

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, July 10, 2007**

Present: Jerry Brustuen, Loren Hacker, Carmen Clementson, Becky Romosz, Jill Brunns

Absent: Eugene Bonyng, Arliss Stenger, Deb West, Debi Brandt

Ex Officio: Deborah Sheehan, Val Mersch, Ed Downey

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Brustuen moved to approve the June 5, 2007, Meeting Minutes as presented. Clementson second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Report

Month ending June 30, 2007, noted an un-reconciled cash balance of \$7,192,756.86 with monthly interest earned at \$6,664.84. Total revenue for the current month was \$33,810.34 with expenditures totaling \$395,914.03. The fund Balance Sheet and Cash Balance report were distributed for review.

b. Discretionary Grants / Flexible Funds Review

A month-ending June 2007 awards for Discretionary Grants and Flexible Funds was distributed. Discretionary Grants for the month totaled \$1,500; YTD \$18,313.93. Discretionary Plus Grants for the month totaled \$8785.60; YTD \$30,865.70. Flex Funds for the month totaled \$50; YTD \$926.

c. Cancellation of Warrant

Hacker moved to cancel warrant 4625 as presented. Romosz second. Motion unanimously carried.

d. Review & Approval of Bills

After review and discussion of payables totaling \$150,384.32, Hacker moved to approve bills as presented. Clementson second. Motion unanimously carried.

e. Policies and Procedures

i.) Policy Controls Report by Val Mersch, Fiscal Host

The records for June were reviewed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file. Sheehan added that in the State Auditors review of our Gift Card Policy and procedures they have suggestions on additional safeguards that will be added to the policy and brought back for review upon the close of the audit.

ii) Other

No other information noted.

f. Other

No "Other" information noted.

4. New Member Request

A membership request was received by the Willmar Area Arts Council. Clementson moved to approve the request for Willmar Area Arts Council as new members of PACT 4 Families. Romosz second. Motion unanimously carried.

5. LCTS & Other Grant Updates

a. LCTS General Updates

i.) Meeker County Proposal for LCTS 07/09 Grant Cycle

A letter was received and distributed from Meeker County representatives requesting permission to share resources between a funded and non-funded program in the last cycle of LCTS grants. After extensive discussion on the pros and cons of this request, Hacker moved to deny the request. Romosz second. Motion unanimously carried.

ii) Other

We are still sorting through the process of reviewing LCTS grantees via site visits, reporting process follow-up, etc. The purpose site visits is not just to monitor grantees but to offer help and guidance to provide quality programming.

b. Chemical Health Grant Extensions

We received word that each of our Chemical Health grants will be extended into a third year with the possibility of going to five years. These grants are budgeted for approximately \$193,000 per year with full payment by the state in year one. Years two through five include a reduction of 20% of the coordinator's salary each year that will need to be picked up by us. Although we will be required to pay a small percentage of the coordinators' salaries, these grants are offering a significant amount of funding for training, classroom curriculum and materials and coalition activities.

c. General Grant Updates

Representatives from the SHARE grant have been invited to participate in a national meeting to be held in St. Paul August 2 & 3, 2007. Janice Madden, Paul Carlson, Debb Sheehan, Jill Bruns and a deputy sheriff from Kandiyohi County will be attending. The HAY (Helping America's Youth) program, a pet project of Laura Bush that focuses on at-risk youth, especially boys, will be a feature of this conference. *To find out more about HAY log in to www.helpingamericasyouth.com.*

d. Other

It was noted by Sheehan that there was an informational meeting between her and MN Department of Human Services, Glenace Edwall and Mary Jo Vershay. There was discussion on a number of topics affecting collaboratives today and the potential impacts. There was also worthwhile discussion on a number of different initiatives that could potentially bridge some of the gaps. Collaboratives are encouraged to start looking at things very different from the perspective of funding programs by looking at the core mission. There is emphasis on data collection and evidence based programs that pay for themselves. There was more advice than opportunities.

