

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, January 8, 2008**

Present: Loren Hacker, Becky Romosz, Jerry Brustuen, Deb West, Arliss Stenger, Jill Bruns, George Dubie

Absent: Carmen Clementson, Debi Brandt

Ex Officio: Deborah Sheehan, Ed Downey, Val Mersch

**1. Introduction of New Board of Directors**

**2. Approval of Proposed Agenda**

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

**3. Approval of Meeting Minutes**

Brustuen moved to approve the December 2007, Meeting Minutes as presented. Stenger second. Motion unanimously carried.

**4. Election of Officers**

*a. Chair*

Stenger moved to nominate Jill Bruns as Chair. Dubie second. Bruns accepted nomination, motion unanimously carried.

Dubie moved to nominate Arliss Stenger as Vice-Chair. Hacker second. Stenger accepted nomination, motion unanimously carried

The 2008 Executive Board Chair will be Jill Bruns with Vice-Chair Arliss Stenger.

**5. Fiscal**

*a. Month End Cash Balance Financial Report*

The month ending December 31, 2007, noted a cash balance of \$6,300,514.67 with monthly interest earned at \$103,324.47. Total revenue for the current month was \$453,407.10 with expenditures totaling \$259,316.05. The fund Balance Sheet and Cash Balance report were distributed for review. A complete year end fiscal report will be given in a coming month.

*b. Discretionary Grants / Flexible Funds Review*

A month-ending December 2007 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$2,920; YTD \$28,915.93 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 \$140.95; YTD \$2,153.54 with a total budget allocation of \$20,000.

*c. Review & Approval of Bills*

After review and discussion of payables totaling \$129,327.29, Hacker moved to approve bills as presented. West second. Motion unanimously carried.

*d. Policies and Procedures*

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

The gift certificate records for December 2007 were reviewed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file. A detailed physical inventory will be done in January 2008.

ii.) Policy Clarification

A recommendation for clarification on the Stipends/Gift Appreciation Cards/Mileage/Child Care for Youth and Family Members Participating in PACT 4 Meetings policy was presented. Recommendation to add and strike wording in the following policy bullets:

3. Youth **between the ages of 16 and 24** will receive a stipend in the amount of ~~\$20 for Youth Reflections Meetings~~ and \$35 for Steering Committee or other committee meetings with a total not to exceed \$45 per month for any combination of meetings.
4. **Volunteer** parents **of a child with mental health needs** ~~and other adult family members~~ will receive a gift appreciation card worth \$35 per committee (or similar) meeting not to exceed a total of \$45 per month.

Stenger moved to approve the policy changes as presented above. Brustuen second. With no further discussion motion unanimously carried.

*e. Other*

No "other" discussion noted.

**6. Personnel**

*a. Staff Changes / Updates*

i.) Open position for Willmar Public School Early Childhood Social Worker

With the resignation of Michelle Thomas there is an open position for an early childhood social worker with Willmar Public Schools. In discussions with Superintendent Leedom they have chosen to continue this position therefore we will be advertising next week.

ii.) Open position for Restorative Justice Coordinator

There have been planning meetings with the Restorative Justice Steering Committee about the continuation of the program and whether or not to fill the coordinator positions recently vacated by Kenny Turck. After extensive discussions it was decided to advertise and search for a replacement for the Coordinator. To date we have received 10 resumes and plan to conduct interviews in the next couple of weeks.

*b. Other*

A Personnel Committee of the Executive Board was originally planned to review suggested changes made to the Employee Handbook. The Handbook has been forwarded to Ann Goering, an employment law attorney, for input prior to presentation to the Personnel Committee. When we have a reviewed draft and input from Ms. Goering an electronic copy of the handbook will be forwarded to Personnel Committee members and a meeting will be scheduled for discussion. In a final note, George Dubie will be added to the Executive Board Personnel Committee.

**7. LCTS & Other Grant Updates**

*a. LCTS General Updates*

The first reports from the new cycle of LCTS grants are beginning to come in.

*b. General Grant Updates*

The school linked mental health services granted from the Children's Mental Health Division of DHS addresses 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. Woodland Centers will be submitting a proposal for school-linked services in the counties they serve which covers three of the four counties in PACT 4 and will be working with us and other area collaboratives. Greater Minnesota Family Services will also be applying for these grant dollars in the service areas outside of PACT 4 as there cannot be competing proposals in any one area.

Western Mental Health Center was contacted to inquire about services for Yellow Medicine County School Districts; it is unlikely they will be applying for this funding. They are willing to provide the services under the grant but did not feel they had the capacity to write the grant. In order to have service coverage for Yellow Medicine County; a contact will be made with Gene Bonyng regarding the possibility of Woodland Centers covering Yellow Medicine. Sheehan will contact Bonyng regarding this.

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, data collection and related collaborative activities.

*c. Grant Applications Practices*

It has not been the practice of PACT 4 to write grant proposals on behalf of other agencies. However, if writing a grant fits the organizational mission and Sheehan asked if the Board would see it as appropriate for us to do this type of grant writing? There was no conclusion to the discussion.

*d. Other*

No "other" discussion noted.

