

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Monday, May 4, 2010**

Present: Loren Hacker, Jerry Brustuen, Greg Schmidt, Tammy Thompson, George Dubie, Arliss Stenger, Becky Romosz

Absent: Debi Brandt, Jill Bruns

Other Attendees: Deborah Sheehan, Ed Downey, Val Mersch

Meeting Called to Order by Chair, George Dubie, at 11:40 a.m.

1. Approval of Proposed Agenda

Schmidt moved to approve the Agenda as presented. Thompson second. Motion unanimously carried.

2. Approval of Meeting Minutes

Brustuen moved to approve the April 2010 Meeting Minutes as presented. Stenger second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Reports

The month ending February 2010, noted a cash balance of \$4,888,557.72 with monthly interest earned at \$24.27. Total revenue for the current month was \$423,600.80 with expenditures totaling \$300,191.43. Discretionary funding for the month totaled \$10,708.40; year to date \$14,008.40; with a total budget allocation of \$40,000.

b. Review & Approval of Bills

After review and discussion of payables totaling \$164,427.90, Hacker moved to approve bills as presented. Romosz second. Motion unanimously carried.

c. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host

Val reported a physical inventory of gift cards/certificates was conducted and reported no concerns in the review of procedures.

d. Other

Brustuen noted meetings that have taken place with both Bremer National Bank and MAGIC (MN Assoc. Governments Investing in Counties) on investment strategies. With many factors to consider recommendations will be developed and strategized and brought back with a proposal for future longer term investment options. The Board will be kept apprised of any investment changes.

4. Public / Private Data Access

a. Conference call with Ann Goering, Ratwik, Roszak & Maloney, P.A. (11:45 a.m. – 12:20 p.m.)

Attorney Ann Goering was contacted to give clarity to the responsibilities under the Minnesota Government Data Practices Act (MGDPA). Prior to the call Board members were forwarded a letter from Goering outlining these responsibilities and copies of the noted Minnesota Statutes were distributed for review. MN Statutes Section 13.01 sub. 7 defines "Government data" as "all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use." Private data on individuals is data which the public may not access under the law, but which is accessible to the subject of the data. It is important to know that business conducted at PACT 4, both personnel data and data on clients, be maintained in accordance with the MGDPA. Some PACT 4 Board members are governmental employees and some are not; correspondence (paper and electronic) is dedicated to our agency under records retention - emails conducted through private email accounts are subject to privacy and retention laws. Board members thus have access to private data, including personnel data, when access becomes necessary to their duties as members of the Board. When a board member received such private data, he or she may not share it with anyone who is not a PACT 4 employee or even with any PACT 4 employee whose job duties do not require access to the information. Giving accesses to private (personnel/client) records is a breach. Goering gave specific examples of public and private data and stressed the use of a Tennessee warning notice and/or release with informed consent authorization. Goering concluded with a brief question and answer session.

b. Other

No "Other" discussion noted.

5. Personnel

a. Personnel Updates & Discussion

Brian Gauer has been offered and accepted the coordinator position with the 21st Century grant at 80% time (32 hr week). Gauer comes highly qualified with years of experience as a classroom teacher and high school principal.

b. Employee handbook: Communications Policy Recommendation & Approval

Upon recommendation from our attorney to gain further clarification to our Communication Policy an Employee handbook revision is being proposed on who is the responsible authority. On page F2 a sentence is proposed that appoints the Director as such authority. After discussion Hacker moved to add the "*The Executive Board has appointed the Director as the responsible authority for distribution of information requested by the public and as the data compliance officer.*" to section F (pg F2) of the Employee Handbook. Schmidt second. With no further discussion motion unanimously carried.

c. Other

Sheehan noted some potential concerns with changes to the “less than part-time” interpretation for benefits. There is no recommendation to change policy at this time – noted as informational only.

