

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Monday, October 8, 2007**

Present: Loren Hacker, Carmen Clementson, Jill Bruns, Arliss Stenger, Debi Brandt, Deb West

Absent: Jerry Brustuen, Becky Romosz, Eugene Bonyng

Ex Officio: Deborah Sheehan, Ed Downey, Val Mersch

**1. Approval of Proposed Agenda**

Stenger moved to approve the Agenda as presented. Brandt second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Hacker moved to approve the September 2007 Meeting Minutes as presented. Clementson second. Motion unanimously carried.

**3. Fiscal**

**a. Month End / Quarter 3 Financial Report**

The month and quarter 3 September 30, 2007, noted a cash balance of \$6,770,372.32 with monthly interest earned at \$5128.84. Total revenue for the current month was \$29,369.53 with expenditures totaling \$447,422.99. The fund Balance Sheet and Cash Balance report were distributed for review.

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. In addition a historical review of LCTS reimbursements was reviewed and noted that dollars received through random moments has decreased 23.42% from quarter 2 of the prior year.

Project remaining balance reports were distributed for 05/07 LCTS grants – noting an unspent total of \$200,323.75 as of September 30, 2007; out of school time grants – noting an unspent total of \$28,929.09 ending the 05/07 cycle and; other contracts entered into effecting the 2007 fiscal year.

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

A month-ending September 2007 awards for Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$1,500; YTD \$22,203.93 with a total budget allocation of \$125,000. Paid Discretionary Plus Grants total \$2,994.00; YTD \$31,164.70 with a total budget allocation of \$50,000. There were three Flex Funds approved and expended totaling \$335.22; YTD \$1,492.90 with a total budget allocation of \$20,000.

**c. Warrant Cancellation**

Hacker moved to cancel warrant 4295 as presented. Stenger second. Motion unanimously carried.

**d. Review & Approval of Bills**

After review and discussion of payables totaling \$358,126.07, Clementson moved to approve bills as presented. Stenger second. Motion unanimously carried.

**e. Policies and Procedures**

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

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

ii.) Other

No "other" discussion noted

**f. Other**

i.) Evaluation Outsourcing

Downey has prepared responses relative to evaluation and the costs that would be charged to two initiatives requesting our evaluation services. This proposal was submitted to the South Central Consortium for a children's mental health project and in addition they are also looking into a 21<sup>st</sup> Century proposal.

ii.) Web Cast Training Update

The video training project that will give outside businesses/agency/schools the opportunity to view the Brain Conference Keynote, Charlie Appelstein, live through video streaming has been set up and we can now accept registrations on-line and payments through Pay Pal. Video e-mail links have been sent out and are available on the PACT 4 website.

iii.) Other

It was suggested to look into outsourcing training opportunities such as family centered and strength based approaches that tie into our mission and bring together partners. This would be a way to involve partner groups without costing the organization money.

**4. LCTS & Other Grant Updates**

**a. LCTS General Updates**

The last round of funding for 05/07 has concluded and the new grant cycle is underway. Sheehan disbursed a proposed rule action for Medicaid programs effecting Medicaid payment portion of LCTS reimbursements. This proposed rule will become effective federal fiscal year 2009; beginning October 1, 2008. This action will once again cut into our LCTS reimbursements. Supposedly schools can request some additional administrative reimbursement through Special Education funding, but the overall impact will be another huge cut to services for children.

The chemical health grants have entered their second year; however we are still awaiting approval on the environmental plan which needs to be approved by the State Chemical Health Division. A coordinator for Yellow Medicine County has not yet been confirmed. Renee has been hired as the regional coordinator through Project Turnabout. It was noted that Rick will be filling the gap in the interim.

The SHARE Project is moving into a new budget year with some revisions yet to be confirmed. This is the third year and final year of the grant. A no-cost extension is being looked into to continue into a fourth year. There is a sustainability conference in November. Sheehan along with Paul Carlson are pulling together information for a performance appraisal on the grant coordinator.

The 21<sup>st</sup> Century Grant is moving along. All of the schools involved are in the process of NWEA testing to provide baseline data. A new referral form has been developed and distributed that provide spaces for NWEA scores in order to follow-up appropriately with kids. It has been a very positive start-up overall with after school activities expected to be up and running within the next month.

A grant opportunity is being sought that would enhance the Circle process with a chemical dependency approach. It is geared to provide support services to minority kids with chemical health issues and would give kids assistance in getting treatment and support as they leave treatment. Our SHARE survey data gives us comparison data in this area to support a grant going forward. We are currently exploring model programs and coming up with the right strategies. There was continued discussion on incorporating traditions, environmental factors, poverty, and other community organizations that would be beneficial in partnering with in this type of proposal. More information will be shared as it is obtained.

We have no information on the potential grant options allocated through this last legislative session.

*b. School Social Work Evaluation Data*

Downey shared the evaluation results on PACT 4's school based programming. Two social work staff did not provide follow up data to complete the evaluation. It was noted this was a good start to having the social workers evaluate their work. Downey noted that this information was shared with the social workers last week. The evaluation department has offered to work with staff to create a specific tool that more accurately reflects what they are doing. While the CAFAS (*Child & Adolescent Functional Assessment Scale*) and SDQ (*Strengths and Difficulties Questionnaire*) are good measures of individual student gains, both are measuring a broader range of behaviors than the typical school social worker would address in class activities. This is a learning tool for us and will aid in setting a target and will give consistency to our expectations in training issues, best practices and as we work towards sustainability.

*c. Other*

Brandt noted that she and Sheehan initiated a visit to the superintendent of MACCRAY schools. MACCRAY schools dropped membership from PACT 4 several years ago to be more active and reap the benefits of LCTS through the Chippewa County Collaborative. The visit with very well and message of networking and partnership benefits was seen as a benefit. Sheehan added that it was a great opportunity to provide two different sides of things by making this visit with a Board member.

