

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, June 6, 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 Jesseritz	At-Large Representative; Community Services Director, United Community Action Partnership	Absent
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
Brian Skogen	Canby School Social Worker; PACT for Families	Present In-Person
Tom Kroes	BOLD School Social Worker; PACT for Families	Present In-Person
Sara Nelson	Hutchinson School Social Worker; PACT for Families	Present In-Person
Paula Sturm	Cedar Mountain School Social Worker; PACT for Families	Present In-Person

Meeting called to order by 2023 Chair, MaryJo DeCathelineau, at 11:35 a.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Anderson moved to approve the May 2, 2023; Meeting Minutes as presented. Winter second. Motion unanimously carried by members present (8-0).

3. Personnel

A. General Staffing

i. In-Person Staff Feature

a) School Social Workers/Counselors

PACT for Families School Social Workers, Tom Kroes, Brian Skogen, Sara Nelson, and Paula Sturm...

[Brian Skogen, Tom Kroes, Sara Nelson, Paula Sturm exit meeting]

ii. Families Forever Staff

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. Per the prior month discussion on the 30-day cost to continue grant to not have a gap in services was noted to be \$14,800 for salary and benefits of current staff of 1 – FTE and 2 - .5 FTE. After extensive discussion on the best area to fund this from, Wendell moved to reallocated \$14,800 from Discretionary funding to Families Forever to keep staff services in place for the 30-day gap of July 1 - 31, 2023, contingent on funding notification from MN Department of Human Services.

B. *Termining Employees*

- i. Samantha Ommodt, JTI Transition Facilitator; last day May 25, 2023
- ii. Avery Winter, PFS Prevention Specialist, last day May 25, 2023

C. *Current Open Positions*

- i. 1 FTE Journey To Independence Transition Facilitator
- ii. 1 FTE Partnerships for Success Prevention Specialist
- iii. .5 FTE Social Media / Marketing Position

This position has not yet been filled by a suitable candidate or contractor. Ridgewater College Media Program has been contacted with no response.

D. *Policy*

- i. Juneteenth Holiday

Juneteenth has been designated a state holiday in Minnesota; with that no public business can be transacted except in cases of necessity. After discussion by the members, Keeler-Aus moved to add Juneteenth as an official paid holiday to the employee policy handbook. Goracke second. With no further discussion, motion unanimously carried by members present (8-0).

- ii. Wage Scale Line Addition and Classification

It is being proposed that an additional “coordinator” level scale for federal Grant Program Officers per SAMHSA definition supervisory duties to direct federal grant staff (void hiring/firing rights). Proposing to include the proposed scale for federal grant program officers as exempt (salaried). All previous federal grant coordinators have been classified as exempt. After discussion on the history of federal program coordinators and classification qualifications, Veurink moved to reclassify the current Journey to Independence coordinator to salary on the proposed salary scale. Keeler-Aus second. With no further discussion, motion unanimously carried by members present (8-0).

- iii. Six Month Probationary Period

The current PACT for Families Employee Handbook does not classify a “probationary period” for new employees. It is proposed to add a six-month probationary period. It was advised to outline options and policy verbiage and bring it back to the next meeting for review.

4. **Fiscal**

A. *Month End Financial Reports*

- i. Balance Sheet & Income Statement Presentation

The month-ending May 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending May 2023 noted a fund balance of 2,400,935.05 with monthly interest earned at \$2167.69 on checking. Total revenue for the month was \$219,499.06 with expenditure totaling \$232,491.85.

- ii. Discretionary Fund Update

There were no Discretionary Grants processed in May 2023. 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.

- iv. LCTS Revenue Ending Qtr. 1, 2023

A historical LCTS (Local Collaborative Time Study) income chart outlining revenue received from LCTS from 1997 (the beginning of LCTS) to current was provided to all present. Conversation on how revenue is received and the large decline in revenue beginning in 2006 to present was discussed. The current payment received for quarter 1, 2023, was 1.37% of total participants salary/benefits submitted; this is up by \$15,437 from quarter one of the prior year and up \$15,471 from the prior quarter (qtr. 4, 2022).

