

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, October 6, 2009**

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

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Thompson moved to approve the October 2009 Meeting Minutes as presented. Brustuen second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Report

The month ending September 2009, noted a cash balance of \$5,242,984.06 with monthly interest earned at \$61.27. Total revenue for the current month was \$582,880.47 with expenditures totaling \$231,713.72. The fund Balance Sheet and Cash Balance report were distributed for review.

b. Discretionary Grants / Flexible Funds Review

A Report on Discretionary Grants and Flexible Funds was distributed for the month ending September 2009. Paid Discretionary Grants ending this period equaled \$0; with a YTD total of \$9,632.10 and a total budget allocation of \$12,500. Paid Discretionary Plus Grants for this period equaled \$0; YTD at \$30,586.00 with a total budget allocation of \$60,000. Paid Flex Funds this month totaled \$203.00; YTD \$1,655.31 with a total budget allocation of \$3,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$173,843.77, Stenger moved to approve bills as presented. Brandt second. Motion unanimously carried.

d. Policies and Procedures

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

e. Other

The 2010 budget is in development. The Personnel Committee was requested to meet prior to the next Executive Board meeting to review recommendations of the staff policy group and do a pre-review of the budget. It was agreed to set up a meeting via meeting wizard to develop best time for all members to be present.

Brustuen noted that Renville County is interested in renewing the Fiscal Host contract at the same rate going into 2010. The contract will be brought to the November meeting for review and approval.

Dubie talked about how to best update the full collaborative members on our financial standing. It was noted that we need to keep them apprised of the seven year plan on spend down of reserves and that the budget is encumbered into current obligations as set forth in that plan.

4. Committee Updates

a. PACT 4 Committee Reports

A monthly committee report was distributed and reviewed by the Board. Discussion on notes under the Mentor Committee questioning the future of the committee – Sheehan added that a formal request to disband the committee was received. After discussion on pending federal funding for mentor activities Brustuen moved to suspend the Mentor Committee until after the first of the year and revisit this discussion at the January 2010 meeting. Bruns second. Motion unanimously carried.

b. Mental Health Sub-Committee

No report in Romosz absence.

c. Other

No “Other” discussion noted.

5. Personnel

No replacement has been confirmed for the position of Youth Coach since last month discussion. The ad will continue to run until the position is filled.

Interviews for the part-time coordinator for the newly received Justice and Mental Health grant will be held on October 9, 2010. *See grant updates below for details on this funding.*

6. **LCTS & Other Grant Updates**

a. LCTS Grant Updates

Final payments to the 07/09 cycle of grantees are concluding. A report of payment history and unspent dollars was distributed to Board members for review.

i. Approval of Flex Fund Request

A Flex Fund request was presented for Board approval in the amount of \$590. The amount requested is for preschool tuition. The school district is able to partially help through scholarship funding. After discussion on the involvement and responsibilities Brustuen moved to deny the flex request as presented. Thompson second. With no further discussion motion unanimously carries.

b. General Grant Updates

We received formal notification of funding for the federal Justice and Mental Health grant on September 16th from the Department of Justice, Office of Justice Programs. We have been funded \$50,000 for fiscal year 2010 for the purposes of planning with the option to apply for implementation funding as a follow up to this planning grant. As quoted in the acceptance letter from the Federal Department of Justice, "PACT 4 Families Collaborative, along with partners in juvenile justice, mental health, family services, public health, and substance abuse treatment, will use fiscal year 2009 JMHCP funds to support planning efforts aimed at expanding and improving appropriate comprehensive and accessible services for corrections-involved youth with mental illness/co-occurring disorders living in four rural counties in west central Minnesota. It is anticipated the grant funded efforts will result in a seamless approach to working with identified youth to ensure each is supported by a system that is responsive to their needs and the needs of their families, while also impacting the well being of the community." Funding for this grant begins October 1, 2009. Email notification to all partners went out on September 18th.

Downey gave an update on the 21st Century grant which has just begun its third year. The program is off to a good start in the new school year. Sheehan added that we have the opportunity to tap into the ReadNex Poetry Squad in February and March of 2010. ReadNex will be touring through our 21st Century schools during those months conducting after-school workshops and noted it would be great to add them to a Full Collaborative agenda so all partners have the opportunity to see them. After discussion on the topic and review of possible dates it was decided to re-schedule the March 2010 meeting to the first Wednesday (vs. second Wednesday) to accommodate the presentation on Wednesday, March 3, 2010.

Our acceptance of DHS (MN Dept of Human Services) funding for \$324,698 across two years is getting launched with contracts being formalized. This Birth to 5 grant will provide appropriate mental health services to young children ages birth to five who are underserved and underinsured.

The Gufa program is looking at some amendments to their contract with the state.

Received notice from SAMHSA (Substance Abuse Mental Health Services Administration) that our proposal for the Choices Project was not funded. The Choices Project was to enhance the delivery system and current services to youth and young adults, ages 13 through 22, with chemical health issues.

We still have two proposals pending both related to mentoring. We anticipate hearing on both of them very soon.

c. Other

No "Other" discussion noted.

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

a. Sustaining the SHARE Survey

Information collected through the SHARE survey the past four years has been invaluable. School districts and PAC T 4 have used the data collected through the SHARE survey for various reporting, grant writing and internal processes. With the SHARE grant ending on September 30, 2009, there are no longer funds available to continue this survey and it was discussed and recommended by the SHARE Coordinating Council to continue collecting data through this survey process. A breakdown of the cost to print and issue the survey was distributed with a recommendation to increase the schools membership fee from \$1 to \$1.25 to help cover the cost to continue administering the survey. This increase in membership fees will not completely cover the entire outlay but will help share the cost to administer the survey. After extensive discussion on costs, duplication of other like surveys and possible other funding; Brandt moved to approve the recommended plan to increase the school membership from \$1 to \$1.25 per student count beginning with the calendar year 2010 membership to offset costs and continue the collection of information through the SHARE survey. Stenger second. With no further discussion motion unanimously carried.

b. Legislative Position Statement

A draft Legislative Position Statement was distributed to Board members via email on September 18, 2009. There have been no changes or updates since that date. There were discussions related to dedicated funding, wording changes, supporting families and sustainability of collaborative. Sheehan will continue to move forward on this and send second draft via email for review.

c. Lobbying & Political Approaches

Discussions within *Legislative Position Statement* noted above.

d. Legislative Representation

An invitation to Full Collaborative meetings will be extended to our local legislators.

e. Meeting Structure and strategy

As Full Collaborative meetings evolve and legislative representation is request it is important to keep our partnerships in the forefront, we will continue introductions and hearing where our partners work and how they are impacting kids and encourage expanded networking amongst members present.

f. Other

No "Other" discussion noted.

8. Chief Elected Officials Board

a. Wednesday, November 4, 2009 at 10:00 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 and conflict of interest policy. Reviewed the draft agenda for the meeting.

9. Other

No "Other" discussion noted.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, November 3, 2009; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.