

#### EXECUTIVE COMMITTEE

**Thursday, March 14, 2019**

**Meeting Minutes**

1. Betty Devine called the meeting to order at 10:02 am. Also present were Chad Jensen, Matt Haynes, Eric Kool, Jim Ward, Stephanie Swartz, Angela Crees and Teresa Burke. Jordan Kauffman was also present for part of the meeting to provide reporting updates.
2. The February 14, 2019, minutes were reviewed. Stephanie moved to approve the minutes and Chad seconded. All were in favor and the motion was carried.
3. The FY19 Budget was reviewed. Contract spending was reviewed and focus was on contracts that were underspending and overspending.
4. Jordan provided highlights of the first and second quarter of FY19 performance reports from contractors. She included a summary of the cost per child/case/family for some of the contracts. The DCAT5-18-044, Behavioral Health Prevention & Intervention Coordination Services contract with DMPS was discussed as the quarterly reports do not reflect the work being done by Stephanie McFarland. Matt expressed how he would like to meet with Stephanie McFarland and Allyson Vukovich to discuss more effective ways that they could communicate outcomes with us.
5. Jordan provided an overview of the DCAT5-16-002, Re-entry & Transitioning Youth Contract on-site monitoring with Woodward Community Based Services (WCBS). The monitoring report was provided to the board and Jordan explained some of the highlights of the 2 visits. She believes that the contractor is in general compliance with the Scope of Work of the contract.
   1. The contractor believes that Performance Measure 1.3.2.3.a is no longer valid since they no longer need to assist with referrals to Independent Living or other Residential options for youth transitioning to adult assisted living alternatives as they now go through the CareMatch system. The board feels the measure is still valid as the Contractor must assist the youth by providing information and residential options, their eligibility requirements and the referral process.
   2. WCBS admitted to Jordan while she was there that they only had one YTDM Facilitator (Kelly Burke) who worked on the Re-entry project interfacing with JCOs on YTDM and other transition planning meeting referrals as well as facilitation of YTDMs. WCBS indicated that some JCOs facilitate their own transition planning meetings. WCBS has been urged since the Contract inception to have 2 to 3 trained and “numbered” YTDM facilitators.
6. Discussion and vote: new Contract DCAT5-20-060 for Supportive Services for African American Youth & Families, with DMACC/Evelyn K. Davis Center for Working Families, to replace the DCAT5-17-040 that expires June 30, 2019.
   1. The current contract for these services support mainly the provision of Strong African American Youth & Family (SAAF) parent/youth engagement classes, specifically for those parenting children ages 10-14. The class is structured based on the Strengthening Families curriculum. The classes are small as the parents and youth meet separately for the first half of the 2-hour period and then together for the 2nd hour. There also must be room for child care and meals to reduce barriers to attending class. Although JCOs have been slow to refer to the class, referrals have picked up. The class runs for 7 weeks. EKD already has a cadre of trained and certified facilitators and they are the sole provider of this service in Polk County.
   2. Chad believes that the service is just starting to gain some traction, especially with JCO referrals. EKD also communicates the opportunity to the community for non-system referrals. Class cohorts are also communicated to DHS Social Workers.
   3. Angie moved to approve re-contracting for these services under DCAT5-20-060, for up to 6 years, renewable annually, with an annual value of $45,000.00. Matt seconded, all approved and the motion was carried.

1. Review and vote: DCAT5-19-036, JCS Internal Climate Survey contract document.
   1. The board already voted on the Successful Bidder for this procurement. The board is now voting on the actual contract document, which has already been reviewed by Chad Jensen, Angela Crees and Matt Haynes.
   2. Eric moved to accept the contract for DCAT5-19-036. Stephanie seconded, all were in favor, and the motion was carried.
2. Contract renewal votes on separate Agenda Addendum.
3. Updates:
   1. RJCE Activities:
      1. None
   2. Decat/CPPC Activities:
      1. Teresa brought a request from DMPS on a larger amount use of the funds under DCAT5-17-120, Student Support Services. The email from DMPS was provided to the board. The board would like more time to consider.
4. For the next meeting:
   1. Vote on remaining new contracts and contract renewals for FY20
   2. Admin Assistant Full-time versus Part-time
   3. Other
5. Adjourn: Eric moved to adjourn the meeting at 12:06 pm. Chad seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, April 11, 2019, 10:00 am in Conference Room 3.