

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, December 5, 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.	Absent	
Carrie Peterson	Parent Representative; Kandiyohi County Resident	Present	In-Person
Kodi Goracke	School Representative; Administrator, ACGC Public School	Absent	
Heather Jeseritz	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	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 11:35 a.m.

1. Approval of Proposed Agenda

Lundgren moved to approve today's proposed agenda as presented. Winter second. Motion unanimously carried by members present (6-0).

2. Approval of Meeting Minutes

Lundgren moved to approve the November 7, 2023; Meeting Minutes as presented. Veurink second. Motion unanimously carried by members present (6-0).

3. Personnel

A. General Staffing
No discussion noted.

B. Current Open Positions

- i. .5 FTE Social Media / Marketing with .5 Office Support (JTI & Road to Success Grants)
Position is currently posted. Challenge to find qualification to fit both areas of the position or persons interested in fulfilling this dual role.
- ii. Youth Facilitator 2-FTE (Road to Success Grant)
Positions are currently posted.
- iii. Transition Facilitator 1-FTE (Journey to Independence)
Position was offered. Pending.
- iv. Family Liaison 1-FTE (Road to Success Grant)
Position is currently posted.

C. New Staff

- i. Jayde Smith, 1 FTE Wraparound Coordinator (50% LCTS/25% Road to Success Grant/25% Journey to Independence)

D. Employee Handbook [updated] Review and Approval

Discussion moved to the end of agenda.

E. Other

No "other" discussion noted.

4. Fiscal

A. *Month End Financial Reports*

i. Balance Sheet & Income Statement Presentation

The month-ending November 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending November 2023 noted a fund balance of 2,145,913.40 with monthly interest earned at \$1321.68 on checking and \$9973.19 on investment earnings. Total revenue for the month was \$58,821.72 with expenditures totaling \$211,183.04.

ii. Discretionary Fund Update

Discretionary Grants processed in November 2023 totaled \$13,240.00. Total year-to-date Discretionary Grant disbursements remain at \$62,212.00 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 November 2023. Peterson second. Motion unanimously carried by members present (6-0).

B. *Approval of November 2023 Payables*

After review and discussion of payables totaling \$145,750.88 for November 2023, Anderson moved Winter second to approve bills as presented. Motion unanimously carried by members present (6-0).

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

An exit meeting took place with Board members deCathelineau, Anderson, fiscal host Peterson, Sarah Vonderharr, and Jolene Lambert on November 28, 2023. A full Board presentation will take place at our February 6, 2024, meeting.

D. *Other*

No "Other" discussion noted.

5. Board & Committees

A. *Full Collaborative Meeting ~ No December Meeting Scheduled; Next meeting is January 10, 2024, at the WEAC (Willmar Education & Arts Center) in Willmar.*

B. *Committee Reports*

The monthly committee summary report was distributed and reviewed by the Board. Meetings are scheduled prior to each Full Collaborative meeting for Early Childhood and 9 to 25 Committee's in separate meetings at the same time. The LAC meeting follows Full Collaborative.

C. *Strategic Planning*

i. Membership/Membership Renewal 2024

Membership letters are being drafted for the 2024 renewal and should be in the mail soon.

ii. School Engagement

Currently working on social worker performance evaluations.

iii. LCTS Funding

Three in-person LCTS training's took place this month at area school buildings. Sarah Vonderharr and Lynnette Sommers attended the regional school superintendents' meeting this past month to impress the importance of supporting the LCTS process.

iv. Staff Compensation / Benefits Study

Will be setting up an ad-hoc committee to address this issue. The committee will be formed as part of the organization meeting held on January 2, 2024.

v. Bylaws Review

At the CEO meeting in November there was discussion on looking into the Bylaws and adding a cultural position on the Executive Board. However, it was noted that Board positions are addressed in the Joint Powers Agreement (JPA) and that would be a more cumbersome process to change/update. After discussion on options, there was unanimous agreement to keep Board positions as outlined in the JPA with a conscience effort to fill a "At-Large" position with cultural representation.

vi. PACT for families Branding/Rebranding Efforts Update

a). Elevator Speech and PACT Presentation Committee

A video presentation is in the development process. A draft will be provided to the Board for feedback and final approval.

b). Newsletter Committee

The PACT newsletter has been on hold for several months. The first re-edition will be January 2024.

