

HARRIS COUNTY SYSTEMS OF HOPE
 Governing Board Meeting
 Wednesday, September 16, 2009
 2525 Murworth
 Houston, TX 77054

Attendees:

Board Members and Alternates Present:		
Taren Bates	Rebecca Johansson	Raquel Runge
Julie Bourne	Linda Lamb	Barbara Sewell
Doris Buckler (for R. Kost)	Joseph Le	Pat Sibley
Eileene Chappelle	Alma Montejano	Stephen Williams
Angel Escamilla	Curtis Mooney	
George Ford	Beverly Pettway	
Carolyn Hamilton	Diana Quintana	
Robin Harrison	Clemelia Richardson	

Systems of Hope Staff Present:		
Janis Bane	Magno Guillen	Charlotte Wilkins
Larry D. Brown Jr.	Randy Joiner	
Nichole Christoph	Lauren Moore	
Tammy Foster	John Puder	
Cherease Glasper	Pam Schaffer	

Other Attendees:		
Lum-Awah Atang	Rebecca DeCamara	Belinda Price
Karen Bates	John Donovan	Leslie Raneri
Brian Baxendale	Susan Denyes-Moody	Patricia Sibley
Joseph Bourne	Kendra Jackson	Elisia Vasquez
Stacey Clettenberg	Joel Levine	

I. Welcome and Introductions

Mr. Williams called the meeting to order at 5:12 pm. Members of the Board and guests introduced themselves around the room.

II. Approval of Minutes

Mr. Williams asked the group to review the minutes of the July 2009 meeting and note corrections. A motion was made and passed to accept the minutes as presented.

III. Youth and Family Project

Ms. Bates announced that several youth participated in the Federal Site Visit. The feedback was that it was productive and the visitors were nice and very welcoming. The Youth Advisory Council is working toward sustainability by collaborating with Federation of Families Houston, Youth MOVE. It was also reported that Youth Adivosry

Council members will be participating in the upcoming NAMI Conference and Link Up conference.

IV. Evaluation Report

Dr. Runge introduced the evaluation team members and announced that Leslie Raneri is leaving DePelchin to accept another position. A copy of the summer 2009 evaluation newsletter was distributed to the group along with a productivity report. The productivity report shows 72 families enrolled in the evaluation study.

Dr. Runge also shared a presentation regarding the Services & Costs Study. This study will be open to all SOH clients regardless of their involvement in the evaluation study. The presentation described what the study will focus on, what information will be collected, and the implementation plan. A one page FAQ was also distributed that goes into more detail.

V. Financial Report

Mr. Baxendale reported that as of August 31, 2009 the program has expended 77 % of the budget. A report detailing the status of the budget was distributed. It is projected that the program will have between \$375,000 and \$400,000 carry over into year five. A breakdown of funds expended for wraparound services was also distributed. The program has expended \$101,077.86 in Federal Flex Funds.

Ms. Pettway shared a draft list of current positions and possible funding sources. The list denotes where costs may shift to different funding streams. It was noted that the job titles in the list are budget titles and may not reflect the functional name for each position.

Ms. Pettway also shared a budget summary report for year five. The report detailed the federal share, non-federal match, indirect costs-match and the total project costs. The bottom line total project cost is \$4,515,870. Ms. Pettway feels certain that the program will be able to meet the match requirement. Updates on any other funding sources will be provided between now and the November meeting.

Ms. Sewell asked for a flow chart that will define funds available from the Hogg grant. Ms. Pettway said it would be provided.

Dr. Quintana asked about the previous \$900,000 expected budget short fall. Ms. Pettway said that the program will be tracking the match much closer and is going back to track volunteer hours that were not recorded. Between that and the Hogg grant the program should be in good shape.

VI. Fiscal Work Team Report

Mr. Williams reported that the fiscal workgroup determined that a meeting with family members and agency heads needed to be planned to discuss sustainability. The group will look at how to sustain the teams, infrastructure and at what level.

VII. Site Visit Follow Up

Mr. Brown reported that the site visit went very well and thanked everyone involved for their participation. The visitors commended the program for the good work done on collaboration, improvements in the CLC component, evaluation, social marketing and fiscal. Areas of concern included: documentation in case files, developing a post grant sustainability plan, more Executive Committee meetings, transition planning and clinical oversight. A written report is expected mid to late October. Copies will be made available to the board.

VIII. Program Services Report

Ms. Schaffer provided a statistical report for the months of July and August. The July report showed a total of 85 families being served and 14 cases closed. The August report showed a total of 81 families being served with 8 cases closed. Ms. Schaffer reported that a total of 22 youth were transitioned over the summer and the referrals were down as expected during that time. It was also reported that a grant to assist families in the Sunnyside area has been awarded. The grant is for support services only such as Great Minds Think Alike and Parent Teen Survival.

Mr. Joiner reported that the site visitors were very happy with the organization for the case files and that their concerns regarding documentation were expected. The program has begun working with Dr. Bertram to address those issues to continue improvement. Dr. Bertram has read a total of 31 cases and will work with staff to polish and improve their skills.

IX. CQI Work Team Report

Ms. Johansson made a presentation regarding the CQI accomplishments and plans. She reported that the group is working to provide feedback to the program regarding key indicators of how families perceive services. Accomplishments for 2008-2009 included: creation of grievance procedures, creation of care giver satisfaction survey, collaboration with Dr. Bertram, quarterly record reviews and making review of nation CQI reports standard. The group plans to implement the caregiver survey, begin reporting on satisfaction and other indicators, and develop a youth satisfaction survey and adding to team membership. The group will monitor length of participation in services, number of referrals, number of youth and family participants.

X. Consideration of By-laws change

A letter was received by the Alice Brink, President of NAMI West Houston and Susan Denyes-Moody, President of NAMI Metropolitan Houston. The letter requests that representation of NAMI in the SOH bylaws be listed as "a local NAMI affiliate". Dr. Mooney made a motion to accept the recommendation which was seconded by Ms. Johansson. The motion passed with all in favor.

XI. Election of Board Officer/s

It was reported that the nomination committee has nominated Ms. Johansson as the chair elect for 2009-2010. Dr. Mooney made a motion to elect Ms. Johansson as the chair elect which was seconded by Dr. Quintana. The motion passed with all in favor.

Ms. Bane presented a certificate to Mr. Williams and thanked him for his dedicated efforts to the program.

XII. Announcements

Mr. Ford announced that Ms. Bane will be leaving the position of program director effective October 1, 2009. Ms. Bane is leaving to accept a position with the Sheriff's department. It was also announced that she will remain with SOH to take care of special projects. Mr. Ford has been in touch with SAMHSA to ensure all appropriate steps are taken. In the interim Mr. Joiner will serve as program director. Ms. Johansson asked if protocol was in place to form a search committee. Mr. Ford will speak with Ms. Herman about what other sites have done regarding this issue. Dr. Mooney suggested having an Executive Committee meeting prior to the next board meeting.

Dr. Mooney thanked Ms. Bane for all of her dedicated efforts to the program. Dr. Mooney also thanked Mr. Williams for his leadership over the past two years.

Mr. Levine distributed an invitation to a Community forum on "Using Civil Law to Stop Human Trafficking and Child Prostitution. The forum will take place on September 30, 2009 from noon-1:30 pm at the Murworth building.

Ms. Foster announced that this week is National ADD Week. Information regarding ADD was distributed.

The meeting was adjourned at 6:30 pm.