

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, September 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.	Present	In-Person
Carrie Peterson	Parent Representative; Kandiyohi County Resident	Absent	
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 Vice Chair, Lori Anderson, 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. Keeler Aus second. Motion unanimously carried by members present (5-0).

2. Approval of Meeting Minutes

Lundgren moved to approve the August 1, 2023; Meeting Minutes as presented. Winter second. Motion unanimously carried by members present (5-0).

3. Personnel

A. General Staffing

Current programming is fully staffed.

B. 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.

D. Policy

i. Probationary Period

The draft "probationary period" for new employees' policy first presented at the August meeting is currently under review at Vinna Human Resources per this Boards direction. It will be brought back to this for second review and decision next month.

E. Other

No "other" discussion noted.

4. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The months-ending July and August 2023 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending August 2023 noted a fund balance of 2,411,534.13 with monthly interest earned at \$2575.93 on checking and \$8546.102 as investment earnings. Total revenue for the month was \$226,399.40 with expenditures totaling \$265,740.27.

ii. Discretionary Fund Update

There were no newly approved Discretionary Grants processed in August 2023. Total year-to-date Discretionary Grant disbursements remain at \$38,772.00 with a \$100,000 budget. Detailed *Discretionary Project Balance Report* distributed for review.

iii. Investment Holdings Report

Currently PACT has \$1,447,000 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.

Veurink moved to approve the financial reports ending July and August 2023. Winter second. Motion unanimously carried by members present (5-0).

[DeCathelineau enters meeting 12:10 p.m.]

B. Approval of August 2023 Payables

After review and discussion of payables totaling \$185,291.76 for August 2023; Keeler Aus moved Veurink second to approve bills as presented. Motion unanimously carried by members present (6-0).

C. 2022 Audit with MN Office of State Auditors

The MN Office of State Auditors continue their work on auditing calendar year 2022. Auditors were on-site August 15 & 16, 2023, holding the official Audit Entrance meeting with Board Chair DeCathelineau, Vice-Chair Anderson, Fiscal Host Peterson, Executive Director Vonderharr and Finance and Benefits Coordinator Jolene Lambert on August 16, 2023.

D. Other

No "Other" discussion noted.

5. Board & Committees

A. Full Collaborative Meeting ~ Wednesday, September 13, 2023, at 11:45 a.m. ~ Yellow Medicine County Law Enforcement Center – basement training room in Granite Falls. There will be presentations from Meagan Galbari on TBRI (Trust Based Relational Intervention) and Jennifer Mendoza on the CLUES Program - (Comunidades Latinas Unidas en Servicio / Latino Communities United in Service)

B. Committee Reports

Committee meeting updates from August 2023 were made available for review and discussion. 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 is scheduled for Thursday, September 21st from 10 a.m. to 4 p.m. at the four seasons shelter at Robbins Island Regional Park in Willmar.

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

A LCTS reimbursement overview was provided to members for review and discussion. More education and training on LCTS is in the process of being provided to partner agencies/schools. Vonderharr presented positive responses and numbers served from grantee submitted program reports. A larger grant issued last year is scheduled to be presented to the Full Collaborative at a upcoming meeting.

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. Recently notified of funding was approved to for \$5750 that can be used for sensory movies, weighted blankets and mini grants to McLeod County residents.
 - iii. PrimeWest Health Community Reinvestment Proposal Submitted August 20, 2023, for \$426,115 over three years.
 - iv. Minneapolis Foundation Notice of Award - \$5000 was received to fund school supplies for our Guia participants and members of our minority population throughout the service region.
- 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.
 - ii. Strategic Prevention Framework; Partnership for Success
Programming is going well with several community outreach events scheduled and training for program staff.
 - iii. Guia
Current funding goes through June 30, 2024.
 - a.) Margaret Cargill/Minnesota Foundation
Funding to expand Guia program access to violence-free healthy, positive social environmental and opportunities to connect with peers and trusted adults for historically excluded youth. No money from this has yet been utilized.
 - iv. 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.
 - ii. Wraparound
With a impending retirement, the Wraparound Coordinator position is posted.
 - 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.
- D. *Other Program / Project Updates*
- v. 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.
 - b) Sensory Movie funding for Kandiyohi & McLeod Counties
No discussion noted.
 - vi. Wraparound
With an impending retirement, the Wraparound Coordinator position is posted.

7. Other

A. Director Review

Meeting closed at 1:00 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 1:00 p.m.]

The meeting re-opened at 1:05 p.m. Per Vice-Chair Anderson there was a motion and second to issue a half step from the Director Scale to Sarah Vonderharr with the remaining half step to be issued on her one-year anniversary date of being named Executive Director. Motion unanimously carried by members present (5-0).

Per Vice-Chair Anderson there was unanimous consent to adjourn at 1:21 p.m.

Respectfully Submitted, Jolene Lambert, Recorder

***The next regularly scheduled meeting of the PACT for Families Executive Board is on Tuesday, October 3, 2023; 11:30 a.m.
in Room 2075 of the KCHHSB.***