

# Community Solutions Advisory Council Meeting Minutes

JANUARY 7, 2020, 3:30-5:30 PM, HALLIE Q. BROWN COMMUNITY CENTER

## Attendees

**CSA Council Members:** Betty Emarita, Brook LaFloe, Carri Jones, Chong Thao, Etonde Awaah, Dr. Kenneth Turner, Ying Lee

**MDH Staff:** Ann Linde (Refugee and International Health Program), Blair Harrison (Child and family Health), Genelle Monger (Center for Health Equity), Helen Jackson Lockett-El (Center for Health Equity), Mia Robillos (Center for Health Equity), Ramya Palaniappan (Center for Health Equity), Sara Chute (Center for Health Equity)

**MDE Employees:** Amanda Varley

## Action Log, Month Year

Action	Person Responsible	Due Date
1. Contact Whole Family Systems to present on their site visit process next meeting	Helen	01/21/2020
2. Finalize Charter and elect chairs	CSA Council	02/04/2020
3. Create site visit criteria	CSA Council	02/04/2020

## Agenda

### Welcome and Introductions

- Facilitated by Helen Jackson Lockett-El

### Request for Proposals (RFP) Updates

- The grant went live December 9, 2020
- The Information Session Webinar is live in the website
- The first in-person Information Session was held at Hallie Q. Brown Community Center January 6, 2020
- The first Skill Building Session was held at Hallie Q, Brown Community Center January 8, 2020.
  - Juan Jackson gave the presentation on grant writing
- The grant closes February 7, 2020
- MDH is unsure how many applications will be submitted
- MDH has found it helpful to be able to discuss with community the council's involvement in the Request for Proposals process and why some elements of the application are weighted heavier than others

- This has helped to emphasize the priorities of the community
- The criteria of the RFP that are more “rigid” were influenced and decided upon by the council
- Pre-school Development Grant was awarded a continuation of funds
- MDH and MDE are collaborating together for the Community Solutions project; PDG funds in the amount of \$x will be added to the CSF funding for a total of \$x, allowing for more organizations to be funded than the original 4-5.
- Planning on having site visits for the “top tier candidates,” still have to decide on criteria for tiering system

### Evaluation RFP Updates

- Pre-school development grant funding ends a little sooner than the Community Solutions Fund
- 5% (\$447,000) of the funding has to go towards evaluation
- MDE is planning on creating a tool called “Help to Connect” that will connect community to resources by filling out one form with their information and a consent form that will tell them the resources they may qualify for and send their information to each agency that has programing they can benefit from
- MDE is looking for community input throughout the process
- Indigenous specific evaluation was written into the Pre-school Development Grant application
- MDE is currently partnering with the Minnesota Indian Women’s Resource Center on another Indigenous evaluation project
- The evaluation for the Preschool Development Grant must collaborate across state agencies
- MDE is also hoping to include community priorities in the evaluation
- It is important that evaluation can include community as much as possible
  - Want to ensure it is done **with** community and not **on** community
- Want to make sure that community partners can really use the evaluation results
- Consider setting aside funds to assist communities in solving the challenges uncovered by the evaluation
- Do not forget to evaluate the evaluator
- Department of Human Services recently changed their evaluation approach and could be used as an example of institutional change.
- Make sure that qualitative and quantitative approaches are used in the evaluation
  - The best evaluations utilize both approaches
- The council can be used to help create the RFP for evaluation
  - Want examples of previous work from organizations that apply
  - Assist with how applications should be scored
- MDE should consider reserving the right to ask different evaluator applicants to collaborate on the project
- MDE will provide an update during the January 21<sup>st</sup> meeting

## Review Charter and Selection of Co-Chairs

- In the charter, should every priority be specifically spelled out or reflect the statutory language?
- Focus on the values the council wants to highlight
- Ensure there is a fair process for decision making and when to move on to the next agenda item
- Ensure that all voices, experiences, and perspectives are heard
- What should be used to validate a decision? When is a decision binding?
  - Quorum
  - Consensus
  - Majority
- Should Robert's Rules be implemented?
- What other models can be used for managing meetings?
- MDH should be more clear what the expectations of the council are
- Make deadlines and important dates clearer on the timeline
- Based on attendance at meetings thus far, it's unlikely there will always be a quorum. Do not require a quorum. Still need to establish what is required for a decision to be considered binding by the council
- Conflict resolution also needs to be included
- Only one person expressed interest in being the council chair
- Should consider having a co-chair just in case
- Continue operating in Brave Space framework
- Establish what are the Center for Health Equity's responsibilities in the planning and facilitation of the meetings

## Review Plan for Site Visits

- Next meeting we will spend more time on site visits and create a plan
- Will ask Whole Family Systems to discuss their process at the next meeting

## Upcoming Meetings

- **Tuesday, January 21, 2020** 3:30-5:30 pm at Hallie Q. Brown Community Center
  - Update from MDE Evaluation RFP, Site Visit Criteria Discussion
- **Tuesday, February 18,** 3:30-5:30 pm at Hallie Q. Brown Community Center
  - Finalize criteria for site visits
- **Tuesday, March 3,** 3:30-5:30 pm at Hallie Q. Brown Community Center
  - Finalize which applicants are receiving site visits and site visit procedures

## Meeting adjourned at 5:30 PM

01/24/2020

*To obtain this information in a different format, call: 651-201-5813.*