - Application
 - Update priority area descriptions

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- Announcement
 - Put on county website
 - Press Release/Flier
 - Email to AMHI stakeholders
 - If you have current contracts with the county through the AMHI the application and contract process will remain the same.
 - This funding is separate from all current funding
 - Agency social media
- Next Steps
 - Counties get budgets to Kellsey by August 28th
 - Kellsey will have draft done by September 3rd to give time for last minute changes
 - Preference for Kellsey to email final draft to EC for review and approval
 - Use Sept 11th meeting for back-up approval/review date
 - Email DHS to ask for extension if needed to have time to connect at Sept. 11th meeting

July 10th, 2024

- **10:00-10:15 Check In and Review Agenda**
- **10:15-10:30 AMHI Coordinator Monthly Report**
- **10:30-11:00 Action/Voting Items**
- **11:00-12:00 Discussion Items**
 - Kellsey Training
 - Completed a Poverty & Ethics training at BSU
 - Would like to participate in [WitW Recovery Like No Other Annual Conference](#)
 - Approved
 - Do a better job at defining position expenses for 2025
 - Come up with proposed amounts for phone, training, hours, etc. for 2025
 - Ask Denae Alamano for recommendations – good at calculating the amounts
 - How she puts together the budget
 - Website design
 - Website Design- \$30,000 quote will include:
 - full establishment of a website
 - creation of a logo for our initiative
 - some form of analytics/promotion to ensure people are able to find our site when they need it
 - To Move Forward We Need:
 - Three reference sites and three reference logos. These should include sites and logos you and your team absolutely love, with details as to why.
 - What do you want the community to say/feel about the site once they've used it? (same for logos)
 - Once the community is on the site, what is your desired outcome? Appointments, new services, job applications, etc?
 - What is your desired completion date for the site/logo?
 - Who will maintain the site internally, and will they require training?
 - Meeting with design team

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- Would like to establish a sub-committee/focus group to develop and test out ideas
- Need to get a bid from at least one other company
 - Connect with Amy's LOTW contact
 - Pinnacle: [Pinnacle Marketing Group | Marketing Services | Bemidji, MN \(pinnaclempg.com\)](#)
- 2024 Budget Revision
 - Submitting next week
 - Will send updated budget sheets to each county and to Josh
- 2025 Budget Scenarios
 - #1 ~ could adjust to include admin/scholarships/website then allocate county %s
 - Use AMHI \$ to reimburse counties? – not something we would like to do. Just reserve for Community Reps.
 - Question about paying for snacks/refreshments at AMHI meetings? – not sure if it's worth the hassle. Voted no. Focus on funding service provision, not snacks
 - Proposal to have it earmarked for each county
 - Contracts and RFP at the AMHI level instead of county level
 - Counties allotted case management and flex
 - Publicly Accessible Funding
 - Would need legal support if AMHI took on the contracting
 - Want \$ to be available for providers to fill gaps and expand services
 - Make all providers re-apply?
 - Complicated to manage the contracts
 - Keeping contracts with the counties and transition them over the next two years
 - Chart of how much we're currently contracting with providers
 - Breakdown per provider
 - Ask other regional providers:
 - Do you keep the money as one pot, or divvy up for counties?
 - How do you allocate funding for RFP process?
 - Top Two Ideas
 - 1: Adjust scenario #1 to include website/scholarships, but otherwise all money is divided into the county %s to RFP per county
 - 2: Go with scenario #3 or #4, whichever allots enough to ensure current providers receive their same amount for the upcoming 2 years, then open the rest up for Regional RFP process
 - Counties manage and renew current contracts
 - Kellsey manages new contracts and scholarships
- RFP Draft Review
 - Prioritize preventative services
 - Don't want to burn up the money with 'status quo' activities such as rent, staff time, etc.
 - We need to identify the gaps and be specific about what we need
 - **Cannot supplant current funding**
 - **Must be an addition to current programming**

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- **Identify priority areas and have them select**
- Internal gap survey
 - Share a survey at the upcoming AMHI meeting to identify gaps
 - Administer at 8/5 Meeting
 - Do a specific outreach to identify gaps at LAC
 - HC Mtg 7/10
 - BC Mtg 7/12
 - Idea for yearly LAC gathering w/ dinner, transportation etc.
 - Pay for a facilitated process – set aside funding in 2025
 - Center for Rural Policy
 - Plan to start this in 2025- Maybe set for May to have priority ahead of budgeting in June/July?
- Proposal to have 45 day turn-around instead of 60 days
 - Directors already get stressed with 60 days notice so we don't want to shorten it.
- Option to have it open in September?
 - Do addendum to providers for DHS
 - Compromise: Approve RFP at next EC meeting on August 14th, then launch it August 19th-October 21st to review before November EC meeting
- Have rubric/scoring matrix done beforehand

