

**PACT 4 Families Collaborative
Executive Board Meeting Minutes
Tuesday, July 1, 2008**

Present: Carmen Clementson, Debi Brandt, George Dubie, Deb West, Jerry Brustuen

Absent: Arliss Stenger, Loren Hacker, Becky Romosz, Jill Bruns

Ex Officio: Deborah Sheehan

1. Approval of Proposed Agenda

Clementson moved to approve the Agenda. Brandt second. Motion unanimously carried.

2. Approval of Meeting Minutes

Dubie moved to approve the June 2008 Meeting Minutes as presented. West second. Motion unanimously carried.

3. Fiscal

a. Month End Cash Balance Financial Report

There was no fiscal report given ending June 2008.

b. Discretionary Grants / Flexible Funds Review

A month-ending June 2008 report on Discretionary Grants and Flexible Funds was distributed. Paid Discretionary Grants for the month totaled \$1,001.00; YTD \$7,419.03 with a total budget allocation of \$50,000. Paid Discretionary Plus Grants for the month totaled \$3,000.00; YTD \$8,931.00 with a total budget allocation of \$70,000. There were two paid Flex Funds for the current month totaling \$714.25; YTD \$1,247.86 with a total budget allocation of \$5,000.

c. Review & Approval of Bills

After review and discussion of payables totaling \$63,416.17, Brandt moved to approve bills as presented. Clementson second. Motion unanimously carried.

d. Policies and Procedures

i. Policy Controls Report by Val Mersch, Fiscal Host

No report in Val's absence.

e. Audit Update

The on-site audit work has been completed by Amy Ames and Brittany Roloff from the Office of the State Auditor. It was reported that the audit has been going well and should be completed by August. An exit presentation will be tentatively scheduled for September 2008.

f. Other

A copy of the submitted annual 2007 Collaborative Report was distributed to the members present for review.

4. New Member Request

a. Litchfield Area Mentorship Program

Dubie motioned for approval of the Litchfield Area Mentorship Program membership on the condition that they submit a signed letter of intent and minimum required membership fee. Brandt second. Motion unanimously carried.

5. LCTS & Other Grant Updates

a. LCTS General Updates

i. LCTS Payback Planning and Discussion

The LCTS payback planning and levy option was discussed. Sheehan distributed and reviewed in detail a sample letter to Superintendents, a chart outlining cost to each district in detail, a copy of a memo from Tom Melcher (MDE division of Program Finance Director) outlining the levy option to districts, a sample letter from school districts to MDE and a sample agreement between PACT 4 and school districts. There will be a meeting with area superintendents on July 15th for discussion on these issues. The deadline to send the initial required intent to MDE is July 23rd. Clementson moved to precede with invoices to the included schools districts to begin the levy process. Brandt second. Motion unanimously carried.

b. General Grant Updates

The SHARE grant hosted through New London-Spicer Schools has been granted a No-Cost Extension period. 21st Century is going very well and schools have moved into summer programming. Chemical Health Grants in each Renville and Yellow Medicine Counties continue to go well, new fiscal year contracts have not yet been signed but we continue to work out the details and should be finalized very soon. The new Special Populations Grant for Latino youth at risk for substance use was suppose to be initiated July 1st, but currently have no signed contracts from DHS. Interviews to staff this grant took place last week and went very well. Reference checks are currently being done on selected applicants.

c. Grant Proposal in Process

i. Robert Wood Johnson Foundation

It was decided to not proceed with the Robert Wood Johnson proposal for "Healthy Teen Relationships" due to requisite match requirements. Sheehan distributed a copy of the letter sent to RWJ.

ii. SAMHSA Targeted Populations (CD)

No updates regarding the proposal submitted to SAMHSA (*Substance Abuse Mental Health Services Administration*) for a targeted populations grant focusing on chemical dependency issues.

iii. SAMHSA Home Visiting Proposal

There has been one planning meeting with interested partners and another scheduled this week to discuss the reality of proceeding with a SAMHSA grant opportunity for evidence-based home visiting which could build on the training and best elements from Project SUCCEED.

d. *Other*

A grant was submitted to the OJJDP (*Office of Juvenile Justice and Delinquency Prevention*) for strengthening mentorship's. The outcomes are to reduce crime through a mentoring approach. The focus was to build on the current mentor programs for sustainability in the future. Kandiyohi, Meeker and Renville Counties all currently have strong mentor programs in place.

