

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

Executive Board Meeting Minutes
Room 2045 ~ Kandiyohi County Health and Human Services Building
Tuesday, January 10, 2023

2023 Executive Board Members	Title	Status
MaryJo DeCathelineau (2022 Chair)	Corrections Representative; Kandiyohi County Community Corrections	Absent
Wendell Veurink (2022 Vice Chair)	Mental Health Representative; Greater MN Family Services	Present Virtual
<i>Remote Location: Central MN Christian School in Prinsburg, Minnesota</i>		
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
Lori Anderson	Parent Representative; Renville 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	Absent
Leah Lundgren	At-Large Representative; McLeod County Family Services	Present Virtual
<i>Remote Location: McLeod County Health and Human Services, 520 Chandler Avenue North, Glencoe MN, Sumter room</i>		

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

Meeting called to order by Executive Director, Sarah Vonderharr, at 11:34 a.m.

This meeting will be conducted both in-person and remote video connection. Virtual participation instructions discussed.

Per MN Section 13D.02 notice is given that remote locations for Board member Leah Lundgren at McLeod County Health and Human Services, 520 Chandler Avenue North, Glencoe MN, Sumter room; and Board Member Wendell Veurink at Central MN Christian School in Prinsburg, Minnesota are attending this meeting via Zoom remote connection. Board Member Heather Jesseritz plans to be on remote connection without notice per MN 13D.02 therefore attending in guest status.

1. Election of Officers

The first meeting of the PACT for Families Executive Board shall elect from its members a Chairperson, Vice-Chairperson and Treasurer. 2023 welcomes two new and seven returning Board members. Introductions made by all members present.

A. 2023 Chair

Vonderharr called for volunteers or nominations for Chair of the Board. Keeler Aus moved to appoint DeCathelineau to the role of 2023 Board Chair. Lundgren second. Discussion noted withdrawal of motion by Keeler Aus. Further action by Keeler Aus moved to table election of officers until the February meeting. Lundgren second. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

With no official 2023 Chair; Lori Anderson, by unanimous consent assumed Acting Chair position.

B. 2022 Vice-Chair

No Action per motion above.

C. Treasurer

No Action per motion above.

D. Appointment to Human Resources Committee

No Action per motion above.

E. Other

No “Other” discussion noted.

2. Approval of Proposed Agenda

Peterson moved to approve today’s proposed agenda as presented. Goracke second. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

3. Approval of Meeting Minutes

Veurink moved to approve the December 2022 with correction of meeting times under 5. Board & Committees. Peterson second. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

4. Personnel

A. General Staffing

i. In-Person Staff Feature

a) Jenn Pauff, Journey to Independence Grant Coordinator.

Jenn Pauff joined the meeting, introduced herself and gave information on the current status of the Journey To Independence grant.

[Pauff exits meeting]

B. Current Open Positions

i. 1 FTE Program Coordinator for Partnerships for Success Grant

Interviews are scheduled for January 10, 2023.

ii. .5 FTE Social Media / Marketing Position

Vonderharr discussed the benefits at the current time of obtaining an independent contract for social media and marketing. Keeler Aus moved to approve this .5 FTE Social Media/Marketing Position through independent contractor on a temporary basis. Winter second. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

C. New Staff

i. Kimberly Sundve, P/T Family Liaison to Kinship/Adoption and Foster Families begins January 9, 2023

ii. Virginia Leyva, 1 FTE Latino Guía Coach begins January 17, 2023

iii. Carlotta Eischens, P/T Family Liaison begins January 23, 2023

iv. Connecting Families Facilitator(s) – All counties now filled Becky Sook, Kandiyohi, Janelle Schmoll, Renville/Yellow Medicine, and Angie Mohs, Meeker/McLeod

5. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending December 2022 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending December 2022 noted a fund balance of 2,018,177.94 with monthly interest earned at \$477.96 on checking and \$3510.74 mature CDs through MAGIC Fund. Total revenue for the month was \$155,542.49 with expenditures totaling \$241,712.74. It was noted that a line-item breakdown for all revenues and expenses with a 10% or \$1000 variance will be done for the February Meeting. A report example from 2021 was reviewed.

ii. Discretionary Fund Update

There were \$25,155.70 in new approvals/payments ending December 2022. Total year-to-date Discretionary Grant disbursements is \$56,945.70 with a \$100,000 budget.

