

#### EXECUTIVE COMMITTEE

**Thursday, January 11, 2018**

**Meeting Minutes**

1. Darin Thompson chaired the meeting in Mike McInroy’s absence. Present were Betty Devine, Chad Jensen, Jim Ward, Teresa Burke and special guest, Jordan Kauffman. Absent was Nikolle Ross, new Steering Committee chair and community board member representative.
2. The December 12, 2017, minutes were reviewed. Betty moved to approve the minutes and Jim seconded. The motion was carried.
3. Discussion and vote: Increase FY18 value of DCAT5-16-002, Re-entry and Transitioning Youth Services, by $5,700.00 (from $197,511.00 to $203.211.00) in order to retain trained and seasoned YTDM Facilitator.
	1. Woodward Youth Corporation (Community Based Services) has requested additional funds to raise the salary of their current YTDM Facilitator in an effort to retain her as she has another job offer. It was agreed that the quid pro quo for the additional funds would be that they create more YTDM Facilitation depth in their ranks and get active those who are trained.
	2. Betty moved to increase the contract by the specified amount. Jim seconded and the motion was carried.
4. Jordan Kauffman provided a review of the highlights of the quarterly reports. The board offered suggestions on the inclusion of data that would provide needed back-up information on the performance being met or not met. It was agreed that the Quarterly Reporting template could be modified to add this and contractors trained on providing this information.

Jordan also provided copies of the Desk Review of DCAT5-15-002, PRC Nurse Services. Jordan met with the contractor and there were some agreed-upon changes to reporting that would more accurately reflect the services provided by the contractor.

1. A budget update was provided to the Board regarding the receipt of GAX and the potential for funding contracts into FY19. The Board was asked to review the funds available for FY19 for initial renewal discussions that will take place starting in the February Board meeting.
2. Updates:
	1. Robert Smith declined the offer to be the next RJCE Coordinator. Mike, Chad, Teresa and Sandra McGee will meet soon to discuss next steps. A short phone Board meeting will be scheduled to vote on re-posting the position, based on the outcome of this discussion. Teresa will notify the Meet and Greet invitees to alert them of Robert’s decision. If the position is reposted, it will be for a very short window of time.
	2. Both the Preventive Law & Guidance (DCAT5-19-004) and Psychological Evaluations (DCAT5-19-002) RFPs have been posted to the Targeted Small Business and Bid Opportunities websites, as required. A 2-year extension was requested, per the Board’s decision, on the Refugee Immigrant Guide current contract (DCAT5-15-007) and was granted, so no RFP will be initiated. Darin and Teresa are still in conversation with the BSCS on the Fiscal Agent Services RFP versus RFB.
	3. Chris Foreman, the Technical Assistant consultant from the National Child Traumatic Stress Network/Duke University, will be in Des Moines on January 25th and 26th to assist with Trauma Informed Services in Polk Juvenile Detention data collection/management and process flows.
	4. PCA Iowa requested that Polk Decat provide a letter of support for a CDC grant that the Iowa Department of Public Health requested that they apply for. IDPH would partner with PCA Iowa to develop a fellowship of ACEs/Trauma experts who will review/develop trauma assessment options, data reporting and access of local resources that can be used across sectors. The pilot of the program will happen in Polk county and be expanded across Iowa to help communities develop their own trauma assessment teams, protocols and shared resources. They also requested a backing of $1,000.00 cost share if they are awarded the opportunity to have this fellowship supported. The money may not be required because the CDC covers most of the costs of the fellowship. The funds would come out of the Decat and CPPC Coordination contract, CPPC initiatives. No vote is required but the support of the board is. The board agreed that this initiative is worthwhile and would like to have updates.
	5. Darin and Teresa provided an overview of the current CBCAP contract for Polk and the non-Polk issues related to the current provider of services. The Polk CPPC Shared Decision Making Team will meet tomorrow to discuss and decide if the current contract will be terminated or allowed to continue up to June 30, 2018, the contract end date.
3. Next Meeting:
	1. Initial renewal discussion
	2. Anything else?
4. Closing:
	1. Betty moved that the meeting be adjourned and Chad seconded. The motion was carried and the meeting adjourned at 12:13 pm.

The next regularly scheduled meeting will be Thursday, February 8th, 10:00 am in Conference Room 3.