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| **GOVERNMENT OF THE DISTRICT OF COLUMBIA****DEPARTMENT OF BEHAVIORAL HEALTH**DBH AGENCY LOGO- email (2) |
| **Coordinating Council on School Mental Health Meeting****May 9, 2018****64 New York Avenue, NE – Room 284****9:30am-11:30pm**  |
| **Facilitator:**  |
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**Coordinating Council Members**

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| **Name** | **Affiliation/Designation** | **Attendance** | **Designee** | **Attendance** |
| Ms. Erica Barnes | Department of Behavioral Health | Present |  |  |
| Dr. Deitra Bryant-Mallory | District of Columbia Public Schools | Present |  |  |
| Dr. Kafui Doe | Department of Health | Present | Ms. Lori Garibay | Present |
| Ms. Denise Dunbar | Department of Behavioral Health | Present |  |  |
| Councilmember Vincent Gray | DC Council-Committee on Health | Not Present |  |  |
| Ms. Sharra Greer | Children’s Law Center | Present |  |  |
| Councilmember David Grosso | DC Council-Committee on Education | Not Present | Ms. Katrina Forrest | Present |
| Ms. Chalon Jones | Office of the Deputy Mayor of Education | Present |  |  |
| Mr. Michael Lamb | Non-Core Services Agency Provider | Present |  |  |
| Dr. Taiwan Lovelace | Department of Behavioral Health | Present |  |  |
| Mr. Nathan Luecking | Department of Behavioral Health | Not Present |  |  |
| Mr. Michael Musante | Friends of Choice in Urban Schools (FOCUS) | Present |  |  |
| Mr. Javon Oliver | Department of Health Care Finance | Not Present |  |  |
| Dr. Chioma Oruh | DC Public School Parent | Present |  |  |
| Ms. Michelle Palmer | Non-Core Services Agency | Present |  |  |
| Ms. Barbara J. Parks | Department of Behavioral Health | Present |  |  |
| Ms. Marisa Parrella | Core Services Agency | Present |  |  |
| Mr. Scott Pearson | DC Public Charter School Board | Not Present | Ms. Audrey Williams | Present |
| Ms. Juanita Price | Core Services Agency | Not Present |  |  |
| Dr. Olga Acosta Price | Milken Institute School of Public Health, GWU | Present |  |  |
| Dr. Tanya A. Royster | Department of Behavioral Health | Not Present |  |  |
| Dr. Heidi Schumacher | Office of the State Superintendent of Education | Not Present |  |  |
| Dr. Charneta Scott | Department of Behavioral Health | Present |  |  |
| Ms. Colleen Sonosky | Department of Health Care Finance | Present |  |  |
| Ms. Sakina Thompson | Office of the Deputy Mayor for Health and Human Services | Present |  |  |
| Ms. Molly Whalen | DC Public Charter School Parent | Present |  |  |
| Ms. Niya White | DC Public Charter School Principal | Not Present |  |  |
| Ms. Shanica Raiford | Youth Representative | Present |  |  |
| Ms. Maureen Akunwafor | DC Public School Teacher | Present |  |  |

**Additional District Government or DCPCSB Staff Present**

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| **Name** | **Role** | **Office or Agency** |
| Ms. Cemone Bynum | Staff | Department of Behavioral Health |
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**Public Attendees**

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| **Name** | **Role** | **Organization** |
| Ms. Anne Cornell | Public | Foundations |
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**AGENDA**

1. **Welcome & Introductions**

Members of council and public attendees introduced themselves and stated their agency/organization/role.

1. **Review of Agenda**

Dr. Scott drew the attention of the members to the provided agenda.

1. **Request for Proposal & Request for Application Process**

Mr. Wil Giles, Chief Contracting Officer, Office of Contracting & Procurement, Health Service Cluster discussed the Request for Proposal (RFP) process and Conflict of Interest. The difference between Scope of Work (what awardee is required to do) and Evaluation Criteria (qualifications for who obtains the award). Members of the Coordinating Council on School Mental Health are able to participate in the process of brainstorming input on the development of the scope of work. Members of the Coordinating Council are not allowed to participate in the development of the evaluation criteria if they plan on competing in the Proposal process. Given that the budget funding for the provider grants is currently budgeted for Yr. 1 of the Plan’s implementation, a Coordinating Council member is not precluded from applying for a provider grant in the future when the future is unknown. Mr. Giles will provide a Non-Disclosure Form and Non-Compete Form for distribution at next Coordinating Council meeting.

Ms. Renee M. Evans Jackman, Grants Coordinator, Department of Behavioral Health discussed the Request for Application (RFA) process as delineated in a provided hand-out on the DBH Grant Process and Timeline.

In order to award the RFP and the RFA on or about October 1, 2018 when funds are available, the RFP and RFA need to “hit the street” on or about July 1, 2018.

1. **Subcommittees**

Six possible subcommittees with scope and charge were offered for discussion and response from members. Those subcommittees included Implementation; Provider Engagement; Family & Youth Engagement; Resource; School Readiness; and Evaluation & Data.

