

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, November 9, 2010**

Present: Loren Hacker, Jerry Brustuen, George Dubie, Greg Schmidt, Tammy Thompson, Jill Bruns, Debi Brandt, Arliss Stenger

Absent: Becky Romosz

Other Attendees: Deborah Sheehan, Ed Downey

Meeting Called to Order by Chair, George Dubie, at 1:18 p.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

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

3. Fiscal

a. Month End Cash Balance Financial Reports

The month ending October 2010, noted a cash balance of \$4,533,431.78 with monthly interest earned at \$30.37 on checking. Total revenue for the current month was \$319,758.40 with expenditures totaling \$263,251.00. Discretionary funding for the month totaled \$1,068.35; year to date \$40,000; with a total budget allocation of \$40,000.

b. Review & Approval of Bills

After review and discussion of payables totaling \$167,754.24, Stenger moved to approve bills as presented. Hacker second. Motion unanimously carried.

c. 2011 Fiscal host Contract

Renville County Human Services presented an Interagency Agreement for \$5,000 (no increase from prior year) to continue as fiscal host into 2011. Hacker moved to approve the fiscal host agreement as presented. Stenger second. Motion unanimously carried.

d. Other

No "Other" discussion noted.

4. Personnel

a. Personnel Updates

i. Guía Coordinator

The current program coordinator, Gwenn Garcia, submitted her resignation that was effective October 28th. This position is currently being advertised. A Coach position in the same program has been hired to replace Danielle Johnson who left in September. Claudia Trevino accepted the offer of employment and began as a full-time Guía Youth Coach on October 18th. The Guía program is funded through June 2012.

b. Other

No "Other" discussion noted.

5. Board & Committee Updates

a. Board Topics

i. 2011 Proposed Budget Review & Discussion

Two versions of a 2011 draft budget were presented; one version incorporating the possible merger of an additional county to the collaborative and a second keeping to the current four-county PACT 4 structure. 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 at a 2% level between steps.
- Health insurance premiums had an 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.

- 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 all five counties.
- Based on what we know at this point it is felt LCTS income has stabilized overall; an annual estimated income for 2011 is \$585,000. 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.

MCLEOD PARTNERSHIP IMPACTS TO BUDGET:

- Additional \$14,577 for a .2 FTE Family Liaison and estimated mileage/expenses 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; with \$10,000 of this increase attributable to the possible partnership with McLeod County.
- Wraparound allocations increased to \$13,000 from \$10,000 to provide allocations to all five counties; with \$1,000 of this increase attributable to the possible partnership with McLeod County.
- A provision in the agreement is that PACT 4 take on the obligatory obligation to Greater MN Family Services in the amount \$125 a month through June 2011 for a total of \$750 (PACT will actually pay \$500 per month to GMFS with \$375 of that amount coming from the three school districts in that county.)
- McLeod Family Connections will pay PACT 4 \$25,750 as income to cover the above provisions to this partnership.
- With the addition of McLeod County partners, it is estimated that partnership income will increase by \$43,963 (based on \$6,298 from the three public schools @ \$1.25 per pupil count, \$37,165 from the county based on the current census figures and \$500 in estimated other partners.)
- PACT 4 promises an estimated \$9,000 in staff time and mileage to cover training and education to McLeod area partners in LCTS, Wraparound, SHARE Survey, etc.
- McLeod Family connections will also contribute their remaining fund balance estimated at \$164,250 to PACT 4's current fund balance which will be accessible to partners beginning with the 2013 competitive grant process that will be outlined by the Executive Board at that time.

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 to 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 or \$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.

After extensive discussion and taking into consideration the above presented information; Brustuen moved to recommend the draft budget proposal incorporating the possible merger of an additional county to the Chief Elected Officials for approval. Schmidt second. With no further discussion the motion unanimously carried.

- ii. Other
No "Other" discussion noted.

b. PACT 4 Committee Reports & Discussion

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

It was noted that the SHARE data is almost ready for presentation and the initial numbers indicate there will be good discussion and charge for committees to consider going into the New Year. There is comparison data from 2007 v. 2010 with the most recent numbers comparing elements of the Olweus survey which would be a good fit with the mission of the School Aged Committee. There was further discussion on issues affecting schools, subject matter appropriate for committee planning and funding. Downey will present a comprehensive report detailing the survey results at next month's Full Collaborative meeting.

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

6. LCTS & Other Grants

a. LCTS State Claiming Process Update

The LCTS data collection process switched over to electronic filing beginning October 1st. It has been reported that the process has been working well all in all with few issues.

b. LCTS Grant Process

The 2011/13 grant cycle materials are ready to be rolled out to partners. They will be formally presented at the Full Collaborative meeting and posted on our website very soon.

c. General Grant Updates

There are several grants that will be officially ending in 2011. The two chemical health grants in Renville and Yellow Medicine Counties as well as the Birth to 5 Mental Health grant all issued through the MN Department of Human Services will be ending June 30, 2011. There is a new round of chemical health grant funds being made available through DHS as well as Drug Free Communities at the federal level. These requests for proposals will be reviewed and considerations for submissions will be made.

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

7. Legal Discussion & Review of Partnership Proposal

a. Draft Joint Powers Agreement

In follow-up to the prior two months of discussions, a draft Joint Powers Agreement and Bylaws, developed by attorney Ann Goering with Ratwik, Roszak & Maloney, were distributed for review. Each item on each page was reviewed with notations for potential changes. These modifications will be reviewed with Goering for consent prior to forwarding to the CEO Board.

b. McLeod Partnership Proposal Review & Discussion

A formal partnership agreement was distributed for review. After discussion and clarification on the draft proposal, Schmidt moved to approve bringing the proposal before the CEO Board for discussion and approval. Bruns second. With no further discussion motion unanimously carried.

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

8. Other

It was asked to re-examine the *review and approval of bills* process next month.

Meeting adjourned at 4:03 p.m.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, December 7, 2010; 11:30 p.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.