**Grant Management Implementation Team (GMIT)**

Minutes

May 22, 2020

1. ATTENDANCE: Jennifer Warren, Amanda Metcalf, Beth Jordan, Clay Barber, Chithra Adams, Dee Dee Ward, Joy Varney, Christa Bell, Joy Botkins, Tracy Desimone, Ann Hollen, Chris Cordell, Dyzz Cooper, Katy Mullins, Tena Robbins, Sherry Postlewaite, Natalie Kelly, Jessica Brown, Mary Carpenter, Elizabeth Caywood, Rachel Cox, William Lohr, Michelle Niehaus, Koleen Slusher, Melanie Taylor,
2. GRANT GOALS, OBJECTIVES, ACTIVITIES, TIMELINE
   1. Action Plan
      1. Joy reported on RIACs, and discussed Parent turnover. She discussed agencies misunderstanding about what peer supports can do and how they function.
      2. Dyzz Youth Move and Voice of the Commonwealth. Speaking with Tyler, regarding some small activities.
      3. Amanda discussed reaching out to other parent representatives, in an effort to learn what their need currently are.
      4. Joy is working on acquiring contact information for other family and youth coordinators
      5. Clay discussed our current action plan, which is located on Microsoft Teams. Members currently have access to the action plan, and may enter tasks and updates. Tena explained that it is a good way to manage our goals and objectives with the grant. Everyone needs to have input and buy-in. We can add objectives and activities as needed. It is our map for going forward. Beth explained that deliverables, Fatherhood Initiative, and Family Imitative objectives can be included.
3. REGIONAL IMPLEMENTATION SUPPORT
   1. Notice of Funding Opportunity
      1. Funding Recommendations – Beth reported having met with reviewers for all four teams yesterday, and met with internal budget staff earlier in the week. GMIT provided approval of for funds to LifeSkills and Uspiritus. Natalie mentioned that Medicaid will need to be billed first, before using grant funds.
      2. Follow-up will be conducted, with those not funded, to assist in coaching them for a second NOFO application
      3. Joy, discussed including questions that are purposeful that will lend weight to children and families
      4. Discussed surveying those agencies included in the initial kickoff, prior to the second NOFO.
      5. The second NOFO should include language that discusses how the service will fit into a larger system of care.
      6. Award letters will be sent out next week.
   2. Follow-up Meeting with CMHS and DCBS Regional Staff – CMHC call next Friday
      1. Katy reported being ready to move forward to with meeting with DCBS regional staff.
   3. System of Care FIVE Logo
      1. Clay will contact Anya about underscoring FIVE in the logo.
4. System of Care Academy – Registration filled in two days (850 Registered). Participation in the workshops will be expanded. Many of DCBS regional office and CMHS staff. Will check family demographic registration. One keynote will focus on secondary traumatic stress. DCBS time study was moved.
5. RIAC
6. EVALUATION
   1. Review SOC Assessment and Evaluation Plan
   2. Sharing CMHC Data Collection Status
   3. Measuring Objectives
      1. Discussed evaluation subcommittee meeting following meeting with CMHC meeting next week. First week of June.
      2. Outreach Activities will be captured every two weeks.
7. BUDGETS, CONTRACTS, AND MATCH TRACKING
8. STAFFING AND PERSONNEL
   1. High-Fidelity Wraparound Specialists – not a need at this time to post and hire for those positions.
   2. SOC Implementation Specialists – 100 % grant funded not under the hiring freeze.
9. GRANT MANAGEMENT
   1. Annual Progress Report and FFR: December 30, 2020
10. COMMUNICATION
    1. One-pager – Beth Fisher can update the document, as soon as the logo is complete.
    2. Agency Updates
       1. Family First Prevention Plan Services has been approved. WE can seek 50 percent reimbursement. Dates back to 10/1/19. Approved on April 2nd.Will include prevention services that are also included in SOC.
11. Next Meeting: Friday June, 5 2020 1:00 PM (EST) – Microsoft Meetings