

Integrated Children's Leadership Team
Committee Meeting

Date of Meeting: March 11, 2008 @ 2 p.m.
Location of Meeting: 3rd Floor Conference Room, 100 W. Market Street
Facilitator: Michelle Hovis
Minutes Prepared by: Connie Livingston

1. Purpose of Meeting (see attached agenda)

- Draft and Prepare a Integrated Children's Service Plan to be Submitted to DPW

2. Meeting Attendance

<u>Name</u>	<u>Agency</u>
Joel T. Richie	MH-MR
Jennifer Moubray	CYS
Sue Claytor	JPO
Elizabeth Brady	CASSP
Paul Stevens	CASSP
Raye DeShields	MH-MR
Ellen Carter	D&A
Wayne Bear	YDC
Barb Schroeder	HCMU
Michelle Hovis	HCMU
Connie Livingston	HCMU

3. Meeting Notes, Decisions, Issues

New Name. The committee has been renamed: Integrated Children's Leadership Team. Also on the website under Human Services Division.

Review of Goals in the current plan.

Goal #1: Outcomes were reviewed will be tracked.

Goal #2: Several indicators still need collected. We agreed that each department would collect numbers for community-based services. Numbers will be sent to Michelle and a comprehensive chart will be prepared for the next meeting and updated for upcoming meetings.

Update on the JIFF Implementation. Permission was received to implement. JPO will not be using JIFF but is considering the MAISI? Barb will set up meeting for key point persons from MH, C&Y and YDC.

Peer-to-Peer Implementation. Supervisors have met and created a chart identifying the persons within the agency who will attend meetings. Changes will occur as problems are ironed out. All needed agencies will be included in each individualized case reviewed.

Lehigh County Initiative. Handout distributed. Areas they focused on are having one phone number which goes directly to an intake worker to filter the call to the appropriate agency. Read handout at your leisure.

Budget. Department of Public Welfare Budget Briefing Handout distributed. Budget will be cut 5-10% for the upcoming year.

Confidentiality Trainings. A 9 person team will be attending the confidentiality trainings to be held on May 2nd. From our committee, Michelle Hovis will be attending.

Sanctuary Model. YDC is the pilot site. This is a 3 year process with a consultant. Afterwards YDC will be able to train other York County employees in dealing with trauma in their lives and how it affects their handling of trauma in their consumer's lives.

Out-Patient Forum. An OP forum is being discussed to have providers present an overview of their programs, how to access the programs/services. A questionnaire will be developed with standard questions to be distributed to providers for feedback. Please include providers who offer dual diagnosis and drug & alcohol treatment.

On-Going Goals for this Team. Focus on the Plan and making sure the Plan is implemented and the goals are met until other direction is noted from the Systems of Care Committee.

Update Membership to the Team/Committee. Remain as a workgroup until further direction is received. New Plan will need to be written by the end of the summer.

4. Action Items				
<u>Action</u>	<u>Assigned To</u>	<u>Due Date</u>	<u>Status</u>	
Family Stakeholder combine into 2 pages/Add CAO info	Kenny Watts	8/28/07	completed	
Set up meeting with ICSP team and the Director of CAO for the Fall of 2007	Kenny Watts	Fall 2007		
Contact Kay Hodges for information on Grants	Barb Schroeder		completed	
Update Vision Statement	Joel Richie	8/28/07	completed	
Executive Summary	Michelle Hovis	8/28/07	completed	
Grant information	Barb Schroeder	8/28/07		
Translators/speak w/Ron Herman	Michelle Hovis			
Survey Results and narrative	Wayne Bear	8/28/07	completed	
Ask Bryce if available to sign Plan	Sue Claytor	9/5/07	completed	
Read Plan, provide changes / corrections to Connie.	TEAM	9/10/07	completed	
Date for Kenny to meet with Steve Vida.	Sue Claytor	1/8/08		
Discuss JIFF at the ELT meeting in January.	Kenny Watts	1/8/08	1/14/08	
Inquire of Kay if possible to provide us with another six months to use the 500 assessments.	Barb Schroeder	1/8/08	completed	
Technical explanations and installations	Wayne & Kenny to investigate and report back	1/8/08	completed	
Connect with Bruce.	Wayne	1/8/08		
Checklist for database	Michelle Hovis	2/12/08	completed	
JIFF to be placed on the next ELTA agenda	Michelle Hovis Kenny Watts	3/11/08	completed	
SAP tracking report	Joel Richie	3/11/08		

All Placement Tracking Reports	Jen, Sue, Joel, Kenny, Tiffany	3/11/08
Meeting w/Kay and point persons to implement the JIFF with C&Y, MH and YDC.	Barb Schroeder	4/1/08
Numbers to Michelle Tracking Chart	Jennifer Moubray Connie Livingston	4/1/08 On-going

5. Next Meeting					
Target Date:	1/8/08	Time	2:00	Location	3rd floor conf. room
Target Date:	2/12/08	Time	2:00	Location	3rd floor conf. room
Target Date:	3/11/08	Time	2:00	Location:	3rd floor conf. room
Target Date:	4/8/08	Time	2:00	Location	3rd floor conf. room
Target Date:	5/13/08	Time	2:00	Location	3rd floor conf. room
Target Date:	6/10/08	Time	2:00	Location:	3rd floor conf. room
Target Date:	7/8/08	Time	2:00	Location	3rd floor conf. room
Target Date:	8/12/08	Time	2:00	Location	3rd floor conf. room
Target Date:	9/9/08	Time	2:00	Location:	3rd floor conf. room
Target Date:	10/14/08	Time	2:00	Location	3rd floor conf. room
Target Date:	11/11/08	Time	2:00	Location	3rd floor conf. room
Target Date:	12/8/08	Time	2:00	Location:	3rd floor conf. room

Objectives: Review the updated outcome indicators, JIFF implementation and Peer to Peer initiative.