

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, April 1, 2008**

Present: Loren Hacker, Becky Romosz, Debi Brandt, Jill Bruns, George Dubie, Carmen Clementson, Deb West, Jerry Brustuen
Absent: Arliss Stenger
Ex Officio: Deborah Sheehan, Ed Downey, Val Mersch
Guests: Beth Lundecker, RCHS Intern; Mary Potter, YMC Family Services; Bob Fox, RC Commissioner

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

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

3. Fiscal

a. Month End Cash Balance Financial Report

The month ending March 31, 2008, noted a cash balance of \$5,837,455.67 with monthly interest earned at \$4,043.67. Total revenue for the current month was \$141,097.40 with expenditures totaling \$219,355.38. The fund Balance Sheet and Cash Balance report were distributed for review.

b. Discretionary Grants / Flexible Funds Review

A month-ending March 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$0; YTD \$4,860 with a total budget allocation of \$50,000. There were no paid Discretionary Plus Grants; YTD total remains at \$0 with a total budget allocation of \$70,000. There was one paid Flex Fund for the current month totaling \$170.32; YTD \$533.61 with a total budget allocation of \$5,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$81,601.78, Hacker moved to approve bills as presented. Clementson second. Motion unanimously carried.

d. Policies and Procedures

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

The gift certificate records for February and March 2008 were reviewed. Val reported no concerns in the review of gift card/certificate procedures. All documented proof is on file.

e. Other

It was noted that due to changes in the *Government Auditing Standards* the Office of the State Auditor will be conducting a full Board entrance which is being planned for the June 3, 2008, meeting.

4. LCTS & Other Grant Updates

Sheehan reviewed the grant summaries as outlined in Year in Review. Also reviewed a number of grant applications being submitted or have been submitted. 1) MN Special Populations Re-Submission - We have revised and re-submitted our proposal, based on recommendations from DHS that would use elements of a talking circle and youth coaching with a chemical dependency approach. The revised proposal will enhance our partnership with the West Central Integration Collaborative strengthening our cultural competency. 2) A proposal has submitted to the Otto Bremer Foundation for Organizational Effectiveness ~see more on this proposal under Mission. 3) A federal Character Education grant was submitted on behalf of the School Districts within the PACT 4 Counties with New London-Spicer as the fiscal host. The Character education program project design is based on implementation of Thinking, Learning and Community (TLC) curriculum. The program is adaptable to all levels of student ability and cultures. 4) A proposal is being developed for submission to the Robert Wood Johnson Foundation for Building Health Teen Relationships. This proposal will support the creation and evaluation of comprehensive community-based models of prevention that aim to decrease relationship violence and increase positive, protective relationship skills. 5) PACT 4 is looking to apply for a federal grant targeting pre and post CD treatment through SAMHSA (*Substance Abuse Mental Health Services Administration*). Our target population would be children/youth to age 21. It is not restricted to minority youth, but would use a similar pre and post treatment model as in the Special Populations grant noted above. This is seen as a strength where one program could compliment and build off the other. Proposal is due April 18, 2008.

5. Committee Updates

March Committee updates, comments and feedback was reviewed.

6. Personnel

The revised and updated Employee Handbook that was approved for distribution last month was given out. Staff will receive their copy and changes will be reviewed at the scheduled All-Staff Meeting tomorrow, April 2nd.

7. Mission & Sustainability

A proposal has submitted to the Otto Bremer Foundation for Organizational Effectiveness and we have been notified that we were selected for a site visit on Tuesday, April 29th at 10:00 a.m. This project would mean active involvement of the Executive Board,

CEO Board and partners working with a consulting agency to set up a work plan that would include the overarching goal of strategizing for the future of our Collaborative. This would break down into several objectives that may include financial sustainability, mission-driven projects, outsourcing services, supporting our partners, etc.

8. Other

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

Brustuen noted that the settlement regarding the OIG Audit and payback of LCTS dollars is finalized and the bottom line for PACT 4 is \$73,880. This is much less than the original anticipated amount. The fiscal agents for each of the collaboratives will be invoiced for their portion of the payback by May 1, 2008.

b. Mental Health Sub-Committee

Romosz reported that the next meeting is on Thursday of this week and they are currently working on their annual report to the Governor. The report is due in October.

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

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, May 6, 2008; 11:30 a.m. at the Kandiyohi County Health & Human Services Building, room 2055, in Willmar

The Personnel Committee will be meeting at 11:00 a.m. prior to the scheduled Executive Board meeting in the same location.