

**PACT 4 Families Collaborative
CEO & Executive Board Retreat Meeting Minutes
Monday, May 7, 2007**

Present: Loren Hacker, Carmen Clementson, Debi Brandt, Eugene Bonyng, Deb West, Becky Romosz, Jill Bruns; Jerry Brustuen, Arliss Stenger, Jane Remiger, Richard Larson, Amy Wilde

Absent: Bob Fox

Ex Officio: Deborah Sheehan, Ed Downey

Guest: Rick Loseth

1. Approval of Proposed Agenda

Bonyng moved to approve the Agenda as proposed. Clementson second. Motion unanimously carried.

2. Approval of Meeting Minutes

Hacker moved to approve the April 3, 2007, Meeting Minutes as presented. Stenger second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Report

Month ending April 30, 2007, noted a cash balance of \$7,520,841.25 with monthly interest earned at \$976.63. Total revenue for the current month was \$113,632.40 with expenditures totaling \$243,589.07. The fund Balance Sheet and Cash Balance report were distributed for review.

A month-ending April 2007 awards for Discretionary Grants and Flexible Funds was distributed. Discretionary Grants for the month totaled \$1675.00; YTD \$15,113.93. Discretionary Plus Grants for the month totaled \$2456.10; YTD \$19080.10. There were no Flex Funds for the month; YTD \$666.00. There were two prior Flex Funds cancelled by the applicant one from March 2007 for \$245 and one from December 2006 totaling \$300.

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 numbers.

b. Cancellation of Warrant

Clementson moved to cancel warrant 4530 as presented. Brandt second. Motion unanimously carried.

c. Review & Approval of Bills

After review of payables totaling \$126,547.85, Hacker moved to hold all LCTS Review Stipends totaling \$5100 for clarification from State Auditor, continued to move the approval of all other bills as presented totaling \$121,447.85. Clementson second. There was discussion on county and/or agency paid partners on the review committee receiving an honorarium in addition to their regular salary. In conclusion it was asked to seek clarification from the State Auditors. Motion unanimously carried.

d. LCTS

i) Approval of Intensive In-Home Grants

Brustuen moved to approve the Intensive In-Home Grants in each of the four counties at \$96,000 each for the two year contract period. Hacker second. Three of the four counties will be contracting these services with Greater MN Family Services; Yellow Medicine County will broker their own services through different agencies as deemed appropriate case by case on a one year pilot basis. With no further discussion motion unanimously carried.

ii) Ratification of Grants in 07/09 Cycle

Ratification is sought regarding the following approved LCTS Grants:

1. Willmar Public Schools Child guide Program was approved to offer the listed unallocated amount of \$42,854. The actual unallocated amount should have been listed at \$44,520.28. In addition, Willmar Public Schools is seeking approval to run the Child Guide Program in a one-year cycle due to the reduced funding level. Bonyng moved to ratify the approved dollars to \$44,520.28 and allow a project end date of approximately February 2008. Brandt second. With no further discussion motion carried.
2. Litchfield Public Schools Preschool Scholarship grant was approved at \$14,000. Their actual budget request was \$7,000. Ratification sought to approve at the budget request amount of \$7,000. Hacker moved to ratify the approved dollars at \$7,000. Clementson second. With no further discussion motion carried.
3. Litchfield Public School Truancy grant was approved at \$92,228. Their actual budget request was \$91,978. Ratification sought to approve at the budget request amount of \$91,978. Brustuen moved to ratify the approved dollars at \$91,978. Hacker second. With no further discussion motion carried.
4. Dassel/Cokato Jumpstart grant was approved at \$14,701. Their actual budget request was \$14,791. Ratification sought to approve at the budget request amount of \$14,791. Clementson moved to ratify the approved dollars at \$14,791. Stenger second. With no further discussion motion carried.

In addition to the ratification of prior approved grants, Yellow Medicine County is requesting approval to use the unallocated amount of \$3,522.89 to fund other unspecified opportunities. After discussion on original intent of the policy relating to unused LCTS dollars, Brustuen moved to deny the request for access to unallocated dollars of \$3,522.89. West second. With no further discussion motion carried.

