

**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, November 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	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	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
Open Position	School Representative		

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 Board Chair, Mary Jo DeCathelineau, at 11:35 a.m.**

**1. Approval of Proposed Agenda**

Jesseritz moved to approve the agenda as presented. Keeler-Aus second. Motion unanimously carried.

**2. Approval of Meeting Minutes**

Winter moved to approve the October 2022 meeting minutes as presented. Lundgren second. Motion unanimously carried.

**3. Fiscal**

**A. Month End Financial Reports**

**i. Balance Sheet & Income Statement Presentation**

The month-ending October 2022 noted a fund balance of 2,242,596.06. Balance sheet and itemized income statement was presented for review, discussion, and approval.

**ii. Discretionary Fund Update**

The month end Discretionary Fund for October 2022 was presented for review. There was \$3590 in approvals since last reporting bringing total year to date at \$26,790 with a \$100,000 budget.

**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. At the end of each year the accrued interest is reviewed, and this Board gives authority on how to manage. With the current fund statement from LPL unavailable, Lundgren moved to authorize Director Peterson to approve the withdrawal of accrued interest funds from LPL and move to checking when current reconciled information is available. Veurink second. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.

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

*B. Review & Approval of Bills*

After review and discussion of payables totaling of \$125,407.56 for October 2022; Keeler Aus moved, Winter second to approve bills for October 2022 as presented. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.

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

The audit entrance meeting was held on October 4, 2022, with Board Chair DeCathelineau, Director Rochelle Peterson, Fiscal Host Brenda Peterson, and Accounting Coordinator Jolene Lambert. Auditors will physically be on site November 2 and 3, 2022.

*D. Fiscal Host 2023*

Yellow Medicine County has graciously agreed to continue to be fiscal host of record, with Brenda Peterson continuing to be the key contact. The terms of the agreement remain the same at \$3000 annually.

*E. Other*

No "Other" discussion noted.

**4. Policy**

*A. General Staffing*

No discussion noted.

*B. Current Open Positions*

*i. Executive Director*

Rochelle Peterson, Executive Director, has given formal notice of resignation. The team heading the search and replacement process is Nancy Miller from Vinna Human Resources along with the Human Resources Committee of this Board. The search process has been underway since October and applicants have been narrowed down to four and first round interviews taking place on November 3, 2022. Interview team will consist of Nancy Miller, Keeler Aus, Veurink, Anderson, Jesseritz, Lundgren, and DeCathelineau.

*ii. .5 FTE Family Liaison to Kinship/Adoption and/or Foster Families*

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. The change in scope with the grant was conferred with our grants manager at MN Department of Human Services (DHS) with full support. The new fiscal year contract with changes is in the process of approval at DHS. This change leaves a .5 FTE Family Liaison position open that will work with foster, adoptive and kinship families. This position is currently posted.

*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. New Staff*

- i. Jennifer Pauff, 1 FTE Program Coordinator; Journey To Independence Grant through SAMHSA*  
Jennifer Pauff began employment October 12, 2022, as Program Coordinator for the Journey To Independence Grant through SAMHSA.

*D. Personnel Policies & Procedures*

No discussion noted.

*E. Other*

Evaluator, Joe Maffit, has accepted another position outside of PACT for Families, but will be staying on part-time to continue assisting with evaluation. Meghna Subba, who is currently .5 FTE Evaluation and .5 FTE Social Marketing for federal grants will be moving to full-time Evaluator. This move will open a part-time social marketing position. There was continued discussion on hire vs. contracting.

