

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, August 7, 2007**

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

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Bonyng moved to approve the July 10, 2007, Meeting Minutes as presented. Clementson second. Motion unanimously carried.

3. Fiscal

a. Month End Financial Report

Month ending July 31, 2007, noted a cash balance of \$7,376,396.50 with monthly interest earned at \$70,855.77. Total revenue for the current month was \$407,404.52 with expenditures totaling \$187,742.20. The fund Balance Sheet and Cash Balance report were distributed for review. It was noted that the cash balance of \$7,192,756.86 that was reported in July as un-reconciled was reconciled and is correct.

A historical LCTS fiscal report was distributed as well as information released from the MN Department of Human Services on LCTS spending by prevention/intervention category and by each collaborative across Minnesota.

b. Discretionary Grants / Flexible Funds Review

A month-ending July 2007 awards for Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$890; YTD \$19,203.93. There were no Discretionary Plus Grants or Flexible Funds approved or expended in July 2007. YTD totals continue at \$30,865.70 for Discretionary Plus and \$926 for Flexible Funds.

c. Review & Approval of Bills

After review and discussion of payables totaling \$104,643.21, Clementson moved to approve bills as presented. Hacker second. Motion unanimously carried.

d. Policies and Procedures

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

The gift certificate records for July 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) Youth Stipends

With the close of the PRIDE youth program it was asked for discussion and/or possible policy revision on youth related stipends for attending meetings. Although the current policy allows for stipends to be paid to youth attending other committee's not related to PRIDE the majority of payments are related to PRIDE and there will be a limited availability of funds in the future. Bonyng moved to discontinue youth stipends. Motion died for lack of a second. After extensive discussion on the topic and the importance of keeping youth involved outside of PRIDE, it was suggested to leave policy as is and bring back information on how many stipends are paid that are not related to the PRIDE program.

iii) Other

No "other" discussion noted.

f. Other

Board members were informed of a federal grant drawdown discrepancy from 1993 in the Wraparound Initiative that will fiscally affect the closing of the PRIDE grant. Alternative options of fiscally closing out the grant were discussed that would not overspend the overall annual budget for 2007 and still allow the original timeline of the no-cost extension period ending September 30, 2007. This no-cost extension allowed for an additional year of services under this program. However, the close out will effect five contracted positions and one full-time and a partial PACT 4 paid position that will no longer exist.

4. New Member Request

A membership request was received by the City of Morton. Clementson moved to approve the request for the City of Morton as new members of PACT 4 Families. Brandt second. Motion unanimously carried.

5. LCTS & Other Grant Updates

a. LCTS General Updates

i.) Child Guide Programs in Willmar Public Schools

A letter was received and distributed from Willmar Public Schools representatives requesting permission to carry over dollars unspent from the current grant cycle into the next. After extensive discussion on the pros and cons of this request, West moved to deny the request based on current policy. Brustuen second. Motion unanimously carried.

- ii) Other
No "other" discussion noted.

b. General Grant Updates

The 21st Century Grant is off and running. Program coordinator Sally Belgum-Blad is on board now and moving things forward by making contacts and setting up informational meetings with both administrators and line staff. We will begin the process of sorting through the funding and setting up contracts.

In other grant updates a distributed listing of grant allocations through the last legislative session was discussed. Request for Proposals may be out as early as August, we will look to apply for grants for which collaboratives are invited and those that focus on the mission of PACT 4. A federal research grant is still being explored related to transition services, although this would not create a seamless service structure to the current PRIDE program.

c. Other

No "other" discussion noted.

6. Committee Reports

a. Parent Advisory Committee

Romosz updated on the Parent Advisory Committee (PAC) meeting noting that they do not meet until next week. The PAC will continue to pursue fundraising and setting up a table at each Full Collaborative Meeting.

b. Other Committee's

No "other" committee reports noted.

7. Personnel

a. Open Position Updates

i.) School Social Workers (RCW/BOLD)

Two of the three full-time 11-month school social work positions in Renville County West and BOLD Public Schools have not yet been filled. They will be re-posted noting "open until filled".

ii.) Receptionist

The decision has been made to hold off on hiring a receptionist at this time. Staff has been rotating through the front desk.

b. New Hire

i.) Cedar Mountain Schools

The Cedar Mountain full-time 11-month school social work position has been offered and accepted by Paula Sturm. Sturm will begin her employment on August 13, 2007.

c. Personnel Committee

The Personnel Committee met prior to the meeting to begin discussions on wage scale options. The group did some comparison between county agency practices and noted a need to gather more information on our local school district procedures.

d. Other

No "other" discussion noted.

8. Mission & Sustainability

Sheehan provided information and recommendations for implementing committee changes and charges. The committee charges for consideration were discussed. It was proposed to take recommendations back to existing committees for input while allowing for flexibility. After extensive discussion it was the consensus of the members to gather input from the committees as well as staff and bring results back to the October Executive Board Meeting.

There were no updates reported regarding 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. The management team continues discussions and planning in this area. It was noted a preliminary draft 2008 budget will be prepared and presented at the September meeting.

9. Other

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

Brustuen noted that there are no updates from the OIG (*office of inspector general*) regarding LCTS. Distributed information from the MN Department of Education on a new web site to provide resources on child development, parent education, child care and consumer safety information and includes links to MDE and other trusted sites. The website can be accessed at www.mnparentsknow.info.

b. Mental Health Sub-Committee

Romosz noted that she was unable to attend the last Sub-Committee due to the "35W bridge" issues. No report noted.

c. MMHAG (Minnesota Mental Health Action Groups)

Bonyng noted that most of the MMHAG matters are completed and are currently putting together stakeholder groups. Will keep members updated on any future happenings.

d. Other

Bruns and Sheehan reported on the recently attended HAY conference held in St. Paul, noting it was very inspiring. The HAY (Helping America's Youth) program is a 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.helpingamericayouth.com.*

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, September 4, 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.*