

**PACT 4 Families Collaborative
Executive Board Minutes
Tuesday, November 4, 2008**

Present: Arliss Stenger, Debi Brandt, Deb West, Jerry Brustuen, Loren Hacker, Carmen Clementson

Absent: George Dubie, Becky Romosz, Jill Bruns

Ex Officio: Deborah Sheehan, Ed Downey, Val Mersch

1. Approval of Proposed Agenda

Clementson moved to approve the Agenda as with the change of item seven moving to item four and item 'C. CCSA Funding' added to item four'. Hacker second. Motion unanimously carried.

2. Approval of Meeting Minutes

West moved to approve the October 2008 Meeting Minutes as presented. Brustuen second. Motion unanimously carried.

3. Fiscal

a. Month End Financial Report

The month ending October 2008, noted a cash balance of \$5,948,062.43 with monthly interest earned at \$2,103.24. Total revenue for the current month was \$88,581.26 with expenditures totaling \$320,328.91. The fund Balance Sheet and Cash Balance report were distributed for review. In addition, it was noted that Congress approved legislation authorizing the temporary increase of deposit insurance provided by the Federal Deposit Insurance Corporation (FDIC) from \$100,000 to \$250,000 effective through December 31, 2009.

b. Discretionary Grants / Flexible Funds Review

A month-ending October 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$0; YTD \$13,652.03 with a total budget allocation of \$50,000. Paid Discretionary Plus Grants for the month totaled \$4,795.00; YTD \$17,674.00 with a total budget allocation of \$70,000. There were two paid Flex Funds for the current month totaling \$481.52; YTD \$4,477.83 with a total budget allocation of \$5,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$188,042.31, Hacker moved to approve bills as presented. Brandt second. Motion unanimously carried.

d. Policies and Procedures

i. Policy Controls Report by Val Mersch

The gift certificate records were reviewed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file.

e. Fiscal Host

Renville County Human Services presented an Interagency Agreement for \$5,000 (which is a reduction of \$5,000 from prior year) to continue as fiscal host into 2009. Brandt moved to approve the fiscal host agreement as presented. Clementson second. Brustuen abstained. Motion unanimously carried.

f. Other

No "other" discussion noted.

4. Mission, Sustainability & Strategic Planning Discussion

a. 2009 Budget Discussion & Approval

The 2009 Budget presented was based on several cost-reducing measures while attempting to keep the integrity and mission of PACT 4 intact. The proposed figures are based on two six-month intervals with anticipated revenues and expenditures for January through June and again for July through December. This methodology was to determine how we can reach a balanced budget (without a fund balance transfer) based on figures after the LCTS 07/09 grant cycle has completed and to determine what our estimated fund balance will be beginning July 2009.

With serious considerations given to the prior month discussion and motions PACT 4 should have a projected fund balance of approximately 4.8 million on July 1, 2009, and with a balanced proposal for the remaining six months of the year the fund balance should remain the same ending 2009. It is further anticipated that PACT 4 will need 1.5 to 1.6 million in six-month operating funds. With what is known and what is anticipated the Board is looking at a proposal to encumber the remaining fund balance by allocating portions to designated and un-designated by also including an option for county based grants. Budget assumptions were to balance the budget beginning July 1, 2009 while maintaining its infrastructure and optimizing established priorities.

b. Next Steps

The next step is to decide how to plan for both the designated and un-designated amounts. Beginning July 1, 2009, it was recommended to put \$1,850,000 into designated reserve with an additional amount of \$150,000 to cover compensated absences liabilities for a total of \$2 million.

