

Date: March 11, 2009

Time: 4pm

Place: Monticello CMMHC

Minute Taker: Tara Freed

Attendees: Tara Freed, Cindy Owen (phone), Michelle Ulfers, Paula Donnelly, MaryJo Cobb, Marni Lewis Harvey, Julie Pribyl, Becky Foreman, Bill Affeldt, Sara Dahlquist

Agenda Topic: RFP

Presenter: Tara

Time Slotted:

Tara reviewed last month's minutes which helped the committee remember our goal for this meeting. They stated: "Last September STARS had our SAMHSA site visit. There were many recommendations made for STARS and for training/TA responsibilities. To retain our funding (\$1.4 million for Year 5), recommendations must be followed. The training committee is to develop a 4-year that will focus our training on system of care values and workforce development. Next training committee will be dedicated to creating the RFP to hire a consultant/coordinator for TA strategic planning. The committee will then be put on hold until a person/agency is hired. Then, the committee will reconvene to help the consultant create a new direction and clear definitions for STARS Training/TA."

Tara also informed the committee that last year's training budget was approx. \$130,000. This year it has been cut to \$15,000.

Tara handed everyone a "Training/TA Coordinator Responsibilities" sheet that we could develop the RFP from – she wanted to add a few items: EBP, Father's initiative, collaborative training funds, process for requests. MaryJo added: website, sustainability after funding is gone. Sara added that youth should also be included in the interview process.

The committee then prioritized our needs and MaryJo summarized our decisions into a draft RFP that Tara will draw up:

The STARS Network, including the four counties of Benton, Sherburne, Stearns, Sherburne and Wright, along with the Central Minnesota Mental Health Center are seeking proposals from community organizations interested in developing a 4-Year Strategic Technical Assistance Workplan that includes:

1. Workforce development in children's mental health and system of care values for:
 - a. University students studying psychology, education, social work, or criminal justice
 - i. Assess current training/education provided
 - ii. Research and determine methods to impact curriculum to include or increase training/education
 - iii. Develop and/or strengthen working relationships needed to institutionalize these changes
 - b. MN Department of Education
 - i. Assess current training/education mandated for current licensed educators
 - ii. Research and determine methods to increase mandated training/education for licensed educators
 - iii. Develop and/or strengthen working relationships needed to institutionalize these changes
2. Training methodologies for outpatient mental health agencies in the four county area
 - a. Implementation of System of Care Values (specifically family-driven care)
 - b. Methods to hire professionals who will support and sustain SOC Values
 - i. Parent and youth interviewers
 - ii. Job requirements and interview questions/process
3. Sustainability plan to include:
 - a. A parent/youth/professional training model that institutionalizes inclusion of youth and parents at no/low cost
 - b. Identifying unmet training needs

- c. High fidelity wraparound training
- d. Respite provider training
- e. Cultural and linguistic competence training
- f. Children’s Mental Health website
- g. Retreats
- h. EBP Training
- i. Partnerships to reduce duplication and increase support

The organization will be supervised by Christine Schmid, STARS Project Director and Tara Freed, STARS Training/Technical Assistance Coordinator, participate in monthly meetings with the STARS Training Committee, and be a member of the STARS Family-driven Leadership Team.

Conclusion/Recommendations: Tara will take this to Chris and then get approval from committee. It will then be sent to: Resource Training and Solutions, ARC Midstate, Caritas, LSS, NAMI, MACMH, SCSU, Networking agencies.

Does this recommendation need further action at the Administrative Grant meeting? **Y / N** *(if Y - email agenda item to Chris – cschmid@cmmhc.com)*

Action Item(s):

◆ above

Person Responsible:

◆

Deadline:

◆

Agenda Topic: Upcoming Elk River ECFE Parent Trainings

Presenter: Paula D.

Time Slotted:

Discussion: Two exciting upcoming training opportunities. Terrie Rose, PhD, will be coming to Elk River on April 23, 6:30-8:30pm, to talk about infant mental health. Paula asked if STARS would scholarship parents for the \$7.50 registration fee – approved.

Ross Greene, PhD, is also coming to the Elk River area to present on Collaborative Problem Solving again. Tuesday, May 12 from 6:30pm-8:30pm is for parents. Paula asked if STARS would scholarship parents for the \$7.50 registration fee – approved. Dr. Greene is also doing a full day of training for parents and professionals on Wednesday, May 13 at Big Lake.

Conclusion/Recommendations: Next training committee will be dedicated to creating the RFP to hire a consultant/coordinator for TV strategic planning. The committee will then be put on hold until a person/agency is hired. Then, the committee will reconvene to help the consultant create a new direction and clear definitions for STARS Training/TA. Paula asked if STARS would scholarship parents for the \$65 registration fee – approved.

MaryJo asked what costs were for ECFE – they were \$9700 and \$1500. MaryJo said that this is match.

Paula asked STARS and MN ASAP to attend as booths.

Does this recommendation need further action at the Administrative Grant meeting? **Y / N** *(if Y - email agenda item to Chris – cschmid@cmmhc.com)*

Action Item(s):

◆ Paula will email us the promotion for the event.

Person Responsible:

◆

Deadline:

◆

NEXT MEETING: Not scheduled until the RFP is sent out and an organization is accepted.