

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, April 3, 2007**

Present: Loren Hacker, Carmen Clementson, Debi Brandt, Eugene Bonyng, Deb West, Becky Romosz, Jill Bruns; Jerry Brustuen, Arliss Stenger

Absent: None

Ex Officio: Deborah Sheehan, Val Mersch, Ed Downey

Guest: Rick Loseth

**1. Approval of Proposed Agenda**

Brustuen moved to approve the Agenda as proposed. Stenger second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Stenger moved to approve the March 6, 2007, Meeting Minutes as presented. Bonyng second. Motion unanimously carried.

**3. Fiscal**

**a. Month End Cash Balance Report**

Month ending March 31, 2007, noted a cash balance of \$7,649,734.04 with monthly interest earned at \$2,284.91. Total revenue for the current month was \$339,621.17 with expenditures totaling \$245,581.05. The fund Balance Sheet and Cash Balance report were distributed for review.

**b. Discretionary Grants / Flexible Funds Review**

i) Current Monthly Usage

A month-ending March 2007 awards for Discretionary Grants and Flexible Funds was distributed. Discretionary Grants for the month totaled \$6807.35; YTD \$13,438.93. Discretionary Plus Grants for the month totaled \$4800; YTD \$16,624. Flex Funds for the month totaled \$814; YTD \$911.

ii) Proposed Guideline Changes

With the current limitation in LCTS dollars, proposed guidelines were drafted for review and discussion in relation to Discretionary Grant funding. These guidelines were also developed to streamline the process for the agency applying for funds and to give uniformity and consistency in the approving methods internally at the PACT 4 Office. There was discussion on the wording and content of the guidelines to allow for flexibility in this process. Hacker moved to approve with minor word changes. West second. Discussion noted that a letter outlining the appropriate focus and defined target population impacted should be addressed to superintendents. With no further discussion motion unanimously carried.

iii) Other

No other information noted.

**c. Cancellation of Warrant**

Brandt moved to cancel warrant 4485 as presented. Hacker second. Motion unanimously carried.

**d. Review & Approval of Bills**

After review of payables totaling \$251,628.40, Clementson moved to approve bills as presented. Stenger second. Motion unanimously carried.

**e. Policies and Procedures**

i) Revised Policy on Purchasing and Reimbursement

A revised policy on Purchasing and Reimbursement was reviewed. The greatest change was adding a missing receipts procedure that would require the addition of a missing receipt affidavit when claiming reimbursement without a receipt. The process was reviewed with the Office of the State Auditor for acceptability. Brustuen moved to approve the Purchasing and Reimbursement Policy as presented effective January 1, 2007. Bonyng second. Motion unanimously carried.

ii) Policy Controls Report by Val Mersch, Fiscal Host

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

iii) Other

No other information noted.

**e. Other**

A historical review of LCTS reimbursements was reviewed and noted that dollars received through random moments has decreased 70.84% from prior year. The state average is 76%.

**4. LCTS & Other Grant Updates**

**a. Rice Hospital Membership & PET Grant Application**

The PET grant application through their fiscal host Rice Memorial has been forwarded for grant review although Rice withdrew membership in the Collaborative. Correspondence between administrations in both organizations was distributed for review. It was commented that we don't

want to create undue barriers between us and recommended we go ahead allow the partnership to recommence. Hacker moved to let Rice back in as a partner agency. Stenger second. Motion unanimously Carried.

*b. County Review Group Recommendations for 07-09 funding and Board Approval*

There was discussion on the community reviews with Rick Loseth joining the meeting to talk about process and review recommendations. It was noted that with the recent award of the 21<sup>st</sup> Century grant there may be some school districts that will be affected by this funding that have also submitted OST (Out of School Time) grants. There are currently four requests for OST grants that could potentially be funded by 21<sup>st</sup> Century which are 1) ACGC Homework Help; 2) Canby Kids First; 3) BLH Project Step Ahead; and 4) Cedar Mountain CATCH. These schools may need to adjust their programming and budget to fit 21<sup>st</sup> Century. It is prudent and it is our job to be as efficient allocating dollars as we can, therefore it was recommended to deny the grants under LCTS that fit into 21<sup>st</sup> Century.

