

#### EXECUTIVE COMMITTEE Meeting

**Thursday, August 13, 2020**

**Meeting Minutes**

1. The meeting was called to order, via Microsoft Teams video and conference call, at 10:05 am by Eric Kool. Also present were Stephanie Swartz, John Hawkins, Jim Ward, Jana Rhoads, Robert Smith, Teresa Burke, and Decat Staff Cassie Kilgore.
2. The June 11, 2020, and June 25, 2020, minutes were reviewed. Jana moved to approve the minutes and Stephanie seconded. All were in favor and the motion was carried by unanimous vote.
3. The FY20 and FY21 budgets were reviewed. FY20 final carry-over and DHS State funds shortage were highlighted. The FY18 DHS and Decat carryover funds will be able to be exchanged with newer funds for FY21 since more new monies were used compared to older monies unused.
4. Discuss and vote: Review and approve FY20 CPPC Progress Report and Budget.
	1. The FY20 CPPC Progress Report was provided to the Board previous to the meeting for their review. Cassie Kilgore provided insight to the report format and highlights to note.
	2. Stephanie moved to approve the report and Jim seconded. All were in favor and the motion was carried by unanimous vote.
	3. Cassie will send the report and budget to DHS CPPC State level personnel by Friday, August 14, 2020.
5. Discuss and vote: Add $11,000.00 to the Decat Coordination contract, DCAT5-18-002, to cover costs associated with implememtation and management of the Trauma Informed Supervision Training.
	1. A document outlining activities that would be covered by the additional funds was sent to the Board previous to the meeting. It was noted that the Training slated to begin the fall of 2020 is now postponed until the Spring of 2021 due to Covid-19 restrictions on face-to-face meetings. Pre-work and evaluation efforts with DHS and JCS would also be supported with these additional funds.
	2. The funds would be split $10,000.00 for the services and $1,000.00 for the Contractor Administrative costs. The contract would increase from $331,902.00 to $342,902.00. At this time, Decat Allocation unencumbered funds would be used to cover the increase.
	3. Jana moved to approve the increase to the DCAT5-18-002 Decat Coordination contract to support the Trauma Informed Supervision training and facilitation activities. Jim seconded and the motion was carried by unanimous vote.
6. Discuss: Chage amount and/or types of funding in the DCAT5-19-001 Fiscal Agent Services contract, and/or other contracts based on the availability of funds.
	1. There is still a shortfall of $153,498.00 in DHS State funds to cover contracts in FY21. There is also a large amount of unencumbered JCS State funds and $122,249.00 in unencumbered Decat funds, now reduced by $11,000.00 to cover the approved increase to DCAT5-18-002. There are also unencumbered PSSF funds that are available that can be swapped with State funds in the Fiscal Agent contract.
	2. Given that there is no information yet on a First SAM Designation, it is most likely that there will be no news regarding additional DHS funds until after the DHS Accounting reconciliation in October.
	3. Jana mentioned that there are Casey Foundation dollars to help support family needs that are identified in the Child Welfare Conferences. Those funds will last until December, 2020, and have been mostly used for gas cards up to this point. These funds should reduce the reliance on Fiscal Agent contract funds (Flex Funds) for the next few months. Jana is also emphasizing how Social Workers can facilitate connecting families to community resources in lieu of the reliance on Flex Funds to cover concrete supports. Decat has been and continues to be available to assist with connecting to community resources.
	4. The Board agreed to not make any contract funding changes at this time and to re-visit the topic again after the first quarter of FY21, in the October Executive Committee meeting.
7. Semi-annual contract performance reporting:
	1. The Quarterly Reporting Tracking spreadsheet and a document outlining performance highlights was sent to the Board previous to the meeting. Although the Board can review details regarding each contracts performance outcomes in the Tracking spreadsheet, providing a highlights document was identified as being most helpful.
	2. Specific highlights included:
		1. DCAT5-16-001, Sex Offender Treatment – The Board recommended that the contractor (Woodward) develop a plan on how their staff will obtain their SOTP designations, a timeline for doing so, identifying costs associated with the completion of this delinquent item, and barriers to completion of the certifications for the two main staff working with the SO clients.
		2. DCAT5-16-002, Re-entry & Transition Youth Services – Cassie review YTDM reports from the contractor to determine how many YTDMs were scheduled between 30 and 45 days from the referral date to calculate what is typical for turnaround for scheduling YTDMs. The contractor has not requested extensions for those YTDMs taking more that 30 days to schedule although the contract allows for them to do so knowing there are often barriers to scheduling. The contractor will also be contacted to determine the most common barriers to scheduling to see if there are any circumstances that could be mitigated by JCS or other involved parties.
		3. DCAT5-17-052, RJCE Coordination Services – The contract Scope of Work has evolved since the creation of this contract so that the Deliverables and Performance Measures do not match to the actual services as well as they did previously. Diamond Denney does include activities for each quarter in her reports. It was recommended that Decat write up what a new Scope of Work might look like so Diamond can respond to that Scope of Work and then a new contract can be developed for FY22.
		4. DCAT5-20-060, Supportive Services for African American Youth and Families (SAAF Classes) – The Evelyn K. Davis Center only held one SAAF Cohort in FY20 and now are struggling with provision of the classes virtually. The contract requires a minimum of 3 SAAF cohorts per year. The contractor had a “perfect storm” of circumstances in FY20 that impacted their ability to provide the classes. John Hawkins, Cassie Thomas and Teresa will reach out to the contractor together to discuss the future of SAAF classes and the contract.
		5. DCAT5-18-044, Student Support Services (DMPS) – The contractor provides minimal responses on the current contract performance measures. The Board was reminded that this contract originated from a collaboration with DMPS on the provision of in home intensive services in exchange for Decat supporting the Behavioral Health position. Jana would like a meeting with DMPS Leadership who would be able to intervene on how information can be shared within their organization so the performance measures can be responded to appropriately.
8. Updates:
	1. Trauma Informed Supervision – Was covered in agenda item 5.
	2. Work from home status – Teresa indicated that more equipment would be needed in order for Decat staff to be able to work more efficiently from home; namely larger monitors and printer/scanners for each person. The Board agreed that these would be acceptable purchases for working from home.
9. Next meeting topics:
	1. Transfer(s) of funds, if any
	2. Review of FY21 budget
	3. Trauma Informed Supervision Project update
	4. RJCE and CPPC activities
	5. Anything else
10. Adjourn: Jim moved to adjourn the meeting at 11:26 am. Jana seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, September 10, 2020, 10:00 am, via video and conference call.