

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, February 7, 2023

2023 Executive Board Members	Title	Status	
MaryJo DeCathelineau (2023 Chair)	Corrections Representative; Kandiyohi County Community Corrections	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
Lori Anderson (2023 Vice Chair)	Parent Representative; Renville & 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	Absent	
Sandy Hruby	Social Services and Program Supervisor, PACT for Families Collaborative	Present	In-Person
Brenda Peterson	Fiscal Host, Yellow Medicine Co. Family Services	Present	In-Person
Char Erickson	Wraparound 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 2022 Acting Chair, MaryJo DeCathelineau, at 11:32 a.m.

1. Election of Officers

Due to the action at the January 10, 2023, meeting to table election of officers, to this meeting, February 7, 2023. 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

DeCathelineau called for volunteers or nominations for Chair of the Board. Lundgren moved to appoint DeCathelineau to the role of 2023 Board Chair. Anderson second. With no further discussion or action pending, Motion unanimously carried by members present (8-0). Mary Jo DeCathelineau will fulfill the duties as Chair of the Executive Board for 2023.

[DeCathelineau remained in Chair position]

B. 2023 Vice-Chair

DeCathelineau called for volunteers or nominations for Vice-Chair of the Board. Keeler-Aus moved to appoint Anderson to the role of 2023 Board Vice-Chair. Jesseritz second. With no further discussion or action pending, Motion unanimously carried by members present (8-0). Lori Anderson will fulfill the duties as Vice-Chair of the Executive Board for 2023.

C. Treasurer

Keeler-Aus moved to have fiscal host, Brenda Peterson, fulfill the duties of the Treasurer position. Lundgren second. With no further discussion or action pending, Motion unanimously carried by members present (8-0), fiscal host, Brenda Peterson, will fulfill the duties of Treasurer/Investments for 2023.

D. Appointment to Human Resources Committee

A list of current members was read to the Board for approval of changes to the individuals serving on the Human Resources Committee and the terms of their membership. Members Keeler-Aus, DeCathelineau, Lundgren, and Anderson expressed consent to remain on the Human Resources Committee. Members Jesseritz and Goracke expressed consent to be added to the Human Resources Committee.

Current member Veurink will be followed up with. Lundgren moved to appoint Anderson, Keeler-Aus, DeCathelineau, Lundgren,

Jesseritz and Goracke as your 2023 Human Resources Committee. Keeler-Aus second. With no further discussion or action pending, Motion unanimously carried by members present (8-0).

2023 Executive Board Officers	2023 Human Resources Committee
Mary Jo DeCathelineau, Chair	Mary Jo DeCathelineau
Lori Anderson, Vice-Chair	Lori Anderson
Brenda Peterson (fiscal host), Treasurer/Investments	Rae Ann Keeler-Aus
	Leah Lundgren
	Heather Jesseritz
	Kodi Goracke

E. Other

No "Other" discussion noted.

2. Approval of Proposed Agenda

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

[Char Erickson enters meeting]

3. Approval of Meeting Minutes

Anderson moved to approve the January 10, 2023; Meeting Minutes as presented. Winter second. Motion unanimously carried by members present (8-0).

[Veurink enters meeting]

4. Personnel

A. General Staffing

i. In-Person Staff Feature

a) Char Erickson, Wraparound Coordinator

Erickson joined the meeting, introduced herself and gave information on the program status of Wraparound.

[Erickson exits meeting]

B. Current Open Positions

i. .83 FTE School Social Work Position

Current social worker, Cari Bulthuis, contracted to Willmar Public School, resigned with an ending employment date of January 23, 2023. Interviews were conducted on February 3, 2023, with an offer of hire currently in process. There was discussion on if we should be the hiring entity or should the school district. Hraby noted that the District was contacted prior to the advertising and interview process.

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, the first-round interviews did not produce a suitable candidate for the position. In the process of re-advertising.

iii. .5 FTE Social Media / Marketing Position

This position has not yet been filled with a suitable candidate or contractor.

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 has been advertised but has now been put on pause due to budget modifications imposed by our grantor MN Dept of Human Services. *See grant updates below.*

C. New Position Request

i. Part-Time support Staff

After extensive discussion this matter was tabled with Board directive to bring back with more details, duties, costs (breakdown between grants, general fund, LCTS or other), and role(s) of everyone involved – what they were hired to do vs what they are doing with their time. It was further requested to have five to ten years of discretionary dollars spent vs. budget. Prior to next discussion on this matter, it was further instructed to provide the requested information to Executive Board Members via email before the next discussion.

D. New Staff

i. No new staff since last month's report.

E. 2022 Exit Consolidation and Turnover Reports

The 2022 Exit Consolidation report is a compilation of terming employees throughout the year. When a staff terms their employment, they are requested to do an exit interview to assist management in analyzing the employee retention and turnover. Individual responses are not reported, the report to the Board is a consolidation of all exiting employees in the year. 2022 had five termed/exiting employees with two completing the exit interview process. The three terming employees who did not complete the interview process there was one refusal and two who simply did not respond to multiple requests to set up an exit appointment. The 2022 report was provided for review and discussion.

Discussion noted over concern on how the Exit process is handled and who is conducting the Exit Interviews. Is this a Board responsibility? Explore handling via SurveyMonkey? Discussion will continue at future meeting(s) of this Board.

The Turnover Report was also provided to the Board for review. PACT ended 2022 with 32 employees totaling 26.5 FTE's (full time equivalents). There was five new employees and five separations of employment forming a 15% turnover rate compared to a collective national rate in state and local governmental agencies at 1.8%. This report also provided the Board with the current employee demographics and supervisory responsibilities.

