**Meeting Minutes**

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| **Topic** | **Discussion/Tasks** | **Who?** | **When?** |
|  | **Libby began meeting with introductions and welcoming everyone** |  |  |
| Introductions | Attendance list on file (Frank Rider called in) |  |  |
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| Meeting Norms | Reviewed by Joe |  |  |
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| Updates | SBMH subcommittee chair Joe Simmons and co-chair Libby Jones presented the SBMH Area 9 Strategic Plan and goals to the State Board of Education’s committee on Mental Health. The Board was receptive to the work and goals of the subcommittee and asked the SBMH subcommittee report be added as a standing agenda item at future meetings. Also, the State Board committee on Mental Health report will be added to this subcommittee’s agenda.  |  |  |
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| Minutes of April 7 meeting | Susan Robinson said there are some small corrections needed. A motion to accept minutes with any corrections was accepted. |  |  |
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| **Committee Updates** |  |  |  |
| Dare County Collaborative | Richard Martin said that the Dare Collaborative had good representation that included members from the school board, county commissioners, school psychologist and family representation.  |  |  |
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| Strategic Plan Facilitator, Lauren Holohan | Due to scheduling conflict, Lauren Holohan was unable to facilitate the Strategic plan goals and strategy changes. The Committee agreed to review the Goals and Strategies.  |  |  |
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| **Note** | Copies of the Strategic Plan had been sent via email to the committee by Shelby for the May 12 meeting. On behalf of Terri Grant Pam Munger handed out separate copies of goals and strategies that that had been later revised, but had not been shared with the group. To keep down confusion, the group compared both sets of goals and created statements using the March 10 2017 version and the copy left by Terri. |  |  |
| Group Comments regarding Goals/Strategies | It is important that members of any collaborative include people who will be responsible for carrying out the strategies.  |  |  |
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|  | Ana Velasquez said the Durham Collaborative does not have representation on their collaborative and that training is needed in knowing how to “step up” as a family partner. Angel said her local school system made sure that members of her local collaborative understand the importance of the collaborative; and that it is not one LEA involved, but several LEAs as members of the local Collaborative. |  |  |
|  | Richard suggested that one potential strategy may be to establish a subcommittee focused on SBMH so that LEAs can see the value in participating in local collaborative meetings. |  |  |
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|  | Susan said school board policies should let schools know that the SBMH subcommittee is a willing partner. And the local collaborative along with its school system should be able to sustain.  |  |  |
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|  | Stephanie Jones of Cardinal Innovations referred to Terri’s previous notes listed in the April 7 meeting minutes. School based subcommittee will share ideas and provide technical support.  |  |  |
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|  | Richard said we are missing or not utilizing the existing structures within the systems to help get this information out. School advisory committees in schools are part of school based mental health. Use what is already in place and not keep creating something new. |  |  |
| **Area 9 Strategic Plan** |  |  |  |
| Goal 1 | Although Goal 1 had been previously revised and accepted by the subcommittee members at its March 10th meeting; Joe allowed discussion because some attendees at today’s meeting were not present at previous meetings. Goal 1: Terri Grant left copies of another version with new or revised strategies. Shelby asked for clarification because the Strategic Plan Goals that were emailed on 5-9-17 were different from the copy that Terri left for distribution. Both sets of Goals and strategies were reviewed. The March 10 version of the Strategic Plan was replaced. |  |  |
| Goals 2 and 3 | The Goals were combined and the Strategies were re-prioritized. |  |  |
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| Goal 4 | Goal 4 was unchanged **(Note: not sure if Committee decided to delete Goal 4)** |  |  |
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| Action Item(s) | * Create/draft a letter to local collaborative groups information of the SBMH Collaborative and requesting contact information from local collaborative
 | Joe/Libby | 5/18/17 |
|  | * Update SMBH webpage and establish a SBMH Forum for comment
 | Joanne Scaturro |  |
|  | * Look at SMH policies to see where the subcommittee and local collaborative groups can provide guidance.
 | Susan Robinson and Bob Crayton |  |
|  | * Shelby will send the May 12 Strategic Plan to the subcommittee members for review. Group will edit and return for final distribution
 | Shelby | 5/15-19/17 |
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| Next Meeting | June 9, 2017 |  |  |