

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, February 3, 2009**

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

**1. Approval of Proposed Agenda**

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

**2. Approval of Meeting Minutes**

Brustuen moved to approve the January 2009, Meeting Minutes as presented. Schmidt second. Motion unanimously carried.

**3. Fiscal**

*a. Month End Cash Balance Financial Report*

The month ending January 31, 2009, noted a cash balance of \$6,048,429.41 with monthly interest earned at \$82,067.50. Total revenue for the current month was \$442,095.13 with expenditures totaling \$196,998.74. The fund Balance Sheet and Cash Balance report were distributed for review.

*b. Discretionary Grants / Flexible Funds Review*

A month-ending January 2009 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$0; YTD \$0 with a total budget allocation of \$12,500. Paid Discretionary Plus Grants for the month equaled \$3,000; YTD at \$3,000.00 with a total budget allocation of \$60,000. There were no Flex Funds approved totaling \$0; YTD \$0 with a total budget allocation of \$3,000.

*c. Review & Approval of Bills*

After review and approval of payables totaling \$127,005.52, Schmidt moved to approve bills as presented. Brandt 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.

*e. Other*

Sheehan noted that a year ago a verbal agreement was made with the State regarding the LCTS payback; to date we continue getting monthly 'past due' bills from them and each month a phone call is made and message is left with no response. Mersch added that their system is set up to automatically send out each month. For clarification, schools will be levying for the payback amounts.

**4. New Member Request**

*a. United Way*

There was discussion on getting on the United Way's list of supporting entities and if we could also be members of theirs. There were concerns expressed about requesting membership for the sole purpose of applying for grant funding through PACT 4.

*b. Upper Sioux Community*

Noted that they were members up to 2007; did not renew in 2008 and now submitted a Letter of Intent for 2009.

Hacker moved for approval of both United Way and Upper Sioux Community memberships. Brustuen second. Motion unanimously carried.

**5. Committee Updates**

*a. PACT 4 Committee Reports*

A monthly committee report was distributed and reviewed by the Board. Brustuen asked if we are seeing a general decline in committee membership and if promoting for more participation would be warranted. Sheehan noted "they are not bursting at the seams by any means". Further discussion noted that the Bylaws state they members need to be active on a committee further adding that a one page overview sheet and copy of Bylaws would be helpful for new members.

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

Brustuen noted that they met on January 21<sup>st</sup> discussing the revisions to the latest LCTS Bulletin. They are reverting back to the aggregate method of putting all financial statistics in a statewide pool and modifications in cost reports and validation change to the recording process in being implemented this first quarter of 2009. Also talked about the federal stimulus package and impacts that could potentially increase LCTS payments by 4.8%.

*c. Mental Health Sub-Committee*

No discussion noted in Romosz absence.

*d. Other*

Brandt noted that there are local non-profit representatives going to Day on the Hill focusing on the pending legislation proposed losing their tax exempt status. Discussed the impact to local organizations, fee for service and tracking the services that is given away (pro bono) hoping that appeals to them.

Thompson requested to review the Bylaws and representation at meetings by Board members and others at next month's meeting.

**6. Personnel**

*a. Personnel Committee*

2009 Board representation for the 2009 Personnel Committee will be George Dubie, Jerry Brustuen, Becky Romosz, Greg Schmidt and Tammy Thompson. Others noted availability if needed on pertinent matters.

*b. Other*

There is still currently one coach position with the Guia Program, which has been offered and is pending acceptance. It was noted that the dual coordinator that is split between Alex Espinoza, a PACT 4 employee, and Gwenn Garcia, currently a WCIC (*West Central Integration Collaborative*) employee is going extremely well so far.

**7. LCTS & Other Grant Updates**

*a. Competitive Grant Process Update*

A list of reviewers, by county, was distributed for review noting a need for more reviewers in Renville, Yellow Medicine and Meeker Counties. There was discussion on the grant approval process, timeline and excusing Executive Board members who have a grant, or is a part of a, proposal in the round of funding. This will exclude Brandt, Hacker and Dubie in the approval process so we need to guarantee all other members are available to assure a quorum to motion for approval at the April Meeting.