6. Committee Updates

a. PACT 4 Committee Reports

i. Committee Reports

No report distributed due to the Annual Meeting in April, there were no committee meetings or Full Collaborative meeting. Sheehan noted that we continue to look for presenters for our Full Collaborative meetings. Please forward any suggestions.

b. Mental Health Subcommittee

Romosz noted that the committee continues looking into PBIS (*Positive Behavioral Interventions and Supports*). In addition this group is reviewing the last three reports to the governor.

c. Other

There was discussion on potential legislative changes on school based mental health. In addition there is concern for continued funding of school linked and Birth – 5 mental health grants as well as potential addition reductions to CCSA (Children and Community Services Act aka: ASG – Adolescent Services Grant) dollars. With two weeks left of the current legislative session there is no definitive conclusion to the funding questions. Many Board members noted contact with their local representatives regarding these funding reduction concerns and the impacts to children and their families.

7. LCTS & Other Grant Updates

a. LCTS Updates

Sheehan noted that our office is looking into problem solving strategies in regard to electronic filing for the submission of LCTS random moments. It is clear from the State that this change is going to take place and we want to help aid in a smooth transition. Mersch noted that the electronic submission is a much smoother process and has been implemented through social services income maintenance program for a year. Dubie noted there are some smaller communities with concern about the process and having timely access to email. It was added that training is still a key component and all training materials will now be posted on-line. The implementation date is October 1st of this year for the change in process.

b. General Grant Updates

The application for phase 2 funding for planning and implementation with the Juvenile Justice / Mental Health grant through the US Department of Justice (DOJ) was submitted April 8th.

The 21st Century Community Learning Centers grant continues to await the application for extension funding for an additional year (August 2010 – July 2011) for \$690,000. Funding decisions for this program will be made year by year by the MN Department of Education.

Sheehan noted concern on the number of upcoming grants that we are eligible to apply for. This year our budget is sitting at a 50% grant funded level, but there is apprehension for future budgets fairing as well.

c. Other

No “Other” discussion noted.

8. New Member Application

After discussion on the services provided and population served by James House of Willmar; Romosz moved to approve the request for James House as members of PACT 4 Families. Stenger second. With no further discussion motion unanimously carried.

9. Mission, Sustainability & Strategic Planning Discussion

a. Legislative Initiatives

There are no other current updates. We should now be looking toward the next phase of connecting with legislators during the off season and keeping materials available. In addition we should look at putting more definition and clarification to “*imminent risk of out of home placement*”. Hacker noted the need to connect with gubernatorial candidates. There were discussions on MN interpretations and getting federal dollars back to MN.

b. Financial / Partnership Outreach and Strategies

i. McLeod County Update & Discussion

In follow-up to discussions started in December 2009 regarding the McLeod County Collaborative seeking information and recommendations on how to best strategize to keep schools and partners involved, Sheehan met with representatives from that county on Monday, April 12th. At this point there are no LCTS dollars being drawn down in this county. Sheehan was asked to describe PACT 4, our structure, our dues and our process of drawing down LCTS funds. There was extensive discussion with them on the range of options that we may want to consider from assistance in the collection of LCTS to a full merger. They were encouraged to have further planning discussions and submit a proposal that could be brought to our Executive Board for recommendation. We will await their proposal for further discussion.

c. Other

In follow-up to discussions last month on the processes regarding revenue draw down on targeted services/case management and third party insurance billing, Hacker gave some examples of draw down dollars collected in Canby and wants to continue to pursue third party billing options.

10. Other

a. June Meeting

Due to scheduling conflicts the next Executive Board meeting scheduled for June 1st was recommended to be rescheduled for June 8th same time and location. With unanimous board agreement the next regular meeting will be rescheduled for June 8th at 11:30 a.m. in room 2055.

b. Other

Following the conversation above on data privacy and access, Sheehan proposed that Board members have a PACT 4 email address to conduct PACT 4 business. It was clarified that this is most necessary for those with non-government email accounts. In conclusion an email address will be set up for George Dubie, Becky Romosz and Arliss Stenger.

The Personnel Committee will be meeting directly following the conclusion of the regular Board meeting. This meeting will be closed pursuant Minnesota Statute 13D.05 sub3 "b" to discuss the Directors performance appraisal.

Meeting adjourned 1:35 p.m.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, June 8, 2010; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.