

PACT for Families Collaborative
Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine
Executive Board Meeting Minutes
Tuesday, January 5, 2021

2021 Executive Board Members	Title	Status	
Rae Ann Keeler-Aus	At-Large Representative; Director, Yellow Medicine Co. Family Svcs	Present	Remote
MaryJo DeCathelineau (2021 Vice Chair)	Corrections Representative; Kandiyohi County Community Corrections	Present	Remote
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present	Remote
Wendell Veurink	Mental Health Representative; Greater MN Family Services	Present	Remote
William Deterling	Parent Representative; Renville County Resident	Present	Remote
Dawna Woodman	Parent Representative; Renville County Resident	Present	Remote
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools	Present	Remote
Kathleen Preuss	Social Services Representative; Director, Upper Sioux Community Social Services	Present	Remote
Corinne Torkelson	At-Large Representative; Kandiyohi County Health & Human Services	Absent	

Other Attendees	Title	Status	
Rochelle Peterson	Executive Director, PACT for Families Collaborative	Present	Remote
Brenda Peterson	Fiscal Host, Yellow Medicine Co. Family Services	Present	Remote
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	Remote
Lynnette Sommers	Office Coordinator, PACT for Families Collaborative	Present	Remote

Meeting called to order by Board 2020 Vice-Chair, Rae Ann Keller Aus, at 11:35 a.m.

Under Minnesota Statute 13D.021 the PACT for Families Executive Board has decided that an in-person meeting is not practical or prudent because of a health pandemic. The physical meeting location (Room 2075 of the Kandiyohi County Health & Human Services Building) is closed because it is not feasible to be open due to the health pandemic. This meeting will be conducted via video teleconference due to COVID-19 concerns. Virtual meeting instructions discussed.

1. Election of Officers

The first meeting of the PACT for Families Executive Board shall elect from its members a Chairperson, Vice-Chairperson and Treasurer. 2021 welcomes all nine returning board members. Introductions made by all members present.

A. 2021 Chair

Keeler Aus called for volunteers or nominations for Chair of the Board. With no nominations and no volunteers, Veurink moved to table election of Chair. Preuss second. With no further discussion motion unanimously carried by roll-call vote. [Keeler Aus remained in Chair position]

B. 2021 Vice-Chair

Keeler Aus called for volunteers or nominations for Vice-Chair of the Board. DeCathelineau volunteered to fulfill the role. With no further action pending, DeCathelineau as Vice-Chair is unanimously adopted by roll-call vote.

C. Treasurer

Veurink moved to have fiscal host, Brenda Peterson, fulfill the duties of the Treasurer position. Winter second. With no further discussion motion unanimously carried by roll-call vote. Fiscal host, Brenda Peterson, will fulfill the duties of Treasurer/Investments for 2021.

D. Appointment to Human Resources Committee

A list of current members was read to the Board for approval of changes to the individuals serving on the Human Resources Committee and the terms of their membership. Members Keeler-Aus, Veurink, DeCathelineau and Preuss all expressed their willingness to serve. Appointment of Keeler-Aus, Veurink, DeCathelineau and Preuss as the Human Resources Committee is unanimously adopted by roll call vote.

2021 Executive Board Officers	2021 Human Resources Committee
Open, Chair	MaryJo DeCathelineau
Mary Jo DeCathelineau, Vice-Chair	Kathleen Preuss
Brenda Peterson (fiscal host), Treasurer/Investments	Rae Ann Keeler-Aus
	Wendell Veurink

E. Other

No "Other" discussion noted.

2. Approval of Proposed Agenda

Approval of Agenda as presented was approved by unanimous consent by roll-call vote.

3. Approval of Meeting Minutes

Mortensen moved to approve the December 2020 meeting minutes as presented. Winter second. Motion unanimously carried by roll-call vote.

4. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending December 2020 noted a fund balance of 2,325,548.50 with monthly interest earned at \$9.41 on checking and \$4,655 on a mature CD through MAGIC Fund. Total revenue for December was \$256,421.57 with expenditures totaling \$159,997.38. Balance sheet and itemized income statement was presented for review, discussion, and approval. A comprehensive 2020 year-end review to be presented at the March CEO meeting.

ii. Discretionary Fund Update

There were no approved/paid Discretionary applications in the month of December. Total year-to-date and year ending Discretionary Grant disbursements is \$10,050 with a \$20,000 budget.

iii. Investment Holdings Report

Currently PACT has \$1,487,000 through Frandsen Bank, securities offered through LPL Financial and \$549,000 invested with MAGIC administered by PFM Asset Management LLC. Current statements from each were distributed that outlined the investment fund, interest rate, maturity date, purchase price, and estimated value (interest earned) at maturity.

DeCathelineau moved to approve the financial reports ending December 2020. Winter second. Motion unanimously carried by roll-call vote.

B. Review & Approval of Bills

After review and discussion of payables totaling of \$87,185.08 for December 2020; Mortensen moved, Preuss second to approve bills for December 2020 as presented. Motion unanimously carried by roll-call vote.

