

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

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

**1. Approval of Proposed Agenda**

Dubie moved to approve the Agenda as proposed. Brandt second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Brustuen moved to approve the December 2008, Meeting Minutes as presented. Hacker second. Motion unanimously carried.

**3. Election of Officers**

Stenger moved to nominate George Dubie as Chair. Brandt second. With Dubie acceptance of the nomination and no further discussion motion unanimously carried.

Brandt moved to nominate Arliss Stenger as Vice-Chair. Hacker second. Stenger accepted nomination, motion unanimously carried

Hacker moved for Jerry Brustuen as Board Treasurer. Bruns second. With Brustuen acceptance of the nomination and no further discussion motion unanimously carried.

Hacker moved for Jerry Brustuen as Board Treasurer is added to the check writing authority. Brandt second. Discussion noted that in the absence of the Board Chair the Treasurer will be the signatory on checks. Motion unanimously carried.

The 2009 Executive Board Chair will be George Dubie with Vice-Chair Arliss Stenger. Board Treasurer will be Jerry Brustuen.

**4. Fiscal**

**a. Month End Cash Balance Financial Report**

The month ending December 31, 2008, noted a cash balance of \$5,800,650.98 with monthly interest earned at \$54,432.17. Total revenue for the current month was \$341,851.08 with expenditures totaling \$228,535.02. The fund Balance Sheet and Cash Balance report were distributed for review.

**b. Year End 2008 Report**

The Balance Sheet ending year 2008 was presented noting the report will be shared with general membership. The balance sheet, expenditure/revenue and grant activity itemized reports ending 2008 were examined. Bruns moved to accept the year end financial report as presented and file subject to audit. Stenger second. Motion unanimously carried.

**c. Discretionary Grants / Flexible Funds Review**

A month-ending December 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$3,000; YTD \$19,552.03 with a total budget allocation of \$50,000. Paid Discretionary Plus Grants for the months equaled \$3,000; YTD at \$20,674.00 with a total budget allocation of \$70,000. There was one Flex Fund approved totaling \$77.24; YTD \$4,684.77 with a total budget allocation of \$5,000.

**d. Review & Approval of Bills**

After review and discussion of payables totaling \$182,794.50, Brustuen moved to approve bills as presented. Hacker second. Motion unanimously carried.

**d. Policies and Procedures**

**i.) Policy Controls Report by Val Mersch, Fiscal Host**

Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file. A detailed physical inventory will be done next month. In addition, it was noted that each month bank reconciliation records are also reviewed by Val. Sheehan noted that she reviews payroll records biweekly.

**e. Other**

No "other" discussion noted.

**5. Committee Updates**

**a. PACT 4 Committee Reports**

A monthly committee report was distributed and reviewed by the Board. Dubie noted recommendations by the Parent Advisory Committee for Full Collaborative Meeting. After extensive discussion on Full Collaborative Meeting protocols it was noted that the lunch will begin serving at 11:45 a.m. with the meeting being called to order promptly at 12:15 p.m. with brief introductions. Romosz noted that Rosa Eddy is now off the Parent Advisory Committee checking account and Linda Nelson is on as signatory. Romosz reported that their meeting was cancelled in January due to weather. Next meetings will focus on mental health services available through colleges; noting that most has services for physical disabilities but not mental health.

b. *MACSSA (Minnesota Association of County Social Service Administrators)*  
No "MACSSA" discussion noted.

c. *Mental Health Sub-Committee*  
Discussion on mental health budget acts and legislative committee formats.

d. *Other*

In continuation of December discussions on fundraising and related issues the advice from attorney Ann Goering, from Ratwik, Roszak & Maloney, P.A., was sought and stated - if it is under the PACT 4 umbrella in any way PACT 4 needs total control. PACT This advice does conflict with prior information sought two years ago under different legal council. Sheehan continued to express that fundraising or related activities cannot be apart of committee agendas or discussions. Romosz asked if PACT 4 would be willing to allow for a separate account of funds for the PAC (Parent Advisory Council) to put voluntary donations

[Dubie exits meeting – Stenger takes Chair]

There was continued discussions and brainstorming about exploring for and writing for grants focusing on training that fit the mission and exploring free educational opportunities through organizations such as PACER and MACMH. It was also suggested to ask partnering agencies (and other agencies) to offer scholarships and/or reduced rates for parents when hosting training/conference that may be beneficial. Other suggestions were to add a line to our annual membership letter designating additional dollars for a scholarship fund to be used by parents to attend trainings. Romosz noted that she will present this information to the PAC and bring information back to this Board next month for further discussion.

## 6. **Personnel**

a. *Guia Program Personnel Updates*

There is currently one coach position with the Guia Program, which has been offered and is pending a background check. The coordinator position is filled and will be split between Alex Espinoza, a PACT 4 employee, and Gwenn Garcia, currently a WCIC (*West Central Integration Collaborative*) employee. In further discussion with the WCIC director, Charly Leuze, Garcia's position will be moving to employment with the Willmar Area Multicultural Market or WAMM. The movement forward with this program has been very positive so far.

b. *Other*

Salaried school based staff positions are currently being looked at due to the upcoming change in status beginning July of this year. The staff policy committee is examining personnel policies and possibly looking at a somewhat different policy for these positions.

