

**PACT for Families Collaborative**  
*Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine*

**Executive Board Meeting Minutes**  
**Room 2075 ~ Kandiyohi County Health and Human Services Building**  
**Tuesday, August 3, 2021**

2021 Executive Board Members	Title	Status	
Corinne Torkelson (2021 Chair)	At-Large Representative; Kandiyohi County Health & Human Services	Present	In-Person
MaryJo DeCathelineau (2021 Vice Chair)	Corrections Representative; Kandiyohi County Community Corrections	Present	In-Person
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present	In-Person
Wendell Veurink	Mental Health Representative; Greater MN Family Services	Absent	
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	Absent	
Kathleen Preuss	Social Services Representative; Director, Upper Sioux Community Social Svcs	Absent	
Rae Ann Keeler-Aus	At-Large Representative; Director, Yellow Medicine Co. Family Svcs	Present	In-Person

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

**Meeting called to order by Board 2021 Chair, Corinne Torkelson, at 11:42 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 for all members because of a health pandemic. This meeting will be conducted both in-person and via teleconference due to COVID-19 concerns. Virtual meeting instructions discussed.

**1. Approval of Proposed Agenda**

Keeler-Aus moved to approve today's proposed agenda. Winter second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Woodman yes, Keeler-Aus yes.

**2. Approval of Meeting Minutes**

Winter moved to approve the June 2021 meeting minutes meeting minutes as presented. DeCathelineau second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Woodman yes, Keeler-Aus yes. Note: there was no scheduled July meeting/no minutes for approval.

**3. Fiscal**

**A. Month End Financial Reports**

**i. Balance Sheet & Income Statement Presentation**

The month-ending July 2021 noted a fund balance of 2,398,869.44 with monthly interest earned at \$5.67 on checking through MAGIC Fund. Total revenue for July was \$316,973.37 with expenditures totaling \$205,808.10. In addition to the detailed July report, the balance sheets and revenue/expense statements were provided for the months ending May and June. Balance sheets and itemized revenue/expense statements for the three months were presented for review, discussion, and approval.

**ii. Discretionary Fund Update**

There were \$7,997.60 new approvals for June/July 2021. Total year-to-date Discretionary Grant disbursements is \$12,397.60 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. Investment statements were not available in time for today's meeting. 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 May, June, and July 2021. Keeler-Aus second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Woodman yes, Keeler-Aus yes.

**B. Review & Approval of Bills**

After review and discussion of payables totaling \$113,431.70 for June 2021 and \$131,195.41 for July 2021; Winter moved, Keeler-Aus second to approve bills as presented. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Woodman yes, Keeler-Aus yes.

**C. Stipend Discussion**

Discussion on stipends and mileage as gratuity for a “working” meeting vs. support group. It was noted that parents are the reason we do this and after a short discussion it was concluded to bring to the Parent Advisory Committee next month for their input.

**D. Other**

No “Other” discussion noted.

**4. Personnel**

**A. General Staffing**

No updates or changes in general staffing.

**B. Current Open Positions**

**i. Connecting Families Facilitator**

Facilitator position(s) with the Connecting Families Program continue in open status in Renville, Yellow Medicine and McLeod. 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. Personnel Policies & Procedures**

**i. All Staff Budget**

We will be paying a small consultation fee to a speaker on wellness/self care at our next all-staff meeting. No further discussion noted.

**ii. Holiday Benefit Discussion**

On June 17, President Biden signed the Juneteenth National Independence Day Act into law making June 19<sup>th</sup> a federal holiday. At current Minnesota has not acted to formally put this in place as a formal holiday; nor has any partner counties made Juneteenth part of the holiday benefit package. This discussion is on hold until further information is available.

**5. Board & Committees**

**A. Board Positions**

**i. Social Services Position**

Kathleen Preuss, social services representative on this Board has left employment at the Upper Sioux Community as social services director and will no longer be eligible to serve on this Board. After discussion on appointment option, it was proposed to move the Social Services position to Keeler-Aus and filling an At-Large position. DeCathelineau moved, Winter second to appoint the Social Services position to Keeler-Aus and filling by appointment the open At-Large position. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Woodman yes, Keeler-Aus yes.

**iii. 2022 Election**

Corinne Torkelson, At-Large Position and Dawna Woodman, Parent, will be on the ballot in November.

**B. Full Collaborative Meeting**

**i. Next Meeting:**

The next Full Collaborative Meeting is scheduled for Wednesday, September 8, 2021, in the Kandiyohi County Health & Human Services Building, multi-purpose room with a Zoom virtual presence option at 10:00 a.m. We have scheduled the Addiction Services team from Carris Health who will be presenting on local outpatient medical treatment for patients with substance use disorders. Email reminder and informational materials will be sent to the full partnership soon.