**Kandiyohi County**

There was review and discussion on the recommendations from the Kandiyohi County Community Group. There are no proposals in Kandiyohi County that will fit under 21<sup>st</sup> Century.

Hacker moved to offer the remaining unallocated dollars of \$42,854 to Willmar Public Schools Child Guide grant. If the dollars are not accepted and/or the program cannot run effectively on this offer the dollars will be returned to PACT 4. Brustuen second. Motion unanimously carried.

Hacker made the motion to approve the following grants as recommended. Clementson second. Motion carried with seven in favor and two abstaining.

<i>Organization</i>	<i>Funding</i>	<i>Project Title</i>
<b>OST (Out of School Time):</b>		
New London-Spicer Schools	\$ 39,962.24	Committed to Excellence
New London-Spicer Schools	\$ 39,463.56	After 3 & Me
Heartland CAA	\$ 35,267.00	KID
<b>General LCTS:</b>		
Shelter House	\$ 70,000.00	Harmony
Willmar Community Ed & Rec	\$ 38,114.00	Family Literacy
Shelter House	\$ 90,000.00	Project Impact
Willmar Public Schools	\$ 41,146.00	Healthy Learners
Goodwill Easterseals	\$ 10,000.00	Workforce Development
Heartland CAA	\$ 40,000.00	Circles of Support
Rice Memorial Hospital	\$ 44,910.00	PET (Pregnancy Education for Teens)
YMCA	\$ 66,028.00	Mentor Program
ACGC	\$ 10,000.00	Cash for Kids
<i>Willmar Public Schools</i>	<i>\$ 42,854.00</i>	<i>Child Guides</i>
<b>Type I Grants:</b>		
Woodland Centers	\$ 40,000	New Connections
Woodland Centers	\$ 60,000	Non-County Home Based
Kandiyohi County Public Health	\$ 120,000	Home Visiting

*Not Recommended For Funding:*

*Willmar Public Schools Child Guides @ \$120,000*

*Willmar Public Schools BAC @ \$120,000*

*Dollars Unallocated = \$-0-*

**Meeker County**

There was review and discussion on the recommendations from the Meeker County Community Group. There is one proposal from ACGC Schools for Homework Help that can fit under 21<sup>st</sup> Century. There was strong feedback from the Meeker County group that they did not feel clear guidance was given to them about this process. However, it was added that there was additional training provided to them on the rubrics process.

Hacker made the motion to fund ACGC Homework Help through 21<sup>st</sup> Century and remove from LCTS funding and reallocate the \$33,108.60 and restore full funding by adding an additional \$703 to each of the remaining OST grants (Litchfield Jumpstart, Litchfield Middle School Summer & EVW After School Programs) and all remaining unallocated dollars to EVW Project IMPACT. If the dollars are not accepted and/or the program cannot run effectively on this offer the dollars will be returned to PACT 4. Bonyng second. Motion unanimously carried.

Brandt moved to approve the following grants recommended. Clementson second. Motion unanimously carried.

<i>Organization</i>	<i>Funding</i>	<i>Project Title</i>
<b>OST (Out of School Time):</b>		
Litchfield Public Schools	28,463	Jumpstart
Litchfield Public Schools	28,000	Middle School Summer
Eden Valley-Watkins Schools	24,137	After School Programs
<b>General LCTS:</b>		
Litchfield Public Schools	92,228.00	Truancy
Dassel/Cokato Public Schools	14,701.00	Jumpstart
Litchfield Public Schools	14,000.00	Preschool
Heartland CAA	40,000.00	Circles of Support
Eden Valley-Watkins Schools	52,158.57	IMPACT
<i>Eden Valley-Watkins Schools</i>	<i>44,060.43</i>	<i>IMPACT-add'l \$</i>
ACGC Public Schools	10,000.00	Cash for Kids
Dassel/Cokato Public Schools	10,729.00	Preschool
<b>Type I Grants:</b>		
Meeker County Public Health	120,000	Healthy Families

*Not Recommended For Funding:*

*Litchfield Public Schools Study Time (OST) @ \$12,760.10*

*Meeker County Social Services Community Support @ \$104,742*

*Dollars Unallocated = \$-0-*

***Renville County***

There was review and discussion on the recommendations from the Renville County Community Group. There are two proposals from 1) BLH Step Ahead; and 2) Cedar Mountain CATCH that can fit under 21<sup>st</sup> Century.

