

**About F.A.C.E. – Collaborative Management Program
Baca, Cheyenne, Kiowa and Prowers Counties
Interagency Oversight Group
Meeting Minutes
July 20, 2016**

Call to Order: Meeting was called to Order by Chairman Dennis Pearson at 10:05 a.m.

Introductions of Attendees: Chairman Dennis Pearson (Kiowa County DSS), Vice-Chairman Jackie Brown (SHG & CHP), Treasurer Tammie Clark (Kiowa/Prowers County PHE), Ruth Wallace-Porter (Baca County DSS), Jennifer Gribble (Cheyenne County DHS), Lanie Meyers-Mireles (Prowers County DHS), Amy Rosengrants-Smith (Prowers County DHS), Jona Mills (Prowers County DHS), Angel Madrid (SB 94 & Probation), Anthony LaTour (Prowers County Schools), Susie Cook (CMH), Kathy McCorkle (DSRC), Morgan Bennett (Kiowa/Prowers County PHE) and Coordinator Lisa Thomas.

Conference Line: Jessami Caddick (Baca County DPH), Martin Masar (Ryon Medical)

Review and Adoption of Agenda: No additions or deletions; agenda adopted by consensus.

Review and Approval of Minutes: Minutes approved with corrections.

Unfinished Business: The Strategic Planning meeting is scheduled for Tuesday, August 23rd at 9:30 a.m. in the Mezzanine. The state will be gathering information from the IOG via Survey Monkey with ten brief questions, please watch for this in your inbox.

New Business: Annual reports are due July 29th. Lisa Thomas will verify if we are required to complete the cost savings template since we do not have a current established process.

Treasurer Tammie Clark reports that the revenue pulling forward to SFY16-17 is an amount of \$60,088. Jackie Brown would like to see the ‘rollover’ funds separated from the annual budget for more clarity. Current total of \$162,088 listed includes the rollover funds and the \$25,500 contribution from each of the counties. As agreed, Tammie will present the Treasurers Report monthly.

Amy Rosengrants-Smith identified concerns about the vehicle as property of the IOG – should we identify this property in our by-laws and outline what would happen if the IOG disbands. Jackie added that property would also include the computer and other items. Tammie clarified that the vehicle follows the policies of Kiowa County, their insurance, etc. Drivers of the vehicle must be Kiowa County Public Health employees and passengers can include those members of the IOG and the About F.A.C.E. program. Tammie will discuss the vehicle as IOG property with the Kiowa County Commissioners and obtain their opinion of what would happen should the IOG disband. Costs of the vehicle are included in the indirect costs.

Proxy Designations: Ruth Porter has designated Harold Brewer; Lanie Meyers-Mireles has designated Courtney Holt-Rogers and/or Amy Rosengrants-Smith; Stan Brinkley has designated

Byron Hall; Linda Roth has designated Kelli Adamson; Dave Tecklenburg has designated Karen Henderson, Kayla Tefertiller, Allan Medina and/or Anthony LaTour; Elizabeth Hickman had designated Susie Cook; Louise Delgado has designated Jackie Brown; Dave Rastatter has designated Marty Janssen; and Connie Peterson has designated Catania Jones.

Proxy designations are recognized and accepted by consensus.

Training Opportunities: Trauma Informed Care training will be on Friday, August 19th at the Cultural Events Center – a morning session from 9:15 to 12:30 and an afternoon session from 1:5 to 4:30; the speaker will be Andrew Gabor from COACT Colorado. The second training opportunity will be a Division of Youth Corrections Symposium on Wednesday, October 5th at the Lamar Elks Lodge from 12:00 to 5:00; the speakers include Matt Friesen, Connie Peterson, Catania Jones, Levi Middleton, and Byron Hall. Please share the flyers as you see fit and R.S.V.P. to Prowers County Public Health.

All agreed that it would be nice to have “swag bags” to provide to participants at the trainings. All IOG agencies are encouraged to provide Lisa with items to include in the bags.

Referral Form and Process: Everyone was provided with copies of a condensed referral form and a process guide for review. There is an electronic version. Amy identified that it would be nice to access the form on their website. Lanie agreed and will contact Ryan.

Sunshine Law: A copy of the Sunshine Law was provided. The CMP State Steering Committee informed the coordinators and each IOG is required to post our meeting agenda and minutes. Lisa will be working with Ryan to have an About F.A.C.E. tab on the Prowers County Public Health and Environment Programs page. All agreed that we can post our agendas and minutes there.

Election of Officers: In accordance to the By-Laws, the IOG shall elect from among their members by majority vote, a Chair, Vice-Chair, and Treasurer, at the first meeting of the state fiscal year. By consensus, the officers will continue as:

Chair	Dennis Pearson
Vice-Chair	Jackie Brown
Treasurer	Tammie Clark

Coordinator Overview and Updates: Lisa provided everyone with a handout of coordinator activities. With school registration and in-services happening, please let Lisa know if there is somewhere you would like her to attend. She will be contacting the schools, as well. “FRM” stands for Family Resource Meeting (About F.A.C.E. ISST Meeting.)

County Monthly Report of Children Served by ISST (FEM & FRM):

Baca County – 6
Cheyenne County – 5
Kiowa County – 8
Prowers County – 2 (plus DHS/FEM)

Discussion that the coordinator should report out on these numbers monthly. A system/spreadsheet needs to be developed for tracking. Lisa spoke with Chris Meyer, CMP Specialist, about assistance with this. A cumulative database should be maintained throughout the year. Maybe we should develop a form that helps the tracking process – a “Family Engagement Tracking Form”. The tracking form could include a checklist to help with cost savings information, and also a place to track our Performance Measures. Jona offered that DHS could start by using the Framework that Lindsey provides at the FEM.

Miscellaneous: Quorum – Lisa presented that we redefine quorum for our by-laws. Currently our by-laws state two-thirds of the IOG constitute a quorum. This matter will be tabled for now and we can discuss it further at the Strategic Planning meeting.

Age of youth served for the CMP is confirmed to be 0 through 21.

Since the State Steering Committee is on the Tuesday prior to our IOG meeting, do we want to consider changing the date of our IOG meeting – this item can be discussed further at the Strategic Planning meeting.

Next Meeting: Tuesday, August 23rd at 9:30 a.m. in the Prowers County Mezzanine.

- 10/19/16
- 11/16/16
- 12/21/16 – (Should we consider changing this meeting date to the second Wednesday of the month to avoid scheduling on a holiday week?)

Adjournment: Motion and consensus to adjourn; meeting adjourned at 11:25 a.m.

The conference call in information is:

Dial-in Number: 1-712-432-3071

Conference Code: 381928

Host Code: 4395