

Infant Mental Health Planning Committee Meeting Notes

Tuesday, October 28, 2008, 2:00 p.m. to 3:30 p.m.

Conference Room 516-A, Volusia County Health Department

In Attendance:

Kathleen Conrad, Neighbor to Family
Richard Fay, Private Practitioner
Sherri Hutto, Children's Advocacy Center/Healthy Families
Gail Hallmon, The House Next Door
Lois Moltane, Volusia and Flagler County Schools/SEDNetwork
Dixie Morgese, Healthy Start Coalition of Flagler/Volusia
Linda Murphy, Magellan
Lynn Sinnott, Easter Seals Society of Volusia/Flagler
Beckie Taylor, Community Outreach
Gloria Bryan, The Chiles Academy
Marge Lucas, Stewart-Marchman-Act Behavioral Healthcare
Amber Dasocih, Head Start
Carrie Baird, One Voice for Volusia
Deb Schlageter, One Voice for Volusia

Ms. Sinnott opened the meeting with a welcome and roundtable introductions ensued. She shared that in an effort for the group to become more organized/structured, technical assistance was requested from One Voice for Volusia to facilitate the group's meetings over the next several months (ending in May).

Ms. Schlageter reviewed the agenda, briefly shared the role of One Voice for Volusia in the community over the years and reviewed the purpose/objectives of the meeting. An open brainstorming session was conducted among members. After discussion regarding details associated with 501c3 or 501c6 nonprofit designations, the group reached consensus (for now) to use a less formal arrangement, using a local fiscal agent as needed in the future.

Members reviewed the draft bylaws and changes will be made pursuant to discussion related to:

- Definition of the membership
- Officer structure (removing chair-elect, adding co-chairs and adding one at-large member)
- Frequency of meetings

Discussion ensued regarding the Chapter's responsibility to outline the local system of care in addition to serving as an educational resource to the community. Reaching professionals (in social services/child welfare system and in the medical field), families and individuals through the provision of trainings and other awareness venues is critical to build capacity. A cross-system of collaboration is key to heightening awareness of infant mental health. There being no further business, the meeting adjourned. Staff will forward a second draft of the bylaws electronically and will also begin work on the mapping exercise of local infant mental health providers. On the agenda for the next meeting:

- Approval of the bylaws
- Approval of the definition of infant mental health
- Begin work on mapping the infant mental health sub-system and related education/trainings/etc. in order to begin work on a strategic plan

The next meeting will be held **Tuesday, January 27, 2009 from 3 p.m. to 4:30 p.m. at The Chiles Academy in the Media Room.** Meeting reminders will be forwarded electronically under a separate cover.

Infant Mental Health Planning Committee Meeting Notes

Tuesday, January 27, 2009, 3:00 p.m. to 4:30 p.m.

Media Room, The Chiles Academy

In Attendance:

Richard Fay, Private Practitioner
Gail Hallmon, The House Next Door
Lois Moltane, Volusia and Flagler County Schools/SEDNetwork
Dixie Morgese, Healthy Start Coalition of Flagler/Volusia
Linda Murphy, Magellan
Lynn Sinnott, Easter Seals Society of Volusia/Flagler
Gloria Bryan, The Chiles Academy
Marge Lucas, Stewart-Marchman-Act Behavioral Healthcare
Shelley Spencer, Children's Advocacy Center
Nathalie Dunning, Early Learning Coalition of Flagler/Volusia
Christy Gillis, SAMH Planning Office, Department of Children and Families
Ruthann Jacobson, Easter Seals Society of Volusia/Flagler
Cher Philio, Healthy Communities
Steve Sally, The House Next Door
Deb Schlageter, One Voice for Volusia

Ms. Schlageter opened the meeting with a welcome and roundtable introductions ensued. The agenda was reviewed and the group reached consensus to approve the October 28th meeting notes as presented.

Meeting Action and Outcomes:

- A mapping exercise of the Infant Mental Health System (handout) was conducted. Ms. Schlageter will frame the exercise and produce a draft for Chapter members' review at the next meeting. The intent of the exercise was to develop collectively what the local system is and develop a strategic plan moving forward.
- The membership form was created and available for review in the meeting packets. Discussion ensued a revised form will be forwarded electronically to Chapter members for review and ultimate approval at the next meeting.
- Consensus was reached to apply for \$500 from the Florida Chapter to "build a stronger base at the grass roots level" and would use the awarded funds towards a mini-conference at the annual Health and Human Services Summit in October, 2009.
- Discussion ensued regarding the draft Chapter bylaws and sample definitions of Infant Mental Health to be incorporated into the bylaws. Discussion ensued and a proposed definition will be forwarded electronically for final approval at the next meeting. The bylaws will be edited to reflect that Robert's Rules of Order will be deleted from the draft version.
- The Florida Association for Infant Mental Health Released a Chapter Finance Survey to be completed and returned by March 20th. Correspondence will be forwarded within the week electronically requesting 2-4 volunteers to help Ms. Schlageter in completing the survey.
- The One Voice for Volusia Coalition meeting on March 11th will feature an Early Childhood Development Panel and an invitation was extended to Chapter members to present on Infant Mental Health as a panelist. It was suggested and agreed that The House Next Door will serve as the representative of the Chapter for the panel presentation.
- The next meeting agenda will include: Approval of bylaws and discussion/action related to officers; Approval of infant mental health definition; Review of mapping exercise outcomes; Begin work on strategic plan; and, Final review of Florida Association of Infant Mental Health Finance Survey.

