

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, May 6, 2008**

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

**1. Approval of Proposed Agenda**

Brustuen moved to approve the Agenda as with the addition of School Based Mental Health by Loren Hacker under "4. LCTS & Other Grant Updates item d. i"; and Psychiatrist Care by George Dubie and Empowering Youth Bulletin by Jerry Brustuen, both under "7. Other". Hacker second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Brandt moved to approve the March 2008 Meeting Minutes as presented. Dubie second. Motion unanimously carried.

**3. Fiscal**

*a. Month End Cash Balance Financial Report*

The month ending April 30, 2008, noted a cash balance of \$6,037,096.86 with monthly interest earned at \$2,366.11. Total revenue for the current month was \$425,932.39 with expenditures totaling \$160,131.46. The fund Balance Sheet and Cash Balance report were distributed for review.

*b. Discretionary Grants / Flexible Funds Review*

*i. Month End Report*

A month-ending April 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. Paid Discretionary Plus Grants for the month totaled \$2,931; YTD \$2,931 with a total budget allocation of \$70,000. There were no paid Flex Funds for the current month keeping YTD \$533.61 with a total budget allocation of \$5,000.

*ii. Flex Fund Application for Board Review*

Any Flex Fund request over \$500 must be reviewed and approved by the Executive Board. A request for \$1,800 to pay for all-day everyday kindergarten was reviewed and discussed at length. The demands to pay for this type of program in all of the school districts is in great demand and these pressures should be on the legislature, not on PACT 4. Hacker moved to deny this Flex Fund request. Brustuen second. Motion unanimously carried.

*c. Review & Approval of Bills*

After review and discussion of payables totaling \$78,412.76, Stenger moved to approve bills as presented. Brandt second. Motion unanimously carried.

*d. Policies and Procedures*

- i. Policy Controls Report by Val Mersch, Fiscal Host*  
No report given in Val's absence.

*e. Other*

*i. Financial Statements & Dashboard Indicators by George Dubie*

Dubie distributed and reviewed the profit/loss and dashboard indicator reports from Greater MN Family Services (GMFS) as a model. He indicated it gives a picture of how much cash is available based on how many days of operation and gives a clearer idea of what are program vs. administrative expenses, etc. There was discussion on goals of the Collaborative and the concerns over budget constraints. Are there reporting methods or statewide averages for comparable data and reporting in collaboratives? Are there consistent stands in what is considered 'administrative'? Or, is administration each agency's determination? Dubie noted that at GMFS the time spent in directly supervising a program is considered program and all other time is administrative. No action taken on this discussion.

**4. LCTS & Other Grant Updates**

*a. LCTS General Updates*

*i. Grants to Partners with Unpaid or Incomplete 2008 Memberships*

There are still some partners with unpaid or incomplete 2008 memberships. Three letters requesting a signed letter of intent and dues have been sent. It is clear in all LCTS contracts you must be a member in good standing to be eligible for any LCTS funding. Personal contacts will be made. No other action taken at this time.

*b. General Grant Updates*

No Report

*c. Grant Proposal in Process*

*i. Otto Bremer Foundation (Mission & Financial Planning)*

A site visit was conducted by the Otto Bremer Foundation regarding our proposal for Organizational Effectiveness.

There was good discussion and valued input. Feedback we received was that it was a well targeted plan however, we

have high reserves and this may be a detriment to this type of funding. Informational charts on our current expenses to programs and breakdowns in LCTS were forwarded to Lue Herr at Otto Bremer. It is anticipated we will receive word on our proposal by May 20<sup>th</sup>.

ii. MN Special Population Re-Submission

Our resubmitted proposal to Chemical Health for MN Special Populations grant was approved and we received increased funding to hire an additional coach/liaison for a total of \$42,000 a year for four years. In addition, Sheehan received an email from Karen Christianson at the Chemical Health Division giving positive review of our proposal and the partnership outlined in the grant. Implementation of this grant will begin July 1<sup>st</sup>.

iii. Robert Wood Johnson Foundation

The Robert Wood Johnson proposal is for “Healthy Teen Relationships” We should know by May 20<sup>th</sup> if we pass the first round of reviews and are invited to submit a full proposal.

iv. SAMHSA Targeted Populations (CD)

The SAMHSA Targeted Populations grant is a similar model to Special Populations noted above, but not ethnically targeted. We are slated to hear by October 1<sup>st</sup>. This grant is \$400,000 a year for three years with carry over possibilities.

d. *Other*

i. School Based Mental Health by Loren Hacker

There are six schools in the PACT 4 area that were left out of the School Linked Services proposal for this region. According to Hacker, this is a flawed model – if schools are being left out it is not impacting the whole state as the state would suggest. There was discussion on the geographic and cost factor reasoning, but this is not school based as the language would suggest. Hacker plans to contact members of the legislature about this information. No action taken.

