

Montana Children's Trust Fund Board Meeting Minutes

May 3-4, 2016

2401 Colonial Drive, Helena, MT 59601

Tuesday, May 3rd, 2016

1:00 PM

MT CTF Voting Board members present: Clementine Lindley (Chair), Leslie Caye (Vice-Chair), Patty Butler, Kristina Davis, Ann Gilkey, Joe Raffiani

Board members absent: Thomas Key

MT CTF Staff members present: Melissa Lavinder (Recorder, Program Specialist/Technical Assistant), Jamey Petersen (Grant Manager), Kami Kirchberg (AmeriCorps VISTA)

Guests present in Helena: Joanne Oreskovich (CFSD Epidemiologist)

1. April Minutes
 - Clementine Lindley moved that the MT CTF Board approve the April minutes. Unanimous oral vote. Motion adopted.
2. Needs Assessment
 - Decision to figure out the most effective use of the MT CTF Board's resources by setting up a committee and identifying ways to fill in the gaps of child abuse and neglect prevention in Montana.
3. Fort Peck Tribes Task Order
 - Decision not to revert the community contract funds for SFY16 in the amount of \$25,000.
4. Year-end Spending
 - Decision on grantee mini-grant "wish-list" proposals held over until May 4th
 - May 4th Decision: Fund the following mini-grant "wish-list" proposals (see pages 4-7)
 - Alliance for Youth - \$2500
 - Community Health Partners - \$1800
 - Forever Families - \$1926
 - The Parenting Place - \$2500
5. Zero to Three Funds
 - The MT CTF Board decided to meet via formal telephone meeting on Monday, May 23rd to review the MT DPHHS Early Childhood Services Bureau's Trauma-Informed Care and Prevention of Shaken Baby-Abuse Trauma in Montana Draft Proposal for SFY17 in the amount of \$75,000 (see pages 8-9)
 - Location: 2401 Colonial Dr, Helena, MT 59601
VISTA Conference Room, 3rd Floor

6. Renewals

- Decision was made by the MT CTF Board not to score the renewals.
- Leslie Caye moved that the MT CTF Board approve the renewal application of the Boys & Girls Club of the Northern Cheyenne Nation. Unanimous oral vote. Motion adopted.
- Leslie Caye moved that the MT CTF Board approve the renewal application of the Butte Community Council. Unanimous oral vote. Motion adopted.
- Kristina Davis moved that the MT CTF Board approve renew funding for Gallatin Early Childhood Community Council.
 - Discussion: Need clarification on what Tyson is doing for Project LAUNCH and the work for the MT CTF Grant. The MT CTF Board needs to know what Tyson's role is as the ECCC Coordinator. As a coalition, they should report on collective impact and how the ECCC Coordinator is meeting goals outside of and including Project LAUNCH.
 - Amended Motion: Joe Raffiani moved to amend the motion that the MT CTF Board tentatively approve the Gallatin Early Childhood Community Council's renewal application pending response to the MT CTF Board's inquiry as to what they do outside of Project LAUNCH and meeting their goals. Unanimous oral vote. Motion adopted.
- Patty Butler moved that the MT CTF Board approve the Missoula County renewal application for an additional year of funding. Unanimous oral vote. Motion adopted.

7. Fall Meeting: October 4th, 2016

8. Meeting Adjourned – 4:17 PM

- Clementine Lindley moved that the MT CTF Board adjourn. Unanimous oral vote. Motion adopted.

Wednesday, May 4th, 2016

9:00 AM

MT CTF Voting Board members present: Clementine Lindley (Chair), Patty Butler, Kristina Davis, Joe Raffiani

Board members absent: Leslie Caye (Vice-Chair), Ann Gilkey, Thomas Key

MT CTF Staff members present: Melissa Lavinder (Recorder, Program Specialist/Technical Assistant), Jamey Petersen (Grant Manager), Kami Kirchberg (AmeriCorps VISTA)

Guests present in Helena: Jennifer Garza (Procurement Manager), Justin Harris (Contracts Officer)

9. Review RFPs for DPHHS RFP2016-0034

- Consensus scoring following posted matrix (available on [Montana Acquisition & Contracting System \(eMACS\) Vendor Portal](#))
- Individual scores posted on [Montana Acquisition & Contracting System \(eMACS\) Vendor Portal](#)

10. Meeting Adjourned – 9:46 PM

- Clementine Lindley moved that the MT CTF Board adjourn. Unanimous oral vote. Motion adopted.

Alliance for Youth, Inc. – Wish List

Personnel

\$2,000 to facilitate an additional COSP course. Demand has exceeded the amount of resources available to provide the programs to the community this year. Alliance for Youth has committed additional funds, but the ability to provide an additional class would ensure Alliance for Youth's ability to meet community demand for parent education and skill building.

