

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, July 7, 2009**

Present: George Dubie, Loren Hacker, Jerry Brustuen, Arliss Stenger, Becky Romosz, Tammy Thompson, Debi Brandt, Jill Bruns
Absent: Greg Schmidt
Ex Officio: Deborah Sheehan
Guest: Ed Downey

1. Approval of Proposed Agenda

Hacker moved to approve the Agenda with moving 6. a. i. & ii. HCBS/Circle Funding discussion to 3. f. i & ii. Romosz second. Motion unanimously carried.

2. Approval of Meeting Minutes

Brustuen moved to approve the June 2009 Meeting Minutes as presented. Hacker second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Report

The month ending June 2009, noted a cash balance of \$5,652,308.72 with monthly interest earned at \$64.62. Total revenue for the current month was \$658,369.81 with expenditures totaling \$312,341.47. The fund Balance Sheet and Cash Balance report were distributed for review. In addition, it was noted that LCTS revenue ending quarter 1, 2009, totaled \$134,709 with a LCTS historical revenue earnings report distributed.

b. Discretionary Grants / Flexible Funds Review

A Report on Discretionary Grants and Flexible Funds was distributed for the month ending June 2009. Paid Discretionary Grants ending this period equaled \$1,500; with an YTD total at \$3,000 and a total budget allocation of \$12,500. Paid Discretionary Plus Grants for this period equaled \$9,000; YTD at \$26,000.00 with a total budget allocation of \$60,000. Paid Flex Funds this month totaled \$0; YTD \$261.31 with a total budget allocation of \$3,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$236,238.74, Hacker moved to approve bills as presented. Stenger second. Motion unanimously carried.

d. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host
No report.

e. Audit Update

The audit continues. Three staff from the Office of the State Auditors will be on site the week of June 15th.

f. Other

i. Kandiyohi County HCBS / Circle Funding

At the May 2009 Executive Board meeting there was approval of \$41,000 per year for the next two years of CCSA (aka: Adolescent Services Grant) funding for Kandiyohi County Corrections to fund the Restorative Justice/Circle Sentencing program in lieu of these funds being allocated for HCBS services. Additional proposals had also been submitted to United Way of Kandiyohi County for \$30,000 per year for two years and to the Bremer Foundation for \$30,000 per year for two years to keep the Circle Sentencing program solvent for two more years. Circle Sentencing did receive the requested funding from the Bremer Foundation, but not from United Way. The goal is for Kandiyohi County to take ultimate financial control of the program after this time.

In the Board decision to re-allocate the CCSA portion of funding (\$41,000) to Circle programming the LCTS portion (\$5,000) remained for HCBS services with the agreement that excess funds received from other grants would free up money to go back to the HCBS program. The question to sort through is what is considered "excess" funds. To further muddy the waters, we have now learned that the unallotment by Governor Pawlenty has impacted CCSA funding categories with a reduction of 25% in year one (potentially reducing each of the four counties share to \$30,750 from the original \$41,000) and 33% in year two (potentially reducing each of the four counties share to \$27,470 from the original \$41,000) – however nothing has been received in writing confirming the overall financial impact.

Knowing our minimum Circle budget to be projected at \$60,000 per year and a commitment from Bremer for \$30,000 with the potential reduction of CCSA dollars there would no or very little excess funding available.

ii. Yellow Medicine County HCBS / Circle Funding

Yellow Medicine County Family Services Director, Peg Heglund, has forwarded a formal request to also re-allocate their CCSA portion of funding to expand restorative justice programming.

After discussion on funding and unallotment potentials it was unanimously decided to table the discussions of restorative justice programming in both Kandiyohi and Yellow Medicine Counties until more information is obtained. It was further asked that the four county social services directors set a meeting to bring forward an amended proposal of allocating the CCSA dollars with the impacts of the unallotment.

4. **Committee Updates**

a. PACT 4 Committee Reports

A monthly committee report was distributed and reviewed by the Board. Romosz added that the Parent Advisory Committee is looking at how we can partner with the Resource Center Program at West Central Industries.

c. Mental Health Sub-Committee

The sub-committee continues with a focus on transition funding and young adults entering college with mental health issues. In addition, there was discussion on the state of services to youth, as well as adults, in Minnesota.

d. Other

No "Other" discussion noted.