[Sommers enters meeting]

C. Other

Lynnette Sommers, PACT for Families Office Coordinator/LCTS Coordinator, explained current procedures and changes with LCTS (Local Collaborative Time Study) process of collecting random moments.

[Sommers exits meeting]

5. Personnel

A. General Staffing

i. New Staffing

- a. Meghna Subba; Evaluation Assistant with Partnerships for Success and Journey to Independence grants through SAMHSA
- b. Hailey Condon, Transition Facilitator with the Journey to Independence grant through SAMHSA.

B. Current Open Positions

i. Prevention Specialist (Partnerships for Success)

The Prevention Specialist position will be serving Yellow Medicine County area. Interviews are planned for this coming week.

C. Upcoming Staff Needs

i. Social/Program Marketing Coordinator (Journey to Independence grant through SAMHSA)

D. Other

No "Other" discussion noted.

6. Board & Committees

A. Full Collaborative Meeting

The next Full Collaborative Meeting is scheduled for Wednesday, January 13, 2021 via Zoom.

B. Committee Reports

Committees continue to meet via a Zoom platform with the next meetings scheduled on January 13th from 8:30-9:30 a.m. for Early Childhood and 5 to 25 Committee's in separate zoom meetings at the same time. The LAC will be meeting from 11:30 – 12:30 p.m. on that same day. Committees are working to keep kids and families connected.

C. Meeting Schedules

i. Executive Board Meetings

The master calendar for 2021 meetings for both the Executive Board and Chief Elected Officials Board was reviewed. Discussion on skipping the February 2021 was proposed and accepted with unanimous consent. The remaining 2021 master Collaborative Calendar (March – December) will remain as scheduled. (Recorders note: The master calendar is posted on www.pactforfamilies.org)

ii. Full Collaborative & Committees

The master calendar for 2021 meetings for the Full Collaborative and Committees was reviewed and accepted with unanimous consent. (Recorders note: The master calendar is posted on www.pactforfamilies.org)

D. Strategic Planning

i. Discretionary Fund Application Process

With all allocated funds for what was typically allocated for the reserve grant process now added to the Discretionary Fund, there were added application requirements for proposals per the November 2020 meeting discussion. The application was updated and presented for review with the following additions/changes:

- Requests for \$5000 and below will be reviewed for approval internally in the PACT office.
- Requests for \$5001 and above will be forwarded to appropriate Committee for recommendation and then to Executive Board for final approval.
- Maximum request limit at \$50,000
- Application will have a checklist regarding *Target Audience*.
- Keeping LCTS Discretionary funds fluid through a broader fund; especially during the pandemic.
- Using dollars to truly partner together.

ii. Truancy (continued discussion from November 2020 meeting)

Peterson noted that AmeriCorps has the money, but we need a person, on a part-time basis, to reach out to families which we would need to have hired quickly or wait until next school year. This position would also need a supervising agency and would not be ongoing with a ending date of December 2021. There was extensive discussion on the magnitude of this position and not feeling we could do a good job with such a tight timeframe. There was unanimous consent for PACT not to get into truancy legalities. There was additional discussion on we can help parents with support (not punishment) so kids can be successful during this pandemic.

7. Grants and Program Updates

A. Grants in Progress

i. No current grants in progress

B. Current Grant / Program Updates

i. SAMHSA System of Care – Journey to Independence

We now have all key and essential staff hired for this grant and as part of the training and implementation we are beginning the training process on the TIP (Transition to Independence Process) model.

a. UCare Grant

We were able to secure a grant from UCare for \$50,000; having Alia Innovations based in St. Paul, work with leadership across the five counties over this next year regarding diversity and systems change. We plan to roll out the full plan in March at the Annual Meeting to our partnership.

There was unrest to the hiring of Alia without consultation from all partners. Continued with discussion on how the planning took place, who provided the input on the process, and what will happen next. Discussion tabled for today. There will be further discussion on how we will proceed in the coming months with no roll out at the Annual Meeting.

ii. Strategic Prevention Framework; Partnership for Success

No discussion noted.

iii. Guía

No discussion noted.

iv. FGDM (Family Group Decision Making)

No discussion noted.

v. Reentry Ready

Reentry Ready is moving along as planned. The program officially ended December 31, 2020.

vi. Connecting Families Program

Most of the CFP program is now conducting virtual family connections due to COVID.

vii. Mental Health Awareness Training Grant (Kognito)

No discussion noted.

viii. Family Permanency Support Services
No discussion noted.

C. *Current Grant / Program Updates*

Just prior to the end of calendar year 2020 we were notified by the MN Department of Human Services granting us \$36,683 for technical support in response to distance learning and the impacts that has had to families due to COVID. These dollars are part of the CARES Act.

8. **Other**

No “other” discussion noted.

Meeting adjourned at 1:38 p.m. by unanimous consent.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Wednesday, March 10, 2021; 10:00 a.m. (prior to the Annual Meeting) Via Zoom virtual platform. There is no meeting in February.