**ii. December Meeting Date**

Due to possible conflicting meeting dates, Peterson asked if the December Full Collaborative scheduled in Glencoe should be rescheduled. It was noted to leave the meeting as scheduled and if needed find an alternative meeting location.

**C. Committee Reports**

No committee meetings were held in the month of July, except for the Parent Advisory Committee. No report given.

**D. Open Meeting Laws / Virtual Presence**

Discussion on Open Meeting Laws and virtual presence. An excerpt from the MCIT (MN Counties Interagency Trust) latest bulletin was distributed which outlines the updates to Open Meeting Law. More research will be done and continue discussion at next month's meeting.

- E. *Strategic Planning*
- i. Annual Planning Retreat; Green Lake Bible Camp, Wednesday, September 22, 2021
  - ii. Roadmap for the Next One – Three Years  
We plan to continue discussion started at the March 10, 2021, Chief Elected Officials Board meeting. We are currently in year five or the last year of allocated LCTS Reserve Funding. Deeper discussions in coming months and as part of the focus of the Annual Planning Retreat.
  - iii. Annual Planning Retreat; Green Lake Bible Camp, Wednesday, September 22, 2021  
The Annual Planning Retreat has been scheduled for September 22, 2021, at the Green Lake Bible Camp in Spicer from 9:00 a.m. to 3:00 p.m. *Save the Date* and initial details have been sent through a *Calendar Invite* email to members of this Board, the CEO Board, and social services directors.

**6. Grants and Program Updates**

- A. *LCTS (Local Collaborative Time Study)*
- i. Grant Proposal Review  
A LCTS grant proposal for *expanding model practices in county jails and community corrections to support the children of incarcerated parents* was reviewed in depth. The proposal went to committee last month with a recommendation to fund for six-months. After extensive discussion, DeCathelineau moved, Keeler-Aus second to approve the proposal to Renville County Jail for six-months at \$13,500. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Woodman yes, Keeler-Aus yes.
- B. *Grants in Progress*
- i. Mardag Foundation  
PACT has applied for a grant from the Mardag Foundation to enhance the Connecting Families weighted blanket program and discretionary enhancement. We applied for \$17,000 to cover the costs of families need for educational, and functional needs as well as to cover costs for quilters/sewists, pellet filling, and material. We will be notified in November/December of this year.
  - ii. Bremer Foundation  
A proposal to the Bremer Foundation for \$42,000 was submitted to cover costs of family facilitators time, mileage, and meeting costs to support the Connecting Families Program for calendar year 2022. We will be notified in November/December of this year.
- C. *Current Grant / Program Updates*
- i. SAMHSA System of Care – Journey to Independence  
No noted discussion.
  - ii. Strategic Prevention Framework; Partnership for Success  
Evaluation is working hard on completing the Readiness Assessment that will drive the next four years of the grant.
  - iii. Guía  
Our budget and workplan for continuation into the next two years has been approved which allowed the Outreach to the Somali Community position to become full-time as of July.
  - iv. FGDM (Family Group Decision Making)  
We are in the last year of the FGDM funding and due to the dynamics of the grant it would be best for the two counties who utilize it most to apply for their own funding. RFP's should be out in December of this year.
  - v. Connecting Families Program  
CFP is going very well with a combination of both in-person and Zoom meetings. A grant from the United Way of McLeod County was awarded to CFP/PACT to hold six sensory movie events at the Century 9 Movie Theater in Hutchinson. Movie events will be open to all families across the five-county region. We have also applied for two additional sources of funding to support CFP in calendar year 2022.
  - vi. Mental Health Awareness Training Grant (Kognito)  
We are working with Kognito to have links to families for resources directly through the PACT website, Woodland Centers, Headstart and other child serving agencies in our five-county area. The process is going well, and we hope to be functional very soon to assure resources and education are accessible to families.
  - vii. Family Permanency Support Services  
It is going well with connecting events for families happening in various locations.
- C. *Other Program / Project Updates*  
No "Other Program/Project Updates" discussion noted.

**7. Other**

Although the annual planning retreat is scheduled for September 22<sup>nd</sup>, the regularly scheduled Executive Board meeting will be held as planned on September 7<sup>th</sup>.

**Meeting adjourned by unanimous consent at 1:33 p.m.**

Respectfully Submitted, Jolene Lambert, Recorder

*The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, September 7, 2021; 11:30 a.m. with in-person in room 2075 of the KCHHSB and Zoom virtual platform options.*