

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, May 3, 2022

2022 Executive Board Members	Title	Status
MaryJo DeCathelineau (2022 Chair)	Corrections Representative; Kandiyohi County Community Corrections	Absent
Wendell Veurink (2022 Vice Chair)	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
William Deterling	Parent Representative; Renville County Resident	Present In-Person
Lori Anderson	Parent Representative; Renville County Resident	Present In-Person
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools	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	Absent

Other Attendees	Title	Status
Rochelle Peterson	Executive Director, PACT for Families Collaborative	Present In-Person
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present In-Person
Brenda Peterson	Fiscal Host; Yellow Medicine Co. Family Services	Present In-Person
Amina Mohammed Kharie	Guia, PACT for Families Collaborative	Present In-Person
Sandy Hruby	Supervisor; PACT for Families Collaborative	Present In-Person

Meeting called to order by Board Vice-Chair, Wendell Veurink, at 11:35 a.m.

1. Approval of Proposed Agenda

Deterling moved to approve today's proposed agenda as presented. Mortensen second. Motion unanimously carried by roll-call vote; Mortensen yes, Veurink yes, Deterling yes, Winter yes, Jesseritz yes, Anderson yes.

2. Approval of Meeting Minutes

Anderson moved to approve the April 2022 meeting minutes as presented. Jesseritz second. Motion unanimously carried by roll-call vote; Mortensen yes, Veurink yes, Deterling yes, Winter yes, Jesseritz yes, Anderson yes.

3. Personnel

A. General Staffing

i. In Person Staff Feature

In a new regular agenda item, In Person Staff Feature, will allow Board members and staff to learn about each other's roles. Each month a different staff or program staff will visit the meeting. PACT for Families Guía Supervisor, Sandy Hruby and Somali Outreach, Amina Mohamed Kharie, joined today's meeting and gave a detailed account of the role(s) within the Guía program.

[Hruby & Kharie left the meeting]

ii. Staff Changes

- a. Family Liaison, Angie Mohs moving to a.5 FTE status.

iii. New Staffing

- a. Janelle Schmoll has been hired to fulfil the .5 FTE Family Liaison position and .058 FTE Renville Co. Group Facilitator for the Connecting Families Program.

B. Current Open Positions

- i. 1 FTE Prevention Specialist for the Kandiyohi County region; Partnerships For Success Grant through SAMHSA

ii. 1 FTE Transition Facilitator; Journey To Independence Grant through SAMHSA

iii. Connecting Families Facilitator

Facilitator position(s) with the Connecting Families Program continue in open status in Yellow Medicine, and McLeod. Advertising will continue in progress. The counties of Kandiyohi and Meeker continue to be served by Becky Sook and Renville is served by Janelle Schmoll.

C. *Other*

No "Other" discussion noted.

4. Fiscal

A. *Month End Financial Reports*

i. Balance Sheet & Income Statement Presentation

The month-ending April 2022 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending April 2022 noted a fund balance of 2,441,403.55 with monthly interest earned at \$107.81 on checking. Total revenue for the month was \$245,892.27 with expenditures totaling \$303,989.49.

ii. Discretionary Fund Update

The month end Discretionary Fund for April 2022 was presented for review. There was no change from the prior month report. Total year-to-date remains at \$5,000 with a \$100,000 budget.

iii. Investment Holdings Report

Currently PACT has \$1,487,000 principal investment through Frandsen Bank, securities offered through LPL Financial and \$552,000 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.

Mortensen moved to approve the financial reports ending April 2022. Winter second. Motion unanimously carried by roll-call vote; Mortensen yes, Veurink yes, Deterling yes, Winter yes, Jesseritz yes, Anderson yes.

B. *Approval of April 2022 Payables Totaling \$177,258.54*

After review and discussion of payables totaling \$177,258.54 for April 2022; Jesseritz moved, Deterling second to approve bills as presented. Motion unanimously carried by roll-call vote; Mortensen yes, Veurink yes, Deterling yes, Winter yes, Jesseritz yes, Anderson yes.

C. *Other*

No "Other" discussion noted.

5. Board & Committees

A. *Full Collaborative Meeting*

The next Full Collaborative Meeting is scheduled for Wednesday, May 11, 2022, at 10:00 a.m. in the Glencoe/Silver Lake High School Conference Room in Glencoe. Renville County Office Building Board Room. Full Collaborative meetings across April, May and June will focus on levels of collaboration 1.) looking at the past; 2.) What is partnership? What is collaboration; and 3.) What is the future?

B. *Committee Reports*

Committees meet monthly with an in-person or Zoom option. Meetings are scheduled prior to each Full Collaborative meeting from 8:30-9:30 a.m. for Early Childhood and 5 to 25 Committee's in separate meetings at the same time. The LAC meeting from 11:30 – 12:30 p.m. Committees are working to keep kids and families connected. Monthly committee summary report was distributed and reviewed by the Board.

