



**MINUTES OF GOVERNING BOARD MEETING**  
**Northwestern Mental Health Center, Crookston, MN – February 2, 2018**

**MINUTES**

**Members present:** Brad Bergstrom, Jeff Bisek, Randy Bruer, Jason Carlson, Jim Guetter, Maureen Hams, Sarah Kjono, Catherine Johnson, Lon Jorgensen, Chris Kujava, Andrew Larson, Shawn Yates, Ken Yutrzenka

**Absent:** Kathleen Johnson, Shauna Reitmeier

**Others present:** Faye Auchenpaugh; Colleen MacRae

1. **Call to Order:** Meeting was called to order at 9:35 am by Randy Bruer, Chairman.
2. **Welcome and Introductions:** Bruer welcomed Jennifer Olson, Emergency Operations Planning Director, NWRDC to the meeting and introductions were made around the table.
3. **Agenda:** **M/S/C:** (Jorgensen/Yates) to approve the agenda as presented.
4. **Approval of minutes of January 5, 2018:** **M/S/C:** (Carlson/Kujava) to approve.
5. **Financials and Bills:**  
**Action:** **M/S/C:** (Kujava/Carlson) to approve payment of January 2018 invoice for facilitator services.  
**M/S/C:** (Guetter/Bergstrom) to approve payment of January 2018 support services.

Auchenpaugh reported that the Area Special Education Cooperative, East Grand Forks School District, Mahube-OTWA, and Northwest Community Action will all be members this year and that this has real implications. Total dues from four members equals \$5,400 – nearly the equivalent of the cost of writing one grant proposal.

6. **Emergency Planning:** Jennifer Olson, NWRDC, began by explaining that the Emergency Preparedness Board is looking this year at a Whole Community Partner Assessment (Northwest Minnesota's strength is our neighborliness – we talk to each other), a handbook for civil unrest, integrating Manitoba and North Dakota on critical infrastructure, and information sharing – cyber security, etc. An extensive discussion took place of all facets of emergency operations planning including public alert warning systems, Code Red education, security camera updating, media communication in event of a crisis, setting up a joint Information Center so there is one contact and the same information is dispersed, active shooter training, emergency child care, addressing behavioral issues in a crisis, how to handle pets, being respectful of how human remains are handled. All counties must have an emergency operations plan and these must be updated annually. If we are interested in a county or regional process, she can get us in touch with the personnel to conduct walk-throughs and look at our current plans to assess consistencies between different buildings and sites and identify deficiencies that should be corrected. NWRDC provides free training programs and classes; the Red Cross provides sheltering training. Areas in which Olson and NWRDC can assist us in moving forward: 1) information on what the School Safety Center can provide at no charge; 2) investigate holding various workshops, e.g. gas leaks with our Local Planning Groups; 3) hold meetings with partners for joint information sharing; 4) provide contact information for each county; 5) provide exercises that are terrorism based. Kujava asked if there is a grant for the region to upgrade or incorporate technology into emergency communications. Olson replied that funding changes every year, but there could be possibilities and that we should leverage private funding and grant funds. She wants to work with us going forward to make serious headway.
7. **Grant Opportunities and Reports:**
  - **School-Linked Mental Health:** NW Mental Health Center has submitted the proposal.
8. **"Family Navigator" funding:** The Wilder Foundation is continuing to analyze data.
9. **Police Department attendance at meetings:** Some law enforcement people have expressed an interest in attending the Governing Board meetings. The board confirmed that our meetings are open to all members.
10. **Next meeting: March 2, 2018, 9:30 am, NWMHC Community Room.**
11. **Meeting Adjourned at 11:45 am. M/S/C** (Yutrzenka/Bergstrom)

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**Faye Auchenpaugh, Facilitator**