

#### EXECUTIVE COMMITTEE Meeting

**Thursday, December 12th, 2019**

**Meeting Minutes**

1. Betty Devine called the meeting to order at 10:07 am. Also present were Matt Haynes, Chad Jensen, Stephanie Swartz, Jim Ward, Eric Kool and Teresa Burke. Absent was Angie Crees.
2. The November 14, 2019 minutes were reviewed. Eric moved to approve the minutes and Stephanie seconded. All were in favor and the motion was carried by unanimous vote.
3. The FY20 contract expenditures and budget were reviewed. The DCAT5-19-001, Fiscal Agent contract spending was highlighted, which is well above spending this time last fiscal year. Efforts have been made to review ways in which spending could be reigned in. In the previous Board meeting, Cassie suggested that the Flex Form be modified to include a more selective method of requesting beds since bed orders occasionally do not need the entire frame, mattress, springs and mattress cover. Teresa will review this with Cassie as the Form is very full and there is virtually no space to make room for more selection.
4. Discussion and vote: Re-procurement of Refugee Immigrant Guide (RIG) services starting FY21 as the current DCAT5-15-007 contract ends June 30, 2020.
   1. The Board has reviewed data and information on the current RIG contract in previous meetings. As directed by the Board, a RIG RFP team was assembled and the first draft of the Scope of Work has been developed.
   2. The Board discussed the cost of the contract. If funds were added, some services could be expanded. However, Teresa explained that if the Board wished to continue the services as they were with minimal services for prevention cases, the current annual value of the contract could be sustained for a while.
   3. Matt moved to re-procure the RIG services for a new contract starting July 1, 2020. Jim seconded and the motion was carried by unanimous vote.
5. Discussion and vote: Procurement for JCS Diversion Programming for FY21, RFP that will result in multiple contracts.
   1. Chad explained the need for having more targeted options for pre-arrest diversion services, especially for youth of color in our community. The Polk County CASP collaborative has been discussing options for working with lower risk juvenile offenders, especially for the high needs youth who may re-offend as a result of their presenting issues. The aim is to provide assessment, referral and case management (if needed) for lower risk youth to prevent future arrests.
   2. Buy-in from DMPD as well as the Polk County Sheriff’s Office is important to really make this project “pre-arrest” diversion. The desire is to have two or more options available for youth rather than taking a youth to Intake and/or arresting him/her. Being able to assess a youth’s needs and ensure referral and monitor involvement (case management) in appropriate services and activities immediately after the offense will hopefully be appealing and foster collaboration with law enforcement.
   3. Stephanie moved to procure Diversion Programming as described for FY21, with an amount that will be decided at a later date. Matt seconded and the motion was carried by unanimous vote.
6. Discussion and vote: Accept 2nd designation Transfer of Funds (letter) from JCS.
   1. Teresa presented to the Board a copy of the Transfer of Funds letter from JCS for $338,012.57 in FY19 funds. The funds are to be used for Trauma Informed Care, prevention activities and services for youth in the 5th Judicial District, and for Decat Coordination.
   2. Teresa pointed out to the board the amount of unencumbered JCS FY19 dollars with the addition of these funds and that all of the unencumbered funds will be used in FY21 in contracts.
   3. Eric moved to accept the transfer of funds from JCS. Jim seconded and the motion was carried by unanimous vote.
7. Discussion and vote: Accept 2nd designation Transfer of Funds (letter) from DHS.
   1. Teresa presented to the Board a copy of the Transfer of Funds letter from DHS for $115,190.13 in FY19 funds. The funds are to be used for Wraparound Services (Flex funds), Criminal Records Checks, and Diversion & Mediation Services.
   2. Teresa pointed out that it has been a few years since there has been a 2nd designation from DHS.
   3. Chad moved to accept the transfer of funds from DHS. Stephanie seconded and the motion was carried by unanimous vote.
8. Updates:
   1. Flex funds spending was discussed. Teresa emphasized that it was important that DHS and JCS provide direction to their staff on triaging items that Flex Funds be available to purchase. Matt mentioned that Cassie had indicated the Flex Fund form could be modified to include more options for breaking down the bed purchases rather than in “packages”; i.e., mattresses only, etc.
   2. Teresa thanked Stephanie for being willing to serve on the Decat Board for another year as feedback from those who have served before indicated one year was just enough time to learn what you were doing.
   3. Teresa reminded the Board that the FY19 Decat Annual Progress Report was sent to the state after modified and after Board approval.
   4. An update was provided on the Trauma Informed Supervision and Clinical Case Consultation grants. The ACEs 360 Coalition is working on outcomes and measurements and is applying for funding to assist with that portion of the projects. Teresa reminded the Board that both DHS and JCS agreed to partner financially on these projects, $10,000.00 each.
   5. Teresa and Cassie have reached out to 2 organizations thus far to apply for ICAPP funding. The deadline for bids is January 13, 2020.
   6. Diamond and Cassie continue to be self-starters and critical thinkers in their jobs, with little supervision being required. Diamond is participating in the RFP for the Diversion Services and Cassie is participating in the RIG RFP.
   7. Teresa thanked Matt Haynes for serving on the Board this past year even though working two very large jobs. His involvement has been greatly appreciated

Betty Devine was also thanked for all her years serving on the Decat Board, now that she is retiring. Teresa recalled how Betty participated in her interview and has been very involved in all things Decat. She will be sorely missed!

1. Next meeting topics:
   1. RFPs status
   2. Grants update
   3. RJCE and CPPC Updates
   4. Clinical Case Consultation and Trauma Informed Supervision IGAs
   5. Anything else
2. Adjourn: Jim moved to adjourn the meeting at 10:58 am. Chad seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, January 9, 2020, 10:00 am, at Polk County River Place, Conference Room 3.