

**PACT 4 Families Collaborative
Executive Board Minutes
Tuesday, December 2, 2008**

Present: Debi Brandt, Deb West, Jerry Brustuen, Loren Hacker, Carmen Clementson, George Dubie, Becky Romosz, Jill Bruns

Absent: Arliss Stenger

Ex Officio: Deborah Sheehan, Val Mersch

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Clementson moved to approve the November 2008 Meeting Minutes as presented. West second. Motion unanimously carried.

3. Fiscal

a. Month End Financial Report

The month ending November 2008, noted a cash balance of \$5,734,243.94 with monthly interest earned at \$1,262.27. Total revenue for the current month was \$63,669.56 with expenditures totaling \$163,423.41. The fund Balance Sheet and Cash Balance report were distributed for review.

b. Discretionary Grants / Flexible Funds Review

A month-ending November 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$2,900; YTD \$16,552.03 with a total budget allocation of \$50,000. Paid Discretionary Plus Grants for the month totaled \$0; YTD \$17,674.00 with a total budget allocation of \$70,000. There was one paid Flex Fund for the current month totaling \$129.70; YTD \$4,607.53 with a total budget allocation of \$5,000. In addition a listing of denied Discretionary Grants was distributed for review.

c. Review & Approval of Bills

After review and discussion of payables totaling \$161,974.80, Dubie moved to approve bills as presented. Hacker second. Motion unanimously carried.

d. Policies and Procedures

i. Policy Controls Report by Val Mersch

The gift certificate records were reviewed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file.

f. Other

It was noted that our quarter three LCTS reimbursement was \$86,539 which is the lowest claim in LCTS history. A LCTS historical reimbursement overview was distributed and reviewed. Partner membership letters for 2009 will be going out soon and suggested to include a formal request to all partners to link PACT 4 to their websites.

4. Committee Updates

a. PACT 4 Committee Reports

A monthly committee report was distributed and reviewed by the Board. Sheehan noted there is some unease raised related to fundraising within the Parent Advisory Committee that will warrant further exploration and added that PACT 4 is ultimately liable for any inappropriate conduct. Romosz clarified the background and need to raise funds so parents could have access to scholarship dollars to attend trainings. Discussion points related are clarification on a formal request process to pay or determine scholarships and does the PAC annually elect officers to oversee significant committee activities. Our attorney and the Office of the State Auditor have been contacted with no formal response as of today. In other PAC business there was discussion on what is considered too late or too early in either arrival or departure from a meeting. Hacker requested the PAC note in their next meeting minutes who is the elected chair, vice chair, treasurer in charge of all fiscal handling, etc. Romosz stated she will relay this discussion to the PAC.

b. MACSSA (Minnesota Association of County Social Service Administrators)

Brustuen noted that MACSSA has not met since our last meeting. The main topic at their next meeting is the future of the MACSSA Collaborative Committee. Will it stay status quo, should it expand, or disband and be apart of the state children's sub-committee. Sheehan added that collaboratives currently don't have a champion at the state level and our best way to stay politically active is through MACSSA.

c. Mental Health Sub-Committee

Rmosz reported that the Children's Subcommittee and LACs (Local Advisory Councils) are resources and can be used as vehicles for collaboratives. The mental health committee is meeting on Thursday of this week with a focus on transition funding. They are working on legislative language using the PRIDE-4 model. In other business there has been some talk about a possible merger of the children's and adult subcommittees.

d. Executive Board Representation going into 2009 – Elections/Policy

Executive Board elections will take place during the December Full Collaborative Meeting. There are three Board members up for election; Carmen Clementson, Member At Large – Kandiyohi County; Jill Bruns, Public Health – Renville County; and Deb West Corrections

Representative – Kandiyohi County. Currently Bruns is running unopposed; West has opted not to run for another term but rather Tammy Thompson, Meeker County Corrections will be on the ballot for the corrections position; and Clementson has also opted not to run for another term but rather Greg Schmidt the Superintendent from MACCRA Y Public Schools and Peg Heglund Director of Yellow Medicine County Family Services will be on the ballot for the member-at-large position. Sheehan thanked West and Clementson for their time and dedication over the past three years.

e. Other

No “other” discussion noted.

5. Personnel

a. Guia Program Personnel Update

Guia staff Alvaro Patino is no longer employed as grant coordinator. A meeting is scheduled with the West Central Integration Collaborative to decide next steps in filling the vacation position.

b. Other

No “other” discussion noted.

