

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, August 3, 2010**

Present: Loren Hacker, Jerry Brustuen, George Dubie, Greg Schmidt, Tammy Thompson, Jill Bruns

Absent: Debi Brandt, Becky Romosz, Arliss Stenger

Other Attendees: Val Mersch, Deborah Sheehan, Ed Downey

Meeting Called to Order by Chair, George Dubie, at 11:50 a.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

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

3. Fiscal

a. Month End Cash Balance Financial Reports

The month ending July 2010, noted a cash balance of \$4,757,642.33 with monthly interest earned at \$92.07 on checking. Total revenue for the current month was \$147,803 with expenditures totaling \$172,892.67. Discretionary funding for the month totaled \$8,975 (paid and pending payment); year to date \$36,473.40; with a total budget allocation of \$40,000. It was noted that our MCIT dividend for 2010 is \$17,546.

b. Review & Approval of Bills

After review and discussion of payables totaling \$141,744.77, Hacker moved to approve bills as presented. Bruns second. Motion unanimously carried.

c. Audit Update

It was reported that the 2009 audit went very well. Three staff from the Office of the State Auditor (OSA) was on site from July 19 – 21. Notice was received on August 2nd that the work turned over to management at the OSA for the final approval process. There was discussion on looking into the feasibility and solicitation of bids for a private auditor to save on costs.

d. Other

No "Other" discussion noted.

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. Retreat Planning

A proposed agenda and ideas were shared for the upcoming retreat scheduled for Thursday, September 9, 2010, at the Green Lake Bible Camp. The morning will consist of a shortened Board Meeting with discussions, facilitated by Rick Loeth, on factors that have impacted PACT 4 and brainstorming on the influences that may affect PACT 4 in the next five years. The afternoon portion of the retreat will focus on the McLeod County Proposal and the impact(s) moving to five counties opposed to four would have on all sectors of the current structure. There was extensive conversation on budgeting (with a carve-out of current structure/administrative rate to see variation), how this could affect our 7-year financial planning, change in Bylaws and Board structure, as well as Joint Powers. The following information is being requested prior to discussions relative to McLeod County:

- Commitment from all school districts, corrections and public health to the training and collection of random moments and related paperwork for LCTS.
- Who are their partners/members?
- What is their current annual revenue? Expenditures? Sample budget.
- What is their current income from LCTS? A historical look at their LCTS revenue?
- Level of collaboration? Strength of PACT 4 is the involvement of our partners and level of collaboration across many systems.
- What is their long term plan? Full investment? Full integration?

It was requested to have a Pro's / Con's list or SWOT analysis as well as information to frame dialog. Sheehan will arrange for a meeting with the current McLeod Board to gather information as discussed above. This follow-up information, beginning pro's/con's list (or SWOT) and any information gathered from MCIT and our attorney on governance will be brought to the retreat for careful consideration and further study to consider if it is a benefit for our organization and theirs.

- ii. *Other*
No "Other" discussion noted.

b. PACT 4 Committee Reports & Discussion

A monthly committee summary report was distributed and reviewed by the Board. Sheehan reported that the Parent Advisory Committee is looking at bringing in a speaker using the scholarship dollars to provide training to a greater number of parents. In a request for Board approval there was unanimous consensus to approve moving forward.

- c. Other*
No "Other" discussion noted.

6. LCTS & Other Grants

a. LCTS State Claiming Process Update

Sheehan noted that she continues to research what is "imminently" at risk and seek public information in Minnesota's plan to the federal government on the LCTS process. The Board will be kept apprised of progress.

b. LCTS Grant Process

The PACT 4 management team has developed and distributed draft proposal guidelines for the upcoming 2011/13 grant cycle. Some of the changes include the at-risk language and the addition of an abstract to more easily identify the intent of the project. It was recommended to follow the same process as the previous cycle for review and approval. The four-county grants were recommended to remain status quo for this cycle. It was not recommended to carve out dollars for new projects; but will welcome new proposals to be considered with all submissions.

After review of the criteria and forms proposed Schmidt moved to approve the Proposal Narrative Outline and Grant Proposal Guidelines for the 2011/13 grant cycle as presented. Bruns second. Motion unanimously carried.

c. General Grant Updates

We have three federal proposals 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. The Birth to Five Mental Health program is working with area clinics/medical providers on the Ages and Stages and Social Emotional tools. After discussion on how the information is handled and how referrals are made; it was requested to have Rick Loseth provide updates on the processes of this.

A copy of the Key Findings report developed through the Chemical Health Prevention grants on the Most of Us campaign was distributed for review.

- d. Other*
No "Other" discussion noted.

7. Mission, Sustainability & Strategic Planning Discussion

a. McLeod County Update

See "Retreat Planning" discussion above.

b. Legislative Initiatives

Sheehan reported that no follow-up has been received from Marsha Swails or Rebecca Otto on the request to include the already established children's mental health and/or family services collaboratives in Minnesota relative to the new law on government collaboration introduced during the past legislative session.

c. Financial / Partnership Outreach and Strategies

Last month Sheehan began discussion on exploring opportunities for collaboration and distributed a list of questions and discussion topics to have with partners. Meeting times are currently being scheduled. The Board will be kept apprised of the progress of these meetings.

- d. Other*
No "Other" discussion noted.

9. Other

i. 2009 Collaborative Report

A copy of the 2009 Collaborative Report was distributed for review. This report was submitted to the Minnesota Department of Human Services July 31, 2010.

Meeting adjourned at 1:25 p.m.

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting for the PACT 4 Executive Board is a Retreat at the Green Lake Bible Camp in Spicer on Thursday, September 9, 2010; 9:00 a.m. – 3:00 p.m. in the Crescent Room of the Chrysalis House.