

HARRIS COUNTY SYSTEMS OF HOPE

Governing Board Meeting

Tuesday, May 20, 2008

6300 Chimney Rock Road

Houston, TX 77081

Attendees:

Board Members and Alternates Present:

Julie Bourne, Roger Chappelle, Eileene Chappelle, Bonnie Cord, Angel Escamilla, George Ford, Chelsea Garcia, Robin Harrison, Rebecca Johansson, Linda Lamb, Sherea McKenzie, Alma Montejano, Dr. Curtis Mooney, Diane Murrell, Beverly Pettway, Diana Quintana, Dr. Clemelia Richardson, Barbara Sewell, Sharon Sheldon, Pat Sibley, Raquel Wasielewski, Stephen Williams

Systems of Hope Staff Present:

Janis Bane, Larry Brown, Nichole Christoph, Tammy Foster, Magno Guillen, Lauren Moore, John Puder, John Sargent, Pam Schaffer

Other Attendees:

Helen Jackson, Belinda Price, William Kirkpatrick, Rebecca DeCamara, Pamela Bonsu, Meredith Shipley,

I. Welcome and Introductions

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

II. Approval of Minutes

Mr. Williams went through the March 2008 minutes for all to note changes additions or exceptions. Ms. Chappelle noted that her title in section VII was incorrect. A motion was made to accept the minutes of the March 2008 meeting with noted corrections. The motion was seconded and passed.

III. Cultural Awareness Moment

Mr. Brown thanked everyone involved in the self assessment. He reported that the assessment is 100 % complete and a report will be presented at the next board meeting.

IV. Program Services Update

Ms. Schaffer presented a report updating the status of the program. The report included stats on current staff caseloads, training and where referrals are coming from. Ms. Schaffer also spoke about the goal of moving from a case manager role to a collaboration role where by a team will develop plans. It was reported that staff have been assigned geographically in theory however; office space is still an issue. Several attendees and agency representatives provided contact people that may have office space available. Ms. Murrell raised a question regarding protocol for monitoring the psychological needs of the youth served. Her concern is that needs may be present but not meet. Ms.

Schaffer and Mr. Williams responded that the goal of the program is to make the services available but not dictate what services should be received. Ms. Bourne commented that she felt it was the role of the care team and parent partners to make families aware of services available. Ms. Schaffer reminded the group that several staff members are very new and still in training. She commented that if there are specific instances of needs that are not being met she would like to address them as training issues.

#### V. Evaluation Update

Ms. Wasielewski reported that a work team is currently meeting to approve a dissemination plan. She also provided an update on the recent site evaluation and thanked everyone that participated. Ms. Bonsu provided a power point presentation with results from the Governing Board Survey that was completed. Copies of the slides were given to all. Ms. Bonsu reported an overall response rate of 67.6% with 48 surveys being returned. The survey rated respondents' satisfaction with the program in various areas. It was noted that youth, agencies, staff and government officials rated the highest satisfaction with parents rated lower satisfaction rates.

#### VI. Youth Report

Ms. Bates and Ms. Garcia reported on several activities that the Youth Advisory Council attended. Three youth representatives along with staff attended a Red Cross event where they were able to network with their youth advisory council and possibly funders for Systems of Hope. Ms. Garcia and Ms. Bates also were speakers at the press conference recognizing National Children's Mental Health Awareness Day. Youth participants also attended the HISD Character Counts Conference at Wheatly high School. Ms. Garcia also encouraged everyone to attend the upcoming Inaugural Youth Behavior Health Awareness Conference on May 31<sup>st</sup>. It was also reported that Ms. Bates and Ms. Garcia were able to sit in on an interview for a new care coordinator. Both were very excited about being involved in the process.

#### VII. PEG Report

Ms. Bourne presented the PEG recommendations that were compiled at the PEG retreat held on May 18<sup>th</sup>. The retreat focused on team building and creating agreements to follow. Dr. Sargent recognized the group for their hard work and applauded their focus on their strengths.

Further discussion was had regarding work teams and their progress. Mr. Williams stated he that he would like to see updates from the work teams. Concern about how information is shared was discussed as well. Mr. Williams will be in touch with the work team leaders to better define the roles of the work teams.

Communication issues were addressed and a current board list was passed around to have everyone update their contact information.

#### VIII. Standing Meeting Date and Time Discussion

Ms. Bane reported that a survey of board members preference on meeting dates and times was evenly split. Mr. Williams polled the group for their preference on which day of the

week members choose along with time of day. It was decided that the standing meeting date and time will be the third Wednesday every other month from 5-7:00 pm. Meeting locations were discussed next. Program staff will work procuring a standing location.

#### IX. Potential Governing Board Members

Action was not needed on this item.

#### X. Stipend Allocations

A request for stipends to be paid for people that participate in work group meeting via telephone was made. The group discussed the purpose of stipends and the possibility of offering a slightly smaller stipend for telephone participation. A recommendation was made for developing a protocol for telephone participation. Ms. Sewell made a motion to allow families to receive a \$25 stipend for telephone participation of work group meetings. The motion was seconded and passed.

#### XI. Site Visit on Conflict Study

A request by the University of South Florida was received to participate in a site visit. The visit will include “interviews” in two consecutive two-hour sessions with three hours between each session. Mr. Mooney made a motion to decline the request. Mr. Ford seconded the motion. With a vote of 8 to 2 the motion passed.

#### XII. By-Laws

Copies of the revised By-laws were given to the group to review. Ms. Johansson went over changes and updates. Each member will review them on their own for approval at the next meeting. If anyone has questions regarding the by-laws, they should be addressed with Ms. Cord prior to the next meeting.

#### XIII. Financial Report

Ms. Pettway presented a financial report for the period of October 1, 2007-April 30, 2008. It was reported that program is currently at 35 % of its budget which is slightly behind schedule. Ms. Pettway noted that there are several large expenses that are coming up including the conference in Nashville and the Youth Behavioral Awareness conference. Commissioner’s court also approved moving the MHMRA staff to HCPS. This will take effect in July. Ms. Pettway stated that a meeting will take place on May 21<sup>st</sup> with program staff to plan the remainder of the budget to avoid a large turn over of funds at the end of the year.

Ms. Sewell stated that the fiscal workgroup would like to meet with partner agencies to discuss sustainability. Mr. Williams said that he would individually speak with agency partners.

#### XIV. Interim Program Director Report

Ms. Bane presented a report on several projects that program staff has been working on. Ms. Bane stated that the program has been working with the Technical Assistance team on role definitions for staff to align them with the request for proposal that SAMSHA put

out. Specifically the role of Ms. Foster being the voice within the program for families just as Mr. Guillen and Mr. Brown are the voices for youth and cultural linguistics.

XV. Project Director Position

Mr. Williams asked that anyone that is a non-voting member to leave the room so that a vote may be made regarding the position of project director. The results of the closed session were that Ms. Bane will be the Project Director and no longer be titled Interim Project Director.

The meeting was adjourned at 7:30 pm.