

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, January 2, 2007**

Present: Loren Hacker, Carmen Clementson, Debi Brandt, Becky Romosz, Jerry Brustuen, Eugene Bonyng, Deb West
Absent: Arliss Stenger, Jill Bruns
Ex Officio: Deborah Sheehan, Val Mersch

1. Approval of Proposed Agenda

Loren moved to approve the Agenda as proposed. Carmen second. Motion unanimously carried.

2. Approval of Meeting Minutes

Carmen moved to approve the December 5, 2006, Meeting Minutes as presented. Jerry second. Motion unanimously carried.

3. Election of Officers

a. Chair

Carmen moved to nominate Jill Bruns as Chair. Jerry second. Contingent upon Jill's acceptance, motion unanimously carried.

Deb moved to nominate Arliss Stenger as Vice-Chair. Debi second. Contingent upon Arliss' acceptance motion unanimously carried

Upon final acceptance, the 2007 Executive Board Chair will be Jill Bruns with Vice-Chair will be Arliss Stenger. Jerry expressed appreciation to Becky on behalf of the Board for her years as Chair.

4. Fiscal

a. Month End Cash Balance Report

Month ending December 31, 2006, noted a cash balance of \$8,334,722.20 with interest earned in December at \$198,603.69 with \$190,939.16 of that amount coming from matured commercial paper investments. Total revenue for December was \$366,743.19 with expenditures totaling \$296,741.30. The fund Balance Sheet and Cash Balance report were distributed for review.

An object level Revenue and Expense Report for the 12-months ending December 2006 was also examined and it was noted that it was found that case manager contract payments were incorrectly made from the TCM revenue account and is now showing a negative balance. It was recommended to make a correcting entry to show the payment from the correct LCTS payables account. Loren moved to recognize the case manager contract payments as a LCTS expense. Gene second. With no further discussion motion unanimously carried. Loren further moved to recognize total revenue dollars for TCM (targeted case management). Carmen second. Motion unanimously carried.

A LCTS earning vs. unspent dollars report was given. Based on current levels of approved spending and estimated revenue expected - projections in LCTS through 2009 will reach negative digits.

A complete year end fiscal report will be given in February.

b. Discretionary Grants / Flexible Funds Review

A month-ending December 2006 awards for Discretionary Grants and Flexible Funds was distributed. Discretionary Grants totaled \$4,500; YTD \$89,402.63. Discretionary Plus Grants totaled \$6,000; YTD \$45,775.30. There were no 'other' discretionary grants awarded in the current month. Flexible Funds awarded in December totaled \$300; YTD \$3,484.

c. Review & Approval of Bills

After review of payables totaling \$72,838.82, Loren moved to approve bills as presented. Gene second. Motion unanimously carried.

d. Cancellation of Warrant

Jerry moved to cancel warrant 144206 as presented. Deb second. Motion unanimously carried.

e. Policies & Procedures

i) Policy Controls Report by Val Mersch, Fiscal Host

Val noted that she did not review gift card activity prior to the meeting, but will conduct her monthly audit after the meeting and will give her report next month.

ii) Other

No other information noted.

f. Other

The Board was updated on the meeting with social services directors regarding contracts for billing targeted case management in 2007 at the current rate of \$400. After discussion Loren moved to approve the agreed upon rate of \$400 for billing targeted case management. Carmen second. With no further discussion motion unanimously carried.

5. New Member Request

Membership has been requested by Libre Academy in Litchfield. After discussion on their governance structure Carmen moved approve with the caveat on their status. Gene second. Libre will be contacted to clarify current structure. With no further discussion motion unanimously carried.

6. **LCTS & Other Grant Updates**

a. *LCTS General Updates*

i) LCTS 07/09 Grant Cycle Update

The LCTS and Out of School Time (OST) grants are currently being reviewed internally at the PACT 4 office. A grant review outline was created to establish consistency in the review process. This document was distributed for Board members review. Proposals not meeting the criteria will be returned to the author with a cover letter noting what areas are in need of a re-write. This outline measure is a new part of the process with the goal to have proposals a complete document meeting all criteria before it goes to the community review teams. There was some discussion and clarification on if a grant is returned for a re-write; it is recommended to only re-write the area noted in the cover letter needing clarification as there is no need to re-do the entire grant if the other sections passed review.

ii) Intensive In-Home Yellow Medicine Request

Yellow Medicine County is requesting permission for a "pilot" program in disbursing Intensive In-Home Service allocations. An outlined summary was distributed to the Board which requests to broker services through different agencies as deemed appropriate on a case by case basis. After extensive discussion on the pros and cons Jerry moved for a one-year pilot for the Yellow Medicine County Intensive In-Home program. Loren second. There was continued discussion regarding the concern in evaluation with the collection and consistency of data. With no further discussion motion unanimously carried.

iii) Other

No "other" discussion noted.

b. *General Grant Updates*

The 21st Century proposal is going very well. The eligible school districts electing to participate in this grant have met six times and we are now working on the narrative section. There will be final input from schools forthcoming.