Both these reports will also be provided to the Chief Elected Officials Board at their next meeting scheduled for March 8, 2023.

5. **Fiscal**

A. *Month End Financial Reports*

i. Balance Sheet & Income Statement Presentation

The month-ending January 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending January 2023 noted a fund balance of 2,148,319.00 with monthly interest earned at \$705.00 on checking. Total revenue for the month was \$372,754.72 with expenditures totaling \$205,597.21.

ii. Discretionary Fund Update

There was no fund update to report. Total year-to-date Discretionary Grant disbursements is \$0 with a \$100,000 budget.

It was asked about follow-up on Discretionary Grant funding to partners. Do we ask for reporting on projects such as, what works and what doesn't; and buy in – is it sustainable? It is requested and details on follow-up reports will be part of future agendas.

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.

It was requested to draw interest from long term investments through LPL Financial monthly vs annually. Jesseritz moved to approve the draw down of interest from long term investment through LPL Financial on a monthly basis. Peterson second. Motion unanimously carried by members present (9-0).

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

B. *Year Ending 2022 Detail Report*

Because this report will be reviewed in detail at the Chief Elected Officials (CEO) meeting on March 8, 2023, this Board requested to defer review to that time to not duplicate reporting. The report was provided for their independent review and requested any input be provided to the PACT office prior to the March 8, 2023, meeting.

C. *Approval of January 2023 Payables Totaling \$166,029.04*

After review and discussion of payables totaling \$166,029.04 for January 2023; Lundgren moved, Goracke second to approve bills as presented. Motion unanimously carried by members present (9-0).

D. *Annual State Audit (FY2021) Update*

The annual financial audit with the Office of the State Auditor (OSA) is complete. An exit meeting was conducted on Wednesday, February 1, 2023, with MN Office of State Auditors Charles Ward and Chuck Knandle; PACT representatives Mary Jo DeCathelineau, Executive Board Chair, Lori Anderson, Executive Board; Sarah Vonderharr, Executive Director; Sandy Hruby, Supervisor and Jolene Lambert, Finance and Benefits Coordinator. All Board members were provided notice and Zoom link for this meeting on January 31, 2023.

D. *Other*

No "Other" discussion noted.

6. Board & Committees

A. *Individual County Partnership Meetings ~ Wednesday, February 8, 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 reports submitted.*

It was noted that the Early Childhood committee did meet and reviewed a Discretionary Fund application, which will come before this Board for final approval at the next regularly scheduled meeting. The Local Advisory Committee on Mental Health meets tomorrow, Wednesday, February 8, 2023. The Parent Advisory Committee meets the second Monday of each month.

C. *Annual Meeting March 8, 2023*

The Annual Meeting for 2022 is scheduled for Wednesday, March 8th with Jodi Pfarr as guest speaker. Pfarr is passionate about creating sustainable communities where everyone's voice is heard. A place where people are conscious of their experience and willing to hear about another's so that social services can be more effective, schools are achieving, businesses are thriving and both police and citizens feel safe. Jodi Pfarr seeks to help people discover the human connections that unite us all, unlocking potential within communities, institutions, and individuals alike. The day's schedule will also include a meeting of the social services directors and chief elected officials.

D. *Executive Board Meeting – March 7, 2023*

By unanimous consent it was decided that the March 7th meeting of this Board will be rescheduled to Wednesday, March 8th prior to the CEO meeting & orientation replacing the time set aside for social services directors. The updated meeting schedule for Wednesday March 8th is as follows:

- 9:00 a.m. Executive Board (condensed to finance discussion)
- 9:30 a.m. Orientation for newly elected or appointed Board members
- 10:00 a.m. Chief Elected Officials Meeting
- 11:30 a.m. Annual Meeting,

E. *Strategic Planning*

i. LCTS

a) Discretionary Grant Request for Approval – Talking is Teaching

In process. The recommended grant application will come before this Board for final approval at the next regularly scheduled meeting.

b) School Social Worker Two-Year Plan Update

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

F. *Other*

No "Other" discussion noted.

7. Grants and Program Updates

A. *Grants in Progress*

There currently no grants in progress but are earnestly looking into foundational grants through Busch, Bremer and Blandin to support family-based programming.

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 trainings for program staff.

iii. Guía

Numbers of referrals and program participants in good standing. The Guía grant funding is scheduled to end on June 30, 2023, a grantee meeting held with DHS in January resulted in notification that there is a program extension to September 30, 2023, with no additional dollars to fund those three months. We were given one day to submit a revised budget to accommodate our current grant budget to fund programming an additional three months. This extension is due to delays in getting the new cycle RFP (request for proposal) out for public distribution. With this budget change we have decided to put the open part-time Somali Outreach position on hold until the new grant cycle (see personnel section above).

iv. Families Forever; Family Permanency Support Services

Programing is going very well. It was noted that this grant has funds to increase training capacity to indigenous communities and will continue outreach with specific inquiry to the Lower Sioux Community.

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

Wraparound Coordinator Char Erickson along with Evaluator Joe Maffit continue working on a survey and report of the “wants” and “needs” of families in our communities.

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.

D. Other Program / Project Updates

Hruby noted that she had met with the Stingers Baseball management about a family event this summer. This year’s event will look just a little different with the Stingers players having booths providing aspects to baseball education to the kids and providing free ice cream on Saturday, July 15, 2023. In addition, on July 22, 2023, they will be providing tickets to families to come and watch the game.

7. Other

No “other” discussion noted.

Lundgren moved to adjourn at 1:22 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 Wednesday, March 8, 2023; 9:00 a.m. in the Multipurpose Room of the KCHHSB prior to the CEO and Annual Meetings.