

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, February 6, 2007**

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

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Jerry moved to approve the January 2, 2007, Meeting Minutes as presented. Loren second. Motion unanimously carried.

3. Director Position Discussion

The Board officially offered the position of Director to Deborah Sheehan at step 10 of the current director wage scale with benefits at the same level and a one-year probation period. Sheehan accepted the offer. Carmen moved to approve the acceptance of Deborah Sheehan as Director of PACT 4 Families as of February 6, 2007, with salary as discussed and outlined above. Debi second. With no further discussion motion carried.

4. Fiscal

a. 2006 Year End Fiscal Report

The Balance Sheet ending year 2006 was presented noting the report will be shared with general membership. The balance sheet, expenditure/revenue and grant activity itemized reports ending 2006 were examined in detail. The year end financial report will be filed subject to audit.

PACT 4, as joint powers, is not obligated to publish its year end financial report pursuant MN Statute 375.17 as confirmed in writing by the Office of the State Auditor.

b. Month End Cash Balance Report

Month ending January 31, 2007, noted a cash balance of \$8,491,971.43 with monthly interest earned at \$83,954.36 with \$74,281.05 of that amount coming from matured CD's. Total revenue for the current month was \$349,033.12 with expenditures totaling \$228,200.37. The fund Balance Sheet and Cash Balance report were distributed for review.

c. Discretionary Grants / Flexible Funds Review

A month-ending January 2007 awards for Discretionary Grants and Flexible Funds was distributed. Discretionary Grants totaled \$3,761.58; YTD same. Discretionary Plus Grants totaled \$11,824.00; YTD same. Flexible Funds awarded in December totaled \$97; YTD same.

d. Review & Approval of Bills

After review of payables totaling \$188,843.00, Loren moved to approve bills as presented. Carmen second. Motion unanimously carried.

e. Banking Signatories

In the absence of the newly appointed Chair there was no action on the changing of the banking signatures.

f. Policies & 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.

ii) Other

No other information noted.

g. Other

No other discussion noted.

5. Committee "Charge" Discussion

There has been feedback received that some committees are feeling a need for direction. Some committees are very well attended, have a mission and motivated however for others membership has been dwindling and people are just not sure where they need to go. There was discussion on the value of our committees and their functionality in connection to their original intent.

A guided outline was distributed that was developed to help current committees gain feedback from the Board regarding their structure or "charge". It was noted that each committee will be given the structure sheet which will in turn be reported back to the Board for consideration.

6. LCTS & Other Grant Updates

a. LCTS General Updates

i) Yellow Medicine County Proposal

A request from the grantees of Yellow Medicine County was submitted presenting a request that presents a cooperative solution. It was noted that if each grant applicant were to cut their budget by 21% through LCTS and 18% from after school budgets they would be able to fund all proposals. The purpose of this request was to gain approval for Yellow Medicine County to omit the community review process

and fund each requesting entity in this fashion. There was extensive discussion on what happens in the next cycle when LCTS funds may be reduced even more and how this type of model would affect the continuity of the established process. In conclusion it was noted that in order to follow good process and stay with a fair procedure for everyone involved, Debi moved to continue following the process established for community review. Deb second. Motion carried with one abstention.

ii) **Other**

With updates on the current LCTS process it was noted that all grants have been reviewed internally and those in need of sectional re-write clarifications have been forwarded to their respective agencies/schools with comments. There was some concern from Kandiyohi County grantees that those entities that have the opportunity to re-write sections of their proposals will have a competitive advantage. Review group training is currently being determined in each county.

As an information point it was noted that the combined unique child helper position in Yellow Medicine East/Upper Sioux Community will also be contracted with a 50% salary/benefits match beginning July 1, 2007.

b. **General Grant Updates**

No "General Grant Updates" discussion noted.

c. **Discretionary Grant Feedback from January Full Collaborative Meeting**

Results from the Full Collaborative survey respondents regarding Discretionary Grant priority showed the highest priority areas (not in any particular order) are trainings for parents, staff and youth; after school/out of school time programs; funds to overcome participation barriers for families; evidence-based programs with target groups and outcomes; and parent support groups. In conclusion there was discussion on better guidelines for applying for these funds and possibly setting limits per agency/school as to how many times access is allowed in a current year.

d. **Other**

No "other" discussion noted.

