

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, December 11, 2007**

Present: Arliss Stenger, Jerry Brustuen, Eugene Bonyng, Loren Hacker, Jill Bruns

Absent: Carmen Clementson, Debi Brandt, Deb West, Becky Romosz

Ex Officio: Deborah Sheehan, Ed Downey, Val Mersch

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Bonyng moved to approve the November 2007 Meeting Minutes as presented. Brustuen second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Report

The month ending November 30, 2007, noted a cash balance of \$6,183,497.18 with monthly interest earned at \$2,043.40. Total revenue for the current month was \$38,730.40 with expenditures totaling \$270,170.29. The fund Balance Sheet and Cash Balance report were distributed for review.

b. Cancellation of Warrant

Warrant 5311 for \$156.24 was presented for cancellation. Hacker moved to approve the cancellation. Stenger second. Motion unanimously carried.

c. Discretionary Grants / Flexible Funds Review

A month-ending November 2007 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$1,450; YTD \$25,995.93 with a total budget allocation of \$125,000. There were no paid Discretionary Plus Grants YTD total remains at \$31,164.70 with a total budget allocation of \$50,000. There was one Flex Fund approved totaling \$236.24; YTD \$2,012.59 with a total budget allocation of \$20,000.

d. Review & Approval of Bills

After review and discussion of payables totaling \$175,007.34, Bonyng 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 November were reviewed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file.

f. Other

i.) Evaluation Outsourcing

There has been no direct response to date from the South Central Consortium for evaluation services on their children's mental health project.

ii.) Web Cast Training Update

The live video streaming training project tied to the Brain Conference had only one confirmed registration. Because of technical difficulties with their fire-wall that connection was not made however, they were sent links to view the keynote, Charlie Appelstein, and are satisfied with the quality and content and did not request reimbursement. These links are available to partner agencies upon request.

iii.) Other

No "other" discussion noted.

4. Personnel

a. Personnel Committee

i.) Salary Scale Adjustment

At the Personnel Committee meeting staff representatives recommended a 2% scale adjustment based on savings through VEBA health insurance premiums. The 4% steps on the wage scale are determined for 2008. After review of COLA (cost of living adjustments) at local agencies as well as state and federal recommendations **Bonyng moved for a 2% wage scale increase for 2008. Motion died for lack of a second.** After further discussion **Bonyng moved to approve a 1% wage scale increase for 2008. Stenger second. With no further discussion motion unanimously carried.**

ii.) Handbook Updates

The Personnel Policies or Employee Handbook as a whole is still under development. It was proposed to change the level of hours worked to obtain benefits from 32 hours to 30 hours to be consistent with our carrier guidelines. It was strongly considered to look at prorating benefits per hours worked. After extensive discussion and consideration for change or to prorate benefits based on hours worked **Hacker moved that beginning January 1, 2008, all new employees or current employees receiving a change in status are offered benefits on a pro-rated bases working 30 to 40 hours per week with 30 hours being considered 75% time and 40 hours being considered full-time or 100%. Bonyng second.** There was further discussion and clarification on current employees receiving

or eligible for benefits under the current policy of working 32 hours or more prior to January 1, 2008, that have benefits paid under the current policy would remain at full benefits until such time they have a status change. **Motion unanimously carried.**

b. *Staff Changes / Updates*

i.) YME School SW Position – Open Position

This position has remained open since August of this year. In conversations with the Superintendent the school would prefer taking over ownership of this position and contracting back 25% of salary/benefits to PACT 4. This position was currently offered and turned down.

ii.) Renville County Chemical Health Coordinator – Position Hired

This position has been offered and accepted by Anna Tepfer with her official first day December 10, 2007.

iii.) Child Helper Position Contract

The Child Helper position has been working with Yellow Medicine East and the Upper Sioux Community. There have been several attempted contacts over the past several months with the USC Board Chair with no resolution. The position contract will be between Yellow Medicine East Schools and PACT 4 only at 50% through June of 2008 then going to 75% beginning July of 2008.

c. *Other*

Michelle Thomas has submitted her resignation. Unsure at this time what Willmar Public Schools will decide to do about the open position left in that district. *Please see further discussion under Financial Planning – i. Schools Social Work Positions*

5. **LCTS & Other Grant Updates**

a. *LCTS General Updates*

No report noted. Updates will be addressed under CEO.

b. *General Grant Updates*

No report noted. Updates will be addressed under CEO.

c. *Other*

No “other” discussion noted

6. **Committee Updates**

a. *Response form and Communication s*

Still working on and refining ways for committees to communicate back to the Executive Board. No committees turned in any meeting information via the response form. Some general updates include: 1) Elementary/Middle School Committee is focusing on school connectedness – a survey focusing on student/family connectedness will be presented to the coordinating council of the SHARE grant; 2) Wraparound Committee is working on a mission and developing a training DVD for parents and facilitators.

