

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, February 1, 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 Remote
<i>Remote Location: Central MN Christian School, Counseling Office, Willmar MN</i>		
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present Remote
<i>Remote Location: Meeker County Government Building; Public Health Office, Litchfield MN</i>		
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	Absent
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools	Absent
Heather Jesseritz	At-Large Representative; Community Services Director, United Community Action Partnership	Present Remote
<i>Remote Location: United Community Action Partnership Office, Willmar MN</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	Present In-Person
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present In-Person

Meeting called to order by Executive Director, Rochelle Peterson, at 11:33a.m.

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

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

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

3. Open Meeting Law

Discussion on Open Meeting Laws and virtual presence. An excerpt from the MCIT (MN Counties Interagency Trust) latest bulletin was distributed which outlines Open Meeting Law. The law applies to state and local multimember governmental bodies, including political subdivisions capable of exercising decision-making powers.

An entity may hold meetings by telephone or other electronic means if specified conditions are met to ensure *openness and accessibility* to the public. In addition, a meeting of any public body (state or local) may be conducted by telephone or other electronic means *if* a health pandemic or other emergency makes meeting in person impractical or imprudent. In general, those conditions include the following: • All members of the body can hear one another and can hear all discussion and testimony • Members of the public at the regular meeting location can hear all discussion, testimony, and votes • At least one member of the body (or, in the case of a health pandemic or other emergency, the chief legal counsel or chief administrative officer) is present at the regular meeting location • All votes are conducted by roll call • The public body must allow a person to monitor the meeting electronically from another location. The body may require the person to pay for any documented additional costs the body incurs because of the additional connection • The public body must give notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the right of the public to monitor the meeting from another location. The law requires public bodies to give notice of their meetings, failure to give notice of a meeting/meeting location(s) is a violation of the open meeting law. Notice must be a publish notice, at least three days before the meetings.

A meeting of any public body (state or local) may be conducted by telephone or other electronic means if a health pandemic or other emergency makes meeting in person impractical or imprudent and all the same conditions as for other meetings held by telephone or other electronic means are met (noted in above paragraph).

After a lengthy discussion on the above requirements of Open Meeting Law it is determined that Executive Board meetings, as a decision-making governing body, must hold meetings in-person to all extents possible. If a member requests virtual presence, it must be in a public location and a three-day prior notice must be provided to the PACT for Families Office so said notice can be published. If these conditions cannot be met the members virtual presence cannot be counted in the quorum and cannot be part of vote(s) taken in the meeting.

4. Fiscal

A. *Month End Financial Reports*

i. *Balance Sheet & Income Statement Presentation*

Due to the meeting on the first day of the month the balance sheet for January 2022 was not presented. The itemized revenue/expense statement was presented for review, discussion, and approval. An unreconciled fund balance ending January 2022 was presented at \$2,299,285.55 with monthly interest earned at \$1.62 on checking. Total revenue for the month was \$341,265.46 with expenditures totaling \$202,827.44.

ii. *Discretionary Fund Update*

There was \$5,000 in new approvals ending January 2022. Total year-to-date Discretionary Grant disbursements is also \$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. The current interest account with LPL Financial on the December 31, 2021, statement \$29,681.75. Lundgren moved to cash out the current interest of \$29,681.75 and move to checking. Deterling second. with no further discussion motion unanimously carried by roll-call vote; DeCathelineau yes, Lundgren yes, Deterling yes, Winter yes, Jesseritz yes, Veurink yes.

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

B. *Approval of January 2022 Payables Totaling \$126,715.52*

After review and discussion of payables totaling \$126,715.52 for January 2022; Deterling moved, Veurink second to approve bills as presented. Motion unanimously carried by roll-call vote; DeCathelineau yes, Lundgren yes, Deterling yes, Winter yes, Jesseritz yes, Veurink 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, Lundgren yes, Deterling yes, Winter yes, Jesseritz yes, Veurink yes.

D. *Year End 2021 Detail Report*

The 2021 year-end balance sheet and expenditure/revenue reports were presented and reviewed in detail with the accompanying notes. Our fund balance ending the year was \$2,166,737.86. Lundgren moved, Deterling second to accept the year-end financial report and file subject to audit. Motion unanimously carried by roll-call vote; DeCathelineau yes, Lundgren yes, Deterling yes, Winter yes, Jesseritz yes, Veurink yes.

E. *Other*

No "Other" discussion noted.

[Lynnette Sommers and Danielle Engstrom enter meeting]

5. 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. Lynnette Sommers and Danielle "Dani" Engstrom were the first staff to begin this new feature and they talked about their roles of Office Coordinator and Office Support (respectively).

ii. *New Staffing*

No new staffing or new hires to report.

B. *Current Open Positions*

i. *Transition Facilitator – Kandiyohi Co. Region (JTI – SAMHSA)*

ii. 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*

No "Other" discussion noted.

6. Board & Committees

A. *Full Collaborative Meeting*

The next Full Collaborative Meeting is scheduled for Wednesday, February 9, 2022, at 10:00 a.m., via Zoom virtual presence. Email reminder and informational materials will be sent to the full partnership soon.

[Veurink left the meeting]

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. *Annual Meeting ~ Wednesday, March 9, 2022*

The Annual Meeting will be held on Wednesday, March 9, 2022, with the theme "Responding in 2021". This year our annual meeting will be held *in person* at Bethel Lutheran Church, 411 Becker Ave SW in Willmar MN 56201. We will likely have a zoom option as well. This is a Wednesday, our regular Collaborative meeting date. There will be a social services directors meeting from 8:30 to 9:30 a.m., 9:30 – 10 a.m. Executive Board meeting (see below discussion), 10:00 a.m. to noon CEO (Chief Elected Officials) Meeting, with the Annual Meeting beginning at 12:00 Noon. There will be no regularly scheduled committee meetings.

D. *March 1st Executive Board Meeting*

With the Annual Meeting being held just a week after the calendar scheduled Executive Board on March 1st there was discussion on having a condensed meeting to review and approve financials just prior to the CEO meeting on March 9th. Lundgren moved to re-schedule the March 1st Meeting of the Executive Board to March 9th from 9:30 to 10:00 a.m. to review and approve the financials. Deterling second. Motion unanimously carried by roll-call vote; DeCathelineau yes, Lundgren yes, Deterling yes, Winter yes, Jessoritz yes.

E. *Strategic Planning*

It is planned to continue discussions that began at the March 2021 CEO meeting and the retreat held in September on best use of *Reserves* and programs without an allocated fund source (i.e., wraparound, family liaison, connecting families, school social workers) at the CEO meeting on March 9th.

[Deterling, Winter and Jessoritz leave the meeting].

At 1:03 p.m. it was acknowledged that there is no longer a quorum. All official business will cease, and the meeting is officially closed by unanimous consent, any further discussions are informational only.

7. Grants and Program Updates

A. *Grants in Progress*

We are developing and planning to submit 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

No discussion noted.

ii. Strategic Prevention Framework; Partnership for Success

No discussion noted.

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 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 continues to be a struggle for providers and families at this time of health unrest.

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

No discussion noted.

ix. Bernicks Foundation

PACT has been awarded \$5,000 of the \$15,000 applied for from the Bernick's Foundation to promote healthy youth/family activities through the Connecting Families program.

C. Other Program / Project Updates

No "Other Program/Project Updates" discussion noted.

8. Other

No "Other" discussion noted.

At 1:13 p.m. all remaining informational updates concluded.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, March 9, 2022; 9:30 a.m. at Bethel Lutheran Church prior to the Annual Meeting.