

**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 7, 2021**

2021 Executive Board Members	Title	Status	
Corinne Torkelson (2021 Chair)	At-Large Representative; Kandiyohi County Health & Human Services	Present	In-Person
MaryJo DeCathelineau (2021 Vice Chair)	Corrections Representative; Kandiyohi County Community Corrections	Absent	
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present	In-Person
Wendell Veurink	Mental Health Representative; Greater MN Family Services	Present	Remote
William Deterling	Parent Representative; Renville County Resident	Present	In-Person
Dawna Woodman	Parent Representative; Renville County Resident	Absent	
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools	Present	Remote
<del>Kathleen Preuss</del>	<del>Social Services Representative; Director, Upper Sioux Community Social Svcs</del>	Position Open	
Rae Ann Keeler-Aus	At-Large Representative; Director, Yellow Medicine Co. Family Svcs	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
Lynn Gatewood	Kandiyohi Co. Community Corrections	Present	In-Person
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	In-Person

**Meeting called to order by Board 2021 Chair, Corinne Torkelson, at 11:34 a.m.**

This meeting will be conducted both in-person and via teleconference. Virtual meeting instructions discussed.

**1. Approval of Proposed Agenda**

Keeler-Aus moved to approve today's proposed agenda. Deterling second. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes.

**2. Approval of Meeting Minutes**

Winter moved to approve the August 2021 meeting minutes as presented. Keeler-Aus second. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes.

**3. Fiscal**

**A. Month End Financial Reports**

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

The month-ending August 2021 noted a fund balance of 2,455,438.87 with monthly interest earned at \$7.82 on checking and \$366.90 on mature CD interest through MAGIC Fund. Total revenue for was \$258,966.01 with expenditures totaling \$236,351.46. Balance sheets and itemized revenue/expense statements were presented for review, discussion, and approval.

**ii. Discretionary Fund Update**

There were \$5,000 new approvals for August 2021. Total year-to-date Discretionary Grant disbursements is \$17,397.60 with a \$200,000 budget.

**iii. Investment Holdings Report**

Currently PACT has \$1,487,000 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.

Winter moved to approve the financial reports ending August 2021. Mortensen second. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes.

*B. Review & Approval of Bills*

After review and discussion of payables totaling \$165,496.82 for August 2021; Keeler-Aus moved, Deterling second to approve bills as presented. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes.

*D. Other*

The Office of the State Auditor (OSA) has not yet begun the audit for fiscal year 2020. It was noted they anticipate a start date near the end of September. The audit entrance meeting will also be called at which time all members of this Board will be notified; All are invited and welcome to attend, with attendance by Board Chair and Fiscal Host especially important.

**4. Personnel**

*A. General Staffing*

On August 16<sup>th</sup> we had a day long staff retreat with a virtual presentation from Adele Aparicio, LMFT and TIP Model Master Trainer; with a presentation on a different approach to wellness/self-care by prioritizing your own needs.

*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. Personnel Policies & Procedures*

No discussion noted.

**5. Board & Committees**

*A. Board Positions*

*i. At-Large Position*

At last month's meeting it was noted that an At-Large position is now open on this Board. Peterson added that she reached out to partner organizations and Heather Jeseritz, Community Services Director for United Community Action Partnership (UCAP) is willing to fill this role. With the unanimous consensus recommendation of this Executive Board, it will be brought to the Chief Elected Officials on September 22, 2021, for ratification to have Jeseritz fulfil the remaining term vacated by Pruess.

*ii. 2022 Election*

Corinne Torkelson, At-Large Position and Dawna Woodman, Parent, will be on the ballot in November.

*B. Full Collaborative Meeting*

*i. Next Meeting:*

The next Full Collaborative Meeting is scheduled for Wednesday, September 8, 2021, in the Kandiyohi County Health & Human Services Building, multi-purpose room with a Zoom virtual presence option at 10:00 a.m. We have scheduled the Addiction Services team from Carris Health who will be presenting on local outpatient medical treatment for patients with substance use disorders. Email reminder and informational materials will be sent to the full partnership soon.

*ii. December Meeting Date*

Due to possible conflicting meeting dates, Peterson asked if the December Full Collaborative scheduled in Glencoe should be rescheduled. It was noted to leave the meeting as scheduled and if needed find an alternative meeting location.

*C. Committee Reports*

No committee meetings were held in the month of August, except for the Parent Advisory Committee. No report given.

*D. Open Meeting Laws / Virtual Presence*

Discussion on Open Meeting Laws and virtual presence. A printed copy of MN Statute 13D.02 was distributed along with an excerpt from the MCIT (MN Counties Interagency Trust) latest bulletin which outlines Open Meeting Law.

*E. Strategic Planning*

*i. Annual Planning Retreat; Green Lake Bible Camp, Wednesday, September 22, 2021*

The Annual Planning Retreat has been scheduled for September 22, 2021, at the Green Lake Bible Camp in Spicer from 9:00 a.m. to 3:00 p.m. *Save the Date* and initial details have been sent through a *Calendar Invite* email to members of this Board, the CEO Board, and social services directors.

*a. Roadmap for the Next One – Three Years – Membership/Reserve Funding*

We plan to continue discussion started at the March 10, 2021, Chief Elected Officials Board meeting. We are currently in year five or the last year of allocated LCTS Reserve Funding. Deeper discussions in coming months and as part of the focus of the Annual Planning Retreat.

**6. Grants and Program Updates**

*A. LCTS (Local Collaborative Time Study)*

No LCTS discussion noted.

**B. Grants in Progress**

**i. Mardag Foundation**

PACT has applied for a grant from the Mardag Foundation to enhance the Connecting Families weighted blanket program and discretionary enhancement. We applied for \$17,000 to cover the costs of families need for educational, and functional needs as well as to cover costs for quilters/sewists, pellet filling, and material. We will be notified in November/December of this year.

**ii. Bremer Foundation**

A proposal to the Bremer Foundation for \$42,000 was submitted to cover costs of family facilitators time, mileage, and meeting costs to support the Connecting Families Program for calendar year 2022. We will be notified in November/December of this year.

**iii. Bernick's Family Foundation**

A grant to the Bernick's Family Foundation was submitted on August 31<sup>st</sup>. for \$15,000 to promote fun family physical activities in our region. The funding is to offset entry fees, transportation, etc. so families can be introduced to healthy activities right here in our communities.

All three above foundational grants were written support of the Connecting Families Program (CFP).

**C. Current Grant / Program Updates**

**i. SAMHSA System of Care – Journey to Independence**

The federal fiscal year is ending on September 30. We have met our numbers and goals ending the first year of the JTI grant.

**ii. Strategic Prevention Framework; Partnership for Success**

The federal fiscal year is ending on September 30. Evaluation has completed the Readiness Assessment that will drive the next four years of the grant.

**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 and due to the dynamics of the grant it would be best for the two counties who utilize it most to apply for their own funding. RFPs are being released soon.

**v. Connecting Families Program**

CFP is going very well with a combination of both in-person and Zoom meetings. We have applied for two 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.

**D. Other Program / Project Updates**

No "Other Program/Project Updates" discussion noted.

**7. Other**

Although the annual planning retreat is scheduled for September 22<sup>nd</sup>, the regularly scheduled Executive Board meeting will be held as planned on September 7<sup>th</sup>.

**Meeting adjourned by unanimous consent at 12:46 p.m.**

Respectfully Submitted, Jolene Lambert, Recorder

***The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, October 5, 2021; 11:30 a.m. with in-person in room 2075 of the KCHHSB and Zoom virtual platform options.***