There being no further business, the meeting adjourned. The next meeting will be held Tuesday, March 10, 2009 from 3 p.m. to 4:30 p.m. at The Chiles Academy in the Media Room. Meeting reminders will be forwarded electronically under a separate cover.

Infant Mental Health Planning Committee Meeting Notes

Tuesday, March 10, 2009, 3:00 p.m. to 4:30 p.m.
Media Room, The Chiles Academy

In Attendance:

Gail Hallmon, The House Next Door
Lois Moltane, Volusia and Flagler County Schools/SEDNetwork
Dixie Morgese, Healthy Start Coalition of Flagler/Volusia
Linda Murphy, Magellan
Lynn Sinnott, Easter Seals Society of Volusia/Flagler
Abby Ferguson, The Chiles Academy
Marge Lucas, Stewart-Marchman-Act Behavioral Healthcare
Nathalie Dunning, Early Learning Coalition of Flagler/Volusia
Christy Gillis, SAMH Planning Office, Department of Children and Families
Deb Schlageter, One Voice for Volusia
Carrie Baird, One Voice for Volusia
Stephanie Doski, Magellan

Ms. Schlageter opened the meeting with a welcome and roundtable introductions ensued. The agenda was reviewed and the group reached consensus to approve the January 27th meeting notes as presented.

Meeting Action and Outcomes:

- The outcomes from the mapping exercise of the Infant Mental Health System at the January meeting (handout) was reviewed. Consensus was reached to review this quarterly to ensure up-to-date information.
- The membership form was approved.
- The Chapter bylaws were approved.
- The definition of infant mental health, as included in the Bylaws, was approved.
- The request for \$500 from the Florida Chapter to “build a stronger base at the grass roots level” and if awarded, use funds towards a mini-conference at the annual Health and Human Services Summit in October, 2009 was submitted.
- Nominations from the floor were taken regarding the election of officers and were as follows:
 - Co-Chairs: Dixie Morgese (Healthy Start Coalition of Flagler/Volusia) and Gail Hallmon (The House Next Door)
 - Secretary: **Open** Ms. Schlageter will send correspondence about this electronically in order to receive nominations/volunteers and hold elections at the next meeting.
 - Treasurer: Lynn Sinnott (Easter Seals)
 - At-Large: Lois Moltane (Volusia County Schools/SEDNet)
- Discussion ensued regarding the Florida Association for Infant Mental Health Chapter Finance Survey (due March 20th). Ms. Schlageter will submit by the deadline.
- Discussion ensued regarding the draft Strategic Plan (handout). Ms. Schlageter will transcribe notes and discussion from the meeting and incorporate into a draft plan to be emailed in advance of the next meeting.
- The One Voice for Volusia Coalition meeting on March 11th will feature an Early Childhood Development Panel and an invitation was extended to Chapter members to present on Infant Mental Health as a panelist. It was suggested and agreed that The House Next Door will serve as the representative of the Chapter for the panel presentation.
- The next meeting agenda will include: Continuation of Strategic Plan drafting; Election of Officers; Update regarding Planning/Coordination for the proposed Mini-Conference set for October 30th at the Ocean Center in Daytona Beach.

There being no further business, the meeting adjourned. The next meeting will be determined after a polling of members electronically. Meeting reminders will be forwarded electronically under a separate cover.

Infant Mental Health Planning Committee Meeting Notes

Tuesday, May 18, 2009, 3:00 p.m. to 4:30 p.m.

Conference Room 516A, Volusia County Health Department

In Attendance:

Lois Moltane, Volusia and Flagler County Schools/SEDNetwork
Dixie Morgese, Healthy Start Coalition of Flagler/Volusia
Linda Murphy, Magellan
Kathleen Conrad, Neighbor to Family
Sherri Hutto, Children's Advocacy Center
Deb Schlageter, One Voice for Volusia
Carrie Baird, One Voice for Volusia

Ms. Schlageter opened the meeting with a welcome and roundtable introductions ensued. The agenda was reviewed and the group reached consensus to approve the March 10th meeting notes as presented.

Meeting Action and Outcomes:

- The nominations to elect the following was approved:
 - Co-Chairs: Dixie Morgese (Healthy Start Coalition of Flagler/Volusia) and Gail Hallmon (The House Next Door)
 - Secretary: Discussion ensued that this position would remain vacant at this time.
 - Treasurer: Lynn Sinnott (Easter Seals)
 - At-Large: Lois Moltane (Volusia County Schools/SEDNet)
- Dixie assumed the facilitation role of the meeting per the officers' nominations.
- Discussion ensued regarding the draft Strategic Plan (handout). Ms. Schlageter will transcribe notes and discussion from the meeting and forward to Dixie's staff to assume role.
- Discussion ensued regarding the future of the Chapter and how to ensure growth, interest and viability.
- A draft thank you letter will be forwarded to Dixie and Gail for the \$500 from the Florida Chapter to "build a stronger base at the grass roots level" and upcoming meetings will include discussion and planning for the proposed mini-conference at the 2009 Health and Human Services Summit (handout provided by One Voice for Volusia) on Friday, October 30th at the Ocean Center.

There being no further business, the meeting adjourned. The next meeting will be held on June 15th from 3 p.m. to 4:30 p.m. The location will be determined and forwarded under a separate cover.