

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, December 1, 2009**

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

**1. Approval of Proposed Agenda**

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

**2. Approval of Meeting Minutes**

Hacker moved to approve the November 2009 Meeting Minutes as presented. Romosz second. Motion unanimously carried.

**3. Fiscal**

*a. Month End Cash Balance Financial Report*

The month ending November 2009, noted a cash balance of \$4,893,217.55 with monthly interest earned at \$11.65. Total revenue for the current month was \$110,656.44 with expenditures totaling \$245,436.05. The fund Balance Sheet and Cash Balance report were distributed for review.

*b. Discretionary Grants / Flexible Funds Review*

There were no awarded or paid Discretionary Grants and Flexible Funds for the month ending November 2009. Discretionary Grants YTD total \$10,632.10 and a total budget allocation of \$12,500. Discretionary Plus Grants YTD total \$33,586.00 with a total budget allocation of \$60,000. Flex Funds YTD total \$1,942 with a total budget allocation of \$3,000.

*c. Review & Approval of Bills*

After review and discussion of payables totaling \$192,128.59, Brandt moved to approve bills as presented. Hacker second. Motion unanimously carried.

*d. Audit Report*

The 2008 Audit has now been finalized. All Executive and CEO Board members will be receiving their reports by mail.

*e. Policies and Procedures*

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

*f. Other*

No "Other" discussion noted.

**4. Personnel**

*a. Staff Updates*

Staff have been notified of the one-year wage scale freeze approved within the 2010 Budget.

The Guia Youth Coach position has been offered and accepted by Danielle Aasen who began employment November 23, 2009.

*b. Other*

No "Other" discussion noted.

**5. Committee Updates**

*a. PACT 4 Committee Reports*

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

Remosz noted that the PAC (Parent Advisory Committee) has updated the "Scholarship Assistance Application" that was initially reviewed as a draft last month. The Scholarship Assistance would be used to help parents attend conferences/training with resources put in the PAC fund account. In review of the guidelines, outline of process and clarifications on reimbursable mileage and expenses, the PAC will move forward with this application method. Sheehan added that in follow-up to discussion several months back we will be adding to our annual membership information a request for donations to the PAC scholarship fund. It was duly noted that the PAC should be thanked for their hard work to finalize this process.

Brandt moved to reallocate \$2,000 to parent scholarships/training from currently unused LCTS Discretionary grant allocations. Dubie second. There was discussion on holding off and waiting for the process to be used; there is no history to know what is needed at this point. With no further discussion, motion was called and unanimously carried.

*b. Mental Health Sub-Committee*

The next meeting is scheduled for Thursday of this week. Romosz noted that the committee is looking into PBIS (Positive Behavioral Interventions and Supports) and interfacing with the schools. Continue to work with NAMI on a transition bill.

*c. Executive Board Representation going into 2010 – Elections*

Executive Board elections will take place during the December Full Collaborative Meeting. There are three Board terms expiring in 2009; Jerry Brustuen, Social Services Director – Renville County currently running unopposed; Debi Brandt, Member-At-large currently running unopposed; and the position of a Parent of a Child Diagnosed with a SED (severe emotional disturbance); candidates are Becky Romosz (incumbent) and Kelly Roschild.

*d. Other*

In an update on the Brain Conference it was noted that general responses looked very positive, however a full evaluation of the responses has not yet been completed. New speakers this year co-presenting were Lisa Dusek and Jon Wood from Ridgewater College. Downey noted a full summary of the conference evaluations will be presented at the next meeting.

**6. LCTS & Other Grant Updates**

*a. LCTS Grant Updates*

*i. Approval of Flex Fund Request*

A Flex Fund request was presented for Board approval in the amount of \$800. The amount requested is for clothing costs for five children. It appears only a few resources were checked for availability. Bruns moved to deny the flex request as presented. But, allow internal authority to approve under currently protocol with \$50 allocated to each child for new underclothing, shoes and other necessities as well as credit from Goodwill for remaining items with additional follow-up with other resources (i.e. Warm the Children and Heartland CAA). In addition the original form must be signed by the parent. Hacker second. With no further discussion motion unanimously carries.

*b. General Grant Updates*

Information received from the OJJDP (Office of Juvenile Justice and Delinquency Prevention) was shared on federal grants that were applied for earlier this year. There were 1,459 proposals received by OJJDP and 26 initiatives were funded for the Youth Mentoring Initiative; unfortunately we were not one of the 26 funded. In addition, we were not one of 13 proposals funded for the Strategic Enhancement to Mentoring Programs of the 523 received for review.

*i. Cultural Responsiveness Plan*

A Cultural Responsiveness Plan is in response to the CLAS (*Cultural and Linguistically Appropriate Services*) design developed by the Guía Grant to fulfill an obligation of our contract with the state. There continues to be questions and discussion on the plan. It was asked to have the complete CLAS design from the Guía grant at the next meeting.

*c. Other*

*d. No "Other" discussion noted.*

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

*a. Legislative Initiatives*

The Legislative Position Statement was developed for use with our legislators and as a talking piece to provide information on our mission and vision. It has been distributed to partners through various means since our last meeting and was reviewed by our Chief Elected Officials (CEO) Board. It was recommended by the CEO Board to develop a resolution for each county board to approve in support of and add strength to our voice as we bring it forward to our legislators. It was further recommended to include the school districts in the PACT 4 region as well. These resolutions from both the county and school district level will serve as a solid document of support for collaboratives throughout the state and PACT 4 in particular. There was extensive discussion on legislative timelines, best practices in presenting the information and contacts to be made – including, but not limited to, contacts with potential gubernatorial candidates. In addition it was recommended to back up our work at the local level with success stories. Romosz noted she will collect and forward parent/child success stories to Sheehan.

*b. Meeting Structure and strategy*

*i. Annual Meeting Recognition Awards*

A PACT 4 Recognition Program outline was distributed. The recognition program was developed to create a culture of appreciation, emphasizing recognition of behaviors that reflect PACT 4's values. Recipients will be honored throughout the year and recognition of best story or portrayal of working collaboratively celebrated at our annual meeting each year and published in the PACT 4 Bulletin. After discussion on process, it was unanimously agreed to have a subcommittee with a representative from each of the current standing PACT 4 committees that will receive the nominations and approve for recognition. Hacker agreed to represent the Executive Board.

*ii. Other*

Sheehan asked for Full Collaborative presentation thoughts and ideas. Goodwill Easter Seals is presenting in December, Greg Schmidt is presenting in January on MACCRAY's 4-day school week and March will be the ReadNex program.

*c. Other*

No "Other" discussion noted.

**9. Other**

Sheehan noted that PACT 4 has been contacted by some involved in the McLeod County Collaborative seeking information and recommendations on how to best strategize to keep schools and partners involved. Dubie also noted he had been contacted and will keep the Board apprised of conversations.

**Meeting adjourned**

Respectfully Submitted,  
*Jolene Borka, Recorder*

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, January 5, 2010; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.*