

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, December 7, 2010**

Present: Loren Hacker, George Dubie, Greg Schmidt, Tammy Thompson, Debi Brandt

Absent: Becky Romosz, Arliss Stenger, Jerry Brustuen, Jill Bruns

Other Attendees: Val Mersch, Deborah Sheehan, Ed Downey

Meeting Called to Order by Chair, George Dubie, at 11:40 a.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Hacker moved to approve the regular Meeting Minutes from November 9, 2010, as presented. Brandt second. Motion unanimously carried.

Hacker moved to approve the special Meeting Minutes from November 30, 2010, as presented. Brandt second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Reports

The month ending November 2010, noted a cash balance of \$4,533,565.54 with monthly interest earned at \$33.95 on checking. Total revenue for the current month was \$168,332.95 with expenditures totaling \$153,970.48. No Discretionary report. The last of the budgeted Discretionary funds were expended during November 2010.

It was requested to remove the lines of *Restitution Receivable* and *Allowance for Doubtful Accounts* from the current balance sheet and write-off or regard as unpromising the remaining restitution balance of \$21,923.25 as uncollectable. It was noted that Ann Goering, Attorney with Ratwik, Roszak & Maloney has closed the case on the collection of any further restitution from the estate of former director Braness. Brandt moved to approve this action as presented. Schmidt second. Motion unanimously carried.

The amount listed in *Designated Reserve* will be updated to reflect a *Designated Reserve* amount of \$2,000,000 per the approved seven-year plan (1,850,000 designated operating expenses + 150,000 designated for compensated absences liabilities).

b. Review Process for Approval of Bills

To help ensure the all monthly payables are being properly reviewed a slight change in review process is being proposed. Invoices will continue to be separated into categories 1) Contracts; 2) Staff; 3) General; 4) Other Grant & Program Expenses (camp scholarships/flex/wraparound funds/Guía, JJ/MH/0-5/etc.); 5) Stipend & Non-Staff Reimbursements; 6) Chemical Health Coalitions Grant Expenses; 7) 21st Century Grant Expenses; and 8) Misc. (auto debit invoicing/payments and mid-month payables). It was noted that the payables process will also continue to include supervisory and director review and approval prior to bringing to the Executive Board.

A *computer checks edit list* reporting payment details (except for the warrant number) will be presented to Executive Board members by category along with coinciding invoices/billings. Once the Executive Board member signs the *computer checks edit list* they are assigned indicating he/she has reviewed and agree with the payment the monthly bills will be presented in whole for approval by the Board. When approval is motioned and passed the *computer checks edit list* is then also signed by the Board Chair (or Vice-Chair in the chair's absence). The signed reports and approved invoices are maintained by accounting in the PACT office.

In most cases checks are not run until reviewed and approved by the Executive Board in addition to supervisor and director approval. Exceptions would be expenses that need payment to avoid service charges or late fees, concluding a grant related fiscal year, reimbursement (meeting/conference/training) expenses incurred that would create a hardship to the staff or individual.

Payments are sent three days after Board approval (i.e. Board meets the first Tuesday of each month – checks are mailed the following Friday). The exception to this procedure is checks issued mid month on a case by case basis for Flexible Funds, Wraparound, travel reimbursements, and to avoid interest fees'.

c. Review & Approval of Bills

After review and discussion of payables totaling \$85,508.42, Schmidt moved to approve bills as presented. Hacker second. Motion unanimously carried.

d. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host

The gift certificate records were reviewed. Mersch reported no concerns in the review of gift card/certificate procedures. All documented proof is on file. In addition, Bank Reconciliation records were reviewed.

e. Other

No "Other" discussion noted.

4. Personnel

a. Personnel Updates

i. Guía Coordinator

The program coordinator position continues unfilled. With a renewed advertising strategy there is a new cast of applicants. We anticipate interviewing very soon. The Guía program seems to be running well in the interim with a good team of coaches currently in place.

ii. Willmar School Social Workers

With the retirement of a long-term social worker in the Willmar Public Schools; PACT 4 social worker, Cheryl Bosch, was hired to fill an opened position in the Willmar District. Cheryl's resignation from PACT 4 is effective December 17th. There are current conversations with the Roosevelt and High School principals on how to best fill the current open position.

b. Other

No "Other" discussion noted.

