

**PACT 4 Families Collaborative
Executive Board *Extended* Meeting Minutes
Tuesday, September 2, 2008**

Present: Carmen Clementson, Arliss Stenger, George Dubie, , Jerry Brustuen, Loren Hacker, Becky Romosz, Jill Bruns
Absent: Deb West, Debi Brandt
Ex Officio: Deborah Sheehan, Ed Downey, Val Mersch
Guests: Rick Pietrick

1. Approval of Proposed Agenda

Clementson moved to approve the Agenda as presented. Dubie second. Motion unanimously carried.

2. Approval of Meeting Minutes

Hacker moved to approve the August 2008 Meeting Minutes as presented. Stenger second. Motion unanimously carried.

3. Presentation of the 2007 Audit by the Office of the State Auditor

Richard Pietrick, Audit Supervisor with the Office of the State Auditor, reported on the audit performed regarding the financial statements for the year ending 2007, and noted this presentation report is part of a required communication to briefly discuss the contents of the audit results. He stated the terms of the audit noting that the primary focus is to render an opinion on the financial statement and provide local governments with an independent analysis of the effectiveness of their organizations and work to ensure that local government activities are being administered in accordance with Minnesota law. Mr. Pietrick stated that the audit performed was to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Management's Discussion and Analysis (MD&A) is completed locally by PACT 4 staff. This is an unaudited section that is intended to serve as an introduction to the basic financial statements. The MD&A is required to accompany the basic financial statements and therefore, is included as required supplementary information containing explanations of program differences, federal programs, financial analysis, and capital assets. Mr. Pietrick detailed the financial statements presented in Exhibits 1 through 3, noting highlights from the financial statements narrative summary.

The Summary of Auditor's Results (pg 27 of report) expresses an 'unqualified opinion'. An unqualified opinion states that the financial statements are presented fairly, in conformity with generally accepted accounting principles. This section also notes previously reported items that have been resolved. There was also one item not resolved from the prior year regarding an uncollateralized deposit that was more than the FDIC rate of insurability. There were no additional findings in the current year audit. The Board may choose to formally respond to any findings to be included in the report.

[Pietrick exits meeting]

4. Fiscal

a. Month End Financial Report

Due to the early date of the meeting, no fiscal report was given.

b. Discretionary Grants / Flexible Funds Review

A month-ending August 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$1,145; YTD \$8,564.03 with a total budget allocation of \$50,000. Paid Discretionary Plus Grants for the month totaled \$0; YTD \$8,931.00 with a total budget allocation of \$70,000. There were two paid Flex Funds for the current month totaling \$211.79; YTD \$3,078.63 with a total budget allocation of \$5,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$431,474.18, Clementson moved to approve bills as presented. Hacker second. Motion unanimously carried.

d. Policies and Procedures

i. Policy Controls Report

Val reported that all gift card entries and disbursements were made according to policy.

ii. Stipend/Gift Appreciation Cards/Mileage/Child Care for Youth and Family members Participating in PACT 4 Meetings Policy
After extensive discussions with the Parent Advisory Committee and this Board over the past few months a revised policy regarding the *Stipend/Gift Appreciation Cards/Mileage/Child Care for Youth and Family Members Participating in PACT 4 Meetings Policy* was presented based on those past discussions. Brustuen moved to approve the policy with the presented changes. Clementson second. Motion unanimously carried.

e. Other

After discussion on the unresolved deposit issue in the audit report Hacker moved to not include a formal response from the Board. Stenger second. With no further discussion motion unanimously carried.

Sheehan noted that PACT 4 was given \$1,000, from a donor wishing to remain anonymous, who would like the money to be used for school resources and materials. The school-based social workers and their supervisor will be meeting to decide how to best utilize the dollars.

5. **Committee Updates**

a. Committee Reports to Board

A monthly committee report was distributed and reviewed by the Board. Committees continue being focused and moving forward.

Downey added that the School-Aged Committee in conjunction with SHARE School Advisors have developed a school connectedness campaign with information and marketing tools (e.g. sticky notes, pens, mouse pads) with tips on connecting with kids are being distributed to the school districts.

Brustuen distributed the updated Legislative Position from MACSSA (Minnesota Association of County Social Service Administrators) on the continuation of collaborative services in the state.

b. Parent Advisory Committee Updates

Romosz gave an update on current activity of the PAC (Parent Advisory Committee) and distributed information entitled "Input from Parent Advisory Committee". This document included suggestions from the PAC on how PACT 4 Committees could be more parent friendly and welcome participation from families and how important the parent voice is to the PACT 4 mission. As the document was reviewed it was noted that it gives credibility and value to families when their opinion is appreciated and sought.

This is valuable information and with a PACT 4 staff member as an advisor to each of the standing committee's this information will be brought to the next Coordinators Meeting for review. In addition as we move forward with our mission and focus; one piece of that should be to address meeting etiquette (e.g. introductions, agendas, timelines, etc.) to keep perspective and focus at each of the meetings.

6. **Personnel**

a. Employee Updates

A coordinator for the Guia program has been hired. Alvaro Patino comes with to us with great credentials and will be a nice compliment to the team. There was other discussion regarding a new hire and the background check process.

7. **LCTS & Other Grant Updates**

The New Guia staff has been busy meeting and getting information out to partner agencies regarding the program.

We continue to wait on decisions regarding our proposals to SAMHSA and the mentoring grant.

The two chemical health prevention grant contracts have been signed and are moving forward into the new fiscal year.

The 21st Century grant is going well and the MN Dept. of Education will be doing a site visit on September 9th.

Stenger commended the summer camp through the Jump Start program in Litchfield that her foster daughter attended. This was a very good and worthwhile experience.

8. **Mission, Sustainability & Strategic Planning Discussion**

In follow-up to last month's retreat and strategic planning discussions for the future of PACT 4, talks continued on how to remain true to our mission in a time of huge budget reductions while setting parameters to best meet our goals. What does collaboration mean? What does it look like? How will programs show the impact of LCTS? The Board reviewed the notes from the retreat, the SWOT analysis done earlier in the year and information from the Wilder Foundation on the levels of collaboration. The questions noted during discussions are:

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| ✓ How much do we want in reserve? | ✓ Are we trying to leverage funds for the future? |
| ✓ How much cash should be available for grants? | ✓ What additional resources can partners bring to the table? |
| ✓ Should we carve out dollars for primary programs? (e.g. school social workers, county grants, wraparound, restorative justice, etc.) | ✓ Should we look at increasing partner contributions? |
| ✓ How much is acceptable for administrative costs? | ✓ What will be the estimated fund balance June 2009? |
| | ✓ What do we need for a six month cash flow? |
| | ✓ How much do we want in reserves? |

There was discussion on mental health moving into a public health model of intervention/prevention. It is believed that some of those earlier intervention/prevention moneys will come back and in the meantime we need to stay nimble and ready.

Sheehan noted that PACT is held in high esteem with regard to its level of collaboration and partnerships. We have well-seasoned staff recognized at both the state and federal level. We need to stay administratively strong as we move ahead.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting is n extended meeting for the PACT 4 Executive Board on Tuesday, October 7, 2008; from 10:30 a.m. to 2:00 p.m. at the Kandiyohi County Health & Human Services Building, room 2055, in Willmar

There will be no Personnel Committee in October.