

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

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

1. Approval of Proposed Agenda

Brandt moved to approve the Agenda as proposed. Hacker 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 February 28, 2009, noted a cash balance of \$6,003,898.99 with monthly interest earned at \$566.47. Total revenue for the current month was \$131,000.69 with expenditures totaling \$238,799.78. The fund Balance Sheet and Cash Balance report were distributed for review.

b. Discretionary Grants / Flexible Funds Review

A month-ending February 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 \$0; YTD at \$3,000.00 with a total budget allocation of \$60,000. There was one Flex Fund approved totaling \$121.31; YTD \$121.31 with a total budget allocation of \$3,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$161,769.92, Hacker 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 in Val's absence.

e. Other

No "Other" discussion noted.

4. Committee Updates

a. PACT 4 Committee Reports

A monthly committee report was distributed and reviewed by the Board. Romosz added that the Parent Advisory Board will discontinue pursuing any fundraising options and any donations to date will be turned over to PACT 4 with the caveat the money is used towards parent training/conference scholarships. It was further asked of the Board to look at a consistent policy relative to subsidizing training for parents.

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

Brustuen noted they have not met since the last meeting. No report.

c. Mental Health Sub-Committee

Romosz noted they have not met since the last meeting. No report.

d. Other

No "Other" discussion noted.

5. Personnel

a. Personnel Committee

Discussed proposal from the staff policy committee regarding school based staff as they move to a 208 day schedule beginning 7.01.09. Before decisions were made about the details of benefits and salary, the Board discussed the uniqueness of having PACT 4 as the employer of school-based staff including "What makes a PACT 4 hired school- based staff different from staff that is part of the school district?"; and "If they're not different what are the advantages to keeping them as PACT 4 staff?" It should be seen as their mission to work collaboratively with the flexibility to make a difference. Options of a 6% increase or 5% each year for the next three years to the school based staff pay scale. In addition, the staff policy committee proposed the Board look at pro-rated benefits and separate bachelors and masters level pay scales. (Proposal included charts broken down to show numbers and comparisons to represent the information presented).

Schmidt moved for no change to the current pay scale. It was noted that a market adjustment to the scale is being asked of the Executive Board to consider. Motion failed for lack of a second.

Romosz moved for a onetime 5% increase to the salary scale. Thompson second. There was discussion on parity and fitting the two scales (school average / PACT 4) and cultures together. Hacker noted that school hired and PACT 4 school-based staff should be different. Motion carried with six in favor and one against.

Brustuen moved to pro-rate benefits fitting to a 208 day (approx 10-mo) schedule to stay in-line with PACT 4's policy. Thompson second. Motion unanimously carried.

Hacker moved not to develop or incorporate a secondary master level pay scale. Schmidt second. Discussion noted that this is being presented on the basis to bring more into alignment with school scales. Motion unanimously carried.

b. Other

No "Other" discussion noted

6. LCTS & Other Grant Updates

a. Competitive Grant Process Update

The county based reviews are scheduled to begin next week with two in Kandiyohi County and one in each of the other counties. The PACT 4 management team will also be reviewing grants and submitting their comments, along with the county reviewers, for Board consideration on April 2nd.

In reviewing the competitive grant process there were concerns brought forward regarding membership for the purpose of grant funding and the reasoning behind a grant not being allowed. Bruns moved that from this point forward only collaborative members in good standing at the time the letter of intent is due will be eligible for funding. Schmidt second. Motion unanimously carried.

b. LCTS Updates

No updates noted.

c. General Grant Updates

21st Century continues to go well, they have reviewed six requests to utilize the year one carry-over dollars and set up a process to do some additional projects.

The Restorative Justice program will not be supported directly by PACT 4 as of July 1, 2009, and is looking for additional funding sources. There have been three grants submitted for \$30,000 each.

The Guia program continues running strong. There was a resignation of a coach position this past month which leaves a vacant position with this program. 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.

The two chemical health grants are going well and continue to move forward with the "Most of Us" campaign.

A proposal was submitted on February 6th 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.

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 moving forward with applying for a Justice in Mental Health planning grant at \$50,000 for one year and the availability to apply for \$250,000 to implement the plan. 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

No "Other" discussion noted.

7. Mission, Sustainability & Strategic Planning Discussion

a. Bylaws Review

Executive Board duties and obligations, per current Bylaws, were reviewed. Schmidt moved to take out the sentence "*Each member of the Executive Board will be an active and/or rotating member of a standing committee*" from the *Executive Board* narrative on page one and add bullet "B." under *Executive Board* on page two "*It is recommended that each member of the Executive Board be encouraged to attend committee meetings of PACT 4*". Brustuen second. Motion unanimously carried. This recommended change to Bylaws will now go before the Chief Elected Officials Board for final consideration in April 2009.

b. Conflict of Interest Policy for Board

At last month's meeting Sheehan distributed a draft conflict of interest policy for consideration. In follow-up and taking in considerations of the prior discussions an additional draft policy was presented for consideration with the stated advice from attorney Ann Goering, from Ratwik, Roszak & Maloney, P.A. Hacker moved to recommend the adoption of this Conflict of Interest policy. Thompson second. Motion unanimously carried. This policy will now go before the Chief Elected Officials Board for final consideration in April 2009.

c. Other

Noted in regards to open meeting laws that email communications that are between more than a quorum can constitute a meeting under the Open Meeting Law. Information can be sought individually; not to the whole group. No decision or discussion can occur by email of a quorum. Per advice sought from attorney Ann Goering, from Ratwik, Roszak & Maloney, P.A. Additionally Sheehan distributed an *Information Brief on Minnesota Open Meeting Law* published by the Research Department of the Minnesota House of Representatives for review purposes.

8. Other

Noted the Annual Meeting is scheduled for Tuesday April 7th at The Oaks in Willmar. The CEO Board will begin at 3:30 p.m.; registration and social hour beginning at 5:00 p.m. and dinner at 6:00 p.m. with the program following. It was requested that the Executive Board prepare a brief special entertainment as part of the evening's activities.

Meeting adjourned

Hacker moved to adjourn. Bruns second. Motion unanimously carried.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Thursday, April 2, 2009; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.