

**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, May 2, 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	Present	In-Person
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 Jessoritz	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
Becky Sook	Connecting Families Program Facilitator, 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 11:35 a.m.**

**1. Approval of Proposed Agenda**

Lundgren moved to approve today's proposed agenda as presented. Jessoritz second. Motion unanimously carried by members present (9-0).

**2. Approval of Meeting Minutes**

Anderson moved to approve the April 4, 2023; Meeting Minutes as presented. Goracke second. Motion unanimously carried by members present (9-0).

[Becky Sook enters meeting]

**3. Personnel**

*A. General Staffing*

*i. In-Person Staff Feature*

*a) Becky Sook, Facilitator; Connecting Families Program*

Sook talked about the Connecting Families Program and the support groups that serve parents and guardians with educational workshops, family events, resources and provides a network of relationships and informal support.

[Becky Sook exits meeting]

*B. Current Open Positions*

*i. 1 FTE Journey To Independence Transition Facilitator*

On May 1<sup>st</sup>, notice was given by Samantha Ommodt, JTI Transition Facilitator, that her employment with PACT will term effective May 25, 2023. The process of advertising for a replacement has begun.

*ii. 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, a program coordinator for the PFS grant has been hired and will begin employment on June 6, 2023.

*iii. .5 FTE Social Media / Marketing Position*

This position has not yet been filled by a suitable candidate or contractor. It was suggested to contact Ridgewater College media program about any interest from a student.

iv. .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.

#### 4. Fiscal

##### A. *Month End Financial Reports*

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

The month-ending April 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending April 2023 noted a fund balance of 2,415,504.82 with monthly interest earned at \$1933.90 on checking. Total revenue for the month was \$261,831.72 with expenditure totaling \$217,946.54.

###### ii. Discretionary Fund Update

There was one Discretionary Grant processed in April 2023 totaling \$3,400. Total year-to-date Discretionary Grant disbursements are \$31,572.00 with a \$100,000 budget. Detailed *Discretionary Project Balance Report* distributed for review.

###### iii. Investment Holdings Report

Currently PACT has \$1,519,000 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 April 2023. Jessoritz second. Motion unanimously carried by members present (9-0).

##### B. *Approval of April 2023 Payables Totaling \$180,364.24*

After review and discussion of payables totaling \$180,364.24 for April 2023; Goracke moved Keeler-Aus second to approve bills as presented. Motion unanimously carried by members present (9-0).

##### C. *Other*

No "Other" discussion noted.

#### 5. Board & Committees

##### A. *Full Collaborative Meeting ~ Wednesday, May 10, 2023, at 11:45 a.m. ~ Kandiyohi Co. Health & Human Services Building (Willmar). Meetings as follows:*

10:00 a.m. Early Childhood & 9-25 Committees

11:45 a.m. Full Collaborative (registration fee w/lunch \$12)

2:00 p.m. LAC (immediately follows FC)

##### B. *Committee Reports ~ No reports submitted.*

Committees meet monthly. Meetings are scheduled prior to each Full Collaborative meeting for Early Childhood and 5 to 25 Committee's in separate meetings at the same time. The LAC meeting follows Full Collaborative. Committees are working to keep kids and families connected. The monthly committee summary report for the groups that met was distributed and reviewed by the Board.

##### C. *Strategic Planning*

###### i. PACT for families Branding/Rebranding Efforts Update

A meeting with Gaslight Creative from St. Cloud was conducted on April 26, 2023, for graphic design of new logo and branding of PACT overall. Jessoritz, Anderson and Peterson are a part of the ad hoc committee for the design of a branding/rebranding movement along with staff Sarah Vonderharr, Sandy Hruby, Jolene Lambert, and Lynette Sommers.

###### ii. School Engagement

Vonderharr started conversations on plans to keep school engaged. A working subcommittee to formulate ideas and strategies met at 9:30 a.m. prior to this Executive Board meeting on May 2, 2023, and brainstormed creative ways to utilize funding. The SHARE survey is currently in process with the schools.

PACT for Families employed school social workers/counselors will be joining us at our June 6, 2023, meeting. A larger room was requested.

###### iii. LCTS

No discussion noted.

##### D. *Other*

No "Other" discussion noted.

#### 6. Grants and Program Updates

##### A. *Grants in Progress*

###### i. Healthy Transitions (Road to Success); SAMHSA System of Care is due May 8, 2023.

###### ii. Families Forever; Family Permanency Support Services ~ Continuation Application was submitted on May 1, 2023.

###### iii. Southwest Initiative Foundation (SWIF)

a) Grow Your Own Application ~ \$5,000 Community Event Meeting Expenses

The Grow Your Own application was awarded to PACT for Families in the amount of \$5000 for meals and supplies used during facilitation of PACT related youth and parent gatherings. This funding is available 4/1/2023 and continues through 4/1/2024.

b) Grow Your Own Application ~ \$5,000 Connecting Families Program Family Events

The Grow Your Own application was awarded to PACT for Families in the amount of \$5,000.00 has been approved from the Southwest Initiative Foundation to provide opportunities for parents of children with developmental, physical, or mental health needs to gather for formal and informal support and education to support resiliency in families. This funding is available 4/1/2023 and continues through 4/1/2024.

*B. Current Grant / Program Updates*

i. Margaret Cargill/Minnesota Foundation

On April 10, 2023, PACT for Families was notified that we received funding of \$50,000 from the Margaret A. Cargill Foundation fund of the Saint Paul & Minnesota Foundation to expand Guía program access to violence-free healthy, positive social environmental and opportunities to connect with peers and trusted adults for historically excluded youth.

ii. SAMHSA System of Care – Journey to Independence

Numbers of referrals and program participants in good standing.

iii. Strategic Prevention Framework; Partnership for Success

The coordinator position has been offered and accepted by Jessica Johnson who will begin employment on June 6, 2023. Programming is going well with several community events scheduled and training for program staff. Annie Tepfer has been contracted on a part-time, temporary basis to fill the staffing need in PFS.

iv. 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.

v. 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 which was submitted 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.

There will likely be a 30-day gap in services between the ending of the current funding on June 30, 2023, and an anticipated start date of August 1, 2023, if awarded new cycle of funding. It was asked to look into a plan to fund current Families Forever staff for 30 days.

*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. Stinger's family event is scheduled for July 22<sup>nd</sup> with all the days' events and treats provided in-kind by the Stingers organization.

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. Funding through the Hutchinson Women of Today was completely expended at the last movie when we had over 100 in attendance. It was asked to bring back the cost breakdown for each location for each attendee.

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. It was noted to have a survey six-months post services to see how families fared on their own without having a family liaison.

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*

With a combination of funding sources between grants, we were able to send 11 staff to the annual MACMH conference in Duluth.

Noted to start protocol in having anyone who attends training to come back and specify ten takeaways on what they learned.

Veurink noted that the Renville County ACE's group is looking for a fiscal host. In addition are seriously considering putting out a magazine two times per year.

**7. Other**

No "other" discussion noted.

**Jesseritz moved to adjourn at 12:40 p.m. Keeler-Aus second. Motion unanimously carried by members present (9-0).**

Respectfully Submitted, Jolene Lambert, Recorder

*The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, June 6, 2023; 11:30 a.m. in Room 2075 of the KCHHSB.*