

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, November 7, 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 Jeseritz	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
Brenda Peterson	Fiscal Host, Yellow Medicine Co. Family Services	Present	In-Person
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	In-Person

Meeting called to order by 2023 Chair, Mary Jo DeCathelineau, at 11:40 a.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Veurink moved to approve the October 3, 2023; Meeting Minutes as presented. Winter second. Motion unanimously carried by members present (9-0).

3. Personnel

A. General Staffing
No discussion noted.

B. Current Open Positions

- i. Wraparound Coordinator (50% LCTS/25% Road to Success Grant/25% Journey To Independence)
Interviews are scheduled.
- ii. 5 FTE Social Media / Marketing with .5 Office Support (JTI & Road to Success Grants)
Position is currently posted.
- iii. Youth Facilitator 2-FTE (Road to Success Grant)
Positions are currently posted.
- iv. Family Liaison 1-FTE (Road to Success Grant)
Position is currently posted.

C. New Staff

- i. ReAnna Litzau, 1 FTE Wraparound Coordinator (50% LCTS/25% Road to Success Grant/25% Journey to Independence)
Unfortunately, this position did not work out and Ms. Litzau's last day will be November 7, 2023.

D. Other

No "other" discussion noted.

4. Fiscal

A. *Month End Financial Reports*

i. Balance Sheet & Income Statement Presentation

The month-ending October 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending October 2023 noted a fund balance of 2,302,248.61 with monthly interest earned at \$2334.48 on checking and \$6395.96 on investment earnings. Total revenue for the month was \$15,529.60 with expenditures totaling \$212,990.52.

ii. Discretionary Fund Update

Discretionary Grants processed in October 2023 totaled \$7000.00. Total year-to-date Discretionary Grant disbursements remain at \$48,972.00 with a \$100,000 budget. Detailed *Discretionary Project Balance Report* distributed for review.

iii. Investment Holdings Report

Currently PACT has \$1,520,000 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.

Keeler-Aus moved to approve the financial reports ending October 2023. Peterson second. Motion unanimously carried by members present (9-0).

B. *Approval of September 2023 Payables*

After review and discussion of payables totaling \$130,621.25 for October 2023; Jesseritz moved Goracke second to approve bills as presented. Motion unanimously carried by members present (9-0).

C. *2022 Audit with MN Office of State Auditors*

The MN Office of State Auditors continue their work on auditing calendar year 2022. The Board will be kept apprised of all audit activity.

D. *Other*

No "Other" discussion noted.

5. 2024 Organizational Budget – Second Review

The 2024 draft budget was presented for second viewing in projected breakdown of funds (i.e., grants vs. programs/LCTS, vs. general administrative infrastructure). The first viewing produced no recommendations for change therefore today's presentation is status quo from the presentation at the October meeting. There is a 3.5% overall decrease from the prior year, with the main sources of funding continuing through SAMHSA with Journey to Independence, Partnerships for Success, and Road to Success. Discussion continued with the following points:

