

**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, April 4, 2023**

2023 Executive Board Members	Title	Status
MaryJo DeCathelineau (2023 Chair)	Corrections Representative; Kandiyohi County Community Corrections	Present In-Person
Lori Anderson (2023 Vice Chair)	Parent Representative; Renville & Kandiyohi County Resident	Present In-Person
Wendell Veurink	Mental Health Representative; Greater MN Family Services	Absent
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present In-Person
Rae Ann Keeler-Aus	Social Services Representative; Director, Yellow Medicine Co. Family Svcs	Present In-Person
Carrie Peterson	Parent Representative; Kandiyohi County Resident	Present In-Person
Kodi Goracke	School Representative; Administrator, ACGC Public School	Present In-Person
Heather Jesseritz	At-Large Representative; Community Services Director, United Community Action Partnership	Present In-Person
Leah Lundgren	At-Large Representative; McLeod County Family Services	Present In-Person

Other Attendees	Title	Status
Sarah Vonderharr	Executive Director, PACT for Families Collaborative	Present In-Person
Carlotta Eischens	Family Liaison, PACT for Families	Present In-Person
Janelle Schmoll	Family Liaison, PACT for Families	Present In-Person
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present In-Person

**Meeting called to order by 2023 Chair, MaryJo DeCathelineau, at 11:37 a.m.**

**1. Approval of Proposed Agenda**

Lundgren moved to approve today's proposed agenda as presented. Peterson second. Motion unanimously carried by members present (8-0).

**2. Approval of Meeting Minutes**

Anderson moved to approve the March 8, 2023; Meeting Minutes as presented. Keeler-Aus second. Motion unanimously carried by members present (8-0).

[Carlotta Eischens & Janelle Schmoll enter meeting]

**3. Personnel**

**A. General Staffing**

**i. In-Person Staff Feature**

**a) Carlotta Eischens & Janelle Schmoll, Family Liaisons**

Eischens and Schmoll talked about their role of family liaison. They stated that they are not social workers, but rather they come in and walk alongside the family introducing them to resources available to them and assisting where they can such as helping complete forms and/or attend meetings, to be that second set of ears, to help clarify, advocate for, or simply be a part of the families support system.

[Carlotta Eischens & Janelle Schmoll exit meeting]

**B. Current Open Positions**

**i. 1 FTE Program Coordinator for Partnerships for Success Grant**

With an interview team of Sarah Vonderharr, PACT Executive Director; Ron Antony, Yellow Medicine Co. Commissioner; Brian Skogen, PACT for Families/Canby School Social Worker; and Sara Benson, Renville Co. Public Health Director, the first-round interviews did not produce a suitable candidate for the position. In the process of re-advertising. Annie Tepfer has been contracted with on a part-time, temporary basis to fill the need in PFS until a suitable candidate is hired.

ii. .5 FTE Social Media / Marketing Position  
This position has not yet been filled by a suitable candidate or contractor.

iii. .5 FTE Somali Outreach Position update  
Current staff, Amina Mohammed Khari, has moved herself to a part-time status as she is completing her nursing degree at Ridgewater College. The remaining .5 FTE position is currently advertised.

C. *New Staff*

- i. Monica Crow began employment on February 27, 2023; .83 School Social Worker based at Lakeland Elementary in Willmar.
- ii. Arianna Messelt began employment March 2, 2023; 1 FTE Journey to Independence Transition Facilitator
- iii. Maria Moreno began employment March 20, 2023; 1 FTE Journey to Independence Transition Facilitator
- iv. Virginia Leyva began employment January 17, 2023; 1 FTE Guía Coach/Facilitator
- v. Carlotta Eischens began employment January 23, 2023; .5 FTE Family Liaison

4. **Fiscal**

A. *Month End Financial Reports*

- i. Balance Sheet & Income Statement Presentation  
The month-ending March 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending March 2023 noted a fund balance of 2,428,217.79 with monthly interest earned at \$2,235.55 on checking. Total revenue for the month was \$237,665.87 with expenditures totaling \$250,215.30.
- ii. Discretionary Fund Update  
There were two Discretionary Grants process in March 2023 totaling \$23,172. Total year-to-date Discretionary Grant disbursements are \$28,172.00 with a \$100,000 budget. Detailed *Discretionary Project Balance Report* distributed for review.
- iii. Investment Holdings Report  
Currently PACT has \$1,522,000 principal investment through Frandsen Bank, securities offered through LPL Financial and \$395,000 invested with MAGIC administered by PFM Asset Management LLC. Current statements from each managing fund were distributed that outlined the investment fund, interest rate, maturity date, purchase price, and estimated value (interest earned) at maturity.