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.

Peterson moved to approve the financial reports ending December 2022. Winter second. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

B. Approval of December 2022 Payables Totaling \$131,074.22

After review and discussion of payables totaling \$131,074.22 for December 2022; Keeler Aus moved, Anderson second to approve bills as presented. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

C. *Annual State Audit (FY2021) Update*

The annual financial audit with the Office of the State Auditor (OSA) is still in process. We will keep you apprised of the progress.

D. *Other*

No “Other” discussion noted.

6. Board & Committees

A. *Individual County Partnership Meetings ~ Wednesday, January 11, 2023*

The first Individual County Partnership Meetings are scheduled for Wednesday, January 11, 2023. Details of each meeting were planned by each local county group. For more information on meeting times and locations please contact the PACT office.

B. *Committee Reports ~ No committee activity to report from December 2022*

No discussion noted.

C. *2023 Meeting Schedules*

i. *Executive Board Meetings*

The master calendar for 2023 meetings for the Executive Board and CEO Board was distributed and reviewed.

ii. *Full Collaborative & Committee Meetings*

The master calendar for 2023 meetings for the Full Collaborative and Committees was distributed and reviewed.

(Recorders note: The master calendar is posted on www.pactforfamilies.org)

D. *Other*

No “Other” discussion noted.

7. Grants and Program Updates

A. *Grants in Progress*

There currently no grants in progress.

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 is posted. See “personnel” section above. Programming is going well with several community events scheduled and trainings for program staff. Program leadership transition is going well.

iii. *Guía*

Program coach for the Latino community has been filled. See “personnel” section above.

iv. *Families Forever; Family Permanency Support Services*

We are in the last year of the FGDM funding. PACT will not be reapplying for this funding but will assist any county who wishes to apply on their own behalf and Char can be available as a neutral facilitator on a contract basis if needed.

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) *Mardag Foundation*

Mardag funding ended on 12.31.2022. These funds were used to enhance the Connecting Families weighted blanket program.

b) *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*

Wraparound Coordinator Char Erickson along with Evaluator Joe Maffit are working on a survey and report of the “wants” and “needs” of families in our communities. More information will be forthcoming.

iii. *Family Liaison*

No discussion noted.

iv. *School Social Workers/Counselors*

There was discussion on the feedback from school administrators and staff regarding the two-year plan. Vonderharr noted she is beginning to attend the regional superintendent’s meetings to be more connected to the schools in our area.

D. Other Program / Project Updates

No discussion noted.

7. Other

Anderson relayed a note of “Thanks” and official “Welcome” to Sarah Vonderharr, the newly appointed Executive Director of PACT for Families. Anderson further inquired about contract with R. Peterson, with discussion noting it is in place for the first quarter of 2023. The transition is going well.

Lambert noted that we have two new CEO Board representatives and three new alternates. We will be scheduling an orientation and PACT overview for the new and returning members of each CEO and Executive Boards. We hope all will attend. This will be scheduled just prior to the CEO meeting on March 8, 2023.

Peterson inquired about funding for Adventure Club, ideas given were to look to the local Lion’s, Kiwanis and possibly a Discretionary Grant. *(Recorders note: Adventure Club is a newer group that provides family outings that was established through the Parent Advisory Committee and Connecting Families Program and has no dedicated funding.)*

Keeler Aus moved to adjourn at 12:36 p.m. Goracke second. Motion unanimously carried by roll call vote Keeler Aus yes, Winter yes, Goracke yes, Peterson yes, Veurink yes, Lundgren yes, Anderson yes.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, February 7, 2023; 11:30 a.m. in room 2075 of the KCHHSB.