6. LCTS & Other Grant Updates

a. Competitive Grant Process Recommendations & Discussion

Reviewed a draft outline presented by the PACT 4 management team proposing a competitive grant process for a 2009-2011 cycle. Sheehan noted that prior to the development of this process a three question survey was sent out on survey monkey... each question back in a virtual tie in almost every circumstance - between 48% - 52% percent with approximately 150 responses. There will be \$600,000 available over the two year cycle (\$300,000 each year) with proposed funding request maximum up to \$60,000 (\$30,000 per year) per applicant. Absolute funding priorities are serving at-risk children, youth and/or families and is strength-based and outcome driven. Other preferences that will be given extra points in the scoring rubrics will be 1) supports empowering families; and 2) collaborates with other agencies and/or multiple counties. Dubie talked about the number of programs that can bring in third party or TCM revenues.

The review process will include the following:

- ? Letters of intent would be requested so we can recruit and appropriate number of reviewers for the intended number of application.
- ? Grants would first be reviewed by PACT 4 to assure they meet all the basic requirements.
- ? Any PACT 4 area resident could apply to review grants.
- ? Reviewers would receive training in how to review and score the grants.
- ? Each grant would be read and scored by at least four reviewers who do not reside in the county for which the grant is to be implemented. The potential grantee will need to make the case that the need is there.
- ? There would be presentations in each of the four counties, but applicants would need to drive to present to reviewers.
- ? After the presentations, reviewers would revise their scoring as desired.
- ? All scores would be tallied by PACT 4 evaluation staff and presented to the Executive Board who would make the final decisions for funding. Executive Board members would excuse themselves from the entire process of selection if their agency submitted a grant for funding.

There was clarifying discussions on how reviewers would be assigned, diversity in the review groups, recommendation and approval process, looking at other means of support, clarity in presenting expectations to reviewers. Brandt moved to accept the proposed grant process with suggested changes as discussed above. Romosz second. With no further discussion motion unanimously carried.

The timeline will be rolled out at the Full Collaborative meeting next week and letters of intent will be due the first week of January. The timeline table will be distributed at Full Collaborative, posted on our Website and distributed through the listserv.

b. LCTS Updates

i. Administrative Changes in the Recording and Claiming Process

A memo from MN DHS regarding changes to be implemented in the recording and claiming process for LCTS was distributed for review. It was noted that again, the biggest impact will be affecting revenues. Minnesota will be moving back to a statewide pool (vs. regional pools) for claiming and reimbursements which is projected to decrease funding to the PACT 4 region a little more than 9%. This is in addition to the already significant decreases imposed over the past three years. There will also be changes in how random moments are recorded and the need for verification on a random selection of claims. The moratorium is lifting April 1st that allows states to claim school-based portions of the MA claim for reimbursement through the LCTS.

ii. Jackson County Family Service Network Contract

A continued contract with the Jackson County Family Services Network that shares LCTS responsibilities and resources from staff at the SW/WC Service Cooperatives at the Red Rock location was presented for continuation. Hacker moved to approve. Clementson second. Motion unanimously carried.

iii. Other

No “other” discussion noted.

c. General Grant Updates

21st Century planning is underway for cohort 4. 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. It was noted that program requirements are much more complicated than in prior years.

We are currently looking at participating with an evidence-based home visiting project that was granted to the Minnesota Department of Health. The target population is first time moms that are at high risk socially and financially.

Minnesota has released a RFP that is open to collaboratives for mental health services to children birth to age five. Contacts will be made with mental health providers regarding the CTSS insurance model and tying in the mental health piece. Proposal is due February 6, 2009.

c. Other

Sheehan noted that George Holt at MDE has been contacted about the LCTS payback and related levies in school districts. It was stated we have completed the appropriate steps so far and all should fall into place. It all went out in the levy sheet and the first payment is one year from now.

7. Mission, Sustainability & Strategic Planning Discussion

a. 2009 Approved Budget

The 2009 Budget was approved by the CEO Board and is final. A carve-out was approved for public health and Sheehan noted that a planning meeting is still needed with those representatives to bring back a proposal to this Board. It was noted that the designated payable dollars to the competitive grant process will be reflected in the 2010 budget as the grants will run July 09 to June 11 with the first disbursement payable January 2010.

8. Other

There was discussion on if we should retain a county elected attorney. After brief discussion on this topic it was noted that power still remains with the CEO Board (Chief Elected Officials) and appropriate chain of command. Continued utilization of appropriate resources will remain.

The 2009 meeting schedule has been set and will continue on the first Tuesday of each month from 11:30 a.m. to 2:00 p.m. in room 2055 of the Kandiyohi County Health & Human Services Building in Willmar.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, January 6, 2009; from 11:30 a.m. to 2:00 p.m. at the Kandiyohi County Health & Human Services Building, room 2055, in Willmar

No Personnel Committee is scheduled for January