This action will leave an estimated \$2.8 million for un-designated reserve to be used to continue services and/or programs. The following are the decision points as considered and discussed for these dollars:

- ? Looked at considerations for time periods from three to seven years to spend these dollars. After discussion on the options Brustuen moved to allocate reserves over a seven year time period making available \$400,000 each year. Clementson second. Motion unanimously carried.
- ? Sheehan noted the areas of services currently represented in the proposed budget (e.g. school based programming, CCSA or intensive home based services through social services, wraparound/neutral facilitator and full-time family liaison to name a few). She continued to note the need for a prevention based service such as, or similar to, universal contact currently through all four public health agencies.
- ? Board members discussed options on how to use the \$400,000 in 2009 and after extensive discussion Hacker moved to allocate 25% or \$100,000 in carve-outs with approximately \$80,000 focused on a public health universal contact (or similar) programs and about \$20,000 for intensive home based services to complete funding to the counties through CCSA; leaving \$300,000 for competitive grants. Brandt second. It was noted that this amount is only about 25% of the current competitive grant process that was allocated annually to the 07/09 LCTS grant cycle. Motion unanimously carried.
- ? Discussed in length the pros and cons to the competitive grant process and lessons learned from past processes. The Board requested the PACT 4 management team present recommendations on a competitive grant process and parameters at next month's meeting.

In addition to the above discussion on budget allocations, Downey distributed results from a Family Needs Survey for review that was recently conducted in our region. It was noted that under each category families indicated "*didn't know about services*" as one of the highest percentages under concerns.

c. CCSA Funding

During last months discussion on the social service directors meeting regarding the CCSA (Children and Community Services Act) funding of \$164,599 for intensive home based services, no motion to approve this measure was obtained. After discussion on already recommended budget measures the final decision will be determined with the 2009 Budget approval by the CEO Board next week.

By allocating this amount through CCSA it will create a loss of \$27,401 per year by the counties in LCTS funding. The proposed budget allocates the \$164,599 in CCSA funding to counties for intensive home based services and with the above action (*see third bullet under b. next steps*) an additional value of about \$20,000 will be carved out of the un-designated reserve which will almost fully-fund the services at current level. With anticipation of next weeks CEO Board approval this will allow PACT 4 to continue in the role of receiving and disbursing CCSA funds to the four counties for the purpose of providing intensive home based services.

5. Committee Updates

a. PACT 4 Committee Reports

A monthly committee report was distributed and reviewed by the Board; noting that as we move forward in discussions on budget and sustainability we need to consider how structural changes will affect committee attendance.

b. MACSSA (Minnesota Association of County Social Service Administrators)

Brustuen noted that he was not in attendance at the last meeting because of scheduling conflict, but distributed the minutes and legislative statement from that meeting.

c. Mental Health Sub-Committee

No report in Romosz absence.

d. Executive Board Representation going into 2009 – Elections/Policy

Executive Board elections will take place during the December Full Collaborative Meeting. There are three Board members up for election; Carmen Clementson, Member At Large – Kandiyohi County; Jill Bruns, Public Health – Renville County; and Deb West Corrections Representative – Kandiyohi County. Currently Bruns is running unopposed; West has opted not to run for another term but rather Tammy Thompson, Meeker County Corrections, has expressed interest in the corrections position; and Clementson is running with two additional opponents of Greg Schmidt the Superintendent from MACCRA Y Schools and Peggy Heglund the Director of Yellow Medicine County Family Services. Sample ballots were distributed for review.

e. Other

No "other" discussion noted.

6. Personnel

a. Personnel Committee Update

i. 2009 Health Insurance Premiums

Blue Cross Blue Shield plan with VEBA will incur an increase of 3% going into 2009. This is a \$10.50 increase per single plan and \$37.50 per family policy. We are very pleased with this rate as we are rated among the lowest in the cooperative pool. The staff representatives presented a recommendation to the Personnel Committee of a 50/50 split in the increase raising the single employee portion to \$41.25 and family portion to \$472.25. It was reported that there will be no increase in dental premiums for 2009. The Personnel Committee members are recommending to the Board to split the increase between PACT 4 and Employees as proposed by staff above. After review and discussion Hacker moved to approve the 50/50 split in the increase raising the single employee portion to \$41.25 and family portion to \$472.25 as proposed. Clementson second. Motion unanimously carried.

