

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, January 4, 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 <i>Remote Location: Meeker County Government Building; Public Health Office</i>	Present	Remote
Rae Ann Keeler-Aus	Social Services Representative; Director, Yellow Medicine Co. Family Svcs	Present	In-Person
William Deterling	Parent Representative; Renville County Resident	Absent	
Lori Anderson	Parent Representative; Renville County Resident	Present	In-Person
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools <i>Remote Location: Buffalo Lake, Hector, Stewart Public School; District Office</i>	Present	Remote
Heather Jesseritz	At-Large Representative; Community Services Director, United Community Action Partnership	Present	Remote
		<i>Remote Location: Home</i>	
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	Absent	
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	In-Person

Meeting called to order by Executive Director, Rochelle Peterson, at 11:44 a.m.

This meeting will be conducted both in-person and remote video connection. Virtual participation instructions discussed.

1. Election of Officers

The first meeting of the PACT for Families Executive Board shall elect from its members a Chairperson, Vice-Chairperson and Treasurer. 2022 welcomes three new and six returning Board members. Introductions made by all members present.

A. 2022 Chair

Peterson called for volunteers or nominations for Chair of the Board. DeCathelineau volunteered to fulfill the role. Lundgren moved to appoint DeCathelineau to the role of 2022 Board Chair. Keeler-Aus second. With no further discussion or action pending, Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes. Mary Jo DeCathelineau will fulfill the duties as Chair of the Executive Board for 2022.

[DeCathelineau assumed Chair position]

B. 2022 Vice-Chair

DeCathelineau called for volunteers or nominations for Vice-Chair of the Board. Veurink volunteered to fulfill the role. Lundgren moved to appoint Veurink to the role of 2022 Board Vice-Chair. Keeler-Aus second. With no further discussion or action pending, Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes. Wendell Veurink will fulfill the duties as Vice-Chair of the Executive Board for 2022.

C. Treasurer

Lundgren moved to have fiscal host, Brenda Peterson, fulfill the duties of the Treasurer position. Veurink second. Keeler-Aus on behalf of Yellow Medicine County Family Services, noted approval for Peterson to fulfill this role. With no further discussion or action pending, Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes. Fiscal host, Brenda Peterson, will fulfill the duties of Treasurer/Investments for 2022.

D. Appointment to Human Resources Committee

A list of current members was read to the Board for approval of changes to the individuals serving on the Human Resources Committee and the terms of their membership. Members Lundgren and Anderson expressed their willingness to serve with returning members of Keeler-Aus, Veurink and DeCathelineau. Keeler-Aus moved to appoint Lundgren, Anderson, Keeler-Aus, Veurink and DeCathelineau as your 2022 Human Resources Committee. Veurink second. With no further discussion or action pending, Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes.

2022 Executive Board Officers	2022 Human Resources Committee
Mary Jo DeCathelineau, Chair	Mary Jo DeCathelineau
Wendell Veurink, Vice-Chair	Rae Ann Keeler-Aus
Brenda Peterson (fiscal host), Treasurer/Investments	Wendell Veurink
	Leah Lundgren
	Lori Anderson

E. Other

No "Other" discussion noted.

2. Approval of Proposed Agenda

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

3. Approval of Meeting Minutes

Keeler-Aus moved to approve the November and December 2021 meeting minutes as presented. Veurink second. Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes.

4. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending November 2021 and December 2021 balance sheets and itemized revenue/expense statements were presented for review, discussion, and approval. Ending December 2021 noted a fund balance of 2,166,737.86 with monthly interest earned at \$2.21 on checking. Total revenue for the month was \$150,716.01 with expenditures totaling \$201,115.33.

ii. Discretionary Fund Update

There were \$7,850 in new approvals ending December 2021. Total year-to-date Discretionary Grant disbursements is \$33,697.60 with a \$200,000 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.

Lundgren moved to approve the financial reports ending December 2021. Anderson second. Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes.

B. Approval of November 2021 Payables Totaling \$101,904.18

After review and discussion of payables totaling \$101,904.18 for November 2021; Anderson moved, Keeler-Aus second to approve bills as presented. Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes.

C. Approval of December 2021 Payables Totaling \$121,661.88

After review and discussion of payables totaling \$121,661.88 for December 2021; Veurink moved, Lundgren second to approve bills as presented. Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes

D. Annual State Audit (FY2020) Update

The annual financial audit with the Office of the State Auditor (OSA) has concluded. A closing meeting was held virtually on December 10, 2021, with then Board Chair Corinne Torkelson, Executive Director Rochelle Peterson, Finance and Benefits Coordinator Jolene Lambert and State Auditors Charles Ward and Chuck Knandle. Peterson noted there are no written comments and thanks the Board for their support. Lambert noted that an electronic copy of the audit report will be delivered via email to each Board member.

