

**PACT 4 Families Collaborative  
Executive Board Meeting Minutes  
Tuesday, June 2, 2009**

Present: Loren Hacker, Jerry Brustuen, Arliss Stenger, Becky Romosz, Tammy Thompson  
Absent: George Dubie, Greg Schmidt, Debi Brandt, Jill Bruns  
Ex Officio: Deborah Sheehan, Val Mersch  
Guest: Ed Downey; Via conference call were Rick Pietrick and Amy Ames from the MN Office of the State Auditor

**1. Approval of Proposed Agenda**

Hacker moved to approve the Agenda with the addition of 4.d.iii. *Fixed holding report*. Brustuen second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Brustuen moved to approve the May 2009 Meeting Minutes as presented. Thompson second. Motion unanimously carried.

**3. Audit Entrance Office of the State Auditor (Conference Call)**

Rick Pietrick and Amy Ames from the Office of the State Auditor joined the meeting via conference call. Pietrick noted that the audit entrance is to provide a means of communication for matters related to the financial statement audit that are significant and relevant to the responsibilities of those charged with the governance in overseeing the financial reporting process. The OSA will audit the basic financial statement of PACT 4 for the year ended December 31, 2008. The audit will be a single audit in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, and will include tests of the accounting records, a determination of major programs in accordance with Circular A-133, and other procedure considered necessary to enable us to express an opinion on compliance. The overall objective of these standards is for the auditor to obtain a greater understanding of internal controls in order to identify the risks of material misstatement to financial statements along with the procedures to mitigate those risks. Pietrick noted "As deemed necessary, in addition to the communication we have with you at the beginning and end of the audit, we will communicate with you during the audit if we encounter any significant difficulties or other matters".

**4. Fiscal**

*a. Month End Cash Balance Financial Report*

The month ending May 2009, noted a cash balance of \$5,429,400.93 with monthly interest earned at \$32,228.47. Total revenue for the current month was \$35,918.47 with expenditures totaling \$349,532.64. 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 month ending May 2009. Paid Discretionary Grants ending this period equaled \$0; with an YTD total at \$1,500 and a total budget allocation of \$12,500. Paid Discretionary Plus Grants for this period equaled \$6,000; YTD at \$17,000.00 with a total budget allocation of \$60,000. Paid Flex Funds this month totaled \$140; YTD \$261.31 with a total budget allocation of \$3,000.

*c. Review & Approval of Bills*

After review and discussion of payables totaling \$252,196.32, Hacker moved to approve bills as presented. Romosz second. Motion unanimously carried.

*d. Policies and Procedures*

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

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

*ii. Purchasing and Reimbursement Policy Update*

Sheehan distributed a copy of Section F from the Employee Handbook on Employee Responsibilities and highlighted proposed changes. The bulk of the updates are within heading *V. Purchasing & Reimbursement Policy*. The proposed changes are meant to strengthen the integrity of spending and internal controls related to purchasing. After discussion Brustuen moved to approve the policy with the changes presented and noted updates. Romosz second. With no further discussion motion unanimously carried.

*iii. Fixed Holding Report*

Brustuen distributed a listing of current fixed holdings valued at \$4,833,000 and noted the interest rate, investment amount per institution, value at maturity as well as maturity date.

*e. Other*

Sheehan noted that beginning July we begin to pay back the LCTS amounts determined by the MN Department of Human Services. These dollars are being levied over a three year period by the local school districts and PACT 4 will bill each district based on that time line.

**5. Committee Updates**

*a. PACT 4 Committee Reports*

A monthly committee report was distributed and reviewed by the Board. Romosz added that the Parent Advisory Committee continues to look for quality and affordable training and educational offerings for parents.

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

No report. Brustuen requested to take off as regular agenda topic because the collaborative committee has dissolved and become part of the children's committee. Brustuen noted he will relay information from MACSSA as needed or deemed necessary.

*c. Mental Health Sub-Committee*

The Mental Health Subcommittee will be meeting on Thursday of this week. The sub-committee continues 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*

The Brain Conference Committee has secured a keynote speaker for the November 19, 2009, conference. Esther M. Sternberg M.D. is well tailored for this year's focus on the *Healthy Brain*. She is internationally recognized for her discoveries in brain-immune interactions and the effects of the brain's stress response on health: the science of the mind-body interaction.

**6. Personnel**

The contracts seem to be moving forward for the Birth to Age 5 grant within the Department of Human Services. We anticipate advertising for the part-time coordinator, 16 hour per week position, very soon.

Contracts with the school districts are being finalized. There are no discontinued positions this year and only one reduction in hours to the school based staff.

**7. LCTS & Other Grant Updates**

*a. LCTS Grant Updates*

Sheehan and Hacker met with the Yellow Medicine County Commissioners this month in response to questions regarding the LCTS funding process. There was good discussion and overviewed the need to work together. It was suggested that older LCTS projects should be dropped if not reaching sustainability and look into the next round to fund new proposals. There was open discussion on the approval process and communication needs of our partners. Sheehan thanks Hacker for assisting her in this meeting and bringing the spirit of collaboration.

*b. General Grant Updates*

A grant proposal (re-application) through the Office of Juvenile Justice and Delinquency Prevention (OJJDP) on Strengthening Youth Mentoring through Community Partnerships grant is currently being written and needs to be submitted by June 15<sup>th</sup>. The focus of this proposal is to expand on the Circle concept for more at-risk kids than those already going through the Circle process.

The MN Department of Corrections has officially announced that there are no funds to support the restorative programs. Kandiyohi County is still waiting to hear on their proposals to Otto Bremer and United Way to support the Circles.

Sheehan gave an update on the two current chemical health coalition grants and money usage recommended and/or dictated by the DHS Chemical Health Division. There are a large number of requests (with state approval) for expenses related to the programs in each of the counties. Sheehan added we have sought written approval and documentation from DHS regarding these costs as these are not all expenses believed to fit the focus of our organization. Documentation reviewed. Sheehan continued to note that there are good things going on with both programs, we are currently trying to work through some issues and want to keep the Board informed.

*c. Other*

No "Other" discussion noted.

**8. Mission, Sustainability & Strategic Planning Discussion**

No discussion noted on Mission, Sustainability & Strategic Planning.

**9. Other**

No "Other" discussion noted.

**Meeting adjourned**

Respectfully Submitted,  
*Jolene Borka, Recorder*

*The next scheduled meeting for the PACT 4 Executive Board is Tuesday, July 7, 2009; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.*