 **Discussion/Points Emphasized:**

* Capacity building needs to be available for both the provider and the school. And, there is support for the building and growing of capacity in how provider and school work together and manage the partnership that they are creating- in such a manner that there is a shared responsibility in the level of effectiveness.
* Need to have an understanding of where the Coordinating Council members are going to be provided with an opportunity to brainstorm the scope of work for the RFP and RFA
* Awareness of implementation barriers (e.g., highly skilled mental health professionals pulled to do so many other tasks in the school; missing voices (after-care workers); need to think through communication to get buy-in from school leaders)
* Support of students and families is to be at the heart of all Council work and decisions. We are accountable to leveraging their need and voice as the end users and obtaining feedback on what needs to be true for their engagement and use of the services of the comprehensive school mental health model. The end goal is access to the services needed.
* **Three Subcommittees Emerged**
	+ Implementation
	+ Provider & School Readiness including Family and Youth Engagement
	+ Assessment/Resource/Unmet Need/Evaluation/Data

(The Implementation subcommittee will work for 1 month to finalize the most recent draft of the Implementation Plan. Included within the scope of the Implementation subcommittee is to review the Mission and the Role and Functions of the Coordinating Council and flush out goals for the subcommittees).

1. **Additional Comments/Feedback/Points for Clarification Received for Consideration in the Work**
* Structure around time-sensitive tasks that need to be completed
* Consider actual physical space capacity when assessing school readiness.
* How many members of this council have experience serving as grant makers and/or grant reviewers?
* Is there intersection with the new school discipline legislation?
* School Leader engagement; where and when do we begin communication/messages to schools?
* Ask schools to dedicate a person to oversee school mental health services on the campus. Either full or part-time FTE
* Messaging and Family Engagement could go under Implementation.
* If this work and this charge are also designed to raise awareness from council to community, then we must integrate all of these pieces. Culture – Tier 3 so that there is a common school mental health definition
* Learning opportunities between DCPS & DC Public Charter Schools so planning around readiness must happen together.
* Standardization across the district for systems that we all employ.
* DCPS and DC Public Charter Schools need to be in the same space to learn from each other and abide by the same regulations/standards expectations.
* Rename Assessment and Resource Allocation – combine with data and evaluation scope
* Time to provide services?
* Mental health professionals do not have the time to provide effective services due to other responsibilities. Provide schools with staff
* Concern that DC Public Charter Schools can’t/won’t have built in capacity roles to allow collaborative efforts of providers to support a successful model
* How will we message school leaders about our work? Implementation? Their commitment?
* Oversight/Accountability/Commitment from schools – don’t forget in the process of RFA
* Is the council aimed at implementing the plan/budget proposal or is it to address all SEL/Climate/Health issues?
* Time to provide services!
* Need TA capacity building for schools and priorities BEFORE implementation
* TA Centers/Community of Practice to support both schools and providers
* Should be aware of broader climate issues as we solve them?
* Comprehensive Charge around School Mental Health includes school climate
* Change Management
* What is scope of council?
* Beware of “scope creep”
* Be clear of what the Coordinating Council is not taking on
* We need a Family & Youth Engagement subcommittee
* Workforce development trainings, knowledge building, capacity building – keep this on parking lot
* Have RFP as one critical driver of how a short term implementation committee functions
* Where will or should development of RFA & RFP take place in subcommittees or as part of larger groups?
* Need a Gantt chart to address milestones. What are the specific deliverables that each sub-committee is charged with?
* Methodology around sustainability & consistency across all components & sub-committees.
* Communication will be key to DCPS & DC Public Charter Schools & making expectations clear. Each school must dedicate a Lead.
* Communication is imperative. Who is it coming from? Who has authority? Roll out needed.
* Schools must make a commitment to %/$ to the project. Consider DC Public Charter Schools/DCPS difference
* Coordination of external school mental health providers that are not affiliated with the council/program. How would you address other vendors or foundations that come after the fact?
* Standardizing processes across all grantee(s) for example: what tools, trainings, messaging all the awarded providers will use?
* What noted commitment each District agency is going to do under their purview? Is this a priority? Will District agencies outside of DBH dedicate staff to do this work?
* What systems are currently in place that this work can be integrated into? This will assist with easing into implementation.
* Environmental Scan. Survey to the school and give a deadline to complete.
* What check points are we building in to determine the process and implementation are going in the right direction & getting to outcomes?
* School Readiness I’m also concerned whether other partners in the school community also responsible for climate are also ready (i.e. before and after care providers)
1. **Next Steps**
* Convene Implementation subcommittee next week and finalize Implementation Plan within 4 weeks
* Confirm accuracy of previously obtained information and update “Environmental Scan”/Resource Mapping of the top 25% schools within 2 weeks
* Within May, 2018, offer public brainstorm forums on the Scope of Work for RFP and RFA
* School on-Boarding Process and School Communication

**Meeting adjourned at 11:30am**

Any comments regarding these meeting minutes may be sent to Charneta C. Scott at charneta.scott@dc.gov