C. *Executive Board Subcommittees*

i. Human Resources & Policy

The Human Resources Committee of the Executive Board will be meeting at 10:30 a.m. prior to the regularly scheduled June 7-2022, meeting to discuss items a – c below. The HR Committee consists of Veurink, Keeler-Aus, DeCathelineau, Lundgren, and Anderson.

a. Stipend Policy

b. Remote Worker Policy

c. Other

ii. Finance Committee

Peterson asked for volunteers to be advisors to a Finance sub-committee of the Executive Board to meeting a few times per year to work through the annual budget and other "as needed" budget related matters as they come up. Jesseritz and Anderson volunteered to serve on this.

D. *Strategic Planning*

i. School Social Work/Counselor Positions

We are in the process of collecting Master Agreements with the partner school districts who have contracted social workers/counselors through PACT. Information on pay scales and benefits will be gleaned and compared with what PACT currently offers. This process will be at various levels, with the first meeting scheduled for May 19, 2022, at 7:30 a.m. with the social workers/counselors themselves to gather feedback on pay, benefits, job expectations, contracts, etc. Next steps will be meetings held with school administration in the coming months.

ii. Annual Planning Retreat ~ Monday, October 3, 2022

The Annual Planning Retreat has been scheduled for Monday, October 3, 2022, at the Green Lake Bible Camp in Spicer from 9:00 a.m. to 3:00 p.m. *Save the Date* and initial details will be going out soon to members of this Board, the CEO Board, and social services directors. It is planned to continue discussions on best use of *Reserves* and programs without an allocated fund source (i.e., wraparound, family liaison, connecting families, school social workers).

iii. Other

No "Other" discussion noted.

6. **Grants and Program Updates**

A. *Grants in Progress*

i. Harm Prevention Grant (SAMHSA)

We have submitted a Harm Prevention grant to SAMHSA (substance abuse mental health services administration). If awarded, this grant is three years at just shy of \$350,000 per year beginning May 30, 2022. This project proposes to work within the confines of a growing opioid epidemic to place harm reduction into the toolbox on the Continuum of Care alongside other more traditional treatment options. PACT will work with the CentraCare Medication-Assisted Treatment team at its Willmar clinic to increase capacity of treatment through provision of services, supplies and education. The goal over the three years is to work with this major regional healthcare and other providers to build a deeper network of prevention, treatment, recovery, and aftercare services closely connected and better informed about harm reduction techniques to ensure that patients suffering from some of the strongest levels of addiction can safely find their way towards recovery without use of coercive or consequence-driven means.

B. *Current Grant / Program Updates*

i. SAMHSA System of Care – Journey to Independence

JTI Transition Facilitators have been receiving several referrals. The program is running as expected.

ii. Strategic Prevention Framework; Partnership for Success

Current program coordinator, Annie Tepfer, will be retiring June 30, 2022. Her position will be filled by the current program prevention specialist, Sarah Vonderharr. Advertising to hire a new prevention specialist has been posted to cover the Kandiyohi County region.

iii. Guía

Programming is going well with discussions beginning at Woodland Centers on cultural assistance. Both coaches assisting other program staff in culturally appropriate verbiage, presentation, etc.

iv. FGDM (Family Group Decision Making)

Ending on June 30, 2022. PACT will not be reapplying for this funding but will assist any county who wishes to apply on their own behalf and Char can be available as a neutral facilitator on a contract basis if needed.

v. Connecting Families Program

No discussion noted.

vi. Mental Health Awareness Training Grant (Kognito)

We have relinquished this grant funding due to pandemic impacts preventing the planned Kognito roll-out to be executed which impacts a majority of the work plan and progression of the program. This grant ended April 29, 2022.

vii. Family Permanency Support Services

It is going well with connecting events for families happening in various locations. This program was scheduled to end on June 30, 2022. We were notified that we will receive a one-year extension through June 30, 2023.

viii. Mardag Foundation

Mardag Foundation funding is used within the Connecting Families to provide weighted blankets to families.

ix. Bernick's Foundation

PACT has been awarded \$5,000 from the Bernick's Foundation to promote healthy youth/family activities through the Connecting Families program.

C. *Other Program / Project Updates*

No "Other" discussion noted.

8. Other

No “Other” discussion noted.

Anderson moved to adjourn at 1:18 p.m. Jesseritz second. Motion unanimously carried by roll-call vote; Mortensen yes, Veurink yes, Deterling yes, Winter yes, Jesseritz yes, Anderson yes.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, June 7; 11:30 a.m. in room 2075 of the Kandiyohi County Health and Human Services Building.