

#### EXECUTIVE COMMITTEE

**Thursday, October 12, 2017**

**Meeting Minutes**

1. Darin Thompson chaired the meeting, filling in for Mike McInroy. The meeting was called to order at 10:04 am. Also in attendance were Betty Devine, Jim Ward, Chad Jensen, Al Perez and Teresa Burke.
2. The September 14, 2017, minutes were reviewed. Betty moved to approve the minutes and Chad seconded. The motion was carried.
3. Discussion & Vote: Increase DCAT5-18-001, Early Service Program contract, by $2,500.00 to cover training 2 facilitators in the Love and Logic Parenting Curriculum.
	1. PACE/Orchard Place ESP programming includes assistance to parents of the involved youth, in the way of parenting skill-building. The Love and Logic Parenting Curriculum is used by PACE to provide both group and one-on-one guidance to those parenting the higher risk young offenders receiving ESP services. The previous ESP case managers were trained in the curriculum, but the new case managers have not. PACE requested if we would be willing to assist in paying for the 2 ESP case managers to attend the training out of state. The amount would cover registration and travel costs. Chad agreed that we should cover the costs.
	2. Betty moved that we increase the contract to cover the Love and Logic training costs. Jim seconded and the motion was carried.
4. The FY18 budget was reviewed and modifications to the summary page discussed:
	1. Rather than “unencumbered”, use “uncontracted” for FY18.
	2. Include the fund expiration dates for PSSF, CPPC and MYFI.
	3. Add another tab with next year’s contracts (contract expenditure tracking) to reflect where funds uncontracted in FY18 will be used.
	4. Chad indicated that the JCS Accountant, Kelly Cox, will meet with Teresa to review how JCS transferred funds have been allocated and used. Darin Thompson requested to be a part of that meeting.
5. Discussion and vote: Re-procurement of Psychological Evaluations contract, DCAT5-13-182, which will be ending 6/30/2017:
	1. Chad confirmed that we will need to reprocure these services. The annual contract value should be increased as it should not be assumed that the next contractor would be using Psychology Fellows to provide evaluation services.
	2. Betty confirmed that the current annual value of the Psychological Evaluation contract that Detention has is $33,900.00 and is with the same service provider as the Decat Psychological Evaluation contract. The RFP will need to reflect the county portion of the evaluation costs for youth in Detention.
	3. DHS may consider adding funds to cover Psychological Evaluation costs for some of their clients.
	4. The Board agreed to write the deliverables very broadly and allow a variety of fee structures to attract a range of bidders.
	5. Betty moved to reprocure the Psychological Evaluation services and Jim seconded. All were in favor and the motion was carried.
6. Updates:
	1. Confirmation was received from Mid Iowa Health Foundation on the technical assistance grant amount. The technical assistance contractor will be Chris Foreman, Duke University and contractor with the Child Traumatic Stress Network. Chris will be invited to Des Moines for one or two days to tour detention, meet with stakeholders, and review processes. Chad indicated that the Trauma Informed Services contractor may have provided too much in the way of placement recommendations at court. He would like to see a write up of what the contractor can do at court and what is not allowed, as a clarification of expectations. Also, a meeting should be scheduled in November for stakeholders to review progress and issues with the services.
	2. Teresa will look at the DMPS Open Bids and Proposals page to see if the Behavioral Health RFP has been posted yet.
	3. The Restorative Justice & Cultural Equity Coordinator position was posted this week. Toni DeAngelis at JCS is the recipient of the resumes. Toni was given a list of provisos that need to be met in order for the resumes to be “accepted” for consideration. Darin would like the names on the resumes and accompanying documents to be blacked out for those reviewing and scoring them. Teresa will contact Toni about this.
	4. The Fiscal Agent Justification Form draft was provided to DHS BSCS personnel for review and comment. Suggested changes were received. The form will be modified and re-submitted for review.
	5. Jordan Kauffman started as the new Project/CPPC Coordinator on Monday, October 2nd, and Ellen Overton returned from Maternity Leave on Monday, October 9th. Teresa will meet with Jordan weekly on the Letter of Employment quid pro quos for receiving the stated larger raise effective July 1, 2017.
7. Next Meeting:
	1. Quarterly Report review
	2. Decat FY17 Annual Report review and approval
	3. Refugee Immigrant Guide reprocurement?
	4. Anything else?
8. Closing:
	1. Betty moved that the meeting be adjourned and Chad seconded. The motion was carried and the meeting adjourned at 11:28 am.

The next regularly scheduled meeting will be Thursday, November 9, 2017, 10:00 am, Polk County River Place, Conference Room 3.