- General fund has revenues over expenditures of \$132,816 due to more administrative salaries and expenses being paid by federal sources; of that amount it is proposed to apply that credit to the revenue shortfall in programs funded through LCTS (i.e., Family Support Services) of 89,253. This leaves 43,563 transferring to Reserves.
- Discretionary and Discretionary Plus Grants are allocated at \$100,000 which is funded through LCTS. There is an additional \$5000 included through LCTS for funding to Local Advisory Council (LAC) of PACT to promote mental health awareness.
- The *Cloud* based technology platform will continue into the new year at a hosting cost of \$249 per employee, with a total annual cost of \$9,213. Our Dynamics GP/Dynamics 365 accounting system is also *Cloud* based as of early 2020; the cost of Cloud based hosting is \$1200 per month which includes nightly back-ups and the cost of upgrades as released from Microsoft. These costs are built into the "Contracted Professional Services" line with grants, programs and general fund sharing the cost based on number of accounts in each.
- As we have fully transitioned to Office 365 and are completely off all Kandiyohi County hard drive servers in this building, we find ourselves in need of IT services. Kandiyohi County has been very gracious over the many years that we have been tenants of this building with their time and no cost but are now finding it hard to carve out time outside of the obligations to their own. We have incorporated 10 hrs. of IT services per month on a contract basis under "Contracted Professional Services" line with grants, programs and general fund sharing the cost.
- Due to the need to stay on top of information dissemination, keeping our website/Facebook/snapchat up to date and relevant, we have incorporated an additional \$8000 from the general fund to assure this is accomplished. In addition, federal grant sources have \$13,200 built in their programs social marketing efforts (web/radio/billboards/MailChimp/etc.) which brings us to a grand total of \$21,200.
- A business Zoom virtual meeting platform was implemented in 2021 due to the pandemic and the account will remain active at an annual cost of \$712 fully paid by grants in the "Contracted Professional Services" line.
- Projected overall mileage increased by 11.9% going into 2024. The cost per mile increased significantly in 2023 and the number of miles driven has gone up dramatically as more and more face-to-face family meetings and local committee meetings are back in fashion. Virtual connection in many ways is still utilized when warranted and deemed fiscally responsible.
- Interest rates on investment in both Frandsen/LPL and MAGIC Fund are on an upswing and projections are higher than in the past three years. Interest is based on the projected earnings specified on LPL/MAGIC statements.
- Yellow Medicine County Family Services will remain our fiscal host for LCTS purposes into 2023. The contract will remain status quo from prior year at \$3000.
- Full Collaborative registration fees are at \$12, Brain Conference \$40, and Annual Meeting Registration fee \$20.
- Annual membership fees will remain status quo.

Personnel / Payroll Related

- On January 1, 2023, PACT had 32 employees totaling 27.7 full time equivalents (FTE); 17 staff at 1 FTE, 9 at .83, 4 at .5 and 2 family facilitators at 10 hr./mo. or .058 FTE.
- 2024 is anticipated to have 37 employees totaling 32.139 FTE with 22 staff at 1 FTE (2 for 6-mo), 9 at .83 (for 6-mo), 1 at .75, 2 at .7 and 3 family/youth facilitators at 20 hr./mo. or .173 FTE.
- A two-year plan working with schools to reduce PACT's employment of school social workers/counselors was developed per discussion at the Planning Retreat on October 3, 2022, and began implementation July 1, 2023.
- To attract and retain employee's this budget includes an allocation of a 5% COLA (cost of living adjustment)/annual wage scale adjustment at a total cost of \$83,363 with grants bearing 66.1% of the costs, LCTS programs at 31.4% and general fund 2.6% - No part of this is funded through reserves. It is our goal to bring our scales up to speed with our employees and treat them fairly at all levels. The step scale remains at 2.5%. A 5% COLA equals an average of 1.07 cents per hr./employee based on current wages/steps. There are currently 9 of the 37 or 24% of staff off the step scale with COLA their only source of pay increase. *See the COLA history attached to these notes.*
- Health insurance premiums increased by 9.4% over the previous year. Coverage will remain with Public Employees Insurance Programs (PEIP) with Blue Cross Blue Shield policies. This increase is proposed with a 3.4% increase to staff paid premiums and 6% to PACT. The total annualized impact on PACT is \$22,645. Staff Impact: minus the cost of a 3.4% increase in health premium from a 5% COLA the staff wage increase would be an average of .85 cent COLA per employee w/health coverage. PACT Impact: adding a 6% increase in health premiums plus 5% COLA would be an average of a \$1.47 per hour cost per employee w/health coverage.
- Delta Dental premiums increased 9% on single coverage, with an annualized impact of \$1,244 over the prior year. All other benefits (i.e., Life, LTD, STD, etc.) remained status quo with no increases.
- PACT continues to contract human resources services through Vinna Human Resources at a retainer cost of \$5,100 annually plus ancillary expenses at \$125 per hour. This contract began in 2020. A total cost of \$7,100 is built in the general fund, Contract-Professional Services.