Hacker made the motion to fund BLH Step Ahead and Cedar Mountain CATCH through 21<sup>st</sup> Century and remove from LCTS funding and reallocate the dollars to fully fund RCW MentorWorks with any remaining unallocated dollars to be offered to RCW Opening the Gates. If the dollars are not accepted and/or the program cannot run effectively on this offer the dollars will be returned to PACT 4. The grants below are approved for funding per recommendation. Brustuen second. Motion unanimously carried.

<i>Organization</i>	<i>Funding</i>	<i>Project Title</i>
<b>OST (Out of School Time):</b>		
GFW Public Schools	28,664.00	STAARS
<b>General LCTS:</b>		
Renville Co. Public Health	41,480.00	School Attendance
RCW Public Schools	113,882.42	MentorWorks
<i>RCW Public Schools</i>	<i>5,217.58</i>	<i>MentorWorks Add'l</i>
<i>RCW Public Schools</i>	<i>41,318.42</i>	<i>Opening the Gates</i>
<b>Type I Grants:</b>		
Renville County Public Health	97,900.00	Home Visiting

*Not Recommended For Funding:*

*Renville Co. West Public Schools Opening the Gates @ \$79,207.36*

*Dollars Unallocated = \$-0-*

***Yellow Medicine County***

There was review and discussion on the grant process and recommendations from the Yellow Medicine County Community Group. There is one proposal from Canby for Kids First that can fit under 21<sup>st</sup> Century.

Brustuen made the motion to fund Canby Kids First through 21<sup>st</sup> Century and remove from LCTS funding and reallocate the dollars to fully fund the remaining five grants with any remaining unallocated dollars to be returned to PACT 4. The grants below are approved for funding per recommendation. Stenger second. Motion carried with eight in favor and one abstains.

<i>Organization</i>	<i>Funding</i>	<i>Project Title</i>
<b>OST (Out of School Time):</b>		
Yellow Medicine East Public Schools	23,032.78	5-8 After School Program
<i>Yellow Medicine East Public Schools</i>	<i>8,591.22</i>	<i>5-8 After School Program Add'l</i>
<b>General LCTS:</b>		
Yellow Medicine East Public Schools	90,202.40	Hispanic Liaisons

<i>Yellow Medicine East Public Schools</i>	5,757.60	<i>Hispanic Liaisons Add'l</i>
ECHO Charter School	11,280.00	School Health
<i>ECHO Charter School</i>	720.00	<i>School Health Add'l</i>

**Type I Grants:**

Western Metal Health Center	60,081.98	Canby School Based
<i>Western Mental Health Center</i>	3,835.02	<i>Canby School Based Add'l</i>
Yellow Medicine County Family Services	33,840.00	Intensive In Home
<i>Yellow Medicine County Family Services</i>	2,160.00	<i>Intensive In Home Add'l</i>

*Dollars Unallocated = \$3,522.89*

Reviewers will receive a stipend of \$100 by check and receive a letter of thanks. All community reviewers' feedback will be solicited on the process.

*c. 21<sup>st</sup> Century Grant*

PACT 4 Families received a three year (with the potential to be extended to 5 years) 21<sup>st</sup> Century Grant through the MN Department of Education at \$606,881 each year. These are actually federal dollars that flow through the MN Department of Ed. The intent and priorities of the 21<sup>st</sup> century grant were reviewed. Eight area school districts will be participating. In order for schools to qualify the district had to have a 40% or greater free/reduced lunch participation. The required goals are to increase academic achievement, school connectedness and increase capacity of the participants to become productive adults. All eight sites will be offering after school and summer programming at the secondary level and seven of them will also offer at the elementary level. Schools will employ one teacher and two paraprofessionals per level, a half time coordinator and social work time. PACT 4 will provide project coordination, supervision, and evaluation. Strength in our proposal is that we really stressed that it is a clear extension of the learning environment.

*d. General Updates*

No "General Updates" discussion noted.

