

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, May 5, 2009**

Present: George Dubie, Loren Hacker, Jerry Brustuen, Greg Schmidt, Arliss Stenger, Becky Romosz, Tammy Thompson, Jill Bruns  
Absent: Debi Brandt  
Ex Officio: Deborah Sheehan  
Guest: Ed Downey, Deb West, Jay Kieft

**1. Approval of Proposed Agenda**

Thompson moved to approve the Agenda as proposed. Stenger second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Schmidt moved to approve the April 2009 Meeting Minutes as presented. Brustuen second. Motion unanimously carried.

**3. Fiscal**

*a. Month End Cash Balance Financial Report*

The month ending April 30, 2009, noted a cash balance of \$5,754,429.88 with monthly interest earned at \$297.07. Total revenue for the current month was \$266,662.11 with expenditures totaling \$267,702.25. The fund Balance Sheet and Cash Balance report were distributed for review.

*b. Discretionary Grants / Flexible Funds Review*

A Report on Discretionary Grants and Flexible Funds was distributed for the months ending March & April 2009. Paid Discretionary Grants ending this period equaled \$1,500; with a YTD total at \$1,500 and a total budget allocation of \$12,500. Paid Discretionary Plus Grants for this period equaled \$8,000; YTD at \$11,000.00 with a total budget allocation of \$60,000. There were no Flex Funds approved or paid; YTD \$121.31 with a total budget allocation of \$3,000.

*c. Review & Approval of Bills*

After review and discussion of payables totaling \$246,672.37, Hacker moved to approve bills as presented. Schmidt second. There was discussion on the purchase of some grant specific "trinkets" which Sheehan addresses under *General Grant Updates* below. Motion unanimously carried.

*d. Policies and Procedures*

No report.

*e. Other*

Next month the entrance to our 2008 audit will be conducted by representatives from the Office of the State Auditor.

**4. Committee Updates**

*a. PACT 4 Committee Reports*

Due to the Annual Meeting in April there were no general committee meetings or Full Collaborative meeting to report. The Parent Advisory Committee did meet as regularly scheduled. The Brain Conference Committee has begun meeting and planning for this year's Brain Conference scheduled for November 2009.

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

There is good news from the Office of the HHS Secretary that the interim final rules for the Medicaid Targeted Case Management are being rescinded. Additionally, the December 2007 final rule on school-based administrative and transportation services and November 2008 final rule on outpatient hospital services will be rescinded. In addition, the MACSSA collaborative committee has dissolved and has now become part of the children's committee

*c. Mental Health Sub-Committee*

The Mental Health Subcommittee will be meeting on Thursday of this week. The sub-committee continues working on legislative language using the PRIDE-4 model with a focus on transition funding. In addition, they are looking at the college system in relation to young adults entering with mental health related issues and working on a database.

*d. Other*

No "Other" discussion noted.

**5. Personnel**

The open Gufa position has been filled and this grant team is now complete. Danielle Hendrickson has accepted this 4/5<sup>th</sup> time position and will begin her employment on May 21<sup>st</sup>. Due to declining case loads and decreased funding the shared case management position between Renville and Kandiyohi Counties has been eliminated effective June 30, 2009.

## 6. LCTS & Other Grant Updates

### a. Request from Kandiyohi County Corrections / Family Services

Sheehan began discussion on potential funding for the Restorative Justice program by distributing a written request by Kandiyohi County Community Corrections Director Deborah West and Kandiyohi County Family Services Director Jay Kieft. Sheehan noted precedence for this consideration through the brokering of services allowed to Yellow Medicine County Family Services.

[West and Kieft enter meeting]

West opened with an overview of the proposal for funding of the Restorative Justice program in Kandiyohi County. The Family Services agency and Community Corrections department are proposing a contract with PACT 4 to partner with the Circle Sentencing program by re-allocating the carve-out funding for the HCBS program in Kandiyohi County in the amount \$46,000 for the next two years. It is proposed that these funds be allocated to continue the Circle Sentencing program in the County until other funds can be secured. According to the proposal it is recognized that this would mean suspending the HCBS program, but feel that with limited funds available, Circle Sentencing is a higher priority for the youth involved in corrections in Kandiyohi County. West and Kieft added that the County Board of Commissioners and the County Administrator are supportive of the Circle program and want to see it continue. The request includes that Trisha Buggs, as the current program coordinator, remain a PACT 4 employee.