Grants & Programs

- All grant funding that began in 2020/2021 with Journey to Independence (JTI), Partnerships for Success (PFS), through US Dept of Health & Human Services Substance Abuse Mental Health Services Administration (SAMHSA) will continue into 2024. Our one grant through the MN Department of Human Services, Guia, will be ending on June 30, 2024.
- Previous programming, each with separate budgets, Wraparound, Connecting Families Program, Family Liaison, and Parent Advisory Committee have been streamlined under one umbrella what we call Family Support Services. With no dedicated revenue source, support for this program is a combination of LCTS and foundation funding (along with general fund if necessary). A copy of their program budget is attached to these "2024 budget notes and impacts".
- Wraparound program in general will remain status quo with 1-FTE coordinator on staff, who will be paid 50% through FSS and 50% through federal sources. Allocations for team approved expenditures will reduce from \$4,000 to \$3000 based on the past three years' spending.
- We will continue to have two Family Liaisons, increasing their time from .5 FTE (20 hr/wk) to .7 FTE (28 hr/wk) serving families in all five counties.
- Connecting Families currently has parent groups in Meeker, Kandiyohi, Renville, and McLeod Counties. When foundational funding is available, we can provide weighted blankets, family enhancement funds (previously called mini grants) and sensory movies that can be accessed by families in all five counties.
- The Parent Advisory Committee in general will remain status quo meeting once per month with stipends and mileage available to parents who attend and contribute to the mission of the committee; their mission is to *be the voice of parents/caregivers and promote the family-driven and strength-based philosophies of Wraparound among PACT for Families partners. Among their goals are to promote educational opportunities on children's mental health, provide resources proactively to connect parents to other parents and resources, and to promote Wraparound in PACT's five-county area.* When foundational funding is available, a light meal/snack can be provided at the meeting. This committee is open to parents and caregivers of children who have mental health concerns.
- Food expenditures in general are frowned upon by state auditors. Federal grants had previous limits of \$3 per person and now with the most recent grant, no food can be purchased. Food that has been made available at the monthly Full Collaborative, the Annual Meeting and the annual Brain Conference all have revenue offset (registration fee's taken in). Just recently we received a small foundation grant from Southwest Initiative Foundation for this very purpose that we will utilize for parent advisory committee meetings, family meetings and family-based events going into the new year.

Year-to-date in 2023 the following was spent on food:

- Full Collaborative had \$1594 expense and \$1479 in revenue. Expense over revenue of \$115.
- Annual Meeting \$896 expense and \$1095 in revenue. Income over expenses by \$199.
- Brain Conference \$1351 expense and \$2551 in revenue.
- The Parent Advisory Committee had \$46.39 in expenses with no revenue. The PAC has regular potluck type meals.
- Staff-related meetings totaled \$26.97 with no revenue.

Jesseritz moved to approve the proposed 2023 budget for recommendation to the CEO Board on November 8th with a reduction to a 3.5% COLA vs. 5% and a commitment from the Board to reviewing current job descriptions and pay scales in 2024. Goracke second. Motion unanimously carried by members present (9-0).

6. Board & Committees

- A. *Chief Elected Officials Board Meeting ~ Wednesday, November 8, 2023, at approx. 2:00 p.m. ~ Meeker County Family Services Center, Suite 200, in Litchfield directly following the Full Collaborative Meeting.*

B. *Full Collaborative Meeting ~ Wednesday, November 8, 2023, at 11:45 a.m. ~ Meeker County Family Services Center, Suite 200, in Litchfield.*

C. *Committee Reports*

The monthly committee summary report was distributed and reviewed by the Board. Meetings are scheduled prior to each Full Collaborative meeting for Early Childhood and 9 to 25 Committee's in separate meetings at the same time. The LAC meeting follows Full Collaborative.