- v. Brain Conference 2023

A budget outlining the revenue and expenses of the 2023 Brain Conference was distributed to all present and discussed. In addition, a copy of the consolidated attendee evaluations was also provided for review.

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

B. *Approval of May 2023 Payables Totaling \$149,093.33*

After review and discussion of payables totaling \$149,093.33 for May 2023; Anderson moved Veurink second to approve bills as presented. Motion unanimously carried by members present (8-0).

C. *Other*

No “Other” discussion noted.

5. Grants and Program Updates

A. Grants in Progress

- i. Healthy Transitions (Road to Success); SAMHSA System of Care submitted May 8, 2023.
- ii. Families Forever; Family Permanency Support Services ~ Continuation Application was submitted on May 1, 2023.

B. Current Grant / Program Updates

i. 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.

ii. 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 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.

iii. SAMHSA System of Care – Journey to Independence

Staff in TIP (Transition to Independence Process) training and starting the process of program fidelity with Stars Training Academy. Numbers of referrals and program participants in good standing.

iv. 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.

v. 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.

vi. Families Forever; Family Permanency Support Services

The continuation grant application for fiscal year 2024 & 2025 is 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.

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 22nd 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 we can provide Sensory Movies to families throughout the year in Spicer. The cost of each attendee for the movie, small popcorn and a bottle of water is charged out at \$8.50.

ii. Wraparound

Two PACT staff, Sandy Hruby, and Jenn Pauff will be participating in the MiiWrap Train the Trainer certification through Family Wise in July 2023. Evidenced-based practices of Wraparound and motivational interviewing designed to assist families and individuals facing significant complex needs for behavior change in their lives. Together wraparound and motivational interviewing have over 70 years of combined research and implementation. Alone they offer powerful opportunities to reclaim lives, fused together, these two models support, strengthen and increase the potential for positive change for a wide range of individuals and families. *(Excerpt taken from Vroon VDB LLC (VVDB); leading wraparound training, coaching, and consulting company dedicated to supporting improved access to high fidelity wraparound for individuals and families across North America. VVDB supports the development, quality improvement, and continual innovation of the wraparound and MiiWrap processes.)*

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

No additional discussion noted. See above In-Person Staff Feature. meetings to stay visible to partner schools.

D. Other Program / Project Updates

Vonderharr noted that the staff “time study” has been implemented and mostly well received.

6. Board & Committees

A. *Full Collaborative Meeting ~ Wednesday, June 14, 2023, at 11:45 a.m. ~ Heritage Bank Building Community Meeting Room at 310 1st St. S., Willmar.*

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.

Vonderharr shared a copy of the magazine that the Renville County ACE's group is looking at producing and distributing two times per year.

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. Jesseritz, 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. In follow-up a meeting to reveal logo(s) is scheduled for 4:00 p.m. on Monday, June 12, 2023.

ii. *School Engagement*

No discussion noted.

iii. *LCTS*

No discussion noted.

D. *Director Review*

Meeting closed at 1:08 p.m. pursuant MN Statute section 13D.05.subdivision3(a), to evaluate the first six-months performance of Executive Director Sarah Vonderharr.

[Sarah Vonderharr, Brenda Peterson, and Jolene Lambert exit meeting.]

Meeting re-opened at _____

E. *Other*

No “Other” discussion noted.

7. Other

There is no scheduled meeting for the first Tuesday of July because of the Independence Day holiday. Due to the potential to review program staff status there was unanimous consensus to schedule a meeting on Wednesday, July 19, 2023, at 11:00 a.m.

Unanimous consensus to adjourn at _____ p.m. per Executive Board Chair, Mary Jo DeCathelineau.

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.