

**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, September 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	Absent	
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	Present	In-Person
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
Jeanette Morales	PACT for Families, Guía Program	Present	In-Person

**Meeting called to order by Board Chair, Mary Jo DeCathelineau, at 11:33 a.m.**

**1. Approval of Proposed Agenda**

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

**2. Approval of Meeting Minutes**

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

**3. Personnel**

*A. General Staffing*

*i. In Person Staff Feature*

*a. Jeanette Morales, Guía*

A background of the program and current activities were presented by Jeanette Morales.

[Morales exits meeting]

*B. Current Open Positions*

*i. 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.

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

The current JTI Coordinator, Cynthia Schmaier Jelleberg has accepted another position and has ended employment at PACT. This position is currently being advertised with one application and two serious inquiries to date.

*C. New Staff*

*i. Samantha Ommodt, 1 FTE Transition Facilitator; Journey To Independence Grant through SAMHSA began employment August 22, 2022.*

*D. Other*

No "Other" discussion noted.

**4. Fiscal**

*A. Month End Financial Reports*

*i. Balance Sheet & Income Statement Presentation*

The month-ending August 2022 balance sheets and itemized revenue/expense statements were presented for review, discussion, and approval. Ending August 2022 noted a fund balance of 2,520,795.15 with monthly interest earned at \$768.33 on checking. Total revenue for the month was \$408,530.18 with expenditures totaling \$233,476.58.

*ii. Discretionary Fund Update*

The month end Discretionary Fund for August 2022 was presented for review. There were two newly approved proposals totaling 6,800. Total year-to-date is at \$23,200 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.

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

*B. Approval of August 2022 Payables Totaling \$163,943.44*

After review and discussion of payables totaling \$163,943.44 for August 2022; Winter moved, Jesseritz second to approve bills as presented. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, DeCathelineau yes.

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

The audit for 2021 has not yet begun. Executive Director Peterson noted that she received a phone call from a supervisory level staff at the Office State Auditors informing us they are behind schedule, short staffed and will not be able to conclude our audit by the September 30<sup>th</sup> federal deadline. Missing this schedule could mean an automatic classification of "high risk" for next fiscal year although we are currently no "high risk"

*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.

*B. Committee Reports*

There were no scheduled meetings in August. Committees meet monthly, apart from July and August, 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.

*C. Executive Board Subcommittees*

*i. Human Resources & Policy*

We will be updating the Remote Worker Policy post-pandemic using the Yellow Medicine County Remote Worker Policy as model with updates to agency name as needed throughout. The HR Committee will be meeting for check-in's as needed or requested by Director Peterson 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*

Contracts with school districts will remain status quo this school year 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

Peterson restated discussion from last month 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.

**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

Staff changes to the program noted above in “personnel”. There is an upcoming training by Skipped Parts on healthy sexuality and boundaries. Other staff have been invited to attend.

ii. Strategic Prevention Framework; Partnership for Success

Programming is going well with several community events scheduled and trainings for program staff. Program leadership transition has gone very well.

iii. Guía

Both coaches working hard in their capacities within the Latino and Somali communities. They continue assisting other program staff, as needed, in culturally appropriate verbiage, presentation, etc.

iv. Connecting Families Program

There have been some very successful family activities this summer with the Stingers, etc. Mardag Foundation funding is used within Connecting Families to provide weighted blankets and support mini grants to families.

v. Family Permanency Support Services

It is going well with connecting events for families happening in various locations.

vi. Bernick’s Foundation

The \$5,000 award from the Bernick’s Foundation to promote healthy youth/family activities.

vii. United Way of Kandiyohi County

PACT received \$3000 for Sensory Movie events in the Kandiyohi County area.

*C. Other Program / Project Updates*

We were able to secure a grant from UCare for \$50,000 in 2021 to have Alia Innovations based in St. Paul, work with leadership across the five counties over this past year regarding diversity and systems change. There will be more detailed information in the upcoming September newsletter.

**8. Other**

Discussion on the next regularly scheduled meeting, October 4, 2022. Jesseritz moved to cancel the meeting scheduled for Tuesday, October 4<sup>th</sup> and meet at 8:30 a.m. on Monday, October 3, 2022, just prior to the scheduled Board Retreat at Prairie Woods Environmental Learning Center to carry out the essential monthly financial business. Winter second. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, DeCathelineau yes.

Anderson moved to adjourn at 12:54 p.m. Jesseritz second. Motion unanimously carried by roll-call vote; Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, DeCathelineau yes.

Respectfully Submitted, Jolene Lambert, Recorder

***The next scheduled meeting of the PACT for Families Executive Board is on Monday, October 3; 8:30 a.m., meeting briefly prior to the Annual Retreat at the Prairie Woods Environmental Learning Center.***