

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, August 1, 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 |
| Arianna Messelt | Journey To Independence, Transition Facilitator; PACT for Families | Present In-Person |

Meeting called to order by 2023 Chair, MaryJo DeCathelineau, at 11:34 a.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

Keeler-Aus moved to approve the June 6, 2023; Meeting Minutes as presented. Winter second. Motion unanimously carried by members present (9-0).

Recorders Note: There was no scheduled meeting for July 2023; therefore, no meeting minutes.

3. Personnel

A. General Staffing

i. In-Person Staff Feature

a) Arianna Messelt, Transition Facilitator; Journey to Independence

Messelt talked about the role of the Transition Facilitator and the youth in the Journey to Independence (JTI) program.

[Messelt exits meeting]

B. Terming Employees

i. Sheila Peterson, Families Forever Liaison; last day June 30, 2023

ii. Jessica Erickson, Families Forever Relative Search Specialist, last day June 30, 2023

C. New Staff

i. Kim Sundve, Wraparound Coordinator (transferring from Families Forever) beginning August 9, 2023

ii. Elizabeth Fischer, 1 FTE Journey To Independence Transition Facilitator, beginning July 24, 2023

iii. Nyssa Knickerbocker, 1 FTE Journey To Independence Transition Facilitator, beginning August 2, 2023

iv. Jeremy Evans, 1 FTE Partnerships for Success Prevention Specialist, beginning August 7, 2023

D. Current Open Positions

i. .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.

E. Policy

i. Six-month probationary period

The current PACT for Families Employee Handbook does not classify a “probationary period” for new employees. Per our prior meeting a draft Probationary Period policy was brought forward for review. It was suggested to change from a proposed six-month period to a twelve-month probationary period with a six-month review and allow PTO (paid time off) usage during that period. It was directed to glean input from Vinna Human Resources and bring back to the next meeting for second review.

F. Director Review

Meeting closed at 11:54 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 12:39 p.m. No follow up discussion noted.

G. Other

No “other” discussion noted.

4. Fiscal

A. *Month End Financial Reports*

i. Balance Sheet & Income Statement Presentation

The month-ending June 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending May 2023 noted a fund balance of 2,958,502.75 with monthly interest earned at \$1696.60 on checking. Total revenue for the month was \$8,202.18 with expenditure totaling \$204,100.11.

ii. Discretionary Fund Update

There were two newly approved Discretionary Grants processed in June 2023 and no grants processed in July 2023. Total year-to-date Discretionary Grant disbursements are \$35,272.00 with a \$100,000 budget. Detailed *Discretionary Project Balance Report* distributed for review. It was requested to bring feedback from grantees to next meeting.

iii. Investment Holdings Report

Currently PACT has \$1,272,000 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.

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

B. *Approval of June and July 2023 Payables*

After review and discussion of payables totaling \$123,248.54 for June 2023 and \$126,735.63 for July 2023; Anderson moved Winter second to approve bills as presented. Motion unanimously carried by members present (9-0).

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

i. Engagement Letter Signature

The MN Office of State Auditors will begin work on auditing calendar year 2022. Board Chair DeCathelineau signed the engagement letter.

D. *Other*

No “Other” discussion noted.

5. Board & Committees

A. *Full Collaborative Meeting ~ Wednesday, August 9, 2023, at 11:45 a.m. ~ Heritage Bank Building Community Meeting Room at 310 1st St. S., Willmar.*

B. *Committee Reports ~ No reports submitted.*

There were no committee meetings scheduled in July 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. 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. 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.

ii. School Engagement

In follow up to discussion at the June 2023 meeting of this Board. Vonderharr noted that visits and phone meetings were held with most superintendents with a mixed response on how to best move forward. This will continue to be worked through.

iii. LCTS

No discussion noted.

D. Other

No "Other" discussion noted.

6. Grants and Program Updates

A. Grants in Progress

- i. Healthy Transitions (Road to Success); SAMHSA System of Care submitted May 8, 2023.
- ii. Burich Foundation; Connecting Families Support Services in McLeod County ~ Submitted July 31, 2023.

B. Current Grant / Program Updates

- i. 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.
- ii. Strategic Prevention Framework; Partnership for Success
Programming is going well with several community events scheduled and training for program staff.
- iii. Guía
Numbers of referrals and program participants in good standing. Current 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.
- iv. Families Forever; Family Permanency Support Services
The continuation grant application for fiscal year 2024 & 2025 was not awarded. Current programing ended June 30, 2023.
- v. Southwest Initiative Foundation (SWIF)
No discussion noted.

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 we can provide Sensory Movies to families throughout the year in Spicer. The cost per attendee for the movie, small popcorn and a bottle of water is \$8.50 per each.
- 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.
- 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 discussion noted.

b) Other Program / Project Updates

We have been encouraged to look to Prime West for a family support grant.

Vonderharr noted that she along with Anderson have been meeting with county boards.

7. Other

Discussion on getting partners and more members to the table. Requested to bring a copy of the Letter of Intent (membership renewal form) and current membership list. Members who volunteered to be a party of an ad hoc marketing committee are Veurink, Peterson, Anderson, and Jeseritz.

Jeseritz moved to adjourn at 1:28 p.m. Anderson 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, September 5, 2023; 11:30 a.m.
in Room 2075 of the KCHHSB.*