**5. Committee Reports**

*a. Parent Advisory Committee*

No report noted in Romosz absence.

*b. Other Committee's*

No "other" committee reports noted.

**6. Personnel**

*a. Open Position Updates*

We continue to have two open positions posted 1) the Chemical Health Coordinator in Yellow Medicine County. It is posted as "open until filled" and; the early childhood position continues to be open at Yellow Medicine East. This position is also posted as "open until filled".

*b. Child Helper/USC Updates*

There has been some follow up with staff and better job description and organization from a cultural aspect. Tom Kramer, attorney for PACT 4 has been consulted and contacts with the USC Chair have been made to date with no resolution. Concerns and issues were discussed. Any contractual issues will be brought back to this Board for resolution.

*c. Other*

No "other" discussion noted.

**7. Mission & Sustainability**

*a. Mission & Focus*

*i.) Website / Logo*

We have hired Just Right Design a local company to develop a new website and logo. Two sample logo designs were reviewed and discussed. It was decided to wait for additional choices before making a decision.

*b. Committee's*

*i.) Committee Response Form*

A Committee Response Form was reviewed noting that it will be used with committee's this week. It was suggested to add "What the Board should know" to provide feed back. Results will be shared next month.

*d. Financial Planning*

*i.) 2008 Budget Projections*

Sheehan presented a philosophical approach to financial decision making relative to our mission. The recommendations and scenarios presented are based on the revenue depletion projections of LCTS income and budgets through 2009; and bottom line impacts. The 07/09 cycle for LCTS and Out of School Time grants, Universal Contacts, and intensive type I intervention have already been committed and recommended as is through the next fiscal year. Budget issues to resolve for 2008:

- ✓ RJ/Circle Sentencing: Originally recommended to discontinue funding through LCTS as of January 2008 but with some concerns from Kandiyohi Corrections, this will require more study. This program had proven a success in Yellow Medicine County where they have taken on the responsibility of sustainability. Neither Meeker nor Renville are interested in the Circle process at this time. With a quarter of this project funded through a grant from the DOC more information will be sought before action is taken.

- ✓ Family Liaisons: This is a good program, however all programs are under scrutiny. We need to look at what and how we offer supports to families. In review of the increased provider projected budget, it was recommended to defer decisions and request more explanation in each line category. Tabled for further clarification.
  - ✓ School Social Workers/Counselors/Helper: there were many areas of concern and discussion regarding the cost of supervision, collection of special education dollars by school districts, increased percentage paid by schools which currently does not include mileage, supplies, and training. We need to be planful in our approach and give schools enough time and get people ready for a worst case scenario. We need to look at the long term financial planning by seeking out:
    - i. additional sources of payment like CTSS and special ed billing by schools and help schools purchase these services.
    - ii. look for grant funding for particular aspects of what we want to enhance in what school social workers do
    - iii. offer schools clinical supervision and support and providing training to all school social workers, not just those hired by PACT 4
    - iv. offer schools funding for specific social work programs such as prevention options, home visiting or other "grant like initiatives".
- Stenger moved to increase the percentage paid by school districts to 75% from the current 50% in fiscal year 2009 (beginning July 1, 2008). West second. Motion unanimously carried.**
- ✓ County Based Support: recommendation would be to cut the contracts with counties and retain the one current ¾ time position serving multiple counties and continue billing those services keeping this position cost neutral. This would reduce the budget from a current allocation of \$145,000 to \$50,000. **Brandt moved to approve this recommendation allocating \$50,000 in county based support in one ¾ time position with the continuation of billing on services. Stenger second. Motion unanimously carried.**
  - ✓ Discretionary / Discretionary + / Flexible Funding: recommendation to re-shift and reduce allocation based on current legitimate requests and costs. It is recommended to reduce Discretionary grants from the current \$125,000 to \$50,000; increase Discretionary Plus grants from the current \$50,000 to \$70,000 and decrease Flexible Funds from the current \$20,000 to \$5,000 making all three funds a total of \$125,000. After discussion on the usage and factors of current trends **Hacker moved to accept proposed limits of \$50,000 for Discretionary; \$70,000 for Discretionary Plus and; \$5,000 for Flexible Funds. Clementson second. Motion unanimously carried.**
  - ✓ Summer Day Camps: current allocation is \$15,000; recommended to fund at \$10,000 or restructure to community education. This amount is for supplies/materials and does not include staff time to run the program(s). After discussion on factors affecting the budgetary effects of summer camp **Brandt moved to approve a \$10,000 allocation for Summer Camps. Hacker second. Motion unanimously carried.**
  - ✓ Parent Advisory Council (PAC)/Family Participation: current allocation is \$18,000; recommended to fund at same level for 2008 to cover the costs of monthly meetings and annual Parent Retreat. **Hacker moved to maintain \$18,000 for PAC and family participation. Clementson second. Motion unanimously carried.**
  - ✓ Wraparound & Wraparound Sustainability/Support: recommendation included a significant decrease from the current allocation of \$429,044 to \$250, projected expenditures in salaries to wraparound coordinator, supervision, dollars to counties for approved team expenses, and realizing revenue of \$164,599 in CCSA funding. No action taken, discussion tabled for further clarification.

In overview of the budget and recommendations there was discussion on compromise, across the board reductions and limit setting through policy. Further considerations on budgetary options and recommendations will be continued.

*e. Other*

No "other" discussion noted.

**8. Other**

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

No report noted.

*b. Mental Health Sub-Committee*

No report noted.

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

No report noted.

*d. Other*

No "other" discussion noted.

**Meeting adjourned**

Respectfully Submitted,  
Jolene Borka, Recorder

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, November 6, 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.*