

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, October 5, 2010**

Present: Loren Hacker, Jerry Brustuen, George Dubie, Greg Schmidt, Tammy Thompson, Jill Bruns, Debi Brandt, Becky Romosz, Arliss Stenger, Jane Remiger, Bob Fox, Richard Larson, Amy Wilde

Other Attendees: Val Mersch, Deborah Sheehan, Ed Downey, Rick Loseth, Cathy Nelson-Messer, Kathy Nowak, Lisa Kraft, Bonnie Fimon, Tina Schauer, Pam Lukens

Meeting Called to Order by Chair, George Dubie, at 11:35 a.m.

1. Approval of Proposed Agenda

Hacker moved to approve the Agenda as presented. Schmidt second. Motion unanimously carried.

2. Approval of Meeting Minutes

Brustuen moved to approve the September 2010 Retreat Meeting Minutes as presented. Brandt second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Reports

The month ending September 2010, noted a cash balance of \$4,615,293.52 with monthly interest earned at \$51.89 on checking. Total revenue for the current month was \$247,646.06 with expenditures totaling \$282,690.85. Discretionary funding for the month totaled \$0 (paid and pending payment); year to date \$38,931.65; with a total budget allocation of \$40,000. It was noted that Parent Advisory Scholarship fund received a total of \$923 from partners through 2010 membership. Listing of contributors was provided.

b. Review & Approval of Bills

After review and discussion of payables totaling \$236,622.97, Stenger moved to approve bills as presented. Bruns second. Motion unanimously carried.

c. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host

The gift certificate records were reviewed for August and September 2010. Mersch reported no concerns in the review of gift card/certificate procedures. All documented proof is on file.

d. Other

No "Other" discussion noted.

4. Personnel

a. Personnel Updates

i. Renville Co. Chemical Health Coordinator/Renville Co. DFC Coordinator

With the addition of the Renville County Drug Free Communities (DFC) grant Annie Tepfer, the current Renville County Chemical Health Coordinator, will be moving to the coordinator position for the DFC grant as was written and approved in the proposal. Renee Brandt has accepted the offer to fulfill the coordinator position in the Renville County Chemical Health grant for the remainder of the grant which is scheduled to conclude June 30, 2011. It was noted that the Coalition will serve a dual purpose in the overlapping months. See "General Grant Updates" below for details on the Drug Free Communities award.

ii. 21st Century Coordinator

The current 21st Century Coordinator, Brian Gauer, has rendered his resignation to accept a new position at BOLD Public Schools. Ian Graue has been offered and accepted the 21st Century Coordinator position at 30 hours a week.

iii. Guía Coach

One of our Guía Coaches, Danielle Johnson, has submitted her resignation to accept a position with Litchfield Public Schools. This position is currently advertised with interviews scheduled for October 6th. The current program coordinator, Gwenn Garcia, has made the decision to move to a coach position. We are currently looking at staff restructuring options in this program. The Guía program is funded through June 2012.

b. Other

To review discussion and recommendations of the Personnel Committee see "2011 Proposed Budget Review & Discussion" below.

5. Board & Committee Updates

a. Board Topics

i. 2011 Proposed Budget Review & Discussion

The 2011 draft budget presented was based on several cost-reducing measures while incorporating the possible merger of an additional county to the collaborative structure while keeping the integrity and mission of PACT 4 intact. The seven-year plan established in 2008 to spend down reserves through competitive grants and allocated dollars was integral in the drafting of the proposed budget. The following overview and recommendations are as follows:

INTEGRATED IN THE 2011 PROPOSED BUDGET:

- Allocation of a \$.35 COLA and unfreezing wage scale steps.
- Health insurance premiums had a 8.15% increase over prior year raising single premiums from \$357 to \$386 (\$29 increase) and family premiums from \$1,290 to \$1,395 (\$105 increase).
- PACT 4 employee contributions increase to \$55.75 from \$41.25 monthly single contribution and \$524.75 from \$472.25 monthly family contribution. This is to account for half of the increase imposed from BCBS for 2011 premiums. PACT 4 will absorb equal portions of the increase.
- Reduced the amount PACT 4 contributes to Single VEBA Accounts to \$1800 (80% of \$2250 full funding that has been the benefit since 2007) Family VEBA Accounts will be reduced to \$3150 annually (70% of \$4500 full funding – family VEBA's were fully funded in '07-'09 and funded at \$3250 in '10). This is an est. savings of \$10,250.
- Additional .2 FTE Family Liaison added to cover McLeod County (& possibly Meeker) families with the current Family Liaison kept on a full time basis as a PACT 4 employee and continue to serve in current capacity.
- Discretionary, Discretionary + & Flex Funds combined with a budget allocation of \$60,000, a \$20,000 increase from prior year. A portion of the increase is attributable to the possible partnership with McLeod County.
- Wraparound allocations increased to \$13,000 from \$10,000 to provide allocations to McLeod County.
- Based on what we know at this point, it is felt LCTS income has stabilized overall; however with a shrinking participant base our income continues to decline and we expect an annual estimated income for 2011 of \$500,000 (down \$50,000 from 2010) with an additional estimated \$40,000 for half a year of McLeod County (schools/agencies) participation. With the implementation of electronic random moments PACT 4 will move into its own fiscal pool; it is unclear at this time how that will impact our annual income.

