

PACT for Families Collaborative
Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine

Executive Board Meeting Minutes
Kandiyohi County Health & Human Services Building
Tuesday, December 6, 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	Absent
William Deterling	Parent Representative; Renville County Resident	Present In-Person
Lori Anderson	Parent Representative; Renville County Resident	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	Present In-Person
Kodi Goracke	School Representative; ACGC Public School	Present In-Person

Other Attendees	Title	Status
Rochelle Peterson	Executive Director, PACT for Families Collaborative	Present In-Person
Sarah Vonderharr	Acting Executive Director, PACT for Families Collaborative 12.11.2022	Present In-Person
Carrie Peterson	Acting Parent Representative; Kandiyohi County Resident 01.01.2023	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

Meeting called to order by Board Chair, Mary Jo DeCathelineau, at 11:51 a.m.

1. Approval of Proposed Agenda

Jesseritz moved to approve the agenda as presented. Deterling second. Motion unanimously carried by vote; Veurink yes, Winter yes, Deterling yes, Anderson yes, Jesseritz yes, Lundgren yes, Goracke yes, DeCathelineau yes.

2. Approval of Meeting Minutes

Anderson moved to approve the November 2022 meeting minutes as presented. Jesseritz second. Motion unanimously carried by vote; Veurink yes, Winter yes, Deterling yes, Anderson yes, Jesseritz yes, Lundgren yes, Goracke yes, DeCathelineau yes.

3. Personnel

A. General Staffing

- i. In-Person Staff Feature
 - a) Char Erickson, Wraparound
 No discussion noted.

B. Current Open Positions

- i. P/T Family Liaison to Kinship/Adoption and/or Foster Families
Interviews are scheduled for December 12, 2022, with two qualified applicants. The current Family Liaison, Jessica Erickson, has formally requested to reduce hours and work on a part-time basis; her part-time position will transition to doing relative searches as a pilot with Kandiyohi County, using the information learned in this process for future grant proposals
- ii. 1 FTE Latino Guía Coach
Current Guía coach, Jeanette Morales, has submitted her resignation and accepted another position outside of PACT for Families. The position is currently posted.
- iii. Connecting Families Facilitator(s)
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. Sarah Vonderharr, Newly Appointed Executive Director

The search and interview team of Keeler Aus, Veurink, Anderson, Jesseritz, Lundgren, and DeCathelineau announced that the position Executive Director has been offered and accepted by Sarah Vonderharr.

a) Transition Plan

Vonderharr will assume Executive Director duties effective December 12, 2022. Peterson will stay on staff until December 31, 2022.

D. Other

No discussion noted.

4. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending November 2022 noted a fund balance of 2,036,390.48. Balance sheet and itemized income statement was presented for review, discussion, and approval.

ii. Discretionary Fund Update

The month end Discretionary Fund for November 2022 was presented for review. There was \$5000 in approvals since last reporting bringing total year to date at \$31,790.00 with a \$100,000 budget. Discussion noted question of recording and payment of the Eden Valley-Watkins Public School proposal approved at the November 2022 meeting for \$15,000. In unanimous agreement this proposal will be documented in the 2022 Discretionary Funding report.

iii. Investment Holdings Report

Currently PACT has \$1,487,000 through Frandsen Bank, securities offered through LPL Financial and \$551,000 invested with MAGIC administered by PFM Asset Management LLC. Current statement from Magic Fund was available however the current statement from LPL had not yet been released as of the time of this meeting.

Lundgren moved to approve the financial reports as presented above. Veurink second. Motion unanimously carried by vote; Veurink yes, Winter yes, Deterling yes, Anderson yes, Jesseritz yes, Lundgren yes, Goracke yes, DeCathelineau yes.

B. Review & Approval of Bills

After review and discussion of payables totaling of \$136,800.67 for November 2022; Lundgren moved, Winter second to approve bills for November 2022 as presented. Motion unanimously carried by vote; Veurink yes, Winter yes, Deterling yes, Anderson yes, Jesseritz yes, Lundgren yes, Goracke yes, DeCathelineau yes.