D. *Strategic Planning*

i. PACT for families Branding/Rebranding Efforts Update
a). Elevator Speech and PACT Presentation Committee
No discussion noted.

b). Newsletter Committee

The PACT newsletter has been on hold for several months. The first re-edition will be January 2024.

ii. School Engagement

Vonderharr noted there are some schools that have committed to keeping staff on contract with PACT being the employer; they are Litchfield, Hutchinson, ACGC, Canby, Cedar Mountain, and BLHS. Willmar and BOLD are waiting to decide after their referendum vote November 7th, NLS is the only district to confirm they will be taking the staff on as their own beginning July 1, 2024. This will continue to be worked through with updates on a regular basis.

iii. LCTS Funding

Training with LCTS partners in school, public health and corrections is starting to gradually be scheduled. PACT received notification of several missed random moments in this past quarter which will affect our reimbursement.

E. *2024 Executive Board Election - Term Jan 1, 2024, to Dec 31, 2026*

i. *Mary Jo DeCathelineau, Corrections position.*

DeCathelineau will be on the ballot for an additional term. No additional candidates will be vying for this position.

ii. *Diane Winter, Public Health position.*

Winter has elected to not run for another term. Sara Bensen, Renville Co. Public Health Director has given intent to run for this position. No additional candidates will be on the ballot vying for this position.

iii. *Kodi Goracke, Public School position (appointed in Nov 2022 to fulfil remaining term for M. Mortensen)*

Goracke will be on the ballot for an additional term. No additional candidates will be vying for this position.

F. *2024 Meeting Dates & Time*

With the new year fast approaching, A 2024 calendar is being established and asking for feedback on keeping the meetings the first Tuesday of each month but moving the time back to after the lunch hour to avoid food costs. After a discussion on time frames, bringing own lunch or paying a registration type fee it was collectively decided that the current time frame is most conducive to most members and the second Tuesday from 11:30 to 1:30 will remain status quo with no decision determined on food.

G. *Other*

No "Other" discussion noted.

7. Grants and Program Updates

A. *Grants in Progress*

i. Seeking future funding opportunities for Family Support Services programs

ii. Seeker future funding opportunities for Guía program – current funding will end June 30, 2024.

B. *Current Grant / Program Updates*

i. SAMHSA System of Care – Journey to Independence

Numbers of referrals and program participants in good standing. There is currently a large campaign to raise awareness of mental health services to our transition aged population and awareness of the services available to them.

ii. Strategic Prevention Framework; Partnership for Success

Programming is going well with several community outreach events scheduled and training for program staff.

iii. Healthy Transitions (Road to Success); SAMHSA System of Care

Programming is going well with several community outreach events scheduled and training for program staff.

iv. Guía

Current funding goes through June 30, 2024.

a.) Margaret Cargill/Minnesota Foundation

Funding 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.

b.) Minnesota Foundation
Received \$5000 to fund school supplies for our Guia participants and members of our minority populations throughout the service region.

v. Southwest Initiative Foundation (SWIF)
No discussion noted.

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

i. Connecting Families Program

Groups in Kandiyohi and Meeker are going very well with a combination of both in-person and Zoom meetings. Still working on outreach and groups in Yellow Medicine County.

a) Sensory Movie funding for Kandiyohi & McLeod Counties
No discussion noted.

b) Burich Foundation; Connecting Families Support Services in McLeod County. Funding awarded for \$5750 that can be used for sensory movies, weighted blankets, and mini grants to McLeod County residents.

ii. Wraparound

Conflict with newly hired coordinator. This position will be readvertised.

iii. Family Liaison

No discussion noted.

iv. School Social Workers

No discussion noted.

D. *Other Program / Project Update*

i. Membership Renewal

Membership renewal letters and letters of intent will be distributed to partners in December.

ii. Youth Leadership Academy

Youth Leadership Academy took place last week, November 1st at the EPIK Center at Assemblies of God Church in Willmar. This was our first year back since the pandemic, so we were pleased to have approximately 60 young people in attendance. The feedback was very positive.

7. **Other**

No “other” discussion noted.

Peterson moved to adjourn at 1:00 p.m. Jessoritz second. Motion unanimously carried by members present (9-0).

Respectfully Submitted, Jolene Lambert, Recorder

The next regularly scheduled meeting of the PACT for Families Executive Board is on Tuesday, December 5, 2023; 11:30 a.m. in Room 2075 of the KCHHSB.