

Region V+ Adult Mental Health Initiative

Conflict of Interest Policy

1. This policy is intended to address potential conflicts of interest including matters of a material financial interest, or situations involving a private interest or for personal benefit.
2. The policy applies to all members of the Region V+ Adult MH Board of Directors, including the Executive Committee.
3. No member of Organization Name Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Region V+ Adult Mental Health Initiative. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain.
4. Any new member of the Board of Directors shall be given this policy at the time of their selection or appointment to the Board of Directors or any of its committees.
5. Each Board member has a duty to disclose to the Board Chair any personal interests which he or she may have in any matter pending before the organization.
6. Such member shall also refrain from participation in any discussion or decision on such matter, as well as any attempt to influence other members of the Board or Executive Committee.
7. If the Board Chair determines that a potential conflict of interest situation exists, they will review the matter with the Executive Committee to determine what action, if any, is warranted.
8. A financial interest or potential financial interest is not necessarily a conflict of interest until determined as such by the Executive Committee.
9. All discussions and decisions regarding the application of this policy shall be recorded in the minutes of the Initiative.

Reviewed and adopted as policy by the Executive Committee of the Region V+ Adult Mental Health Initiative.

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Michael Steinbeisser, Chair

8/3/2021 | 4:04 PM CDT

Date:

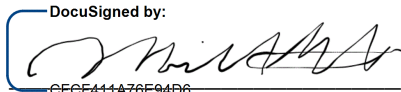
Region V+ Adult Mental Health Initiative Policy

Disposition of Additional Income

If service providers subcontracted to provide Mental Health Initiative services receive revenue exceeding the amount estimated in their budgets, the Region V+ Adult Mental Health Initiative Executive Committee, through its fiscal agent (Crow Wing County), shall dispose of this revenue by:

1. If it can be done within the grant period in which the additional revenue is received, use the additional income to provide additional community-based mental health services, including but not limited to community support and case management services. This option will require sufficient notice from a subcontractor of the likelihood that excess revenue will be received during the grant period to allow for the redirection of the excess revenue. Subcontractors will be requested to notify the Initiative as soon as possible if they expect there to be excess revenue, OR
2. Use excess revenue to replace county funds committed to mental health services (provided this will not result in the county being out of compliance with the maintenance of effort provisions in Minnesota Statutes, section 245.48). If this option is chosen, the Initiative must provide for the equitable sharing of the excess revenue among the Region V+ counties in an agreement specific to each use of this option, approved by the Region V+ Executive Committee, OR
3. Submit a request to the Commissioner to authorize the transfer of some or all of any excess revenue to the subsequent grant period. Such request may include a statement in justification of the request that the subsequent grant period amount not be reduced by the amount of the requested transfer and making the request contingent upon it being approved.

Region V+ Adult Mental Health Initiative Executive Committee

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Email List Policy

The Email List maintained by the Region V+ Adult Mental Health Initiative for the six participating counties and two tribal nations will be governed by this policy:

1. The list will be used only for official purposes relating to the administration of the Region V+ Adult Mental Health Initiative.
2. Names of the Region V+ Board of Directors, the Executive Committee and workgroups will be added to the Email List.
3. Persons attending the AMHI meetings, Executive Committee sessions, the Annual meeting will be added to the Email List, including consumers, providers, participating professional and other interested persons.
4. Related state agencies and organizations may be added to the list including persons from the Adult Mental Health Division and State Operated – Direct Care and Treatment Services.
5. Anyone on the Email List may nominate another person to be on the list, if they have an interest in or connection with the Adult Mental Health system in Region V+. Interested persons may nominate themselves and request to be on the Email List.
6. The List will be maintained by the Coordinator.
7. Anyone may request their name be removed from the List by email, phone or in person. That change will be made immediately.
8. Requests for use of the Email List or information from the list will be refused.
9. Anyone who has information they wish to distribute to the people on the Email List, may do so by sending the information to the Coordinator who will review it for appropriateness, and may then forward it to the Email List.

This policy was reviewed and approved by the Region V+ Adult Mental Health Initiative Executive Committee on May 4th, 2021.