In other grant business, Eden Valley-Watkins Schools and Renville County West Schools were offered reduced funding for proposals in their districts. As of meeting time there was no word on the acceptance or feasibility of these dollars as they related to the projects being proposed. It was noted there will be discussion and possible ratification at the scheduled June meeting.

iii) Letter of Meeker County LCC

A letter was forwarded from the Meeker County LCC (*Local Coordinating Council*) outlining concerns from the LCTS grant process. Most of the concerns centered on the lack of communication they felt regarding the process in many areas from grant writing, selecting community reviewers, rubrics system, timing of meetings, etc. Board discussion centered on the opinion that their input is valuable and will continue to be valued. Although it is realized it does not change the process that has already taken place steps have been taken to make Board agenda's and minutes more accessible through our website and email system to hopefully raise the communication level with partners. There was noted concern that majority control in the review process was given to students and that there was not balance in the selection of grant reviewers as well as concern in the bad timing of the orientation meeting for those reviewers. Concerns from the Meeker County LCC were duly noted and discussed.

e. *Other*

No "other" discussion noted.

4. **Personnel**

a. *Legal Updates*

At this point we have the option to pursue civil action if we wish to compare casino records against meeting and work time records of Brans to assure the payroll claimed and paid by PACT 4. The Kandiyohi County Attorney's Office would need clarification on the need and purpose for these files before they are willing to release them. After discussion on the aspects and potential outcome of such a case there was general consensus to not go forward with civil action.

b. *Ratification of Supervisor/Coordinator Position*

This discussion was deferred pending conversation on budget issues.

c. *Other*

No "other" discussion noted.

5. **Strategic Planning & PACT 4 Committees**

Will we look different in five years than we do today...? We will have less money, potentially smaller staff, hard to tell what will happen politically. There is a recognized shift at both the State and Federal level changing the focus from early intervention/prevention to deeper end kids – that is where they are putting the money. We need to become better defined and more streamlined. We need to be able to adapt to change.

When we talk about vision we need to talk about families... as a family based collaborative we need those values. As we change and evolve we need to look for more ways to find flexible type funding so we have more latitude and flexibility with the funds that are available. There was discussion on the lessons learned in the past ten plus years of a prevention based collaborative... it is believed that counties have seen the value of prevention in examples such as early childhood mental health screening, reductions in out-of-home placements, Circle Sentencing, etc. One commissioner noted that we've seen the value in partnership and as dollars diminish from the PACT4 budget, hopefully the best pieces will carry on locally – realizing it all started with PACT 4.

In looking at potential change and focus a list of strengths and weakness was developed to guide the discussion as follows:

What We Do Well:

- ✓ Apply for grants
- ✓ Prevention
- ✓ Education / Training
- ✓ Data collection and evaluation
- ✓ Identifying kids with needs (e.g. preschool evaluations, early signs)
- ✓ Dissemination of information
- ✓ Pick up gaps and fund them (e.g. Discretionary/Discretionary Plus Grants)
- ✓ Families / Parents (more work needed – but still see as a strength)
- ✓ Demographic collaboration (cross section of population – very unique)
- ✓ WORK TOGETHER!

What Needs Work:

- ✓ Communication avenues to the Board
 - especially relaying from committee's
 - to partners from the Board (*making minutes more accessible*)
 - Website & Newsletter (*are they meeting their purpose?*)
 - What are the staff roles? What do they do? Have an organizational chart.
 - Develop protocols for communication
- ✓ Raising money (we can get grants but can't sustain programs – look for appropriate funding)
- ✓ Prevention (needing to define focus)
- ✓ Don't toot our own horn!
- ✓ LCTS grant process
- ✓ Committees
- ✓ A lot of misinformation in the community (*PACT 4 is a place to get money*)
- ✓ Not quite as family focused as we once were

We now have to look at sustainability... but maybe at a lesser level. Now we need to think of where we fit and what our next steps will be. We are a collaborative, but we will find out how strong we really are when the dollars go away.