C. Audit with the MN Office of State Auditor for 2021

The auditors were physically on-site November 2 and 3, 2022. The audit is still in progress.

D. Other

No "Other" discussion noted.

5. Board & Committees

A. Full Collaborative Meeting

No Full Collaborative Meeting is scheduled for December 2022. Next meeting is with individual county groups in January 2023.

B. Committee Reports

Monthly committee summary report was distributed and reviewed by the Board. 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.

C. 2023 Ratified Executive Board Election Results – Term Jan 1, 2023, to December 31, 2025

i. Carrie Peterson, Parent of a SED Child position.

ii. Rae Ann Keeler Aus, Social Services position.

iii. Wendell Veurink, Mental Health position.

D. School Representation

i. Official appointment of Kodi Goracke, ACGC Schools,

Ratification of Goracke's appointment to the Executive Board was made official by the Chief Elected Officials Board on November 9, 2022, to complete the term vacated by Superintendent Mortensen and represent the public-school systems on the Executive Board.

E. Outgoing Parent Representative; William Deterling

Deterling was thanked for his years of service to PACT for Families.

F. 2023 Meeting Schedule

The Executive Board will continue to meet the first Tuesday of each month in Room 2075 of the Kandiyohi County Health & Human Services Building. The 2023 meeting schedule was distributed to each member present.

G. Other

No “Other” discussion noted.

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

Last month noted the new program coordinator, Jennifer Paufl. The transition is going well with numbers of referrals and program participants in good standing.

ii. Strategic Prevention Framework; Partnership for Success

Program coordinator, Sarah Vonderharr, will be transitioning out the program to accept the Executive Director position within the Collaborative. The coordinator position is posted. See “personnel” section above. Programming is going well with several community events scheduled and trainings for program staff. Program leadership transition has gone very well.

iii. Guía

Program coach for the Latino community, Jeanette Morales, has resigned her position. This position is posted. See “personnel” section above.

iv. Families Forever; Family Permanency Support Services

It is going well with connecting events for families happening in various locations. The p/t liaison position has been filled, see “personnel” section above.

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

i. Connecting Families Program (CFP)

CFP is going very well with a combination of both in-person and Zoom meetings.

a. Mardag Foundation

These funds enhance the Connecting Families weighted blanket program and discretionary enhancement.

b. Bernick’s Family Foundation

In early summer this year we received \$5,000 award from the Bernick’s Foundation to promote healthy youth/family activities. These grant dollars have been fully expended and closed out.

c. United Way of Kandiyohi & McLeod Counties

PACT received \$3000 for Sensory Movie events in the Kandiyohi County area and funding from the Hutchinson Women of Today to host sensory movies at the Hutchinson theater.

ii. Wraparound

Wraparound program coordinator, Char Erickson, has given notice that it is her intention to retirement in September 2023. This is a good opportunity to explore what partners want and/or need from Wraparound (i.e., training, neutral facilitator)

iii. Family Liaison

We currently have two .5 FTE Family Liaisons. No other program information noted.

iv. School Social Workers/Counselors

The school social worker/counselor two-year plan discussed at the October Planning Retreat and then approved at the CEO Meeting on November 9, 2022, has been presented to the school superintendents thus far, with mixed feedback and concerns which were discussed in general with the Board. More information will be forthcoming.

7. Other

Regarding concerns made known on the individual county meetings, Peterson noted that an email outlining the upcoming January/February individual Collaborative meetings will be going out next week. The email will provide a summary and timelines of upcoming meetings as well express the benefits of partnership and collaboration.

Lundgren moved to adjourn at 12:48 p.m. Veurink second. Motion unanimously carried by vote; Veurink yes, Winter yes, Deterling yes, Anderson yes, Jesseritz yes, Lundgren yes, Goracke yes, DeCathelineau yes.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, January 3, 2023; 11:30 a.m. in room 2075 of the Kandiyohi County Health and Human Services Building in Willmar.