STATUS QUO FROM PRIOR YEAR IN 2011 PROPOSED BUDGET:

- School-Based Social Workers continued status quo at 10-mo (208 days) with schools paying 75% and mileage, supplies, etc. as was implemented 7.01.09.
- Parent Advisory Committee continues at same funding level of \$14,000 annually.
- Full Collaborative registration fees remain at \$6.
- Supervisory and administrative FTEs remain at current levels. No increase is anticipated at this level with the potential partnership with McLeod County.
- Annual school membership to remain at \$1.25 per student count to offset cost of student surveys originally implemented through SHARE funding.

7-YEAR PLAN OVERVIEW APPROVED 11.12.08

- Beginning 7.01.09 it is recommended to put 2.8 million in un-designated reserve (e.g. community based grants/carve-outs/etc.). Approving a 7-year plan of spending \$400,000 x 7-years in community based and carve-out funding.
 - 1) 25% or \$100,000 in carve-out with \$80,000 focused on public health universal contact programming; and \$20,000 for intensive home based services.
 - 2) 75% or \$300,000 for competitive grants.
- Beginning 7.01.09 it was approved to put \$1,850,000 into designated reserve; with an additional \$150,000 designated for compensated absences liabilities.

PACT 4 has annually received \$164,599 for intensive home based services divided equally between the four counties through CCSA (*aka: ASG-Adolescent Services Grant*). Human services directors recommended moving forward status quo into 2009. (*Also in above approval, intensive home based will be allocated an addition \$20,000 or \$5,000 per county through the un-designated reserve.*) This was later changed (see 8.04.09 Ex. Brd. Minutes) with the unallotment of a portion of the CCSA funding across the next two years. Est. remaining dollars, through both CCSA/LCTS, allocated to intensive home based services and restorative justice circles as requested per each county.

There was dialogue and background from the Personnel Committee members who met prior to this meeting to discuss 2011 wage adjustments, benefit increases, and un-freezing the wage scale. The Personnel Committee had discussion with a staff representative on a proposal to implement a .35 cent cost of living adjustment for all staff of PACT 4, unfreezing the step scale at the 4% level with the consolation that staff take a reduction in VEBA contributions from 100% funding to 80% funding in single policies and a \$100 reduction to family VEBA contributions that had already taken a (\$1,250) reduction in 2010 and will be at a 70% funded level; in addition PACT 4 and staff would equally share the increase of health insurance premiums. The Personnel Committee's recommendation to the Board was to accept all recommendations as presented with exception of adjusting the wage scale by reducing to 2% vs. 4% steps.

Hacker moved to approve the recommendation presented by the Personnel Committee to implement a .35 cent cost of living adjustment for all staff of PACT 4, unfreezing the step scale at the 2% level, full-time employee VEBA accounts to be funded @ \$1,800 annually for single policies and \$3,150 annually for family policies (less than full time equivalent employees VEBA accounts will be prorated), each PACT 4 and staff share equaling in the 8.15% increase setting the single staff paid portion of the premium at \$55.75 per month; family premiums will increase to \$524.75 per month. Brustuen second. With no further discussion motion unanimously carried.

After extensive discussion and taking into consideration the above presented information; it was recommended to bring two budget options to the November meeting, one with McLeod County partnership built in and one budget without; incorporating the personnel changes as noted above.

- ii. *Other*
No "Other" discussion noted.

b. PACT 4 Committee Reports & Discussion

A monthly committee summary report was distributed and reviewed by the Board.

c. Committee Direction by Executive Board

Sheehan distributed a proposal to help energize our PACT 4 committees, to encourage greater participation, and to help them focus on issues that can make a difference. This proposal is asking the Executive Board to review the SHARE survey data annually and recommend two or three glaring issues for each of the committees to further examine; each committee will be asked to choose a definable project and build in accountability. After discussion on variables in data and how data is collected for the SHARE survey, there was a consensus of agreement of the proposal and the plan will move forward as presented.

- d. Other*
No "Other" discussion noted.