5. Board & Committee Updates

a. PACT 4 Committee Reports

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

b. Board Topics

i. Guidance for Committee Outcomes

Reviewed a memo from Sheehan on the trends in the SHARE data and how it impacts our committees who are struggling the most. Recent numbers compare elements of the Olweus survey which would be a good fit with the mission of a committee with a school-aged target population focus. There was further discussion on issues affecting schools, subject matter appropriate for committee planning and funding. Sheehan added that one idea is to have committees focus on a particular topic to best be successful working toward outcomes.

The Services and Resources Analysis was distributed for review. This is a form currently used by committee's to analyze current resources available and availability of services/supports. It was noted that even with this tool activity has stalled with some of the committees. There was extensive discussion and shared ideas on how to resolve and rejuvenate committee activity. With the impending addition of a fifth county and new agency/school membership to the Collaborative it was suggested to provide a roster annually of active members and brief description to each of the committees.

There was focused discussion on the current Elementary/Middle School-Aged and Adolescent Services Committee's lack of defined membership and struggling purpose. It was suggested to provide effective leadership and issue identified areas of focus to each of these committees. It was outlined in the memo distributed by Sheehan to change the name of each of these committees to School-Aged Committee and Adolescence Committee. It was added that there are topics and trends that can be offered for school age and adolescent committees based on the population that was surveyed through SHARE. It was recommended to offer "Sense of Safety/Bullying" to the School-Aged Committee and "Alcohol as drug of Choice" and/or "Suicide/Feelings/Behaviors" to the Adolescence Committee. These goal-oriented initiatives can provide the focus needed to each of these committees and can be traced back to an identified need.

Hacker moved to rename the Elementary/Middle School-Aged Committee to School-Aged Committee and charge them with the purposed focus of *Sense of Safety/Bullying*. Further, rename the Adolescent Services Committee to Adolescence Committee and charge them with the purposed focus of *Alcohol as Drug of Choice and Suicide/Feelings/Behaviors*. Schmidt second. With no further discussion motion unanimously carried.

A comprehensive report detailing the survey results of the SHARE comparison data from 2007 v. 2010 will be presented at this month's Full Collaborative meeting by Downey and Sally Belgum-Blad.

c. Other

No "Other" discussion noted.

6. LCTS & Other Grants

a. LCTS State Claiming Process Update

We continue discussions with state and local officials on the claiming process within the LCTS. There has been very little impact in IVE certification. Additional identification of IVE candidates is currently being explored through the public health and corrections systems. There was additional discussion on how schools can help generate a list and assisting with parental sign-off. It is perceived that LCTS definitions have moved from prevention to reactionary.

b. LCTS Grant Process

The 2011/13 grant cycle materials are out to partners and have been posted on our website. Downey and Sally Belgum-Blad will be conducting training on the criteria of applying for LCTS funding immediately following this month's Full Collaborative meeting.

c. General Grant Updates

We are currently assisting Meeker County Public Health in applying for a MN Department of Human Services chemical health grant.

Sheehan noted the feedback review from the Juvenile Justice & Mental Health grant submission stated fragmentation in its approach. We will be looking at the feedback more closely and explore re-writing this proposal for the next round of funding in the coming year.

Sheehan has prepared a PowerPoint presentation on the financial position and upcoming year budget that is planned for the next Full Collaborative Meeting. There are several grants that will be officially ending in 2011; leaving PACT with two active grant funded programs (i.e. 21st Century and Guía). 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. Mission, sustainability & Strategic Planning Discussion

a. Legislative Initiatives

No discussion noted.

b. Financial/Partnership Outreach and Strategies

School administrators have a scheduled meeting prior to this month's Full Collaborative; Sheehan will be giving a general presentation on PACT using the social return on investment research. In addition, she will pass on our membership letter for 2011 with an information packet for their review.

The Joint Powers Agreement developed by attorney Ann Goering with Ratwik, Roszak & Maloney and approved as to form and execution by each of the five county attorneys has been distributed to each of the county boards for approval and signature.

c. General Grants Update

No discussion noted.

d. Other

No "Other" discussion noted.

8. Other

Sheehan noted that this is Hacker's last meeting and thanked him for his dedicated service and commitment to the vision of PACT over the past six years; "*Loren really understands what collaboration is all about*" stated Sheehan. Schmidt thanked him for his experience. All outgoing CEO and Executive Board members are invited and encouraged to attend the Annual Meeting in April for a presentation of plaques in their honor.

Meeting adjourned at 1:25 p.m.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, January 4, 2011; 11:30 p.m. in room 2057 of the Kandiyohi County Health and Human Services Building in Willmar.