D. *2024 Ratified Executive Board Election Results - Term Jan 1, 2024, to Dec 31, 2026*

- i. Mary Jo deCathelineau, Corrections position (incumbent)
- ii. Sara Benson, Public Health position (newly elected)
- iii. Kodi Goracke, Public School position (incumbent)

E. *Outgoing Public Health Representative, Diane Winter*

Executive Director Vonderharr expressed a sincere appreciation for Winter's five terms (15-yrs) serving PACT for Families on the Executive Board.

F. *2024 Meeting Dates & Time*

The draft 2024 calendar was presented for review. There was unanimous consensus to cancel the March 5, 2024, date and have a condensed meeting prior to the CEO meeting on March 13, 2024. Further, there was consensus to cancel the July 2, 2024, meeting due to the holiday week and lack of quorum. Bylaws state that eight meetings per year must be conducted; 2024 has 11 meetings scheduled.

G. *Other*

No "Other" discussion noted.

6. Grants and Program Updates

A. *Grants in Progress*

- i. Seeking future funding opportunities for Family Support Services and to continue Guía programming past June 30, 2024.

B. *Current Grant / Program Updates*

- i. 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. Re-application process is due in March 2024.
- ii. Strategic Prevention Framework; Partnership for Success
Programming is going well with several community outreach events scheduled and training for program staff.
- iii. Healthy Transitions (Road to Success); SAMHSA System of Care
Programming is going well with the team getting in place through the hiring process.
- 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 Guia participants and members of our minority populations throughout the service region.
- v. Southwest Initiative Foundation (SWIF)
No discussion noted.

[Winter out at 1:15 p.m.]

C. *Reserve/LCTS (Local Collaborative Time Study Updates*

- i. Family Support Services (Connecting Families Program, Wraparound, Family Liaisons)
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 McLeod, Renville, and Yellow Medicine Counties.
 - a) Sensory Movie funding for Kandiyohi & McLeod Counties
Recently notified that we are being awarded \$600 from SWIF (southwest initiative foundation) specifically for a sensory movie.
 - b) Burich Foundation; Connecting Families Support Services in McLeod County.
Funding awarded for \$5750 that can be used for sensory movies, weighted blankets, and mini grants to McLeod County residents.
- ii. School Social Workers
No discussion noted.

D. *Other Program / Project Update*

- i. Employee Handbook [updated] Review and Approval
Vinna Human Resources have been updating our employee handbook with recent MN law changes and other needed updates. Board reviewed draft copy provided with additions highlighted in red font and proposed deletions with strikeouts through the

verbiage. Vonderharr brought attention to and asked for feedback on breaks and time off for lunch. With our cloud-based time clock system it is unable to track time off vs paid time for the meal break time. Do we look at changes to the paid and unpaid breaks?

[Lundgren out at 1:34 p.m.]

In further review of the Alcohol and Drug Policy and additional language regarding cannabis law changes there was a question on why so much of the verbiage on the purpose of the policy and on testing is proposed to be stricken. Clarification will be sought from Vinna and represented at our next meeting.

7. Other

Anderson asked about the Youth Leadership Academy and feedback from some of the youth who gave intent on becoming more involved in their evaluation. Can we contact the adult leaders from those school districts to get those youth more involved?

It was noted that CBS Sunday Morning recently had a good segment on reducing stigma.

Per conversation at last months meeting regarding changing meeting time or finding alternative ways to have food without it coming from the PACT budget, beginning in the new year in the meeting notice Board members will be asked if they want a lunch ordered for them and what the cost to them will be or you may bring your own lunch as an alternative.

Consensus to adjourn at 1:48 p.m.

Respectfully Submitted, Jolene Lambert, Recorder

The next regularly scheduled meeting of the PACT for Families Executive Board is on Tuesday, January 2, 2024; 11:30 a.m. in Room 2075 of the KCHHSB.