

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, July 6, 2010**

Present: Jerry Brustuen, George Dubie, Greg Schmidt, Tammy Thompson, Becky Romosz, Jill Bruns, Debi Brandt

Absent: Loren Hacker, Arliss Stenger

Other Attendees: Deborah Sheehan, Rick Loseth

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. Romosz second. Motion unanimously carried.

2. Approval of Meeting Minutes

Brustuen moved to approve the June 2010 Meeting Minutes as presented. Brandt second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Reports

The month ending June 2010, noted a cash balance of \$4,773,540.79 with monthly interest earned at \$11.86 on checking. Total revenue for the current month was \$197,932.76 with expenditures totaling \$299,907.80. Discretionary funding for the month totaled \$44,734.80 (paid and pending payment); year to date \$34,383.20; with a total budget allocation of \$40,000.

b. Review & Approval of Bills

After review and discussion of payables totaling \$168,368.89, Bruns moved to approve bills as presented. Romosz second. Motion unanimously carried.

c. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host

No report given in Mersch absence.

d. Other

It was noted that we received notice from the SW/WC Service Cooperative Group Insurance Pool that due to the favorable experience of our group health insurance in 2009; \$20,585.42 was returned to PACT 4.

4. Personnel

a. Personnel Updates

There are currently no personnel updates to report.

b. Other

No "Other" discussion noted.

5. Board & Committee Updates

a. Board Topics

i. Data Privacy Follow-Up

In addition to the Board conference call regarding data privacy issues, conversations have begun with staff on what is considered private data. PACT 4 staff do not fall under HIPAA because we are not 1) A health plan (insurance companies); 2) A health care clearinghouse (billing services, community health organizations); or 3) A health care provider who transmits any health information in electronic form in connection with a transaction (not e-mails). Generally this means billing information and medical records sent electronically. This is not to say that we are not covered by the Government Data Practices Act and the Family and Educational Rights Privacy Rights Act. We are still working through privacy issues related to email and retention of such forms of communications.

ii. Retreat Planning

Ideas for an upcoming retreat were shared with the members for envisioning expansion and growth. Costs and benefits: what would growth entail for our partners, staff, systems and existing structure? What does a sustainable economic model look like... *if we are leaner than we already are?* What is our capacity for expansion? Is expansion an "all or none" proposition? Do we absorb other collaboratives or help them grow? These issues and other topics will be on the agenda for discussion.

In review of calendars and taking into consideration the regular meeting of the Boards of Commissioners; Thursday, September 9, 2010, was determined for a target date. Notice will be sent to Executive and CEO members when location details are determined. Rick Loseth will act as facilitator for the retreat.

b. PACT 4 Committee Reports & Discussion

A monthly committee summary report was distributed and reviewed by the Board.

c. Mental Health Subcommittee

The Mental Health Subcommittee will not be meeting in July. Next meeting is scheduled for August 5, 2010.

d. Other

No "Other" discussion noted.

6. LCTS & Other Grant Updates

a. LCTS State Claiming Process

Sheehan advised the Board that a request has been made to the state for Minnesota's plan to the federal government on the LCTS process. At this point we have been told that *none of the federally approved materials are posted externally in a "public" location*. After discussion on LCTS criteria and current processes, it was suggested to check with our political representatives for assistance

b. LCTS Grant Process

The PACT 4 management team has begun discussions on recommendations for this process and will develop a proposal for the Board to consider at their August meeting.

c. General Grant Updates

It was noted that there are currently no new grants on the horizon that we are eligible to apply for, but we continue to keep a close watch. We should hear by September on the three federal proposals that are pending for the Drug Free Communities grants (one each in Renville & Yellow Medicine Counties) each for \$125,000 per year for five years with equal match; and the phase 2 funding for planning and implementation with the Juvenile Justice / Mental Health grant through the US Department of Justice (DOJ) for \$250,000 across two years with a 35% match.

We received notice from Woodland Centers regarding the School Linked Mental Health grant requesting that area Collaboratives waive the grant payment in year three due to cutbacks in the final year of that funding. This is a reduction to PACT 4 in the amount \$13,812. Our willingness to waive this fee allows Woodland Centers to keep services running in all 10 school districts.

The Birth – 5 Mental Health grant has one year left and we are now looking at what areas of that program are working and/or not working. It was noted that Minnesota as a state entity has applied for federal funding and if funded could expand and build on this model statewide.

d. Other

No "Other" discussion noted.

7. New member Applications

a. West Central Industries

There was discussion on the programming of West Central Industries.

b. Youth Connection & Development Center

Discussion on the services provided and population served by the Youth Connection & Development Center of Willmar; this is a new center in the area serving the Somali population. Sheehan noted that they are not limiting access to Somali youth only.

Bruns moved for approval of both West Central Industries and Youth Connection/Development Center. Romosz second. Motion unanimously carried.

8. Mission, Sustainability & Strategic Planning Discussion

a. McLeod County Update

It was reported that our Meeker County CEO Amy Wilde received word that the McLeod County Board voted to move forward to request becoming members of PACT 4. It was noted we should be receiving a formal proposal on or around July 20, 2010.

b. Legislative Initiatives

There was a new law on government collaboration introduced during the past legislative session that looks to improve the delivery of governmental services. Sheehan contacted Representative Marsha Swails, co-author, to discuss how this new legislation can work with the already established 92 children's mental health and/or family services collaboratives in Minnesota.

c. Financial / Partnership Outreach and Strategies

Sheehan began discussion on exploring opportunities for collaboration and distributed a list of questions and discussion topics to have with partners. There was extensive discussion on the listed questions and more specifically parental engagement dollars through federal Title I dollars. More information and clarification will be gathered on the parental engagement funding.

d. Other

No "Other" discussion noted.

9. Other

No "Other" discussion noted.

Meeting adjourned at 1:35 p.m.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is Tuesday, August 3, 2010; 11:30 a.m. in room 2055 of the Kandiyohi County Health and Human Services Building in Willmar.