

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, October 3, 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	Absent
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	Absent
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 11:38 a.m.

1. Approval of Proposed Agenda

Lundgren moved to approve today's proposed agenda with the moving of 3. D. Director Review under 7. Other at the end of the agenda. Jesseritz second. Motion unanimously carried by members present (8-0).

2. Approval of Meeting Minutes

Keeler-Aus moved to approve the September 5, 2023; Meeting Minutes as presented. Lundgren second. Motion unanimously carried by members present (8-0).

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. Project Director/Project Investigator (PDPI) 1-FTE (Road to Success Grant)

J. Pauff will move from Journey To Independence PDPI to Road To Success. M. Moreno will be moving from being a transition coach to accepting the PDPI position for Journey To Independence.

- iv. Youth Facilitator 2-FTE (Road to Success Grant)

Position is currently posted.

- v. Family Liaison 1-FTE (Road to Success Grant)

Position is currently posted.

C. Policy

- i. Probationary Period

The draft "probationary period" for new employees' policy first presented at the August meeting has been reviewed by reviewed by Vinna Human Resources per this Boards direction. In second viewing of the policy and verbiage discussion on "probationary" vs. "introductory"; Lundgren moved to accept the probationary period policy as presented at 12-month naming it "Probationary Period". Peterson second. With no further discussion, the motion unanimously carried by members present (8-0).

D. *Other*

No “other” discussion noted.

4. **Fiscal**

A. *Month End Financial Reports*

i. *Balance Sheet & Income Statement Presentation*

The months-ending September 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending September 2023 noted a fund balance of 2,507,678.05 with monthly interest earned at \$2322.22 on checking and \$5372.00 as investment earnings. Total revenue for the month was \$269,933.32 with expenditures totaling \$246,558.68.

ii. *Discretionary Fund Update*

Discretionary Grants processed in September 2023 totaled \$3200.00. Total year-to-date Discretionary Grant disbursements remain at \$41,972.00 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.

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

B. *Approval of September 2023 Payables*

After review and discussion of payables totaling \$135,125.20 for September 2023; Keeler Aus moved Peterson second to approve bills as presented. Motion unanimously carried by members present (8-0).

C. *Fiscal Host 2024*

Yellow Medicine County Family Services will remain in the position of Fiscal Host going into 2024. Cost will remain status quo at \$3000 for the contract period.

D. *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.

E. *Other*

No “Other” discussion noted.

5. **Board & Committees**

A. *Full Collaborative Meeting ~ Wednesday, October 11, 2023, at 11:45 a.m. ~ Renville County Government Center – room 116/117 in Olivia.* There will be a presentation from Jason Anderson entitled Masked, Unmasked, Unhinged.

B. *Committee Reports*

No committee meeting updates were available from September 2023. 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.

C. *Strategic Planning*

i. *Annual Planning Retreat*

The Annual Planning Retreat was held on Thursday, September 21st from 10 a.m. to 4 p.m. at the four seasons shelter at Robbins Island Regional Park in Willmar. It went well.

ii. *PACT for families Branding/Rebranding Efforts Update*

We continue in the process with graphic design firm Moxie (f.k.a.; Gaslight Creative) in St. Cloud for the design of a new logo and branding of PACT overall. The new logo has been selected and we are currently updating the Website, elevator speech and reinventing the newsletter. 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, Jenn Pauff, Jolene Lambert, and Lynette Sommers.

iii. *School Engagement*

Vonderharr noted that visits and phone meetings continue with most superintendents with a mixed response on how to best move forward. This will continue to be worked through with updates on a regular basis.

iv. *LCTS Funding*

No discussion noted.

- D. *2024 Executive Board Election - Term Jan 1, 2024, to Dec 31, 2026*
- i. *Mary Jo DeCathelineau, Corrections position.*
DeCathelineau indicated she will remain on the ballot for the next term 2024/26.
 - ii. *Diane Winter, Public Health position.*
Winter indicated she will not remain on the ballot for the next term 2024/26.
 - iii. *Kodi Goracke, Public School position (appointed in Nov 2022 to fulfil remaining term for M. Mortensen)*
Goracke indicated she will remain on the ballot for the next term 2024/26.
- E. *Other*
No "Other" discussion noted.

6. **Organizational Budget – First Draft**

The 2024 draft budget was presented for first viewing in projected breakdown of funds (i.e., grants vs. programs/LCTS, vs. general administrative infrastructure). 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.

No recommendations for change were noted. Second review and request for recommendation to CEO Board will be brought forward at the November 7, 2023, meeting.

[Lundgren and Jessoritz exit meeting 1:18 p.m.]

7. Grants and Program Updates

A. Grants in Progress

- PrimeWest Healthy Community Reinvestment Proposal Submitted August 20, 2023
- Minnesota Department of Human Services, through its Disability Services Division (STATE), is seeking Proposals from Minnesota family support organizations to *provide parent support programming for parents of children with disabilities*, including a focus on underserved families and communities with a high prevalence of autism spectrum disorder. Due by November 8, 2023.
- New London Spicer Fund to support sensory movies, blankets, and mini grants. Due by October 31, 2023.

B. Current Grant / Program Updates

- 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.
- Strategic Prevention Framework; Partnership for Success
Programming is going well with several community outreach events scheduled and training for program staff.
- 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 Guía 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. Recently notified funding was approved to for \$5750 that can be used for sensory movies, weighted blankets, and mini grants to McLeod County residents.
- ii. Wraparound
 - No discussion noted.
- iii. Family Liaison
 - No discussion noted.
- iv. School Social Workers
 - No discussion noted.

D. *Other Program / Project Update*

- i. Elevator Speech and PACT presentation committee
 - No discussion noted.*
- ii. Newsletter Committee

7. **Other**

A. Director Review

Meeting closed at 1:27 p.m. pursuant MN Statute section 13D.05.subdivision3(a), to evaluate the first six-months performance of Executive Director Sarah Vonderharr.

[Sarah Vonderharr and Jolene Lambert exit meeting at 1:27 p.m.]

The meeting re-opened at 1:31 p.m. Per Vice-Chair Anderson.

Motion by Peterson that the half step issued/approved at the September 2023 meeting from the Director Scale to Sarah Vonderharr be retroactive to her six-month anniversary date or June 11, 2023. Winter second. Motion unanimously carried by members present (6-0).

Motion by Keeler-Aus that Vonderharr's PTO accrual rate be increased to step 5 or 6.77 hours/pay period. Peterson second. Motion unanimously carried by members present (6-0).

Per Vice-Chair Anderson, Winter moved to adjourn at 1:34 p.m. Peterson second. Motion unanimously carried by members present (6-0).

Respectfully Submitted, Jolene Lambert, Recorder

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