Hacker thanked Sheehan for working so hard at trying to open up this line of communication with committee’s.

b. *Parent Advisory Updates*

Dr. Lee from Woodland Centers was at the last meeting talking about crisis services. They also talked about new ways to engage parents who are unaware of services by assisting in ways to ask for help.

c. *Other*

No “other” discussion noted.

7. **Mission & Sustainability**

a. *Mission & Focus*

There was no reported update on Mission and Focus.

b. *Financial Planning*

i.) Schools Social Work Positions

Sheehan requested approval to allow open positions or any current school-based staff to be changed over to school employees when requested by the school district. With the 75% obligation starting July 1, 2008, finding the best ways to continue supporting these positions and our partners is important. Sheehan distributed an outline of pros and cons to this request noting she also was in contact with George Holt at the MN Department of Education regarding billing on special education services. There was extensive discussion on billing as employer or contractor and in the end would pretty much be a wash but there are many reasons to keep the social work position in a contract position to the schools such as working longer than 9-months to allow for summer activities, not having a seniority list, the contents of the entire contract can be billed back through special ed (e.g. salary, benefits, mileage, training, materials); supervision and networking of school social workers across 4-counties is a major plus of the current contractor relationship. There are many aspects of the employer/contractor issue to be explored and clarified but looks to create options for schools. It was also noted that when partners were surveyed three years ago the largest group indicated school social workers as the biggest need. **Bonyng moved to offer the option to schools to hire school social workers as employees or contracting with PACT 4. Hacker second.** Continued discussion noted “sun setting” options on the school social workers positions – should it be considered to set a time limit on when these positions will eventually become school employees? With no conclusion on discussion but taken under consideration the original **motion unanimously carried.**

ii.) Woodland Proposal for Family Liaisons

Bonyng noted that Woodland Centers is now down to one liaison in the program as two others having moved into other positions. Is there interest in continuing the program with one liaison for the originally proposed six month grace period? There are currently 16 families in the program. there was extensive discussion on the program options, Brustuen moved to continue the family liaison program with one liaison contingent on a revised budget from Woodland Centers. Stenger second. Discussion noted that this will continue as agenda item as we work through issues of continuing this program and how that will be accomplished. Motion carries with four in favor and Bonyng abstaining.

iii.) 2008 Budget Projections

There are no proposed changes to the 2008 budget, noting that there are still outstanding issues with liaisons, restorative justice and wraparound. Sheehan recommended bringing the proposed budget as is for CEO Board approval. **Hacker moved to recommend the 2008 proposed budget as presented to CEO Board for approval. Bonyng second. Motion unanimously carried.**

iv.) Other

Last year PACT 4 received a grant from the Children's Mental Health Division of DHS addressing school-linked mental health services to support certain school-connected or co-located clinical mental health treatment interventions as defined by the MN Comprehensive Children's Mental Health act and further described by Children's Therapeutic Services and Supports (CTSS). It was anticipated that collaboratives would again be eligible to apply for these funds under new legislation – they are not. Bonyng noted that Woodland Centers will be submitting a proposal for school-linked services and will be working with PACT 4 and other area collaboratives. There was considerable discussion on highlights of this funding for schools and services offered to schools through mental health centers. School linked dollars will not cover day-treatment services. PACT 4 could still be involved through the evaluation process and data collection.

c. Other

No "other" discussion noted.