Lundgren moved to approve the financial reports ending March 2023. Jesseritz second. Motion unanimously carried by members present (8-0).

B. *Approval of March 2023 Payables Totaling \$118,251.09*

After review and discussion of payables totaling \$118,251.09 for March 2023; Goracke moved Winter second to approve bills as presented. Motion unanimously carried by members present (8-0).

C. *Other*

No "Other" discussion noted.

5. **Board & Committees**

A. *Full Collaborative Meeting ~ Wednesday, April 12, 2023, at 11:45 a.m. ~ GSL Schools Community Room (Glencoe)*

New Timeline ~ Full Collaborative/Committee Meeting Days:

- 10:00 a.m. Early Childhood & 9-25 Committees  
11:45 a.m. Full Collaborative (registration fee w/lunch \$10)  
2:00 p.m. LAC (immediately follows FC)

~An updated meeting calendar was provided to all in attendance.

B. *Committee Reports ~ No reports submitted.*

With the Annual Meeting being held on March 8<sup>th</sup>, regular monthly committees did not meet.

C. *Strategic Planning*

i. LCTS

Vonderharr started conversation on plans to keep school engaged. A working subcommittee to formulate ideas and strategies will be meeting at 9:30 a.m. prior to the next Executive Board meeting on May 2, 2023. Vonderharr will follow up with details and any needed information prior to the meeting.

D. *Other*

No "Other" discussion noted.

6. **Grants and Program Updates**

A. *Grants in Progress*

- i. Project AWARE (Advancing Wellness and Resiliency in Education); SAMHSA System of Care
- ii. Healthy Transitions (Journey to Independence); SAMHSA System of Care
- iii. Southwest Initiative Foundation (SWIF)

- a) Grow Your Own Application ~ \$5,000 Community Event Meeting Expenses
- b) Grow Your Own Application ~ \$10,000 Connecting Families Program Family Events

**B. Current Grant / Program Updates**

i. SAMHSA System of Care – Journey to Independence  
Numbers of referrals and program participants in good standing.

ii. Strategic Prevention Framework; Partnership for Success

The coordinator position continues to be posted. See “personnel” section above. Programming is going well with several community events scheduled and training for program staff. Annie Tepfer has been contracted with on a part-time, temporary basis to fill the need in PFS until a suitable candidate is hired.

iii. Guía

Numbers of referrals and program participants in good standing. The Guía grant funding that was scheduled to end on June 30, 2023, has been extended by one year or through June 30, 2024.

iv. Families Forever; Family Permanency Support Services

a. Continuation Application for FY24 in process

The continuation grant application for fiscal year 2024 & 2025 are in process with a submission date of May 1, 2023. If awarded, we will be able to continue family permanency support services and expand on the Kinship Navigator position currently piloted in Kandiyohi County.

**C. Reserve/LCTS (Local Collaborative Time Study Updates)**

i. Connecting Families Program

CFP is going very well with a combination of both in-person and Zoom meetings.

a) Sensory Movie funding for Kandiyohi & McLeod Counties

With funding from the United Way of Kandiyohi County and the Hutchinson Women of Today we can provide Sensory Movies to families throughout the year in Spicer and Hutchinson.

ii. Wraparound

Two PACT staff, Sandy Hruby, and Jenn Pauff will be participating in the Wraparound Train the Trainer certification through Family Wise in July 2023.

iii. Family Liaison

We are fully staffed with two .5 FTE Family Liaisons serving families in all five counties; both have full caseloads with a waiting list.

iv. School Social Workers

The PACT office continues to receive feedback from both superintendents and staff with individual meetings happening.

Vonderharr has been attending the regional school superintendents’ meetings to stay visible to partner schools.

**D. Other Program / Project Updates**

Vonderharr noted that Gaslight Creative in St. Cloud has been consulted for graphic design of potential new logo and branding of PACT overall. Jesseritz, Anderson and Peterson volunteered to be part of the ad hoc committee for the design of a branding/rebranding movement.

**7. Other**

No “other” discussion noted.

**Jesseritz moved to adjourn at 12:49 p.m. Anderson second. Motion unanimously carried by members present (8-0).**

Respectfully Submitted, Jolene Lambert, Recorder

***The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, May 2, 2023; 11:30 a.m. in Room 2075 of the KCHHSB.***