6. LCTS & Other Grants

a. LCTS State Claiming Process Update

No discussion noted.

b. LCTS Grant Process – Approval of Materials & Process

The PACT 4 management team developed and distributed proposal guidelines for the upcoming 2011/13 grant cycle at our August 3rd meeting. The proposal was motioned and approved at that time. There has been no material changes made since therefore the process will roll out as originally planned.

c. General Grant Updates

Official notice has been received by Renville County that the Drug Free Communities grant will be funded for \$125,000 per year for five years with equal match and options for continuation funding after initial five years. The Yellow Medicine proposal was not funded this round. We will be looking at re-applying in the next funding cycle.

The phase 2 funding for planning and implementation with the Juvenile Justice / Mental Health grant through the US Department of Justice (DOJ) for \$250,000 across two years was not funded. Greta will begin wrap-up and closure with the county steering committees. No official letter has been received with proposal feedback, but we are not listed on the website as a recipient in this funding cycle.

- d. Other*
No "Other" discussion noted.

[1:10 p.m. CEO Board members join meeting; Richard Larson, Jane Remiger, Bob Fox and Amy Wilde]

7. Legal Discussion & Review of Partnership Proposal

a. School Boards / JPA

It is a recommendation from our attorney to review and discuss the option of having partner school districts as part of the Joint Powers Agreement. A legal background was distributed for review. The greatest advantage is in the liability gap. There was extensive discussion on the advantages and disadvantages of incorporating the partner schools in the Joint Powers. Larson noted that each county commissioner on the CEO Board already represents each of the school districts in his/her respective county. Hacker added that the governing structure is working well as already established with agreement from Schmidt and Brandt. There was unanimous agreement between both CEO and Executive Board members to move the Joint Powers Agreement forward with the county boards as currently organized.

b. Partnership Proposal (draft)

An informal partnership agreement was distributed for review and discussion. Collaboration means we put our money together for a common purpose. After extensive discussion on the draft proposal and a host of questions and clarifications needed on program and financial commitments as well as formal commitment from the McLeod Board of Commissioners, it was unanimously agreed to move forward with members of the McLeod Family Network

- c. Other*
No "Other" discussion noted.

[1:50 p.m. McLeod Family Service Network representatives join meeting; Cathy Nelson-Messer, Kathy Nowak, Lisa Kraft, Bonnie Fimon, Tina Schauer and Pam Lukens]

8. McLeod County Discussion and Forum

Sheehan overviewed strengths and focus on the partnership with McLeod county. For today's purpose we asked for the opportunity for discussion, commitment, intent and a human face connection.

There was a period of questions, answers and perspective for all parties as follows:

- McLeod reps noted that it is their hope this merger would provide much needed opportunities and resources to the families and at risk kids in their communities. In addition, sustainability and expansion of services and resources as we partner together.
- McLeod began LCTS Random Moment in 1997; but with the tightening of definitions and changes in federal language there has been no LCTS process in place for the last three years. Assured a commitment to re-implement LCTS with PACT partnership and training.
- Wraparound has not been promoted in a formal capacity; but does share that vision in case coordination and services and does wraparound in an informal capacity.
- McLeod County can enhance PACT by bringing a comparable population of Kandiyohi County and student counts to enhance the LCTS earnings.
- Current active partnerships of the McLeod Family Connection include public health, social services, public school systems and Heartland CAA. Would like to see outreach and active participation from court services and mental health services through Hutchinson Hospital as well as other organizations in the region.
- The last formal parent focused meeting was about six years ago in the McLeod Family Connection. However, there is strong family support through local IEIC. There is also Thrive which is a system of care to help support the health, social, and emotional development of our youngest children with an emphasis on the first three years of life.
- Although no County Commissioner is present today it was assured the County Board of Commissions are in full agreement of this partnership.
- Those guests representing the three public school systems in McLeod County gave assurance that their school boards are also in full agreement of this partnership. The process of bringing information to County and School Boards began in June 2010 and has been ongoing since.
- McLeod Family Connection currently has a small United Way grant and School Linked Mental Health agreement with payments going to Greater MN Family Services. If partnership continues forward it was suggested to develop a transition committee to see these obligations through their process.
- Some programs that could really fill gaps currently in the McLeod area could include a school nurse program, chemical health transition program (reintegrated after treatment), strong after school programming/components.

CEO Chairman Larson commended the efforts of McLeod Family Connection and noted to move forward PACT would need a formal proposal from the McLeod County Board of Commissioners.

9. Other

No "Other" discussion noted.

Meeting adjourned at 2:30 p.m.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, November 9, 2010; 1:00 p.m. in room 2057 of the Kandiyohi County Health and Human Services Building in Willmar.

The next scheduled meeting for the PACT 4 CEO Board is Wednesday, November 10, 2010; 9:30 to 11:30 a.m. at Masters Coffee Shop in Olivia, prior to Full Collaborative Meeting, will also meet briefly after at approximately 2:00 p.m. to ratify Executive Board Elections.