

PACT for Families Collaborative
Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine
Executive Board Meeting Minutes
Tuesday, April 6, 2021

| 2021 Executive Board Members | Title | Status | |
|--|---|---------|--------|
| Corinne Torkelson (2021 Chair) | At-Large Representative; Kandiyohi County Health & Human Services | 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 | Absent | |
| 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 Svcs | Present | Remote |
| Rae Ann Keeler-Aus | At-Large Representative; Director, Yellow Medicine Co. Family Svcs | Absent | |

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

Meeting called to order by Board 2021 Chair, Corinne Torkelson, at 11:32 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. Approval of Proposed Agenda

Woodman moved to approve today's proposed agenda as presented. Winter second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes.

2. Approval of Meeting Minutes

Mortensen moved to approve the March 2021 meeting minutes meeting minutes as presented. Winter second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes.

3. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending March 2021 noted a fund balance of 2,382,895.91 with monthly interest earned at \$959 on checking through MAGIC Fund. Total revenue for March was \$325,056.55 with expenditures totaling \$194,217.65. Balance sheet and itemized income statement was presented for review, discussion, and approval. A comprehensive 2020 year-end line-item review was provided for review and questions.

ii. Discretionary Fund Update

There was one approved/pending Discretionary application in the month of March. Total year-to-date Discretionary Grant disbursements is \$4,400 with a \$200,000 budget.

iii. Investment Holdings Report

Currently PACT has \$1,487,000 through Frandsen Bank, securities offered through LPL Financial and \$552,000 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 March 2021. Winter second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes.

B. Review & Approval of Bills

After review and discussion of payables totaling of \$108,522.60 for March 2021; Veurink moved, Mortensen second to approve bills for March 2021 as presented. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes.

C. Other

No "Other" discussion noted.

4. Personnel

A. General Staffing

i. New Staffing

a. Sarah Vonderharr; Prevention Specialist – Yellow Medicine County (Partnerships for Success)
Sarah began employment on April 5, 2021, as a prevention specialist with the Partnerships for Success grant. Sarah has a Master of Psychology, Applied Behavior Analysis degree from Capella University – Minneapolis. She will be working primarily in Yellow Medicine County and housed at the Countryside Public Health office in Granite Falls.

b. Meghna Subba, Social/Program Marketing Coordinator – P/T (JTI – SAMHSA)
Meghna is currently employed by PACT as a part-time evaluator primarily for the Partnerships For Success grant and now will also take on the part-time social/program marketing position with the Journey To Independence grant. With the two part-time grant funded positions she will be a full-time employee on May 15, 2021. Meghna is graduating this spring from the Humphrey School of Public Affairs, University of Minnesota with a Master of Development Practice and minor in Evaluation. In addition, Meghna has an Executive MBA with a minor in Program Management from Kathmandu University School of Management, Kathmandu Nepal, a Master of Arts in Mass Communication from Symbiosis Institute of Media and Communication, Symbiosis International University in Pune, India, and a bachelor's in business administration with a minor in marketing from Kathmandu University School of Management, Kathmandu Nepal

B. Current Open Positions

i. Somali Outreach (Guía CEMIG Grant)

Hamdi Kosar left employment on February 5, 2021, opening the Somali Outreach position through the Guía grant. Advertising is currently in progress. Interviews to be determined.

ii. Connecting Families Facilitator

Cynthia Coltrain left employment on March 26th opening a Facilitator position with the Connecting Families Program in Renville County. Facilitators to serve Yellow Medicine and McLeod are also still being sought. Woodman expressed interest in fulfilling the need for a facilitator in Renville County. There was discussion on “conflict of interest” being a Board member with majority feeling you cannot be an employee and Board member. The discussion is currently tabled for a few months when parent groups reconvene after the summer season. Advertising will continue in progress. The counties of Kandiyohi and Meeker continue to be served by Becky Sook.

C. Upcoming Staff Needs

There are no additional staffing needs currently.

D. Employee Handbook Updates – Human Resources Committee Meeting (set date)

There was unanimous consensus for the Human Resources Committee to meeting a half-hour prior to the next meeting at 11:00 a.m. on Tuesday, May 4, 2021. The draft handbook, with the noted updates, will be emailed within the week to the HR Committee members for review prior to the meeting.

5. Board & Committees

A. Full Collaborative Meeting

The next Full Collaborative Meeting is scheduled for Wednesday, April 14, 2021 via Zoom.

B. Committee Reports

Committees continue to meet via a Zoom platform with the next meetings scheduled prior to each Full Collaborative meeting 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.

i. Discretionary Grant Application Review

Peterson noted that a request for Discretionary funding Grant for School Linked services was received. This same program has been funded through LCTS for the past 13 consecutive years. In 2019 the requester was informed that sustainability needed to be planned for. The application for Discretionary Funds notes for “New or Innovative”. There was extensive discussion on the history of the program as well as other funding options that may be available through MN DHS for School Linked services. Discussion concluded with unanimous consent to have a conversation with the requester followed by a detailed letter notifying them the request will not be funded at this time.

C. Strategic Planning

i. Roadmap for the Next One – Three Years

How do we want to move forward with discussion started at the March 10, 2021, Chief Elected Officials Board meeting? There was discussion on keeping the 2021 structure fluid and having deeper discussions come mid-year hoping to have a better picture of partner priorities and financial future.

6. Grants and Program Updates

A. Grants in Progress

i. No current grants in progress

B. Current Grant / Program Updates

All grants are going forward as planned with no major delays due to the pandemic. Referrals are coming in for each of the programs with a lot of networking support in place.

- i. SAMHSA System of Care – Journey to Independence
No specific discussion noted.
- i. Strategic Prevention Framework; Partnership for Success
No specific discussion noted.
- ii. Guía
No specific discussion noted.
- iii. FGDM (Family Group Decision Making)
No specific discussion noted.
- iv. Connecting Families Program
No specific discussion noted.
- v. Mental Health Awareness Training Grant (Kognito)
No specific discussion noted.
- vi. Family Permanency Support Services
No specific discussion noted.

C. Other Program / Project Updates

Peterson and Preuss talked about a recent training sponsored by tribal communities across the state in conjunction with the Center for Regional and Tribal Child Welfare Studies at the University of Minnesota on the history of ICWA and why it exists. Peterson noted it was powerful and educational and really connected the dots to the system that exists in all sectors of social services still today. We plan to bring this information to our collaborative partners this upcoming fall.

7. Other

Peterson noted that a “Community Spotlight” will be running on Q102 (Lakeland Broadcasting) through the month of April. If viewing these minutes electronically, click link (ctrl+click) below to listen to the spotlight recorded by Peterson.

https://pactforfamilies-my.sharepoint.com/:u:/g/personal/jolene_lambert_pactforfamilies_org/EccEZ9-2R8hEi7jzXkRcuvoB78enM78-NuEkIJs1HPhazw?e=5H4Omk

Discussed options to move to a face-to-face or hybrid option for our monthly meeting. Peterson noted that currently the policy of the Kandiyohi Co. Health & Human Services Building is no meeting room reservations till the end of the year. If anything changes or other options become available this dialogue can be brought back for discussion.

Preuss moved to adjourn the meeting at 1:09 p.m. Veurink second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Wednesday, May 4, 2021; 11:30 a.m. Via Zoom virtual platform.

The Human Resources Committee of the PACT for Families Executive Board will be meeting at 11:00 a.m. on Wednesday, May 4, 2021, Via Zoom virtual platform.