*b. LCTS Updates*

Timelines for Carve-Out Applications: Allocations were carved out for home and community based and universal contact type services. These dollars are non-competitive to social services/mental health and public health but still need to have a proposal and plan for use of dollars and have them approved by the Chief Elected Officials Board in April. Recommendation and agreed consensus to notify these agencies today with a proposal deadline of March 5, 2009. In final note the home and community based dollars will be split equally between the four counties and universal contact will divide per capita.

*c. General Grant Updates*

We were verbally notified from the MN Department of Corrections that the Restorative Justice dollars are proposed to be unallocated through Pawlenty's budget. Kandiyohi County Community Corrections intends to apply for dollars through our competitive grant process to continue this program in Kandiyohi County.

The Guia program is going well. As noted above are still in need of one staff to complete the personnel on the team.

21<sup>st</sup> Century is going well, but one school district has not utilized the dollars available to them. The coordinator and supervisor are meeting with that district today to help work through any barriers that may exist.

The two chemical health grants are going well and continue to move forward with the "Most of Us" campaign. The MN Department of Human Services has a contract with the Wilder Foundation for evaluation of the program. There was brief discussion on the discrepancies in data collection but anecdotal evidence suggests the campaign is working.

We are working on a proposal, to be submitted this Friday, February 6<sup>th</sup>, for mental health services to children birth to age five. Every indicator is that the state will not unallocate this area of funding. There is \$325,000 available per grant for three years with half of the allocation to be obligated in services to providers with billing through CTSS. Collaboration is an important piece to this grant. Dubie added that because Greater MN Family Services is a part of this funding in another region they will not be a part of the proposal being submitted by PACT 4 – however, Woodland Centers and Lutheran Social Services will be.

Janice Madden with the SHARE Project is working on applying for a federal character education grant. This would be a proposal similar to what was submitted and denied last year.

We are working with and 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.

We are also looking into applying for a Justice in Mental Health planning grant at \$50,000 for one year and \$250,000 to implement the plan if approved. This proposal will look at services to juveniles diagnosed with mental health disorders or co-occurring disorders and involved in the legal system.

*d. Other*

Sheehan brought forward proposed changes to the Discretionary Fund Application. The revision is intended to allow more flexibility and support to PACT 4 Committees. Hacker moved to accept the amendment to the Discretionary Fund Application process. Schmidt second. Discussion questioned what would make this language different as the application already states "*presentations or programs that focus on topics clearly tied to the mission of PACT 4*" If a proposal is coming from a PACT 4 committee it should already be tied to our mission by virtue of the committee. Motion fails due to lack of majority. Application process will remain unchanged.

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

*a. Conflict of Interest Policy for Board*

At last month's meeting Sheehan distributed sample conflict of interest policies for consideration. In follow-up and taking in considerations of the prior discussions a draft policy was presented for consideration. There was extensive discussion on open meeting laws related to "the removal from the room" language, can you call Point of Order in an open meeting and voluntary removal. Sheehan will obtain legal advice from attorney Ann Goering and bring back next month.

*b. Statewide Collaborative Common Focus Areas*

The statewide collaborative group felt that a common focus would be a good idea. Sheehan distributed an outline of possible common focus areas that are meant to stimulate discussions on what things we could collectively focus on statewide as collaboratives. There was discussion on how to best utilize a lobbyist at the state level, who are our allies, where do we focus our energies to be more effective and what is the goal of the statewide group... focus, prioritizing or outcomes? It was discussed that if this is an option we want to pursue further we could develop a short survey distributed through Survey Monkey or other type of on-line survey option to glean information from our partners.

*c. Other*

No "Other" discussion noted.

**9. Other**

*a. Partnership Agreement with the Resource Center Program*

Sheehan noted that we have been asked to participate in a partnership agreement with the resource center program aimed at filling gaps in support services to people with disabilities and their families. After discussion on the needs of this project it was a consensus to forward this information the Parent Advisory Committee for further review and bring back with recommendations.

*b. Rescheduling April Executive Board Meeting*

The 2009 Annual Meeting, CEO Meeting and our meeting are all scheduled for Tuesday, April 7<sup>th</sup>. Sheehan suggested we move up our regularly scheduled Executive Board meeting one week prior because competitive grant recommendations need review and decisions for funding will need to be made at that meeting before they can be brought to the CEO Board for approval. It was a consensus to move the Executive Board Meeting to Thursday, April 2<sup>nd</sup> at 11:30 a.m.

**Meeting adjourned**

Respectfully Submitted,  
Jolene Borka, Recorder

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