Visioning For the Future:

- ✓ Smaller staff
- ✓ Local government open to funding preventive measures
- ✓ Less dependent on grant funding
- ✓ More adaptable and changeable
- ✓ Well defined – not so broad
- ✓ Don't lose partners
- ✓ More family focus
- ✓ Training PCA's (Personal Care Attendants) and para-professionals in school on mental health issues.
- ✓ Define prevention. If we define prevention better we would have a better focus

We have come a long way but we still have a long way to go. We know what doesn't work more than we know what does work.

Committees: What do we expect from the committees and how do we best reorganize. Each facet of the current committee structure was reviewed from the structure, description purpose and challenges. Some are working well and some are floundering. Committees are a significant part of PACT 4 and there are several examples when we have needed to pull information together quickly for a grant or other proposal – this has been important to funding. Steps to a better committee structure...

1. We want to get our mission straight first and then go back and better define committees.
2. Assign a staff to be in charge of communication. (e.g. getting minutes out to all committee members)
3. Each committee meeting should have five or six goal statements.
4. Each committee should develop a focus statement for the Executive Board.
5. Have committees report quarterly or each meeting write up a few statements to communicate back to the Executive Board.

The PACT 4 internal management team is charged with developing a proposal(s) based on a refocused mission as well as feedback from this meeting and committees themselves. Suggested to ask each committee for a membership list and a product... what are the four or five things you are going to do? This would be the beginning point at restructuring.

There was extensive discussion on possibilities and projections. One problem with being reliant on grants... function follows funding. In conclusion we need to define our mission and go from there... what do we want to target? Where should our focus be?

6. Financial planning for 2008 - 2012

We are currently a Family Services and Children's Mental Health Collaborative. We decided to have LCTS dollars focus on early intervention and prevention. A financial projection through 2012 was presented noting we will have completely depleted our fund balance and LCTS earnings by 2010.

Funding options were discussed from exploring LCTS participant contracts with bordering agencies, more training in LCTS code process for public health and corrections, as well as looking at more federal funding opportunities. It was also noted that health care organizations such as Blue Cross Blue Shield, Prime West, and others have money available to reinvest in their communities which could be a possible source of future funding which would provide more flexibility.

There was extensive discussion on the future of county-based support positions as well as school social workers contracts. There will be higher co-pays coming at some point. We need to encourage special education billing on these positions. Do we look at a gradual cut back? It would be nice to give a two-year notice. It was recommended to charge back at 30% (70% paid by school and 30% by PACT) have them remain a PACT 4 employee and remove all supervision from them. They would essentially become an employee who is not our employee. The county-based support positions will take a 30% reduction as well.

It was noted that to help buttress the loss of LCTS dollars the legislature is looking at allocating more money to CTSS (*Children's Therapeutic Services and Support*) providers to possibly take over school mental health; adding that it is really taking away from prevention services, which is what these positions are based on. This model turns us into a crisis management vs. early intervention/prevention focus. The sustaining dollars are not there either. (*note: In our area approved CTSS providers are Woodland Centers, Greater MN Family Services, Lutheran Social Services, PATH Inc. and Western Mental Health Center*).

In some ways we have reduced dollars in our major funding stream but in other ways we are growing through evaluation, noting there are good things that happen in restructuring. We need to do our research on evidence-based practices and position ourselves that way. The federal government is moving in this direction. This Board needs to look at the bigger philosophical changes and then let the internal management team go forward plan of implantation for discussion.

In other financial business, the OIG (Office of Inspector General) LCTS audit results of Minnesota is looking at a potential payback in claims across the entire state. Each collaborative in Minnesota will be responsible for their own portion. Estimates for our Collaborative reach over \$500,000 and was recommended we set aside reserves in a designated account for this purpose. Additionally noted, we currently have a designated reserve fund whose designation of targeted cased management was completed at the end of 2006 and recommended we keep the current balance of \$510,547 and re-designate to a LCTS contingency fund. Hacker moved to reallocate the designated reserve balance of \$510,547 to a LCTS contingency fund until such time a payback is demanded. Bonyng second. Motion unanimously carried.

7. **Other**
No "other" discussion noted.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, June 5, 2007;
From 11:30 a.m. to 2:30 p.m. in room 2055 of the Kandiyohi County Health & Human Services Building*

*A Personnel Committee is scheduled for the same date and location beginning at 10:30 a.m.
just prior to the scheduled Executive Board Meeting.*