**5. Board & Committees**

*A. 2023 Proposed Budget*

The 2023 draft budget was presented in projected breakdown of funds (i.e., grants vs. programs/LCTS, vs. general administrative infrastructure). There is currently a 4% overall increase from prior year, with the main sources of funding continuing through SAMHSA with Journey to Independence and Partnerships for Success. Discussion continued with the following points:

- General fund has revenues over expenditures of \$95,496 due to more administrative salaries and expenses being paid by federal sources; of that amount it is proposed to apply that credit to the revenue shortfall in programs funded through LCTS (i.e., Wraparound, Connecting Families Program, Family Liaison, Youth Advisory Council, Parent Advisory Committee and School Social Workers/Counselors) and take an additional \$4,379 from reserves to balance the budget.
- Discretionary and Discretionary Plus Grants are allocated at \$100,000 which is funded through LCTS. There is an additional \$5000 included through LCTS for funding to Local Advisory Council (LAC) of PACT to promote mental health awareness.
- The *Cloud* based technology platform will continue into the new year at a hosting cost of \$219 or \$84 per year dependent on level of account, with a total annual cost of \$3,555 These costs are built into the "Contracted Professional Services" line with grants,

programs and general fund sharing the cost based on number of accounts in each. Our Dynamics GP/Dynamics 365 accounting system is also *Cloud* based as of early 2020. The cost of Cloud based hosting is \$1100 per month which includes nightly back-ups and the cost of upgrades as released from Microsoft. These costs are also built into the “Contracted Professional Services” line.

- A business Zoom virtual meeting platform was implemented in 2021 due to the pandemic and the account will remain active at an annual cost of \$712 fully paid by grants in the “Contracted Professional Services” line.
- Projected overall mileage decreased slightly going into 2023. The cost per mile is higher, however we are finding that virtual connection in many ways is as effective and fiscally responsible. We continue to account for face-to-face family meetings and local committee meetings in the new year.
- Interest rates on investment in both Frandsen/LPL and MAGIC Fund are on an upswing and projections are higher than the past three years. Interest is based on the projected earnings specified on LPL/MAGIC statements.
- Yellow Medicine County Family Services will remain our fiscal host for LCTS purposes into 2023. The contract will remain status quo from prior year at \$3000.
- Full Collaborative registration fees to remain at \$10, Brain Conference \$40, and Annual Meeting Registration fee \$15.
- Annual membership fees will remain status quo.

#### ***Personnel / Payroll Related***

- On January 1, 2022, PACT had 30 employees totaling 25.25 full time equivalents (FTE); 16 staff at 1 FTE, 9 at .83, 1 at .63, 1 at .5 and 2 family facilitators at 10 hr/mo or .058 FTE.
- 2023 is anticipated to have 32 employees totaling 27.7 FTE. 17 staff at 1 FTE, 9 at .83, 4 at .5 and 2 family/youth facilitators at 10 hr/mo or .058 FTE with discussion on program services and staffing levels.
- Health insurance premiums increased by 7% over prior year. Coverage will remain with Public Employees Insurance Programs (PEIP) with Blue Cross Blue Shield policies. This increase is proposed with an 3.5% increase to staff paid premiums and 3.5% to PACT. The total annualized impact to PACT is \$13,812 with staff taking on an equal portion of the liability.
- Due to Delta Dental restructuring, dental premiums increased 18% on single coverage, with an annualized impact of \$2,096 over prior year. All other benefits (i.e., Life, LTD, STD, etc.) remained status quo with no increases.

#### ***Grants & Programs***

- All grant funding that began in 2020/2021 with Journey To Independence (JTI), Partnerships For Success (PFS), through US Dept of Health & Human Services Substance Abuse Mental Health Services Administration (SAMHSA) will continue into 2023 with slightly increased budgets. Grants through the MN Department of Human Services, Guía and Families Forever will also continue with status quo budgets.
- Wraparound program in general will remain status quo with 1-FTE coordinator on staff. Allocations for team approved expenditures will reduce from \$6,000 to \$4000 based on the past three years spending. The entire program totals \$146,540 with no dedicated revenue source. Support for this program is a combination of LCTS and reserves.
- Our Family Liaison(s) will remain at 1-FTE (two staff at .5 FTE) serving families in all five-counties. Total cost of the Family Liaison is 117,827 that is mainly comprised of salary/fringe and mileage, with small amounts for program resources/supplies. Support for this program is a combination of LCTS and reserves.
- Connecting Families Program is coming in at a total cost of \$47,603. CFP currently has parent groups in Meeker and Kandiyohi Counties, with other program options such as Weighted Blankets and family Mini Grants utilized in all five counties. It is planned to add additional meetings to include parent/family groups in McLeod, Renville, and Yellow Medicine Counties. With no dedicated source of funding, support for this program is a combination of LCTS and Reserves.
- The Parent Advisory Committee in general will remain status quo with a slightly decreased budget going into 2023.