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Region V+ Mental Health Initiative

FLEX FUND POLICY

Description:

Adult Mental Health Initiative (AMHI) Flex Funds are available to residents of Aitkin, Cass, Crow Wing, Morrison, Todd and Wadena Counties and the Leech Lake Band and Mille Lacs band of Ojibwe Tribal Nations therein. The Flex Funds may be used to meet the basic needs of persons who have a serious mental illness. Flex Funds are not intended to duplicate or supplant local assistance programs available for emergencies. The Flex Fund is intended to be used as a last resort, when no other services are available, to meet the person's needs as defined by DHS brass codes.

403x Adult Client Outreach

Activities within the community and segregated settings designed to locate and engage potentially eligible adults, inform them of available mental health services, and assure that they have access to those services.

416x Transportation

Travel (escorted or unescorted) to and from sites such as employment, stores, services, and medical and non-medical appointments to maintain or assist in recovery. This might include transit cards, mileage reimbursement, and taxis.

418x Client Flex Funds

Goods or services purchased to meet basic physical or medical needs. Examples include medications, clothing, auto repair, and food.

437x Supported Employment and Individualized Placement and Support Service

Person centered support provided to persons with a serious mental illness to locate and maintain competitive employment in the community. This cannot be used for center- based employment.

443x Housing Subsidy

Direct payments for rent, utility costs, deposits on housing and utilities; household furnishings and supplies; or storage and moving costs.

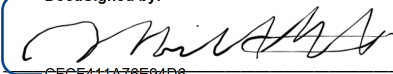
Guidelines:

1. The person seeking to use flex funds must have a serious mental illness as verified by the applicant.
2. Flex funds are intended to be used for one-time situations for which there is no other assistance available. If an ongoing need exists, other resources necessary to resolve the situation need to be identified at the time of application. Flex funds are not to be used in situations that cannot ultimately be resolved.
3. Regional application form may be completed by a Region V+ Mental Health service provider, County or Tribal Nation case manager and submitted to the consumer's county Adult Mental Health Services supervisor for approval.
4. Expenditures of more than \$1,000 per request will require prior authorization from the AMHI Executive committee. Requests can be sent via email to the executive committee with a majority decision.
5. The Flex Fund may be reimbursed from clients who wish to repay the amount paid on

their behalf. It is an expectation that a client will reimburse the Flex Fund for any expenditures made by the Flex Fund that are later covered by public assistance or other programs.

6. If a request is denied, an appeal may be submitted to the AMHI Executive Committee through the Coordinator and any Executive Committee member within 10 days of the denial. The decision of the Committee is by consensus and considered final.
7. Each County and/or Tribal Nation in Region V+ using Flex Funding will be responsible for maintaining adequate records for Flex Fund expenditures.

Region V+ Adult Mental Health Initiative Executive Committee

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Region V+ Adult Mental Health Initiative

Guidelines for Board and Committee Meetings Under the Minnesota Open Meeting Law

Since the Region V+ AMHI wishes to comply fully with the provisions of the Open Meeting Law and still be able to conduct their business in an efficient and orderly manner, the following policies are effective immediately:

1. Required public meeting notices and schedules will be published by the AMHI Coordinator.
2. Minutes of the proceedings of the AMHI Board of Directors, the Executive Committee and the Stakeholder Group will be published on the Region V+ Adult Mental Health Initiative website.
3. All meetings of the Board, the Executive Committee and other committees are open to the public. In order to ensure the orderly administration of the Initiative, all meetings will be conducted according to the following rules:
 - There is no automatic right of the public to participate or speak at any meeting at any time.
 - If a member of the public wishes to address the Board or a committee, that person must secure a place on the agenda before the meeting by contracting either the chair of the board or the AMHI Coordinator.
 - The chair is responsible for the conduct of the meeting and to see that the board or committee moves through the agenda in an efficient manner.
 - The chair may invite comments from the public during a meeting, but this is not required.
 - The decision of the chair regarding public participation is final.
 - There will be an opportunity for public comments at the beginning of every meeting. Commenters may present written information or address the board or committee, not to exceed five minutes.
4. These policies may be reviewed and amended at any time.

Region V+ Adult Mental Health Initiative Executive Committee

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