Executive Board members acknowledged the hard work of the PACT 4 management team and staff. And, additionally noted that partners have recognized and appreciated having involvement in the development of service delivery in potential programs.

6. Committee Updates

a. *Committee Reports*

A monthly committee report was reviewed by the Board. Committees continue being focused and moving forward. The Wraparound Committee has concluded their work on the Wraparound DVD and is planned to be premiered at an upcoming Full Collaborative Meeting.

Sheehan noted that a scheduled presentation for the upcoming Full Collaborative Meeting on July 9th is unfortunately not able to make it. An invitation was immediately sent to local legislators to come and do a panel presentation / discussion on mental health and family systems issues. Of the eight legislators invited one has confirmed his attendance and two have schedule conflicts. The remaining five will be followed-up with.

i. *Incredible Years*

There was discussion on the value of the Incredible Years program last month that noted continued discussion this meeting. Sheehan reviewed the services through the SHARE program in the schools and Brandt spoke about the work in the Early Childhood Committee in looking for additional funding through Prime West to bring Incredible Years training to this area.

b. *Parent Advisory Committee (PAC) Discussion*

In follow-up to previous months discussions regarding how to best support and move forward with the PAC a revised summary was distributed and reported on by Sheehan. There was Board consensus to move forward with the proposed plan and revised budget presented with language changes in the last paragraph.

7. Personnel

The Family Liaison position was posted, interviewed and hired. Polly Peters was offered, accepted and began with PACT 4 as of today, July 1, 2008.

a. *Benefits for 10/12 Employee's*

With the contract changes for school based staff one school district has decided to move to a 1-month contract vs. 11 months. According to PACT 4 policy implemented January 1, 2008, any staff working less than full time and more than 30 hours a week will receive prorated benefits. A memo outlining staff changes from Sheehan, a letter from the involved staff requesting a policy exception to keep benefits at a full-time level and a chart outlining the cost changes to staff and PACT 4 was distributed to Board members for review and discussion. It was a consensus to deny the staff request for policy exception and stay with current policy guidelines.

8. Mission & Sustainability

As we move forward with our plan to re-envision the future of PACT 4, Sheehan has contacted Anne Howden, *a consultant specializing in strategic, business, financial, board, leadership and general management advancement*, to conduct a one-day training for Executive Board, CEO and Management Team members of PACT 4. Howden is available on August 5th (*an already scheduled Board day*) to provide this training. The August date would allow us the time to take back the information learned and prepare for a presentation to the Full Collaborative in September. It was the consensus to move forward with planning for a whole day retreat for the Executive Board, CEO and management team members of PACT 4. The day will begin at 8:30 a.m. with a condensed Board meeting to take care of the monthly obligations.

9. Other

a. *MACSSA (Minnesota Association of County Social Service Administrators)*

Brustuen noted that most of the meeting's discussion regarded the LCTS payback. A moratorium was signed by President Bush which is good news for Targeted Case Management (TCM) and Medical Assistance (MA). Ann Boerth from DHS talked about the wake of legislative changes. There is a RFP (request for proposals) out to CTSS providers for early childhood mental health – no other details available at this time.

b. *Mental Health Sub-Committee*

No discussion in Romosz absence.

c. *Other*

Brandt noted that there are parents from the PAC able to attend the upcoming Poverty Conference due to scholarship dollars through the Children's Trust Fund.

Meeting adjourned

Respectfully Submitted,
Jolene Borka, Recorder

The next scheduled meeting is a retreat for the PACT 4 Executive & CEO Boards on Tuesday, August 5, 2008; 8:30 a.m. in the Westby Building at the Prairie Woods Environmental Learning Center in rural Spicer

No Personnel Committee scheduled for August