8. **Chief Elected Officials (CEO) Meeting**

a. *Wednesday, December 12, 2008, at 10:00 a.m.*

b. *Agenda & Content*

The proposed CEO Agenda along with written grant summaries were presented to Executive Board members for input. The grant summaries were laid out so it can easily be seen how the grant or program has impacted each of the counties and outlined as follows:

- *Chemical Health Prevention Grants* are funded through the Chemical Health Division of DHS. Each is a three year grant covering Renville and Yellow Medicine Counties. The intent of this funding is to develop an active county-wide coalition to reduce the amount of alcohol, drugs and tobacco use by youth.
- *Restorative Justice* is currently running only in Kandiyohi County as Yellow Medicine County has seen the impact and importance of the program and has begun their own initiative and hired their own coordinator. There have been no decisions made whether or not to continue the program and, if it is continued, whether it should be with a part-time or full-time coordinator, and what programmatic changes need to occur to ensure success for referred youth. A meeting is scheduled with the Kandiyohi Restorative Justice Steering Committee.
- *SHARE – Safe Schools/Healthy Students* is a grant awarded to New London-Spicer Schools with PACT 4 involved in administering the grant. This grant covers 14 schools districts [one private school] across all four counties. SHARE partners continue to work together and support one another to enhance learning environments that are nurturing health and safety. SHARE provided funding for law enforcement and schools to attend multi-agency training on school safety. This is the last year of funding for this project with an anticipated no-cost extension period.
- *School-Linked Mental Health Services* are funds to implement services in three locations; Canby, Renville County (BOLD & Buffalo Lake-Hector) and the Willmar Jr. High. These locations were based on prior programming taking place through LCTS funding. Current dollars can only be used for existing programming and services delivered under the requirement of CTSS.
- *21st Century* was awarded in April of this year covering a three year period (with the potential to be extended to 5 years) 21st Century is funded through the MN Department of Education at \$606,881 each year. These are actually federal dollars that flow through the MN Department of Ed. Eight area school districts are 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 offer after school and summer programming at the secondary level and seven of them will also offer at the elementary level. Schools 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.
- *Special Populations ATOD* is pending. A proposal was submitted to the MN Department of Human Services entitled "Chemical Health for Hispanic Youth". Our proposal has two major components. 1) Prevention specialists will work with school staff to provide prevention activities for Hispanic youth at risk of illegal drug behavior. 2) Coach/Liaisons will provide support services to Hispanic youth with chemical health issues and their families. We will not be in the treatment business but will add supportive services not available from existing providers. The primary target is Hispanic/Latino youth of both sexes, ages 14 to 22, identified as using illicit chemicals or at significant risk of serious use. Treatment services may include existing outpatient or inpatient treatment, or may involve attending a 'talking circle' modeled after Restorative Justice. Decisions on funding are anticipated February 1, 2008.
- The *LCTS summary* was not included as it is still being worked on. This summary will be made available to the CEO Board.

The current By-Laws were reviewed and asked for any suggested changes to be presented to CEO for approval. No suggestions made.

9. **2008 Issues**

a. *Board Positions for Election*

- i. Incumbent Loren Hacker, Canby School Superintendent vs. Karen Norell, YME High School Principal; School & Yellow Medicine County Representative.
- ii. Incumbent Arliss Stenger, Parent & Meeker County Representative (unopposed).
- iii. Incumbent Gene Bonyng, Woodland Centers CEO vs. George Dubie, Greater MN Family Services Director; Mental Health & Member at Large

b. *Meeting Schedule*

- i.) January Meeting re-scheduled to Tuesday, January 8, 2008, because of the New Year's holiday.
- ii.) April Annual Meeting
The annual meeting is planned for April 10, 2008, asked for input on speakers and location.

[Hacker exits meeting]

10. Other

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

There is no new information to report. There are continued discussions on the OIG report and obligation to Collaboratives – The MN School Superintendents group has joined MACSSA to share the liability. A change in the LCTS MA portion is anticipated to be an additional 15% reduction of these dollars to collaboratives leaving only 10% of the original claiming. These changes are anticipated to be effective in October of 2008.

b. *Mental Health Sub-Committee*

No report in Romosz absence.

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

No MMHAG report noted. Bonyng noted that Woodland Centers is submitting a proposal for mobile services and children's mental health practitioners will be going off site 8 – 4 Monday through Friday only with 24/7 services available at the Center. This will cover six counties. It is thought that Western Mental Health is also doing something with this funding in the southern area.

d. *Other*

No "other" discussion noted.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

*The next meeting for the PACT 4 Executive Board is rescheduled for Tuesday, January 8, 2008;
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.*