Lundgren moved to approve the proposed 2023 budget for recommendation to the CEO Board on November 9<sup>th</sup>. Keeler Aus second. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.

#### ***B. Full Collaborative Meeting***

The next Full Collaborative Meeting is scheduled for Wednesday, November 9, 2022, at 10:00 a.m. at the Renville County Office Building in Olivia.

#### ***C. Chief Elected Officials Board***

Meeting is scheduled for Wednesday, November 9, 2022, at 10:00 a.m. at the Renville County Office Building in Olivia, directly following the Full Collaborative Meeting.

#### ***D. 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.

i. Discretionary Grant Review and Approval

A discretionary application from Eden Valley-Watkins Public School was submitted for \$19,599 for *Calming Resources*. This application, per guidelines, was sent to the 9 – 25 committee for review and recommendation. The recommendation from that committee to the Executive Board is to approve the application and fund at \$15,000.

Veurink moved to approve the *Calming Resources* application from Eden Valley-Watkins Public School at \$15,000 per the committee recommendation. Lundgren second. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.

E. 2023 Executive Board Election – Term Jan 1, 2023, to December 31, 2025

- i. William Deterling, Parent of a SED Child position. Deterling has elected to not run for another term. Carrie Peterson and Ruth Ann Cupps, both members of the Parent Advisory Committee have given intent to run for this position. Both names will be on the ballot for the Parent position.
- ii. Rae Ann Keeler Aus, Social Services position. Keeler Aus will be on the ballot for an additional term. No additional candidates will be vying for this position.
- iii. Wendell Veurink, Mental Health position. Veurink will be on the ballot for an additional term. No additional candidates will be vying for this position.

F. School Representation

- i. Resignation of Current School Representative M. Mortensen  
Superintendent Dr. Michelle Mortensen from Buffalo Lake/Hector/Stewart Public School has submitted her formal resignation from the Board as School Representative due to scheduling conflicts.

Keeler Aus motioned to accept the resignation from Michelle Mortensen. Winter second. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.

- ii. Recommendation for Appointment of Kodi Goracke, ACGC Schools, to CEO Board  
Kodi Goracke, administrative staff with Atwater/Cosmos/Grove City Public School has agreed to complete the term vacated by Superintendent Mortensen and represent the public-school systems on the Executive Board.

Veurink moved to recommend appointment of Kodi Goracke by the Chief Elected Officials Board of PACT for Families to complete the remaining term of Superintendent Mortensen and represent the public-school systems on the Executive Board. Anderson second. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.

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  
Staff changes to the program noted above in “personnel”.
- 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. Families Forever; Family Permanency Support Services  
It is going well with connecting events for families happening in various locations.

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.

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, Family Liaison services and School Social Workers/Counselors were reviewed in budget discussion above.

iii. Family Liaison

Wraparound, Family Liaison services and School Social Workers/Counselors were reviewed in budget discussion above.

iv. School Social Workers/Counselors

Wraparound, Family Liaison services and School Social Workers/Counselors were reviewed in budget discussion above.

**7. Other**

It was proposed to consider cancelling the next regularly scheduled meeting on December 6, 2022. By unanimous consent it was decided to keep the meeting as scheduled and to invite newly appointed School Representative, Kodi Gorake.

**Lundgren moved to adjourn at 1:07 p.m. Veurink second. Motion unanimously carried by vote; Keeler Aus yes, Veurink yes, Winter yes, Anderson yes, Jesseritz yes, Lundgren yes, Deterling yes, DeCathelineau yes.**

Respectfully Submitted, Jolene Lambert, Recorder

***The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, December 6, 2022; 11:30 a.m. in room 2075 of the Kandiyohi County Health and Human Services Building in Willmar.***