

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, June 7, 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	Absent	
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
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	In-Person
Brenda Peterson	Fiscal Host; Yellow Medicine Co. Family Services	Absent	

Meeting called to order by Board Chair, Mary Jo DeCathelineau, at 11:32 a.m.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

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

3. Personnel

A. General Staffing

i. In Person Staff Feature

No feature scheduled for this meeting.

B. Current Open Positions

i. 1 FTE Prevention Specialist for the Kandiyohi County region; Partnerships For Success Grant through SAMHSA

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

iii. 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. Other

No "Other" discussion noted.

4. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending May 2022 balance sheet and itemized revenue/expense statement was presented for review, discussion, and approval. Ending May 2022 noted a fund balance of 2,336,096.24 with monthly interest earned at \$253.99 on checking. Total revenue for the month was \$108,902.76 with expenditures totaling \$226,095.70.

ii. Discretionary Fund Update

The month end Discretionary Fund for May 2022 was presented for review. There are two newly approved proposals totaling 9,400. Total year-to-date is at \$14,400 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 \$304,000 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 May 2022. Winter second. Motion unanimously carried by roll-call vote; Veurink yes, Deterling yes, Winter yes, Keeler-Aus yes, Lundgren yes, DeCathelineau yes.

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

After review and discussion of payables totaling \$130,725.33 for May 2022; Veurink moved, Keller-Aus second to approve bills as presented. Motion unanimously carried by roll-call vote; Veurink yes, Deterling yes, Winter yes, Keeler-Aus yes, Lundgren yes, DeCathelineau yes.

[Lundgren exits meeting at 11:56 a.m.]

C. *Office Lease*

A proposed office lease from Kandiyohi County was presented for renewal. There is an increase of .30 per square foot. Kandiyohi County will be reducing our square footage by taking away our in-house conference/meeting room. After conversation on access to rooms and privacy for staff/client meetings, etc., it was asked to go back to Kandiyohi County and ask for priority to other meeting room space as needed.

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

The auditor's office has indicated that this year's audit will take place mid to late July. More information will be available as the audit progresses.

E. *Other*

No "Other" discussion noted.

5. Board & Committees

A. July 5, 2022, Scheduled Meeting

After discussion on the next meeting falling a day after the Independence Day Holiday and having a quorum, Deterling moved to cancel the regularly scheduled July 5th meeting and resume our regular meeting schedule on August 2, 2022. Winter second. Motion unanimously carried by roll-call vote; Veurink yes, Deterling yes, Winter yes, Keeler-Aus yes, DeCathelineau yes.

B. *Full Collaborative Meeting*

The next Full Collaborative Meeting is scheduled for Wednesday, September 14, 2022, at 10:00 a.m. in the Kandiyohi Co. Health and Human Services Building Multi-Purpose Room. There are no regularly scheduled Full Collaborative Meetings in July and August 2022.

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 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 10:30 a.m. prior to this meeting to discuss updates to the Stipend Policy for parent participation and updates to the Remote Worker Policy post-pandemic. It was noted that the Stipend Policy will be brought to the Parent Advisory Committee for input and feedback. We will glean Remote Worker policies from partner agencies and present a draft at our next meeting.

The annual review of the Executive Director, Rochelle Peterson, is set prior to our regularly scheduled August 2nd meeting at 10:30 a.m.

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

D. *Strategic Planning*

i. School Social Work/Counselor Positions

A meeting with our school social workers/counselors was held to gather feedback on pay, benefits, job expectations, contracts, etc. in comparison to what school districts office (per their master agreements). The next step is a meeting with superintendents

to gather input from them on the benefit(s) of having a social worker through PACT. Peterson noted the support in this process from Board Member, Dr. Michelle Mortensen, both with our staff and her fellow area superintendents.

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

The Annual Planning Retreat has been scheduled for Monday, October 3, 2022, at the Green Lake Bible Camp in Spicer from 9:00 a.m. to 3:00 p.m. *Save the Date* and initial details will be going out soon to 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.

6. Grants and Program Updates

A. *Grants in Progress*

i. Harm Prevention Grant (SAMHSA)

We recently received notification from SAMHSA (substance abuse mental health services administration) that our Harm Prevention grant was not funded.

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

Current program coordinator, Annie Tepfer, will be retiring June 30, 2022. Her position will be filled by the current program prevention specialist, Sarah Vonderharr. Advertising to hire a new prevention specialist has been posted to cover the Kandiyohi County region.

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. 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*

Peterson noted that she met with representatives from Southwest Initiative Foundation about an endowment fund. More information forthcoming as these discussions progress.

8. Other

No "Other" discussion noted.

Keeler-Aus moved to adjourn at 1:05 p.m. Veurink second. Motion unanimously carried by roll-call vote; Veurink yes, Deterling yes, Winter yes, Keeler-Aus yes, DeCathelineau yes.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, August 2; 11:30 a.m. in room 2075 of the Kandiyohi County Health and Human Services Building.