Other Support Services

\$500 for childcare at an established, licensed drop-in care facility within a few blocks of the location of the parenting education and skill building classes. Child care has only been provided on a very sporadic basis and it has been time consuming to coordinate.

**Community Health Partners
Wish List Budget and Narrative**

\$900 - Children's books (300 books at \$3/book)

\$150 - Supplies for Group Connections for April, May and June (food and materials)

\$150 - Entrance fees and transportation for families to go on a field trip to Grizzly Center

\$200 - Two Alcatel One Touch Track phones for home visitors

\$400 - Two unlimited year long minutes for track phones

\$1800 - Total Request

Budget Narrative

Children's Books

We give high quality books to children as well as teach parents the importance of a daily reading routine. Studies show that reading to children is one of the strongest interventions to promote school success. We can buy bulk books for an average \$3 per book.

Supplies for Group Connections

We serve a meal and have activities for families at our monthly Group Connections. There are three more groups before the end of the fiscal year. \$50 per group will be budgeted to serve an average of 12 people.

Entrance fees

There is a grizzly education center ten miles from Livingston. Even though it is very close to home, our families have never been there. \$15 per family is allocated for ten families.

Track Phones

Home visitors need cell phones to do home visits both for contacting families and for personal safety while doing visits. We are requesting \$600 to purchase two track phones and four cards with 400 minutes. Track phones allow us not to enter into costly contracts.

We at **Forever Families** would like to send 2 people to attend the National Foster Adoptive Parent Association Conference. This Conference is to be held in Las Vegas and with the close proximity and the destination spot costs would be reasonable. At this time we would like to send Echo Jamieson and Mary Burst, although there is scholarships available and we are currently applying to send others. There are amazing workshops available for conference attendees we see this as a great opportunity to not only learn more about services we can provide out families but to network as well.

Hotel \$326 (4 nights of room sharing at the conference hotel, Flamingo)

Meals \$410 (4 days of per diem eating, this is high as I'm not sure what meals the conference provides)

Airfare \$750 (2 tickets)

Conference Fee \$350

Hotel Shuttle \$90

Total requesting \$1926.00

The Parenting Place would like to request \$2,500 to enhance our current play space for our Respite Child Care Program. As you know we have added more natural, eco-friendly play options for the children, like the hill/tunnel/slide area. That area has been the most popular area of the yard since it's completion. According to the Natural Playground Company, "In a study of 41 programs, it was found that in lower quality outdoor environments children engaged more in functional or repetitive play, while in higher quality outdoor environments, children showed a tendency to display more constructive play than children in lower quality settings. As the quality of the outdoor program decreased, the frequency of negative behaviors increased (DeBord, Hestenes, Moore, Cosco, & McGinnis, 2005)".

Given this information, we want to create a higher quality outdoor play area that would allow children the freedom to learn and explore the environment, as opposed to building a playground that requires constant adult redirection and intervention to keep children safe. For example, on a typical playground children will need supervision while using a slide so they do not fall off the sides, down the stairs, or some children may be afraid of the height of the slide, but with a slide that is modeled from a natural playground it would be built into a small hill so that children cannot fall off or be afraid of the slide's height because it is level with the ground. It would also allow children to go about their play without an adult interrupting with directions on how to "correctly" go down the slide. We would like to model aspects of our backyard after other natural playgrounds so that the children we serve have ample opportunities to engage in self-directed play that will help them learn how to make positive choices, develop confidence in their abilities and cultivate their imaginative minds. Above all, we want to improve the safety of our backyard and then improve the quality of the equipment. Although we have ambitious and creative staff, we would need to hire professionals to do the majority of the work so that staff are not taken away from their duties that keep the Parenting Place successful.

We would like to add to our play space, a swing set, which will include adaptive swing seats so that even our children with disabilities can participate safely. We have a smaller area to work with so the frame or structure itself will be built into the ground so as not to take up a wide area. We will need lumber for the swing frame and we will be incorporating a deck with shade close by to further protect our little ones. Lumber for swing frame and deck will be roughly \$1300, swing seats will be approximately \$600 and the awning and labor will finish out the \$2500 budget.

Imagine a playground that is safe for a 2 year old and fun for a 10 year old. Well, we serve all children 10 and under, and this will help us create a backyard that is welcoming, kid-friendly, versatile, and above all, safe. Thank you for your consideration of this project.