## 7. **LCTS & Other Grant Updates**

a. *Competitive Grant Process Update*

The letter of intent for submitting a full proposal to the competitive grant process is this Friday. The process seems to be on a speeded timeline but taking off pretty well.

i. *Yellow Medicine HCBS*

There is a request from Yellow Medicine County to utilize HCBS dollars for a girls group that uses curriculum specific to girls needs. The dollar amount toward their HCBS programming would remain the same; it is about parceling out the money differently. It would be a new activity to address a new identified need. There was discussion on the true intent of these dollars to be used for intensive in-home services as well as the ramifications of approving the moving away from this original intent. It was suggested to look at funding possibilities through a Discretionary or Discretionary Plus grant as well as conducting a needs assessment and include a proposal for the next round of funding.

ii. *Willmar Public Schools Grant*

A verbal request came to us through a building principal from Willmar Public Schools asking for approval to apply for \$30,000 to supplement the cost of their three school social workers contracted to the district. There was discussion on budget constraints felt by all schools, counties and mental health agencies at this time. It was general consensus that is not an acceptable use of funding.

b. *LCTS General Updates*

i. *Restorative Justice / Circle Sentencing*

There are concerns regarding the sustainability of the circle sentencing program in Kandiyohi County. A program history was reviewed followed by a discussion on program funding options beyond July 2009. Although the Kandiyohi Restorative Justice Steering Committee was made aware of the vast reductions in LCTS and notification that PACT 4 would not be able to subsidize the program after June 2009 the Steering Committee had not requested funding through the county in time for it to be included in their new fiscal year. At this point we have no solid numbers proving a savings in dollars in out-of-home placements. There was further discussion on the success of the program in both Yellow Medicine and Chippewa Counties. Although this is a credible program and would like to see it continue the PACT 4 budget cannot continue to supplement it. If a competitive grant is applied for by the county or another agency to continue the program this group will act on the recommendation of the reviewers.

ii. *Other*

No "other" discussion noted.

c. *General Grant Updates*

The Guia program is going well with 21 clients. Program staff are currently looking at CLAS (*Culturally and Linguistically Appropriate Services*) Standards and pulling together information for the second quarter state report.

21<sup>st</sup> Century is currently dealing with how to best propose the use of carry over dollars from year one. Options will be looked at and recommendations will be proposed to the Advisory Committee.

The SHARE grant is winding up in its final year with the Coordinating Council meeting next month.

The two chemical health grants are focusing on the “Most of Us” campaign. There has been great success in this campaign with it reaching the Associated Press and notations of it in the Star Tribune and a non-local radio station.

There are more changes forthcoming in the recording of LCTS codes and process. Sheehan and Rick Loeth are setting up meetings with schools and others to help clarify the changes.

*d. Other*

No “other” discussion noted.

## **8. Mission, Sustainability & Strategic Planning Discussion**

*a. Conflict of Interests*

It was suggested by consultant Ann Howden during our meetings last summer that we should have a board policy on conflict of interest. Sheehan distributed a sample policy from the IRS and one from the Center for Wise Democracy for review. After discussion on reasoning and need it was decided that Sheehan will draft a sample policy for consideration at the next meeting.

*b. Other*

We have submitted a 21st Century cohort 4 grant. This round of funding could be applied for on behalf of the school districts that did not receive funding/services through cohort 3 and meet the criteria of applying for the grant. It could also be used to expand services in existing districts if criteria are met. We should receive notification on this application by the end of March.

We are currently in the process of writing a grant for mental health services to children birth to age five. There are planning and research meetings taking place with mental health providers regarding the CTSS insurance model and tying in the mental health piece as well as the medical community, public health, head start, early childhood special education, childcare providers, etc. There is \$325,000 available per grant with half of the allocation to be obligated in services to providers with billing through CTSS. Proposal is due February 6, 2009.

Downey is looking into possibilities of applying for a federal character education grant. This would be a proposal similar to what was submitted and denied last year through the SHARE Committee.

In March we will be assisting Kandiyohi County in applying for a Drug Free Communities grant. If this proposal is successful all four PACT counties will have funded chemical health prevention activities.

## **9. Annual Meeting**

*a. Annual Meeting – April 7, 2009*

The 2009 Annual Meeting is scheduled for Tuesday, April 7<sup>th</sup>. Sheehan suggested we move up our regularly scheduled Executive Board meeting for the same day to one week prior (e.g. April 3<sup>rd</sup> or 6<sup>th</sup>) because competitive grant recommendations need review and decisions for funding will need to be made at that meeting. Discussion tabled till the February meeting.

*b. Keynote Speaker – Gregg Aamot*

Mr. Aamot has been contacted and agreed to speak at our 2009 annual meeting. Award-winning Associated Press reporter Gregg Aamot offers insightful portrayals of people from across the globe who are balancing their heritage and traditions with their new lives in Minnesota. Aamot is the author of *The New Minnesotans*.

*c. Other*

No “Other” discussion noted.

## **10. Other**

No “Other” discussion noted.

## **Meeting adjourned**

Respectfully Submitted,  
Jolene Borka, Recorder

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

*No Personnel Committee Scheduled*