

HARRIS COUNTY SYSTEMS OF HOPE
Governing Board Meeting
Wednesday, March 17, 2010
6300 Chimney Rock
Houston, TX 77081

Attendees:

Board Members and Alternates Present:		
Karen Bates	Rebecca Johansson	Barbara Sewell
Taren Bates	Renatta Kost	Patricia Sibley
Alma Bell	Sherea McKenzie	Stephen Williams
Julie Bourne	Alma Montejano	
Bonnie Cord	Curtis Mooney	
Angel Escamilla	Beverly Pettway	
George Ford	Charissa Nealey	
Carolyn Hamilton	Raquel Runge	

Systems of Hope Staff Present:	
Larry D. Brown Jr.	Lauren Moore
Nichole Christoph	Pam Schaffer
Lareatha Clay	
Magno Guillen	
Randy Joiner	

Other Attendees:	
Brian Baxendale	Connswella Nealey
Joseph Bourne	Liam Rodger
John Donovan	Elisia Velasquez
Jason Lau	
Joel Levine	

I. Welcome and Introductions

Dr. Mooney called the meeting to order at 5:10 pm. Members of the Board and guests introduced themselves around the room.

II. Approval of Minutes

Dr. Mooney asked the group to review the minutes of the January 2010 meeting and note corrections. A correction was pointed out regarding the spelling of a Board Member's last name. A motion was then made and passed to accept the minutes with the noted correction.

III. Proposed Governing Board By-Law Revision

Dr. Mooney announced that, in accordance with Section 11.2 of the Bylaws, notice was posted and sent to Governing Board members thirty days ahead of this meeting, proposing a revision of the Governing Board By-Laws. Ms. Cord explained that an issue was pointed out at the last Governing Board meeting regarding the wording in Section

3.2 B. The current wording with respect to election of served family members states that the family members “shall be members of families currently being served by SOH.” Both the Parent Empowerment Group (PEG) and the Bylaws Ad Hoc Work Team propose replacing “currently being” with “currently or previously served....” Dr. Mooney opened the floor for discussion. There was no discussion. Since the recommendation was proposed by committee, no second was required, and the motion passed without exception.

IV. Consider and Take Appropriate Action on Recommendations for New Governing Board Members

Ms. Cord reported that the Parent Empowerment Group has recommended that Ms. Bates be elected to the Governing Board effective immediately. Since the recommendation was proposed by committee, no second was required, and the motion passed without exception to elect Ms. Bates.

V. Consider and Take Appropriate Action on Enforcement of By-Laws

Ms. Cord reported that the Membership Work Team is making a recommendation that the Governing Board excuse prior absences of Governing Board Members from Governing Board Meetings, in accordance with Section 3.3 D of the Bylaws. Specifically Section 3.3 states, “... three consecutive absences shall result in automatic removal, unless otherwise excused by the Governing Board” The reason for this recommendation is that Section 3.3 D has not been consistently applied. From this time forward, the staff will keep a record of Governing Board Member attendance, and will notify the Membership Work Team when someone has missed two consecutive meetings. At that point, the Membership Work Team will contact that member and determine the reason for the absences to see if something can be done or if the member is no longer interested in being a Board member. The Membership Work Team will then give that information to the Executive Committee, which, upon the member’s missing a third consecutive meeting, will decide whether to excuse the person or let the automatic removal occur.

Ms. McKenzie asked if there would be set criteria for excused absences. Ms. Cord stated that the Membership Work Team envisioned that excused absences will be determined on a case-by-case basis. Ms. McKenzie stated that she felt criteria should be established.

As the recommendation was made by committee, no second was required and the motion was carried without exception to excuse previous absences.

Ms. Cord added that the Bylaws Work Team has been notified of other revisions that should be made to the Bylaws. Anyone who has further recommendations for revisions should contact Ms. Cord or Mr. Williams. The Bylaws Work Team intends to bring the proposed revisions to the Governing Board by the next meeting.

VI. PEG [remove hyphen] Family Primer Update

Ms. Cord announced that PEG has been working on the creation of a Family Primer for PEG members. The primer will consist of four workshops that address systems of care principles, communication, governance and Governing Board membership and responsibilities. A training is planned for April 17th where all PEG members will be trained with the primer.

VII. Consider and Take Appropriate Action on Contractor Grievance Process

Ms. Johansson reported that a “Whitepaper” was developed as a result of issues related to a conflict at the last meeting regarding the programs lack of a contractor grievance process. A sub group consisting of Ms. Johansson, Ms. Sibley and Mr. Ford drafted the whitepaper which was distributed in the packet. The whitepaper provided an introduction of the process and a summary of the conflict and recommendations. The group reviewed the recommendations that detailed a step by step process and timeframes for responses. Also noted in the whitepaper was an excerpt from the Governing Board agreement adopted in January 2008 from the Harris County Systems of Hope Ethical Principles and Standards of Conduct.

After Ms. Johansson reviewed the whitepaper a motion was made to accept the recommendations. Mr. Williams asked if there were any areas of the recommendations that overlapped with existing county policies. Ms. Johansson reported that the group consulted with the county attorney’s office regarding this issue. They stated that the county only has a grievance policy that addressed concerns of a bidder that was not awarded a contract. Mr. Williams then asked if the policy proposed is enforceable. Mr. Ford answered that as the Principle Investigator he would follow directions from the board if it is consistent with county policy. After discussing wording, time frames and roles a suggestion was made to make a revision to the recommendation. The group agreed to the following steps:

1. Contractor (vendor or supplier) documents concerns in a letter to the director of Systems of Hope program. Director will respond to the concerns and issue his/her findings, in writing, within 10 business days of receiving notice of a contract dispute.
2. Contractor can appeal the director’s decision to the Executive Committee of the Governing Board (not the full board) within 10 business days of receiving the director’s decision. The dispute will be heard in an open session scheduled within 20 business days, in sufficient time to abide by open meeting guidelines. The chair of the Governing Board will issue a written account of the committee’s decision within 10 business days of the meeting.
3. Contractor can appeal the Executive Committee’s decision to the principal investigator by sending a written request within 10 business days of receiving the Executive Committee’s findings. Principal investigator will issue a written account of his decision within 10 days and that decision is final.