Clarification was sought regarding the Meth Committee. With the Board decision to discontinue categorical funding do we still offer stipends or appreciations to parents and youth who attend the meetings? There was discussion and questions regarding the mission of that Committee and noted the probability that it will be necessary to revisit what we are expecting of them and re-look at the entire committee structure. In the past we have had local politicians in attendance and there does still seem to be some political interest. There were unanswered questions on if they are meeting as a support group or a political action group? It was noted that the current focus is on seeking out grants/funding to support local efforts in Meth awareness. The Meth Committee is currently run by Renee and Alicia, coordinators of the chemical health grants in Yellow Medicine and Renville Counties. In conclusion it was noted that anytime we get youth to the table it is a good thing. Dr. Bonyng motioned a six month recommendation to provide youth stipends and/or pay through appreciation cards according to current policy with later reconsideration. Deb second. There was discussion on the need to expand this committee into other drug awareness beyond Meth. With no further discussion motion unanimously carried.

c. *Other*

No "other" discussion noted.

7. **Personnel**

a. *Staff Request*

There is a staff request for participation in the interview process for Director. It was decided to have two staff, in addition to the four Board members on the interview team. It was discussed to have Ed Downey as a supervisory representative and Kenny Turck as a personnel committee representative.

b. *Open Position Updates*

i. Director Position

The Personnel Committee met earlier today and has selected four candidates to interview on Thursday, January 11, 2007. The interview team or Selection Committee will bring back their recommendation to the full Board in February.

ii. Yellow Medicine/Echo Case Manager Position

This position has gone through the advertising and interview process twice. We are currently looking into more creative options.

c. *Legal Updates*

Debb was contacted by the prosecuting attorney regarding an evidentiary hearing; however there has been no indication on the outcome of that meeting. The evidentiary hearing was to consider 1) the disregard of a speedy trial; 2) various forms of evidence including not having the opportunity to search her office; and 3) a request to throw out all evidence received from pharmacies. There have been additional charges not reported in the papers with a total of five felony counts of theft by swindle. With January 16th as a start date, the defense has requested half day trial sessions therefore it will last longer.

d. *Other*

No "other" discussion noted.

8. **School Based Social Worker Co-Pay by Sheri Broderius, Principal, ACGC High School**

There are concerns related to the increased change in co-pay to affect school based social workers especially speaking for the ACGC School District. Broderius talked about what an incredible asset the staff are and they are doing an excellent job, however the reality is ACGC cannot afford the increased co-pay. ACGC is looking for special considerations based on their SOD (statutory operating debt) status which affected them last school year and is already prompting up to \$750 thousand dollars in cuts to the district. Broderius acknowledged that we are all put in a tough position, but asked for special dispensation for up to two-years to keep on status quo. There was extensive discussion regarding the

issues and budgetary impacts related to both sides and possible options such as the claiming of dollars through special education sources. In conclusion it was unanimously agreed to put this on hold until ACGC referendum vote on February 13th. Next month it was noted to have three options with pros and cons listed for each related back to today's discussions on special dispensation to school districts.

9. Other

a. Annual Meeting – April 5, 2007

Input was sought by Board members regarding location, time and presentation at the upcoming Annual Meeting. It was suggested to look into the availability of Pete Feigal as he is a very insightful speaker on children's mental health as well as entertaining.

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

Jerry noted that there is no confirmation of a payback to the federal government regarding LCTS claiming by the state. Some collaboratives have begun setting aside reserves in a designated account for this purpose. It was noted that we should look at this more seriously in July when looking at budget considerations.

c. Mental Health Sub-Committee

There is meeting this month with NAMI presenting. The Mental Health Sub-Committee is one committee overall with two legs 1) Children's Mental Health; and 2) Adult Mental Health.

d. MMHAG (Minnesota Mental Health Action Groups)

There is a fair amount of political strength behind a recommendation to expand MA eligibility to the MN Care and general assistance recipients which is a good number of the non-MA population. This is good news in terms of eligibility and getting kids and adults covered – this will really effect the transition age youth.

e. 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 6, 2007; 9:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.

No Personnel Committee Scheduled