

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, February 5, 2008**

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

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Brustuen moved to approve the January 2008, Meeting Minutes as presented. Dubie second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Report

Due to a pending computer upgrade in accounting/reporting functions for 2008 there was no month end cash balance report January 2008. It was noted that monthly interest earned at \$114,968.55. Total revenue for the current month was \$439,256.12 with expenditures totaling \$175,575.28. A revenue and expense summary was distributed for review. A complete month end and 2007 year end fiscal report will be given in March.

b. Discretionary Grants / Flexible Funds Review

A month-ending January 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$700; YTD \$700 with a total budget allocation of \$50,000. In addition a listing of non-funded Discretionary Grants was reviewed and discussed reasons for denial. There were no paid Discretionary Plus Grants; YTD total remains at \$0 with a total budget allocation of \$70,000. There were no paid Flex Funds for the current month; YTD \$0 with a total budget allocation of \$5,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$50,999.90, Brandt moved to approve bills as presented. Brustuen second. Motion unanimously carried.

d. Policies and Procedures

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

The gift certificate records for January 2008 were reviewed and a physical inventory of gift cards was completed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file.

e. Other

No "other" discussion noted.

4. Personnel

a. Staff Changes / Updates

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

The Early Childhood Social Worker with Willmar Public Schools position has been offered and accepted by Kathy Kapping. Ms. Kapping will begin employment on Monday, February 11, 2008.

ii.) Open position for Restorative Justice Coordinator

There was one round of interviews with stakeholders with a number of applicants. It was decided to continue the search and keep the position open. In the meantime Sheehan and Downey have been and will continue to facilitate Circles until the position is filled.

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.

5. LCTS & Other Grant Updates

a. LCTS General Updates

With Sarah on maternity leave, Ed is heading up the review of LCTS quarterly reports. Last fall Sarah did site visits with non-school LCTS grant recipients; now Sally will be following up with school sites that also have 21st Century programming and Ed will fill in where necessary to assure all LCTS grants sites have had contact. The first reports from the new cycle of LCTS grants are beginning to come in. Debb noted that she is proceeding with a sustainability budget for Board review and decision about whether any further LCTS grant cycles will take place.

b. General Grant Updates

We were not awarded the grant that we applied for back in November that would enhance the Circle process with a chemical dependency approach. Because the Hispanic portion of the RFP has not yet been awarded we have the option of revising our proposal for re-submission. It was geared to provide support services to Hispanic youth and young adults with chemical health issues and would give kids assistance in getting treatment and support as they leave treatment. Downey has prepared a letter of response to gain more information and give clarification on the critiqued areas.

Woodland Centers has completed the application process for school linked mental health services through the Children's Mental Health Division of DHS that 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 hoped to have all school districts in the PACT 4 area covered by these services, however that was not possible in their proposal. The school districts not included in the first tier is Canby, Cedar Mountain, GFW, ECHO and Eden Valley-Watkins. The focus is to provide mental health services to youth in the school setting. Dubie added that Cedar Mountain could be included in the Redwood Collaborative, however they currently receive their services from PACT 4. Hacker added that the mental health centers in their proposals have created a second class of students.

There are a number of applications that we are looking at submitting or being actively involved in. 1) A respite care grant, which only counties can apply for. Rick is working with the social services supervisors in the four counties on the particular needs they might have. 2) Sprint Ahead for Education can only be applied for by LEAs (Local Education Authorities). Through the Sprint Ahead for Education grant program, the Sprint Foundation will award grants to school districts and individual schools to fund the purchase of resource materials, supplies, equipment and software that facilitates and encourages character education among K-12 students. With a national reach, the program is open to all US public schools (K-12) and US public school districts. All K-12 publicly accredited charter schools are eligible. 3) MN trust fund child abuse and prevention grant. These funds have not been published yet, but typically are in May of each year. We will start gearing up as timelines will be short. Just some things to think about as these opportunities come forward.

c. Other

No "other" discussion noted.

6. Committee Updates

There were two approaches to committee updates this month. First was from the committee feedback forms in which only three of the committees turned in; and second was from the minutes taken at the last Full Collaborative Meeting. A written overview in both formats was distributed for review. There was brief discussion on budgets for committees or a process of identifying needs and submitting a request to the Board. We need to empower the committees to feel they can do something. Romosz noted that the Parent Advisory Committee would like to send parents to the Federation of Families conference that is typically held in Washington DC. This has good information for both youth and adults. The PAC currently has about \$800 in their fundraising budget; however it would cost about \$500 and up per person to attend this conference.

7. Mission & Sustainability

a. Mission & Focus

Sheehan gave updates on her visits with area superintendents. She has currently met face to face with ten of the 16 superintendents. It has been a tremendously valuable opportunity; however the general theme coming across has been they are looking to collaboratives for financial resources. It has been recommended to have an organization with a healthy infrastructure that can leverage funds as many schools do not have the time or resources for grant writing. Hacker suggested we look at collecting data now on out-of-home placement rates in each county and how much schools are paying in out of district tuition. With the significant decrease in LCTS, if we have a baseline now we can see how those prevention dollars have benefited our communities. It is recognized that there are a lot of factors that can affect these numbers but the data could also give us some useful information as we plan for the future. We need information to show school boards results that are beyond what can be measured on a test. There were continued discussions on student supports, truancy and connecting with families.

b. Financial Planning

Sheehan will come back with a sustainability budget as we begin to forge forward. Dubie requested we look into an endowment fund in order to keep a designated reserve as we look for other funding sources. It was suggested we look at continuing programs that are successful in all counties.

c. Other

No "other" discussion noted.

8. Other

a. Annual Meeting

There are many conferences and schedule conflicts in April. Kathy Leedom was asked and accepted the invitation as Keynote Speaker. After discussion on dates, locations and scheduling conflicts it was decided to confirm the Annual Meeting for Tuesday, April 1, 2008, at the Blue Heron in Willmar. Cost will be \$15.

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

Brustuen reported that at the last MACSSA Meeting there were discussions on the OIG Audit and payback of LCTS dollars and legislative changes in Medicare/Medicaid claiming related to LCTS. The payback related to the audit is currently in litigation and looks like the worst case scenario we would be paying back (for our collaborative) \$92,751, that is considerably less than originally thought - still looking for the State to payback instead of local collaboratives. According to the federal register dated December 2007, reimbursement under Medicaid for school administration expenditures and costs related to transportation of school-age children between home and school will be eliminated and no longer be able to be claimed through LCTS. Currently the National School Board Assoc. is working on a moratorium to get this reversed. Handouts regarding the legislative position from MACSSA and copies of the federal register were distributed by Brustuen for review.

c. Mental Health Sub-Committee

Romosz noted that the mental health sub-committee meeting is to be held this coming Thursday. To stay up-to-date on the activities of the mental health sub-committee simply visit their site to get copies of meeting minutes from this group by pressing CTRL and clicking on the following link:
http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_018271

d. MMHAG (Minnesota Mental Health Action Groups)

Dubie noted that there is an upcoming meeting at the Earl Brown Center regarding CTSS.

e. Other

Brandt added that Head Start received a grant from Prime West for a behavior specialist to work one-on-one with Head Start students in Meeker, McLeod and Redwood Counties. Heartland also received a SPARKs grant to address childhood obesity and is currently looking at a Nike grant to enhance that program. Brandt also noted that Head Start has seen an increase in the number of mental health diagnoses given to three, four and five year olds.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

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

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.