June 12th, 2024

- **10:00-10:15 Check In and Review Agenda**
- **10:15-10:30 AMHI Coordinator Monthly Report**
- **10:30-11:00 Action/Voting Items**
 - Voting procedures review
 - Bylaws needed
- **11:00-12:00 Discussion Items**
 - 2024 Budget review/clarification
 - Red Lake
 - Wellness in the Woods
 - AMHI dollars for staff time
 - Budget Revision
 - Extra Funding Usage Options
 - RFP draft/Public funding process and timeline
 - Fund current providers at same rate and give them a heads up for 27/28 that the RFP will be for them
 - Launch a public funding RFP for new funds
 - Ask current providers to report out to us on spending/outcomes
 - Solid plan/follow through to report out
 - Look at other templates for an RFP
 - Potential Funding Priorities
 - Rule 20s/Commitments

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- Competency restoration- Outpatient curriculum, North Homes (\$150/hr)
- How are we splitting additional dollars?
 - Half of it for regional \$
 - Half of it divided by current % for the county
- LOTW & Clearwater requesting higher % for creative program creation
- Prioritize regional funding – how will providers serve more rural areas?
 - How do we incentivize/scale up providers such as Shackman Kramer
 - Promote expansion, not supplementation
 - Community education and advocacy, reducing stigma in rural areas
 - Sharing staff/positions
 - Region 2 competency restoration
 - Jail MH services
- Website design
 - Dinae Alamano
 - United Way
 - Reach out to the AMHI and see how much they paid
 - County agency websites
- Desired trainings/Community events
- Mental health scholarships request – take this off the top? \$100,000- 5 \$20,000
 - Gave \$ to Saint Scholastica they offered 2 \$40,000 scholarships- all went to Tony Kramer
 - Offered 8 scholarships for \$8,000 directly to students for advanced degrees and could go anywhere and were supposed to report back – this was the preferred way
 - Application and scoring criteria
 - Executive committee did interviews and talked to the applicants
 - Had to provide service within the region for 4 years- how was this enforced?
 - Gave \$ to BSU and they scholarshipped it out
- Policy Needs- create for the whole region?
 - 418 Flex Funds
 - 491 & 493 Case Management
 - Clearwater- Entering time into SSIS- pull info and look at AMH case management that not receiving reimbursement and billing that out
 - AMHI Fund eligibility
 - Contracts
 - Include outcomes measures
- Launch RFP in July?
 - Current vs new provider requirements
- 25/26 Budget Draft
 - Scenarios
 - Take off the top

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- Website design
- Fiscal host/admin
- Each county current received
- Amount leftover- same % county
- Larger chunk for public/regional funding
- Apply % to counties
- Current % & \$ Breakdown
 - Admin: 7% ~ \$39,000 (Fiscal host fee + AMHI coord.)
 - Beltrami: 48% (includes Red Lake) ~ \$287,000
 - Hubbard: 27% ~ \$165,000
 - Clearwater: 10% ~ \$58,000
 - LOTW: 5% ~ \$29,000
- **Scenario #1: 2025 \$ amount with same breakdown % as previous years**
 - Admin: \$100,749
 - Beltrami: \$690,854
 - Hubbard: \$388,605
 - Clearwater: \$143,928
 - LOTW: \$71,964
- **Scenario #2: Take group AMHI needs off the top, increase each counties' disbursement proportionally (by a set % such as 20%), and set rest aside for public funding**
 - **“Off the top” AMHI Spending =\$147,900**
 - Admin = \$89,000
 - AMHI Coord. \$65,000
 - Fiscal Host \$24,000
 - 402 Comm. Education & Prevention =\$139,600
 - Website Development & Maintenance \$30,000
 - LAC Meetings \$9,600
 - Mental Health Degree Scholarships \$100,000
 - **County-specific needs/disbursement (2024 + 20% increase) =\$643,151**
 - Beltrami: \$344,900
 - Hubbard: \$198,522
 - Clearwater: \$64672.93
 - LOTW: \$29,425.07
 - **Remaining for Regional Public Funding Process = \$567,299.80**

May 22nd, 2024

- **Check in and Review Agenda**
- **AMHI Coordinator Monthly Report**
- **Backburner/Ongoing Items**
 - Provider contact information and introductions
 - Working on updating the Provider/Vendor List

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- Name top providers whom Kellsey should reach out to for an email introduction
- **Action/Voting Items**
 - Clarify voting for Executive Committee and Partner Meeting
 - Do we have bylaws for either group?
- **Items for Discussion**
 - Budget Trends from 2020-2023
 - Total spending per BRASS code per year
 - Yearly spending per BRASS code per county
 - Top BRASS codes
 - County spending of total allotments
 - 23/24 budget vs actuals per county
 - Flex Funds
 - How does your county define flex funds?
 - Certain BRASS codes?
 - Who is eligible to access flex funds?
 - What documentation/forms are required to request funds?
 - Case Management
 - How are you currently funding Case Management through AMHI?
 - How do you avoid duplication with TCM funding?
 - How should we plan for Case Management in the upcoming AMHI budget?
 - Review 25/26 Budget Draft
 - Extra Funding Usage Options
 - RFP draft/Public funding process and timeline
 - Website design
 - Desired trainings/Community events
 - Mental health scholarships request