Estimated Costs	Equipment or materials	Labor
Eco-friendly Swing set w/adaptive swing(s)	\$500 Frame \$600 Seats	10 hrs, 2 workers - \$600
Deck with shade awning	\$800	

Proposal for
Trauma-Informed Care and Prevention of Shaken Baby-Abusive Trauma in Montana - DRAFT

Stakeholders – Montana’s Assets and Resources

Trauma-informed practices, care, and education are infused into many programs within MT DPHHS including but not limited to: STARS to Quality (Quality Rating Improvement System for child care programs), Healthy Montana Families (evidence-based home visiting), Healthy Montana Teen Parent Program (HMTTPP), and Project LAUNCH (Linking Action for Unmet Needs in Children’s Health). Within these programs there are initiatives that support a one and two-generational approach and strategies to strengthen and build upon the Department’s broader goals in addressing MCA 50-16-103 and MCA 50-16-104. This project will coordinate with the Montana Children’s Trust Fund, the Public Health and Safety Division’s Pregnancy Care Pilot Project and Emergency Medical Services for Pediatrics, and the Office of American Indian Health within MT DPHHS to provide trauma-informed care and education and Prevention of Shaken Baby – Abusive Head Trauma throughout the state including American Indian populations.

The Proposal – Trauma-Informed Care and Education

The MT DPHHS Early Childhood Services Bureau will strengthen the resources for early childhood educators by providing training, education, and system support in trauma informed care and education intentionally focused on supporting infant and toddler caregivers, home visitors, HMTTPP case managers, and parents of children from birth to 3 years old. This will include training on Shaken Baby – Abusive Trauma Prevention as well as trauma-informed care and Adverse Childhood Experiences (ACEs) for child care providers. Collaboration, within and outside of MT DPHHS, to achieve the proposed project goals, will be intentional. We propose the following:

1. Training

- a. Train Pyramid Model Coaches in Adverse Childhood Experience (ACEs) study and Trauma Informed Care. (Summer 2016 - all coaches trained.)
 - i. Approximate number to be trained: 35
- b. Develop online trainings in the following topics: Brain Development (birth to 3 years old), Trauma Informed Care, Shaken Baby Syndrome (already in development)
 - i. To be aligned with current Infant/Toddler course for child care providers serving this age group. The Infant/Toddler course is 60 hours of coursework and must be providing 45 hours of direct care while taking this course)
 - ii. 2-3 hour courses (to be determined during development)
 - iii. Can be taken in isolation or as a series depending on discipline e.g. child care provider, Early Head Start Teacher, home visitor, social worker, Child Protection Specialist, etc.
- c. Develop a Training of Trainers (ToT) for Prevention of Shaken Baby and Abusive Head Trauma (PSBAB)
 - i. Use the Prevention of Shaken Baby and Abusive Head Trauma orientation training currently being developed to meet minimum Child Care Licensing requirements.
 - ii. Create a ToT model that can be provided in various communities in Montana.
 - iii. Target Trainer Audience: Pyramid Model Coaches, Professional Development Specialists in the Child Care Resource & Referral Agencies, Infant/Toddler Instructors, home visitors, Public Health Nurses, HMTTPP case managers, etc.

2. **Resource Sharing - create a repository of supplies to include PURPLE materials, mini-manual, etc.**
 - a. Send PURPLE DVD to all licensed child care providers in MT
 - b. Send PURPLE DVD to tribal programs through appropriate channels
 - c. Acquire the PURPLE DVD for all Prevention of Shaken Baby and Abusive Head Trauma trainers to be put into a training manual
 - d. Print and distribute a mini-manual, currently being developed by Institute for Education Research and Service (IERS) based on the Attachment, Self-Regulation, and Competency (ARC) Model to licensed child care providers, Early Head Start programs, Tribal programs
 - e. Distribution plan for all resources will be determined throughout project period to ensure appropriate dissemination
 - i. (Note: CTF would purchase the materials/supplies, ECSB would house/distribute to include purchasing PURPLE Web App)
 - f. Any tribal efforts and strategies will be coordinated with the outcomes and recommendations of the CTF tribal training and feedback from the June 13-14th 2016 training.

3. **Project Support**
 - a. Hire a Project Manager independent of MT DPHHS to oversee and coordinate the project objectives - method to hire to be determined based upon an estimated cost of \$25,000 - either through a temp agency or limited solicitation.
 - i. Communicate regularly with the designated project lead within ECSB
 - ii. Manage the budget and expenses
 - iii. Report the final outcomes to ECSB at the end of the project period

4. **Timeline**
 - a. Develop work plan, project outcomes, and project timeline in partnership with Project Manager and ECSB Project Lead by August 1, 2016
 - b. Identify training developers by September 30, 2016
 - c. Distribute resource between October 1, 2016 and June 30, 2017
 - d. Project to be completed by June 30, 2017.

5. **Budget:**
 - a. \$75,000 for the project period (\$25,000 for staff, and the \$50,000 for training and supplies)

Point of contact: Patty Butler and Leslie Lee