

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Monday, June 8, 2010**

Present: Loren Hacker, Jerry Brustuen, Greg Schmidt, Tammy Thompson, Arliss Stenger, Debi Brandt

Absent: George Dubie, Becky Romosz, Jill Bruns

Other Attendees: Deborah Sheehan, Val Mersch, Char Erickson

Meeting Called to Order by acting Chair, Arliss Stenger, at 11:40 a.m.

1. Approval of Proposed Agenda

Hacker moved to approve the Agenda as presented. Brandt second. Motion unanimously carried.

2. Approval of Meeting Minutes

Brustuen moved to approve the May 2010 Meeting Minutes as presented. Hacker 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 statements of PACT 4 for the year ended December 31, 2009. 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 procedures considered necessary to enable them to express an opinion on compliance.

There was a review of expected obligations of PACT 4 and new GASB (Governmental Accounting Standards Board) and SAS (Statement on Accounting Standards) pronouncements effective this year with ongoing consideration given to those already in effect. Copies of the relevant standards were provided to Board members. It was noted by Pietrick that based on the structure of PACT 4 there is no change to how the financial statements need to be prepared this year. In addition the COBRA subsidy received through The American Recovery and Reinvestment Act (ARRA) is not reported in a special manner as most other ARRA funds are. The overall objective of these standards is for the auditor to obtain a greater understanding of internal controls to identify the risks of material misstatement to financial statements along with the procedures to mitigate those risks. This year, PACT 4 will be considered a low-risk auditee.

The official engagement letter will be sent to Sheehan soon. 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".

[Schmidt enters; leads meeting as vice-chair]

4. Fiscal

a. Month End Cash Balance Financial Reports

The month ending May 2010, noted a cash balance of \$5,024,750.73 with monthly interest earned at \$68.87 on checking and \$16,668.85 on mature certificates of deposit. Total revenue for the current month was \$336,088.16 with expenditures totaling \$321,758.64. Discretionary funding for the month totaled \$8,640; year to date \$22,648.40; with a total budget allocation of \$40,000.

b. Review & Approval of Bills

After review and discussion of payables totaling \$300,794.20, Brustuen moved to approve bills as presented. Stenger second. Motion unanimously carried.

c. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host

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

d. Other

i. Flex Fund Review & Approval

Char Erickson joined the meeting to review a Flex Fund request in the amount of \$3,500 for assistance with an Excel Energy bill due to the disconnection of services. After extensive discussion around the fact that flex funds are very limited, and further discussion on resources our agency could bring to the family that are not in the form of cash assistance, it was decided not to act on the request. This means that the Board did not approve the request and yet did not go on record as disapproving it either. Ultimately, since it did not received approval the request will not be paid.

[Erickson exits meeting]

ii. *Other*

Brustuen noted follow-up information obtained from the meetings that have taken place with both Bremer National Bank and MAGIC (MN Assoc. Governments Investing in Counties) on investment strategies. We are currently reviewing options beyond one-year CD's with federal obligation notes that have no risk to principal. Financial advisors are not recommending long term investments just yet but will be relooking at our options in November 2010. At this point the investment strategy of MAGIC has the least risk with comparable return on investment as the Bremer strategies. The Board will be kept apprised of any investment changes.

5. Personnel

a. Personnel Updates & Discussion

Sara Jacobson has submitted her resignation effective June 30, 2010. With the changes occurring in the Willmar Public Schools social worker contract Becky Sarsland will be reducing to half of current time beginning July 1st (for the 2010/11 school year). Details of how this position will look are still pending.

b. Other

No "Other" discussion noted.

6. Committee Updates

a. PACT 4 Committee Reports & Discussion

A monthly committee summary report was distributed and reviewed by the Board along with a 'thank you' from the Parent Advisory Committee for the contribution to the scholarship fund.

i. Services & Resources Analysis

A services and resource analysis was distributed that was completed by each of the current standing committees. The intent of this document is to look at the availability of services and supports within our communities. The information will be used to support grant writing efforts and program planning. This information will be reviewed further by the PACT 4 management team to identify any themes that should be addressed in setting funding priorities for the next cycle of LCTS grants. It asked that the recommendations be brought back for Executive Board review by the August meeting.

b. Brain Conference Updates & Speaker

With the focus of the next Brain Conference on autism; Nancy J. Minshew, MD., an internationally recognized expert in autism has been secured as the keynote speaker. Dr. Minshew is the director of research with the Autism Center of Excellence at the University of Pittsburgh; this is one of six centers to receive funds for autism research from the National Institutes of Health (NIH). We continue to seek breakout session presenters. Ideas can be brought to Sheehan or Rick Loseth.

c. Mental Health Subcommittee

No report noted in Romosz absence.

d. Other

No "Other" discussion noted.

7. LCTS & Other Grant Updates

a. LCTS Updates

Discussion on the need for review teams in each of the counties when there is such limited funding. Conversation noted that the process was good in the previous round and we do not want to be inconsistent. There was continued discussion on funding for new programs, in-kind/cash match requirements, gaps in current services (e.g. lack of personal care attendants, training for behavioral health aides and transitional services). Feedback will be sought from the four-county public health directors on funding Universal Contacts. Want to look at evaluation and making sure what is being measured is what is making a difference. The PACT 4 management team will develop LCTS grant application and review options for the Board to consider at their August meeting.

b. General Grant Updates

June 30th will end the fiscal year for several current grants therefore we are reviewing to assure we optimize our resources as these grants do not allow carry-over to the next fiscal year.

The Chemical Health grants in Renville and Yellow Medicine Counties are looking to fund Project Toward No Drug Abuse (TND) curriculum and support initiatives in the schools.

PACT 4 worked with public health in our four counties in conjunction with the Nurse Family Partnership to consider applying for an initiative focusing on teen pregnancy. In the end we did not apply for the grant due to lack of an enhancement program to meet the grant criteria.

c. Other

No "Other" discussion noted.

8. Mission, Sustainability & Strategic Planning Discussion

a. McLeod County Update

There is nothing official to report. At the conclusion of the April 12th meeting with McLeod representatives Sheehan encouraged them to have further planning discussions and submit a proposal that could be brought to our Executive Board for recommendation. To date we have not received any formal request. We will await their proposal for further discussion.

b. Legislative Initiatives

There are no current updates and no discussion noted.

c. Financial / Partnership Outreach and Strategies

No discussion noted.

d. Other

No "Other" discussion noted.

9. Other

No "Other" discussion noted.

Hacker moved to adjourn the meeting at 1:50 p.m. Stenger second. Motion unanimously carried.

Respectfully Submitted,

Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, July 6, 2010; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.