ii. Salary Scale Adjustment

Staff representatives presented information to the Personnel Committee on varying levels of a COLA (cost of living adjustment) for 2009. Levels included a percentage base and also a flat rate per hour. A recommendation of a flat rate of .35 per hour per staff was proposed on behalf of the staff policy committee and staff feedback. A flat rate per hour will also slightly condense the steps. It is also the recommendation of the Personnel Committee to approve a flat rate of .35 per hour per staff beginning 2009. After review and discussion of the options Clementson moved to approve a flat rate of .35 per hour per staff beginning 2009 as presented. West second. Motion unanimously carried.

iii. Administrative Staff Discussion

Prior month discussions regarding the Evaluator/Supervisor moving to reduced flexible hours in 2009 were reviewed and options considered by the Personnel Committee. Considerations regarded this supervisory staff moving from a 4/5 time position to part-time flexible (20 – 32 hrs) per week position and requesting to keep health care coverage. Sheehan reviewed options and made the recommendation to not move to a consultation based position as noted in prior month discussions. There was extensive conversation on landscape and effectiveness of the position.

The Personnel Committee recommended reducing to 20 – 29 hours keeping in line with our policy as currently written on receiving benefits. This position will receive the .35 rate per hour increase as approved by Board today and further recommended an additional 4% wage scale increase due to the fact he currently does not receive an annual step increase and to offset the cost of outside healthcare. Brustuen moved to approve the recommendation as presented for the Evaluator/Supervisor moving to a flexible 20 – 29 hours keeping in line with our policy as currently written on receiving benefits and receiving the proposed .35 per hour increase as well as a 4% increase. West second. Motion unanimously carried.

b. Guia Program Personnel Updates

The Guia program is now fully staffed. Danielle Aasen has been offered and accepted a 75% time position and Rosa Eddy has been offered and accepted a 25% time position.

c. Other

No “other” discussion noted.

7. LCTS & Other Grant Updates

a. LCTS Updates

No LCTS discussion noted.

b. General Grant Updates

The following grant updates were noted by Sheehan:

- ? We have been formally notified by SAMHSA (Substance Abuse and Mental Health Services Administration) that we were not awarded the Targeted Capacity Expansion grant.
- ? We have not received formal notification on awards through the Office of Juvenile Justice and Delinquency Prevention (OJJDP) regarding our proposal on Strengthening Youth Mentoring through Community Partnerships grant, but it is not looking hopeful.
- ? 21st Century planning is underway for cohort 4. This round of funding could be applied for on behalf of the school districts that did not receive funding/services through cohort 3 and meet the criteria of applying for the grant. It could also be used to expand services in existing districts if criteria are met. Planning meetings are taking place with Willmar and YME schools as well as current districts wanting to expand current services.
- ? We are currently looking into partnering with local agencies on a drug free communities grant.
- ? Looking at applying for a research grant with a targeted focus on either preschool or transition age.
- ? Re-look at applying for the character ed grant that was applied for last year (and not awarded) to expand on the SHARE grant that is ending this year.

c. Other

No “other” discussion noted.

8. Chief Elected Officials Board

a. Wednesday, November 12, 2008 at 10:30 a.m.

The CEO Board will be meeting on the date and time noted; prior to the Full Collaborative Meeting. The main discussion will be on approving the 2009 budget.

Brustuen noted that social service directors normally meet prior to the year end CEO meeting, however with the recent meeting regarding CCSA and no current change in the billing rate of \$400 it was suggested to defer that meeting until April or May of 2009 when changes in targeted case management/children’s mental health are slated to be rolled out.

9. Other

No “other” discussion noted.

Respectfully Submitted,
Jolene Borke, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, December 2, 2008; from 11:30 a.m. to 2:00 p.m. at the Kandiyohi County Health & Human Services Building, room 2055, in Willmar

No Personnel Committee is scheduled for December