A motion was made and carried without exception to accept the revised wording and proposed policy.

VIII. Financial Report

Mr. Baxendale reported that the program is currently in the fifth month of the grant year and has expended 43% of the budget. This is 1% over the 42% the program should be at. A budget report for the period ending February 28, 2010 was reviewed line by line. The report showed that the program is currently over budget in the salary and fringes line. This is expected to even out with positions moving to other funding sources. A detailed

report of wraparound services was also provided. This report has been updated to include wraparound services available through the other funding sources.

IX. Work Group Reports

CLC-Mr. Brown reported that the group plans to present its 2010 plan at the next meeting. The group is also working on protocol for partner agencies.

CQI-Ms. Johansson presented a report on accomplishments and plans for 2010. A caregiver satisfaction survey has been translated into Spanish to be used in the next quarter. A second caregiver satisfaction survey is planned and will be conducted by telephone. Ms. Johansson reported that the group has made recommendations to the program director based on information gained from the focus groups. Ms. Johansson also reported that the youth have been very active in providing input to CQI regarding their participation on the family team meetings. Current record reviews show positive improvement trends and the group appreciates the quick response of the program.

Evaluation-Dr. Runge reported that four new interviewers have been hired and are currently in training. Another youth evaluation retreat is planned for this weekend. As a result of feedback from the December retreat, the retreat will be shorter. Dr. Runge introduced Jason Lau and announced that Liam Rodger's internship is ending.

A presentation was reviewed by Mr. Lau regarding client demographics, family level data including; family climate, cultural competence and caregiver strain. For the most part each area showed improvement. An area that showed a decrease were related to access to providers that speak the same language. Mr. Joiner pointed out that the program recently lost a Spanish speaking care coordinator which may account for this decline.

Fiscal-Ms. Pettway reported that the fiscal work group reviewed the reapplication budget that was recently submitted to SAMHSA. Modifications to this budget are being made and will be presented to the committee next month then to the full board.

Sustainability-Ms. Johansson reported that the team has been meeting twice a month this quarter and is planning an agenda for a sustainability retreat. The retreat will take place May 7th and 8th at the MHMRA Conference Center and will bring people together to determine what should be sustained. Ms. Johansson stated that the conference center is centrally located and has adequate space for all attendees and for child care if needed. May 7th hours will be from 6:00 pm-8:30 pm and will provide an intro and overview of SOC and SOH. Both Judge Emmett and Judge Phillips are scheduled to speak. May 8th hours will be from 9:00 am-3:30 pm.

Youth-Mr. Guillen reported that many of the youth have been bringing friends and people from the community to their meetings. This is a positive sign that the YAC is committed to their efforts.

Ms. Bates, Mr. Bourne and Mr. Escamilla reported on recent activities of the YAC which include:

- Mental Wellness Summit based on the forty developmental assets
- Participation in the Children's Mental Health Awareness video

- Submission of application for the Texas Mental Health Youth Summit in June of this year in Lubbock
- Youth evaluation retreat at DePelchin Children's Center

Ms. Bates thanked the board for the opportunity and time to report to them.

X. Program Services Report

Ms. Schaffer presented program statistics for the months of January 2010 and February 2010. The report for February has been changed to reflect a clearer picture with staff moving from the geographic areas. This is a result of repositioning staff due to the new grants. For the month of January the program had a total of five new assignments and served 77 youth. February had three new assignments and 69 youth served. Ms. Shaffer reported that the Kashmere SWAP is progressing well and getting referrals. SWAP had seven new assignments and served 25 youth.

XI. Interim project Director Report

Mr. Joiner thanked the board, families and family organizations for their commitment to the program. Mr. Joiner reported that SOH was represented at the Research Conference in Tampa by Ms. Schaffer, Ms. Johansson and Ms. Chappelle. It was also announced that the county attorney's office has been working on a letter of participation that will help eliminate the need for staff to obtain individual releases. The staff has undertaken this tremendous task and were thanked for their efforts in doing so.

The program has received approval from SAMHSA to include youth served by the new grants in the evaluation. SAMHSA also approved using flex funds for those youth if their grant does not include that funding.

Mr. Joiner also reported for Mr. Puder on activities of the Social Marketing Committee which was detailed in his hand out. Activities included: completion of the CJD flyer, announcement of the video premiere for Children's Mental Health Awareness Day at the Children's Museum, NAMI Walk Flyers and Asian American Families Walk in May. Mr. Joiner pointed out that the calendar created with art work from last years Children's Mental Health Awareness Day has been submitted for an ECCO award. This is the first time in the programs history to have a submission.

XII. Announcements

Ms. McKenzie announced that a Parent Engagement event is planned for April 10th at Wheatly High School. The event is funded by the American Promise Alliance. Information will be emailed to the board.

Mr. Ford announced that Ms. Bynum, Chair of the HCPS Board, passed away on March 6th. Ms. Bynum was instrumental in getting youth involved on the HCPS Board.

The meeting was adjourned at 6:35 pm.