6. Personnel

a. Open Position Updates

i.) School Social Workers (Cedar Mountain/RCW/BOLD)

The three full-time 11-month school social work positions in Cedar Mountain, Renville County West and BOLD Public Schools have been re-posted with interviews scheduled for July 16, 2007. The June 11th interviews produced no viable candidates in these districts.

ii.) Receptionist

An ad for a part-time receptionist was posted and applications were accepted through July 6th. Interviews are scheduled for July 17, 2007.

b. New Hire

A part-time coordinator for the 21st Century grant has been hired. Sally Belgum-Blad will begin employment on July 23, 2007.

c. Resignation

Our receptionist, Cynthia Casanova, submitted her resignation with a final day of June 15, 2007.

d. Personnel Committee

The Personnel Committee met prior to the meeting to discuss options in health insurance for the coming year. Two staff representatives, Russell Lammers and Renee Brandt, presented information on an HSA 100 plan through Blue Cross Blue Shield. The staff policy committee reviewed several plans from insurance agent Bill Chukuske, and believe the HSA 100 plan provides a good benefit to employees as well as being cost effective to the employer. There was unanimous Board agreement to move forward with an HSA plan.

e. Other

No "other" discussion noted.

7. Mission & Sustainability

Sheehan provided information on *The Ten-Step, One-Day Strategic Plan*, an updated *SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis* based on last months discussions, and Brustuen added the *Policy Framework for 2007* by MACSSA. The information provided good information to frame discussions with what we are trying to accomplish in the following areas:

| <i>Profile</i> | <i>External Factors (Primary~ Needs)</i> | <i>Internal Factor (Secondary~ Motivations)</i> | <i>Tertiary Factors (All)</i> |
|--|--|--|--|
| 1. Who are our customers? | Children, Families and partners who service those families. | Employees, Executive Board, health plans, schools, businesses, partners, and communities. | The overarching concern and purpose for all three groups; system of care development, system (mental health services) integration, stigma reduction, duplicate services elimination, and nurturing health. |
| 2. What are their needs, motivations and characteristics relative to PACT 4? | | | |
| 3. How do we uniquely provide value to our customers? | Voice for children and families. | Inter-agency perspective with a broader base of support. Clearinghouse of resources and dissemination of information. | |
| 4. What should we improve to grow our customer base? | We may want to decrease customer base if we want to focus on being selective on whom we serve. We need to do more to strengthen family structure. | Disseminating information and providing outcome data to prove the point. <i>Noting our evaluation and data collection is an area of great value.</i> | |

The big picture is a better quality of life through change in systems. This should not be about money, keeping in mind that as we reduce or focus to keep our customers served not the institution. This is a real framework shift, not only do we need to collaborate more with no funds, we don't have a choice.

Committees: There is a need for open lines of communication and reporting. The Parent Advisory Committee has formally requested time at each Executive Board Meeting indicating that there are six important committees; but the PAC has a different focus being parents, being consumers and having direct contact with the kids being served by PACT 4. It was noted that all committee's focus should be to benefit kids and families and it is

our hope that all committees have an avenue to communicate with the Board. As we move forward we will be looking at committee options, charges and plans for implementation including informing, educating and recruiting committee membership.

Financial planning: no updates reported in future financial planning. We still need to frame the other discussions to put the pieces in place and have our mission clear before an adequate fiscal model can be proposed.

8. Other

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

Brustuen distributed “*Summary of 2007 Laws Related to Chemical & Mental Health Services*” outlining the information on page seven noting the appropriation changes for fiscal years 2008 and 2009. There is new money appropriated to public health for home visiting in existing programs. Bruns noted that dollars will be distributed per a formula basis but translates to about an additional \$6,000 in Renville County for July – December 2007. In conclusion, Brustuen noted that there are no updates from OIG (*Office of Inspector General*) about the possible payback of LCTS funds for Minnesota.

b. Mental Health Sub-Committee

Romosz noted that the next Sub-Committee will be in August.

c. MMHAG (Minnesota Mental Health Action Groups)

Clementson noted that most of the MMHAG matters are completed and went through during the most recent legislature. Will keep members updated on any future happenings.

e. Other

Romosz updated on the Parent Advisory Committee (PAC) meeting noting that parents are receiving gift cards that they report they cannot use and also the slow timelines in receiving them. There was continued discussion on the cost of sending gift cards via registered mail. Sheehan added that there are still some things related to the audit and our policy that may need to be worked out but we will continue to make every effort to resolve this matter. The PAC has requested to set up a fundraising table at each Full Collaborative meeting and is also looking at having a garage sale next spring. It was reported that they currently have \$350 and it is probable that they will not be able to send anyone to the Federation of Families Conference this year, but the whole idea of fundraising is to get people to the national Federation meeting each year. There is also notable concern for the Family Liaison position through the PRIDE grant and what will happen to the position when that grant ends. This position is seen as viable to parents in our communities.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, August 7, 2007;
From 11:30 a.m. to 2:00 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.*