**8. Committee Updates**

A written overview of committee responses was distributed for review – noting only one committee returned information. Still working on and refining ways for committees to communicate back to the Executive Board. There was discussion about alternative ways to gather committee information and open the lines of communication. It was suggested to take the verbal reports from the Full Collaborative that are in the monthly minutes and review them at the Executive Board.

**9. Mission & Sustainability**

*a. Mission & Focus*

*i. State of Collaborative in Minnesota*

Sheehan distributed a memo regarding the State of Collaboratives in Minnesota and walked through the points of interest such as the Medical Assistance/Office of the Inspector General audit and predictions for Minnesota Collaboratives; adding that we need to be holding the State more accountable. It is predicted that collaboratives will be receiving only about 10% from their heyday. It is DHS' notion that collaboration should be voluntary – however completely overlooking the fact that funding is an important component to keeps programs for kids and families. There was continued discussion on direct billing from the schools to help defray the impact of LCTS losses.

We can start to see things eroding and we need to look to some possibilities of where we want to go and what we want to do. These are Executive Board issues to deal with. In identifying steps or approaches by 1) Resolve; 2) Plan; and 3) Fight. People tend to sit around and take the hits... we need to fight for what we believe in. Talked about lobbying and our limits in this area... we cannot lobby on behalf of a particular candidate, but we need to fight for our kids and families. There was extensive discussion on the steps toward change and how we can move forward in partnership by phoning, writing, and pursuing our legislative leaders. These are some tough times and we need more group discussions with our partners.

There was discussion on what each partner can bring to the table and contribute in terms of revenues, resources, services, etc. A big part of our sustainability is what we do with that financial pool. Do schools look more to third party billing with private insurance companies – or look to hire someone to provide this service. There was discussion on possible impacts to families insurance and we would need to do a cost benefit analysis on whether it will save any money or not.

It is good to be proactive and strategizing for new revenue is one of the areas we need to focus on and have a plan. We need to move forward and start educating our legislators on implications to kids and families. The Board is supportive of a partner group meeting but would like more information than we have right now on what exactly our sustainable income will be in the coming years.

*b. Financial Planning*

i. Woodlands Proposal for Family Liaisons

Woodland Centers is now down to one liaison in the program for the first six months of 2008. We had decided last month to move forward for this six month interim, contingent on a revised budget. The revised budget was reviewed. Brustuen moved to approve the Woodlands proposal as presented with payment to them made only upon receipt of itemized billing by the contractor. Romosz second. Motion unanimously carried.

ii. Other

No "other" discussion noted.

*c. Other*

Please check out our new website. There is still some work to implement details in all categories.

**10. Agenda for Superintendents Meetings**

Sheehan noted the plans to meet with all school superintendents and presented some ideas to outline conversations. Bruns added this proposed agenda can be used to facilitate discussions with all partners and be utilized as a forum for discussions. *See more discussion notes under - 9. Mission & Sustainability / a. Mission & Focus - regarding partner planning.*

**11. Other**

*a. Annual Meeting – April 10, 2008*

Input was sought by Board members regarding location, time and presentation at the upcoming Annual Meeting. We are still looking for a speaker and presented a few possible options to pursue such as Nimi Singh, Asst. Professor of Pediatrics and Adolescent Health at the U of M; presenter from the Social Norms Marketing Group; or maybe a local government official or even Executive Board Member. Any input or recommendation would be appreciated. It was a Board recommendation to reserve the Blue Heron for the location and charge more for a registration fee.

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

No report noted. There has not been a meeting since we last met.

*c. Mental Health Sub-Committee*

Romosz gave a report on the activities of the State Advisory Council on Mental Health and Subcommittee on Children's Mental Health. You can get copies of complete Minutes from this group by pressing CTRL and clicking on the following link when you receive these notes electronically:

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id\\_018271](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_018271)

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

No report given.

*e. Other*

Brustuen forwarded a respite care grant to county supervisors to possibly prepare as a four-county proposal. This proposal is due March 6<sup>th</sup> and Brustuen is encouraging PACT 4 involvement.

Bruns noted a video conference on the 2007 Minnesota Student Survey Results. The Chronic Disease and Risk Reduction Unit at the Minnesota Department of Health is sponsoring a video conference on the 2007 Minnesota Student Survey Results. Ann Kinney and Pete Rode of the Minnesota Department of Health - Center for Health Statistics will present on: 1) A brief introduction to the 2007 Minnesota Student Survey and the tables and reports produced from it; 2) Trends for key indicators from 1992 to 2007, with an emphasis on change between 2004 and 2007; and 3) Results for new questions, including bullying, date violence, overweight status, and mental health. In addition, content experts will be on hand to answer questions you may have about the meaning of the results. It will be held Wednesday, January 30, from 9:00 a.m. until 12:00 noon at various sites around the state with Marshall and St. Cloud being the closest to our region. Registration for this video conference is online at: [http://www.surveymonkey.com/s.aspx?sm=DhrnY241TFLT1V3sQ4IEkA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=DhrnY241TFLT1V3sQ4IEkA_3d_3d)

**Meeting adjourned**

Respectfully Submitted,  
Jolene Borka, Recorder

*The next regular scheduled meeting for the PACT 4 Executive Board is Tuesday, February 5, 2008; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.*

*No Personnel Committee Scheduled*