Kieft added that we are looking to keep an array of services that are successful and necessary. This is not to eliminate HCBS but suspend temporarily. We additionally want to document well the successes and make the caveat that this request to methodically serve different kids and guide the program toward that demographic and test it. Kieft noted that as they transition kids out of HCBS "[Family Services] will take responsibility for that transition" until Circle finds funding for sustainability.

There was extensive dialogue with questions and answers between members and guests present. Brustuen noted that the money being requested through this carve-out is very little LCTS [\$5,000] and the majority is CCSA block grant dollars [\$41,000]. Currently PACT 4 receives funds from CCSA (Children and Community Services Act) allocated to our four counties – these are combination funds that come from sources previously tagged for adolescent services and wraparound.

[West and Kieft exit meeting]

There was continued discussion by the Board on concerns with setting precedence, program values, contract arrangements and employee tenure. It was suggested to consider allowing Kandiyohi County to redistribute the portion of CCSA dollar with no flexibility in the LCTS portion.

Bruns moved to allow Kandiyohi County to use a one-year allocation of \$41,000 from CCSA; with the additional \$5,000 through LCTS to be used for HCBS as originally proposed and approved beginning July 1, 2009. Stenger second. Motion passed with six in favor, Thompson opposed and Dubie abstaining.

### b. LCTS Grant Updates

There was some discussion on the latest LCTS competitive grant process with very little feedback noted from partners.

### e. General Grant Updates

We have received notification that we have been awarded the Birth to Five grant. This is a two-year grant with half of the allocation to be obligated in services to providers with billing through CTSS. Collaboration is an important piece to this grant. Woodland Centers and Lutheran Social Services are the mental health providers in this proposal. The Early Childhood Committee will be assisting in details related to implementation.

Two other grants recently applied for are 1) A proposal submitted to SAMHSA (*Substance Abuse Mental Health Services Administration*) for a targeted populations grant focusing on chemical dependency issues; 2) A re-application through the Office of Juvenile Justice and Delinquency Prevention (OJJDP) on Strengthening Youth Mentoring through Community Partnerships grant.

Sheehan gave an update on the two current chemical health coalition grants and money usage dictated by the DHS Chemical Health Division. This month and coming months you will see dollars being spent on trinkets (e.g. stress balls, water bottles, etc.) and excessive expenses related to a youth leadership retreat. Sheehan added we have sought written approval and documentation from DHS regarding these costs as these are not expenses believed to fit the mission of our organization. It was noted that DHS should be reminded that trinkets don't change behaviors.

### f. Other

No "Other" discussion noted.

## 7. Mission, Sustainability & Strategic Planning Discussion

Are we moving in the right direction? Are we going the direction we want to? And, are these the issues we want to focus on? As a Board we need to be mindful of the direction of our Collaborative. As we have shrinking funds and reserves do we re-look at our committee structure and be more overt about who is coming to committee and collaborative meetings.

Sheehan gave a brief overview of current membership and how our partnerships have evolved over the years with the ebbs and flows of funding. Brustuen noted that partners should be reminded that PACT 4 is not going away and keep reminding them that we have developed a seven year plan. It was asked that the PACT 4 management team take a closer look at our partnerships over the past several years and develop a short survey to find out why some partners have opted out of the Collaborative. As we move forward and work on the values of being a

collaborative partner we also need to recognize what partners we have lost and why. As an ever recreating organization what are those things that make us unique and valuable... more input to be sought through a brief online survey.

**8. Other**

No "Other" discussion noted.

**Meeting adjourned**

Respectfully Submitted,  
*Jolene Borka, Recorder*

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, June 2, 2009; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.*