

**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 2, 2022**

2022 Executive Board Members	Title	Status	
MaryJo DeCathelineau (2022 Chair)	Corrections Representative; Kandiyohi County Community Corrections	Present	In-Person
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	Present	In-Person
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	Absent	
Heather Jesseritz	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	
Rochelle Peterson	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
Jessica Erickson	PACT for Families, Families Forever Program	Present	In-Person

**Meeting called to order by Board Chair, Mary Jo DeCathelineau, at 11:34 a.m.**

**1. Approval of Proposed Agenda**

Keller-Aus moved to approve today's proposed agenda as presented. Anderson second. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Keeler-Aus yes, Deterling yes, Anderson yes, Lundgren yes, DeCathelineau yes.

**2. Approval of Meeting Minutes**

Anderson moved to approve the June 2022 meeting minutes as presented. Winter second. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Keeler-Aus yes, Deterling yes, Anderson yes, Lundgren yes, DeCathelineau yes.

**3. Personnel**

*A. General Staffing*

*i. In Person Staff Feature*

- a. Jessica Erickson, Families Forever; Family Permanency Support Services  
A background of the program and current activities were presented by Jessica Erickson.

[Erickson exits meeting]

*B. Current Open Positions*

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

*ii. 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. New Staff*

*i. Avery Winter, 1 FTE Prevention Specialist in the Kandiyohi County region; Partnerships for Success Grant through SAMHSA*

*ii. Ashley Hanson, 1 FTE Transition Facilitator; Journey To Independence Grant through SAMHSA*

*D. Other*

No "Other" discussion noted.

**4. Fiscal**

*A. Month End Financial Reports*

*i. Balance Sheet & Income Statement Presentation*

The month-ending June and July 2022 balance sheets and itemized revenue/expense statements were presented for review, discussion, and approval. Ending July 2022 noted a fund balance of 2,356,411.75 with monthly interest earned at \$342.69 on checking. Total revenue for the month was \$350,592.14 with expenditures totaling \$217,376.20.

*ii. Discretionary Fund Update*

The month end Discretionary Fund for July 2022 was presented for review. There was one newly approved proposal totaling 2,000. Total year-to-date is at \$16,400 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 \$551,000 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 June and July 2022. Veurink second. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Keeler-Aus yes, Deterling yes, Anderson yes, Lundgren yes, DeCathelineau yes.

*B. Approval of May 2022 Payables Totaling \$130,725.33*

After review and discussion of payables totaling \$142,431.30 for June 2022 and 131,592.03 for July 2022; Anderson moved, Winter second to approve bills as presented. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Keeler-Aus yes, Deterling yes, Anderson yes, Lundgren yes, DeCathelineau yes.

*C. Office Lease*

A proposed office lease from Kandiyohi County was presented for renewal at last month's meeting. After conversation on access to rooms and privacy for staff/client meetings, etc., the lease was signed through June 2024 at \$16 a square foot.

*D. Audit with the MN Office of State Auditors for 2021*

The audit for 2021 has not yet begun. The Board will be kept apprised of any audit progress.

*E. Other*

No "Other" discussion noted.

**5. Board & Committees**

*A. Full Collaborative Meeting*

The next Full Collaborative Meeting is scheduled for Wednesday, September 14, 2022, at 10:00 a.m. at the Willmar Public School. The October 12<sup>th</sup> meeting will be held at Yellow Medicine East Schools in Granite Falls. There are no regularly scheduled Full Collaborative Meetings in July and August 2022.

Peterson led discussion on changing the format of Full Collaborative Meetings to mini meetings per county monthly and holding the larger full collaborative on a quarterly basis. Each county meeting would have the same agenda for discussions and bring the information all together at the quarterly meeting.

*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 for the groups that met was distributed and reviewed by the Board.

*C. Executive Board Subcommittees*

*i. Human Resources & Policy*

The Human Resources Committee of the Executive Board met at 10:00 a.m. prior to this meeting to discuss the Executive Directors annual review. Discussion and updates to the Remote Worker Policy post-pandemic and noting to use the Yellow Medicine County Remote Worker Policy as model with updates to agency name as needed throughout. The HR Committee will be meeting for monthly check-in's as needed directly following this monthly meeting.

The HR Committee consists of Veurink, Keeler-Aus, DeCathelineau, Lundgren, and Anderson.

*D. Strategic Planning*

*i. School Social Work/Counselor Positions*

A meeting with superintendents to gather input from them on the benefit(s) of having a social worker through PACT was held in July. From those that attended, that due to uncertain financial futures, it is their request to leave the contracts as is with the 75%/25% split.

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

The Annual Planning Retreat has been scheduled for Monday, October 3, 2022, at the Prairie Woods Environmental Learning Center in Spicer (note new location) from 9:00 a.m. to 3:00 p.m. for 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 funding source (i.e., wraparound, family liaison, connecting families, school social workers).

iii. Other

No "Other" discussion noted.

[DeCathelineau exits meeting at 12:50 p.m.]

**6. Grants and Program Updates**

A. *Grants in Progress*

There are no grant proposals currently in progress.

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

Programming is going well with several community events scheduled as well as presence at Yellow Medicine, Renville, and Kandiyohi County Fairs.

iii. Guía

Both coaches assisting other program staff in culturally appropriate verbiage, presentation, etc.

iv. FGDM (Family Group Decision Making)

Ended on June 30, 2022.

v. Connecting Families Program

No discussion noted.

vi. 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.

vii. Mardag Foundation

Mardag Foundation funding is used within the Connecting Families to provide weighted blankets and support mini grants to families.

viii. 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.

Keeler-Aus moved to adjourn at 1:06 p.m. Deterling second. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Keeler-Aus yes, Deterling yes, Anderson yes, Lundgren yes, DeCathelineau yes.

Respectfully Submitted, Jolene Lambert, Recorder

***The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, September 6; 11:30 a.m. in room 2075 of the Kandiyohi County Health and Human Services Building.***