**5. Committee Updates**

a. *Parent Advisory Committee Discussion*

The Parent Advisory Committee (PAC) wants Executive Board members to know what PACT 4 has done for them and developed an overview that was distributed for review. Sheehan distributed additional information and proposal for discussion on how we can best support families in time of diminished resources. The current budgeted amount for PAC is slightly overspent which is actually a good thing because it means parents are becoming involved. The proposal (for discussion purposes) includes: 1) refocusing the PAC to become a *Parent Networking Group* noting there is great value in parents meeting together on a regular basis to gain insights and assistance by helping each other navigate the system, share concerns and offer hope; and 2) have volunteer parents and youth as advisors to PACT 4 on current active committees and on the Local Advisory Councils so we “hear the voice” of parents and youth if we are going to be responsive to their needs. As long as we continue to meet with both professionals and parents/youth we will have a full compliment of responses to issues. Sheehan further proposed we take back the Parent Liaison program under our umbrella to provide that valuable piece of continuum of services to families.

[Bruns exits meeting; Stenger precedes meeting]

The Board gave unanimous approval to bring the draft proposal to the PAC for their input before any decisions or changes are made.

**6. Personnel**

a. *Personnel Committee Update*

The Personnel Committee met prior to the Executive Board Meeting to review options of VEBA payments for the remainder of the year. It was the consensus to recommend for Board approval to make employer-funded VEBA payments into employee accounts on a monthly basis. There was discussion on options for new employees and it is recommend they currently be treated the same until there is a need to re-visit, due to the additional grant incentive from the Coop. Brustuen moved to make employer-funded VEBA payments into employee accounts on a monthly basis. Hacker second. Motion unanimously carried.

b. *Staff Updates*

Sheehan distributed and reviewed a handout outlining school-based staff; the unfunded positions and plans of each school district for the 08/09 school year. The Evaluation Department will be reduced as Russell Lammers has submitted his resignation effective May 17<sup>th</sup> and Sarah Wennerberg has reduced hours to 80% or 4/5 time. No replacements will be sought at this time as we continue to analyze the needs of this department.

**7. Other**

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

Brustuen distributed information from the MACSSA Collaborative Committee on soliciting input and a meeting summary from April 17<sup>th</sup> outlining mental health grant RFP’ s from the Department of Human Services that are currently in negotiation and some still to be issued. MACSSA is sending a letter to the DHS Commissioner requesting a one-year delay of the LCTS settlement to see what happens with the federal moratorium that will affect funding sources. Sheehan added that “we are thrilled with the support of MACSSA”.

AMC (Assoc. of Minnesota Counties) issued a federal update that Targeted Case Management fix passes U.S. House. Minnesota’s entire House Congressional delegation voted in favor of H.R. 5613, which included the targeted case management (TCM) moratorium provisions. The bill passed the House, which was more than the two-thirds majority needed to override a veto. We now await action in the Senate.

*b. Mental Health Sub-Committee*

No report in Romsosz absence.

*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](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_018271)

*c. Other*

*i. Psychiatrist Care by George Dubie*

Dubie distributed accessibility to psychiatric care chart outlining cost and turnaround to gain access to services. He is looking for partner contributions to support child psychiatry in our area through GMFS. There was extensive discussion on billable rates and reimbursement, other mental health agencies providing like or same services, possible contracting option with out of area professionals to provide services in our area on certain days, beyond salary/funding there is lifestyle considerations of living in rural MN. Dubie noted that he knows funding is difficult, but there are a lot of kids not getting needed services and is currently looking to serve just the four counties in PACT 4 and looking for the support of those four counties plus PACT 4 to fund this. No action taken, but will keep the possibility open.

*ii. Empowering Youth Bulletin by Jerry Brustuen*

The Empowering Youth Update is written by the adolescent services unit at the Minnesota Department of Human Services (DHS) for county, tribal, and private agency staff working with youth. The Update includes DHS adolescent services program information, DHS initiatives, and relevant topics and resources for youth. The adolescent services programs are 1) Support for Emancipation and Living Functionally (SELF); 2) Healthy Transitions to Adulthood and Homeless Prevention Grant; 3) Education and Training Voucher (ETV). DHS has received grant funds to support Healthy Transition to Adulthood and Homeless Prevention and there are new youth leadership councils beginning around the State with Willmar as one of the areas listed. The Update will be e-mailed quarterly in April, July, October and January.

*iii. July 1, 2008, Meeting Quorum*

Because of the July 4<sup>th</sup> holiday it was inquired as to the need to reschedule the July 1<sup>st</sup> meeting due to lack of quorum. In polling Board members present a quorum will be reached so the meeting will proceed as scheduled.

**Meeting adjourned**

Brustuen moved to adjourn. Dubie second. Motion unanimously carried.

Respectfully Submitted,

*Jolene Borka, Recorder*

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, June 3, 2008; 11:30 a.m. at the Kandiyohi County Health & Human Services Building, room 2055, in Willmar*

*No Personnel Committee scheduled for June*