E. Other

Peterson noted that we have been requested to accept into our membership Carver/McLeod Mobile Crisis. After discussion on area of service outside of the PACT member counties and if is different than other members who have borders outside of the PACT member counties; Keeler-Aus moved to accept Carver/McLeod Mobile Crisis as members of PACT for Families. Veurink Second. Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes, Lundgren abstain.

5. Personnel

A. General Staffing

i. New staffing

The P/T Office Support position has been offered and accepted by Danielle “Dani” Engstrom effective November 30, 2021. This position was hired to replace Natalie Campos who left PACT on September 30th to pursue her career at Willmar Public Schools.

F/T Family Liaison position was offered and accepted by Angie Mohs effected December 7, 2021. This position was hired to replace current Family Liaison, Katie Ziehl whose last day with PACT was October 18, 2021.

Kisha Malecek was hired at 10-hours a week as a Peer Support Specialist as written in the Journey To Independence grant. Kisha began employment as of December 13, 2021.

B. Current Open Positions

i. Connecting Families Facilitator

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

C. Other

Peterson noted that she would like to start inviting staff on a rotating basis to come to Board meetings to talk about the programs and work that they do. This would also give time for the Board members and staff to learn each other's roles. Board members present in unanimous support of moving forward with this plan.

6. Board & Committees

A. Full Collaborative Meeting

The next Full Collaborative Meeting is scheduled for Wednesday, January 12, 2022, at 10:00 a.m., via Zoom virtual presence. Email reminder and informational materials will be sent to the full partnership soon.

B. Committee Reports

Committees continue to meet via a Zoom platform with the next meetings 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 zoom meetings at the same time. The LAC will be meeting from 11:30 – 12:30 p.m. on that same day. Committees are working to keep kids and families connected. Monthly committee summary report was distributed and reviewed by the Board.

C. Meeting Schedules

The master calendar for 2022 meetings for the Full Collaborative and Committees was reviewed and accepted with unanimous consent. (Recorders note: The master calendar is posted on www.pactforfamilies.org)

D. Strategic Planning

Peterson proposed to have conversations throughout this year regarding the school social worker/counselor positions. Mortensen noted that she welcomes the conversation and encourages feedback from each of the school districts as the needs and benefits may be different in each of the districts. Peterson was encouraged to meet with each of the participating school superintendents.

7. Grants and Program Updates

A. Grants in Progress

We continue to wait on word from the Bernick’s Family Foundation. We were notified that our application was chosen to move forward to the second phase, and we should now hear at any time if we have been awarded any dollars to support family enhancements through the Connecting Families Program.

B. Current Grant / Program Updates

i. SAMHSA System of Care – Journey to Independence

We have now fulfilled all positions in the JTI grant program.

ii. Strategic Prevention Framework; Partnership for Success

No discussion noted.

iii. Guía

Programming is going well with both coaches assisting other program staff in culturally appropriate verbiage, presentation, etc.

iv. FGDM (Family Group Decision Making)

We are in the last year of the FGDM funding. 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

CFP is going very well with a combination of both in-person and Zoom meetings. We have applied for three additional sources of funding to support CFP in calendar year 2022.

vi. Mental Health Awareness Training Grant (Kognito)

We are working with Kognito to have links to families for resources directly through the PACT website, Woodland Centers, Headstart and other child serving agencies in our five-county area. The process is going well, and we hope to be functional very soon to assure resources and education are accessible to families.

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

PACT has been awarded \$10,000 of the \$17,000 applied for from the Mardag Foundation to enhance the Connecting Families weighted blanket program and discretionary enhancement.

C. Other Program / Project Updates

There are two remaining grants allocated through the 2020 LCTS competitive grant process that have not yet been able to execute their programs or expend their allocated dollars due to COVID restrictions. Do we allow carry over one more year? After discussion on the projects in question Lundgren moved to contact each applicant and allow submission of any unclaimed dollars and end grants effective December 31, 2021. Keeler-Aus second. With no further discussion or action pending, Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes.

7. Other

Currently PACT employees are exempt from the vaccination mandate, however we are proceeding with due diligence to have processes and policies in place, so we are ready if there are changes and/or restrictions lifted, and the mandate is made lawful to our employees.

Keeler-Aus moved to adjourn at 1:29 p.m. Lundgren second. Motion unanimously carried by roll-call vote; DeCathelineau yes, Veurink yes, Keeler-Aus yes, Lundgren yes, Anderson yes, Winter yes, Mortensen yes, Jesseritz yes

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, February 1, 2022; 11:30 a.m. with in-person in room 2075 of the KCHHSB and Zoom virtual platform options.