*e. Other*

No "other" discussion noted.

**5. Personnel**

*a. Legal Updates*

There will be no restitution hearing leaving the sentencing judgment final. A letter from Tom Kramer to the Branses Family was reviewed.

*b. Staff Updates*

Sarah Wennerberg has been assigned as primary LCTS grant contact. The management team continues looking at strategic planning on the whole internal management system.

*c. School Based Social Workers*

*i.) Renville County West*

RCW Schools is interested in reinstating their school based social worker contract. Their previous contract was canceled last year due to reasonable and justifiable concerns. After discussion on the need and funding for the position, Brustuen moved to approve a 50% contracted position to RCW School District beginning July 1, 2007. Hacker second. With no further discussion motion unanimously carried.

*ii.) Other*

Downey noted that the evaluation unit has completed a time study on the school social work positions. The percentage of time spent with identified special education students came back higher than anticipated and roughly estimated a potential return of 12,000 to 13,000 on average per district. It is our intent to make sure each superintendent gets this data and it is entered into the EDRS (Electronic Data Reporting System). It was expressed that we should look at making this a requirement in the contract.

*d. Personnel Committee Obligations*

Brustuen noted that the Personnel Committee made a promise to look into three items, 1) Insurance options; 2) Review Step Schedule; and 3) Review the Conflict of Interest Policy. It was noted that there is currently a small group of staff researching insurance options and looking into possible revisions to the Employee Handbook with any recommendation for change to be brought back the Personnel Committee for finalization and recommendation to the Executive Board. The Personnel Committee will start reviewing the step schedule in comparison to annual cost of living adjustments.

The Personnel Committee will meet on June 5<sup>th</sup> prior to the already scheduled Executive Board meeting at 10:30 a.m. For clarification the Personnel Committee consists of Jerry Brustuen, Gene Bonyng, Jill Bruns will be the Board Chair representative and Deb West will take over the position previously represented by Mary Potter, as well as ex officio staff liaisons.

*e. Other*

No "other" discussion noted.

**6. Review Board Representation**

There has been expressed concern from Yellow Medicine County about limited county representation. In addition it was requested that an agenda be distributed in advance to members and minutes be sent as a follow-up. There was a discussion on the representation in relation to

the Bylaws and our Board is well within the guidelines set by the partnership. We will solicit names and email address of those interested in receiving the agenda/minutes as requested.

**7. Annual Meeting**

*a. Date Changes*

There has been a date change and the Annual Meeting will now take place on Thursday, April 12<sup>th</sup> at the Kandi Entertainment Center (KEC) with Pete Feigal as our speaker. Invitations have been sent with the correct date and times.

*b. Proposed Changes/Clarification to Bylaws*

It has been requested to look into who should be responsible for the follow up on issues related to the Executive Director and clarify it in the Bylaws. It was noted that the Employee Handbook already states that reports are to go through Executive Board when related to the Director. In addition it was recommended to have the Personnel Committee look at re-writing the whole discipline and discharge issue.

*c. Other*

No "other" discussion noted.

**8. Other**

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

MACSSA met two weeks ago and discussed the newly approved school linked services. They had a couple of legislative positions and neither passed through. There is no new news in LCTS, noting a 76% reduction across the state in reimbursements to collaboratives. It was clarified that the reductions are a result of rulings in the executive branch of the federal government, not state or local officials. There was more talk on setting aside reserves to pay back the federal government regarding LCTS claiming by the state. There was a brief discussion on the governor's mental health proposal.

*b. Mental Health Sub-Committee*

No report given.

*c. MMHAG (Minnesota Mental Health Action Groups)*

No report given.

*e. Other*

The Retreat is scheduled for Monday, May 7<sup>th</sup> from 9:00 a.m. to 3:30 p.m. It was suggested to not have a lot of 'other' business on the agenda.

**Meeting adjourned**

Respectfully Submitted,  
Jolene Borka, Recorder

*The next scheduled meeting for the PACT 4 Executive Board is a retreat to be held on Monday, May 7, 2007;  
From 9:00 a.m. to 3:30 p.m. in Spicer at the Green Lake Inn above O'Neil's*

*No Personnel Committee Scheduled*