5. **Personnel**

We are currently advertising for a part-time coordinator, 16 hour per week, to fill the Birth to Age 5 grant position.

Contracts with the school districts are being finalized and school staff as of July 1st has moved to a 10-month employment schedule. There are no discontinued positions this year and only one reduction in hours to the school based staff.

The case manager position serving Renville and Kandiyohi Counties has been eliminated as of July 1st, per agreement with both counties involved. This position was held by Diane Helgeson.

A supervisor position in the PACT 4 office held by Ed Downey has been reduced to 60% time from 80% time as of July 1st.

6. **LCTS & Other Grant Updates**

a. LCTS Grant Updates

i. CMS Rules Status

Per information received from the MN Department of Human Services, and distributed to Board members, notes that the CMS (Centers for Medicare & Medicaid Services) rule which rescinds the prior rule eliminating school based MA administrative claiming through the LCTS is now final. This will allow LCTS to continue to operate status quo with no additional changes.

b. General Grant Updates

Downey gave an update on the 21st Century grant; as we come to the end of year two the coordinator staff time will increase from 20 hours per week to 30 hours per week beginning fiscal year three or August 1, 2009, per the recommendation of the grant's Steering Committee. The Steering Committee has also recommended that BOLD Schools be put on probationary status for not meeting program goals and expectations. The program coordinator is currently in the process of setting up a meeting with BOLD's new incoming superintendent and key school staff to discuss moving forward. With approval from the MN Department of Education the out-of-school time programming, PACT 4's 21st Century grant will be expanding into Eden Valley-Watkins elementary (they had only secondary programming during the first two-years).

Sheehan gave an update on the two current chemical health coalition grants and money usage. Because we are unable to carry forward dollars from year to year within these funds there are a large number of requests (with state approval) for expenses related to the programs in each of the counties. Sheehan continued to note that there are good things going on with both programs.

The Guía grant is going very well as we ended our first year of the program. The Guía program is very similar to the chemical health coalition grants in that we are unable to carry forward dollars from year to year. The Board was also informed of personnel issues related to outside training which are currently being handled with the help of Ann Goering of Ratwik, Roszak & Maloney.

c. Other

i. Statewide Collaborative Report

A copy of the Statewide Collaborative Report was distributed to Board members for review.

ii. LCTS Payback / Invoicing to Schools

The LCTS payback has begun with the first of four quarterly payments, beginning July 2009, being released to the MN Department of Human Services. The invoicing to the schools will follow their levy agreement over a three-year term. It was suggested to seek advice from Willmar Public Schools on the best practice in the invoicing process as they are the largest district with the greatest settlement.

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

a. Full Collaborative Meeting Structure and Content

Discussion on the structure and content of the Full Collaborative meetings brought about the following suggestions and comments:

- Important to keep our partnerships in the forefront.
- Bring back introductions and hearing where our partners work and how they are impacting kids.
- Encourage networking.
- Networking and introductions from a parent's point of view gives value back that they belong.

In addition, Sheehan has been talking with program coordinators on how to best keep partners informed through monthly presentations. Hacker added that the most effective are families telling their story, or staff relaying real examples of program successes.

b. Board Retreat

We are seeing the signs that we should be lobbying – How do we mobilize politically? How are we going to be poised when the economy bounces back? How do we best position ourselves? How do we commit to the social obligations of our children? It was suggested we use our retreat time to strategize a well planned out meeting and then invite legislators to talk about these questions and more at a Board meeting. Sheehan will look into the legislative agenda and when they might be more apt to attend a meeting.

A meeting wizard will be sent via email to determine the best date and 6-hour block of time for the retreat in either August or September.

c. Other

No “Other” discussion noted.

8. Other

a. September 1, 2009, Meeting Reschedule

This is tabled until next month, as the determination of the retreat may take the place of the regularly scheduled September meeting.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, August 4, 2009; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.