7. Personnel

a. **Open Position Updates**

i. **Director Position**

Deborah Sheehan was officially named Director as of today, Tuesday, February 6, 2007. See discussion under item #2 above for conclusion on this decision. Jolene was asked to send letters to other interviewees thanking them for their time in this process.

ii. **Yellow Medicine/Echo Case Manager Position**

Susan Peterson-Bones has been hired on a temporary/part-time basis for the school based portion of this position. We will continue look at options, noting the challenge in finding the qualified candidates to fill a position of this nature.

b. **Legal Updates**

We are in the process of finalizing the information for the restitution request. Deb noted that the Presentence Investigation was referred to Stearns County because of a conflict of interest with Kandiyohi County.

e. **Other**

No "other" discussion noted.

8. School Based Social Workers

There was extensive discussion about the claiming of dollars through special education sources to help with partial funding of school social workers. Information obtained from the Department of Education about how this would work was distributed and discussed. This issue will continue to be explored and look at relative to a strategic plan process for implementation. Soliciting input from the SHARE Coordinating Council could be step one in starting this process but the [prospects for such a plan being approved at the federal level are slim. In conclusion it was noted that there are pieces in Governor Pawlenty's mental health budget that may affect how current mental health needs are funded and we should watch to see where that ends up.

9. "Help Squad" Presentation

Kenny Turck presented information on the proposed "Help Squad" project. Help Squad would be an organized partnership with the faith-based community which would build on the "informal support" concept, fulfill the mission and goals of PACT 4, promote community awareness of Wraparound and Circle Sentencing, as well as increase the networking fabric of the community. Upon approval from the Board, it was stated that to begin this process a luncheon and workshop with local pastors, youth pastors, rabbis, priests, directors of faith-based organizations and social services representatives would be held. The concepts of Wraparound and Restorative Justice would be represented, and how the Help Squad project would be established to incorporate the concepts of those programs such as being family driven, innovative, cost-effective, strength-based and culturally sensitive. The possibilities within a Help Squad could be endless from material needs, informal mentoring and befriending, teaching skills, helping single parents with practical things, car or home repairs, gardening together, tutoring kids or parents, etc. This is a way to pull in the untapped resources of our community. It is proposed that PACT 4 staff only help this project get implemented with the community taking it on and carrying it forward. The only real cost to PACT 4 would be the commitment of the time for two staff (Wraparound Coordinator and Restorative Justice Coordinator) to provide education on the process as needed and conduct the initial luncheon/training. It is the intent that Help Squads ultimately run themselves and be managed within their own communities.

All volunteers in Help Squads would go through the background check process for liability reasons. Permission was requested from the Board to use staff time to begin meeting with the local ministerial association and the cost of the luncheon. This is something that would be shouldered by PACT for a period of time and completely be turned into a community owned project. It is unclear how many staff hours would be needed at this point. There is a similar successful program in Hutchinson called Common Cup and suggested they be contacted as a

resource in these beginning stages. This is a 'pay it forward' concept where the pros outweigh the cons. Debi moved to approve support to begin the Help Squad education process as presented with the caveat of looking at a plan as to how this would be expanded to other counties before any funds would be approved. Loren second. With no further discussion motion unanimously carried.

10. Other

a. Annual Meeting – April 5, 2007

In follow-up to last month's discussion, there were attempts to reach Pete Feigal with no success. A list of possible speakers for the Annual Meeting was reviewed and discussed. After consideration it was unanimously decided to contact Dr. Nimi Singh, Assistant Professor of Pediatrics at the University of MN. Dr. Singh was also a well received presenter at the recent Brain Conference and speaks on new approaches to children's mental health.

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

No Meeting. No report.

c. Mental Health Sub-Committee

No Report.

d. MMHAG (Minnesota Mental Health Action Groups)

There is a lot going on in terms of moving into pre-paid medical assistance for mental health programs and working with advocacy groups as well. Looking at pilots beginning in 2009 with a gradual bring in.

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, March 6, 2007; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.

No Personnel Committee Scheduled