

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, October 5, 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
Heather Jesseritz	At-Large Representative; Community Services Director, United Community Action Partnership	Absent	
Rae Ann Keeler-Aus	Social Services Representative; Director, Yellow Medicine Co. Family Svcs	Absent	

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 11:36 a.m.

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

1. Approval of Proposed Agenda

Winter 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

Mortensen moved to approve the September 2021 meeting minutes as presented. Veurink 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 September 2021 noted a fund balance of 2,413,338.22 with monthly interest earned at \$7.29 on checking and \$476.00 on mature CD interest through MAGIC Fund. Total revenue for was \$159,106.67 with expenditures totaling \$187,379.88. Balance sheets and itemized revenue/expense statements were presented for review, discussion, and approval.

ii. Discretionary Fund Update

There were \$1,450 in new approvals for September 2021. Total year-to-date Discretionary Grant disbursements is \$18,847.60 with a \$200,000 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.

Deterling moved to approve the financial reports ending September 2021. Winter 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 \$109,393.28 for September 2021; Deterling moved, Mortensen 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) will be on-site tomorrow October 6, 2021.

4. Personnel

A. General Staffing

i. Visa/Labor Certification

Peterson updated the Board on a situation concerning the application for labor certification. The filing of applications is the responsibility of the employer, not the employee. After extensive discussion on need, cost and allowability through public funds. This approval process is the responsibility of the CEO Board. Additional information will be obtained to answer questions and concerns brought forward at today's meeting; Peterson will then contact CEO Board Chair with a request for a special meeting.

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.

ii. F/T Family Liaison

We are currently advertising for a FTE Family Liaison position to replace current Family Liaison, Katie Ziehl whose last day with PACT is October 18, 2021.

C. Personnel Policies & Procedures

Our contract with Vinna Human Services will expire in October 2021 with a recommendation from Peterson to continue for another year. Deterling moved to renew the contract with Vinna Human Services. Winter second. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes.

5. Board & Committees

A. 2022 Budget (1st review)

The 2022 first draft budget was presented in projected breakdown of funds (i.e., grants vs. programs/LCTS, vs. general administrative). There is currently a 1% overall increase from prior year. with the main sources of funding continuing through SAMHSA with Journey to Independence, Partnerships for Success and Mental Health Awareness Training (MHAT). Discussion continued with the following points:

- The overall budget increased 1% going into 2022.
- General fund has revenues over expenditures of \$96,076 due to more administrative salaries and expenses being paid by federal sources; of that amount it is proposed to apply \$67,856 to the revenue shortfall in programs funded through LCTS (i.e., Wraparound, Connecting Families Program, Family Liaison, Youth Advisory Council and Parent Advisory Committee) and put \$28,220 into reserves.
- With the ending of the 7-year plan in 2021, and per discussion at the Planning Retreat on September 22, 2021; Discretionary and Discretionary Plus and Reserve Grants are allocated at \$100,000.
- An added \$8000 was included through LCTS for allow for discretionary funding for committees of PACT to promote mental health awareness.
- Technology upgrades were fully implemented in 2021 moving our network to a Cloud based system. The cost of Cloud based hosting is \$219 or \$72 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 in 2022 at an annual cost of \$712 fully paid by grants in the "Contracted Professional Services" line.
- Mileage increased 14.3% in 2022 with the anticipation that more face-to-face family meetings and committee meetings will take place in the new year. In addition, it is expected that the cost per mile will increase as well. We know that there will still be instances that a virtual connection will be as effective and fiscally responsible.
- Also in 2022 was the addition of the Youth Advisory Council. It is anticipated that YAC will begin slowly with six meetings planned with a total budget of \$3,050.
- There is an increase in projected LCTS by \$50,000 (from \$425,000 to \$475,000). Current earnings are coming in higher than estimated in 2021 with the pandemic not having as much of an impact on this fund as anticipated.
- Interest rates on investment in both Frandsen/LPL and MAGIC Fund have reduced again this year. Interest is based on the projected earnings specified on LPL/MAGIC statements.

Items Removed in 2022

- Family Group Decision Making moved from a PACT grant to Renville County Human Services grant in 2021 and is considered a contract recovery. Although PACT receives dollars through FGDM this program will be ending on 06.30.2022 reducing this year's budget by \$4,000 (2021= \$7000 / 2022= \$3000).

Payroll Related

- On January 1, 2021, 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.

2022 is anticipated to have 34 employees totaling 28.24 FTE with the addition of 4 grant/program funded positions as follows:

.2 FTE Peer Support Specialist, JTI grant		
.058 FTE McLeod Connecting Families Program		
.058 FTE Yellow Medicine Connecting Families Program		
.058 FTE Renville Connecting Families Program		
Total Grant Related Cost:	\$1,200.00	14%
Total LCTS Related Cost:	\$7,380.00	86%
Additional 4 positions / .374 FTE for a total of:	\$8,580.00	

- The budget presented to you is based on a 2% COLA.
- Health insurance premiums increased by 9% over prior year. Coverage will remain with Public Employees Insurance Programs (PEIP) with Blue Cross Blue Shield policies. This increase is proposed with an 4.5% increase to staff paid premiums and 4.5% to PACT. The total annualized impact to PACT is \$15,315 with staff taking on \$15,315 of the liability.
- Dental premiums increased 2% with an annualized impact of \$468 over prior year. All other benefits (i.e. Life, LTD, STD, etc.) remained status quo with no increases

Status Quo

- All grant funding that began in 2020/2021 with Journey To Independence (JTI), Partnerships For Success (PFS), Mental Health Awareness Training (MHAT) – all through US Dept of Health & Human Services Substance Abuse Mental Health Services Administration (SAMHSA) will continue into 2022 with slightly increased budgets. Grants through the MN Department of Human Services, Guia and Families Forever will also continue with status quo budgets.
- School-Based Social Workers continued status quo at 208 days with schools paying 75% of salary/benefits. Total category cost is \$819,072 with a \$572,748 return in contract recoveries and the remaining \$240,501 being paid through LCTS.
- Wraparound team allocations remain at \$6,000. Although only 14% of this allocation was spent in 2021 it is anticipated that with the elimination of Family Group Decision Making and more in person family meetings and needs there will be an increase in expenditures in 2022. A 1-FTE coordinator remains status quo. The entire program totals \$126,412 with no dedicated revenue source. Support for this program is a combination of LCTS and General Fund.
- Our Family Liaison will remain at 1-FTE serving families in all five-counties. Total cost of the Family Liaison is 97,206 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 General Fund.
- Connecting Families Program is coming in at a total cost of \$50,073. 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 three additional family facilitators 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 General Fund.
- The Parent Advisory Committee will remain status quo going into 2022. This committee found ways to remained active throughout the pandemic, and it is anticipated that it will remain active.
- PACT continues to contract human resources services through Vinna Human Resources at a cost of \$5,960 annually. This contract began in 2020 with no rate increases as of this time. This cost is built in the general fund, Contract-Professional Services.
- Yellow Medicine County Family Services will remain our fiscal host for LCTS purposes into 2022. 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 the same with schools at \$1.50 per student, counties at \$1.50 per capita, and non-profits/other organizations through a fee model.

Second review will be presented at the November 2, 2021, meeting. recommendation will be established to present to CEO Board on November 10, 2021.

B. Full Collaborative Meeting

i. Next Meeting

The next Full Collaborative Meeting is scheduled for Wednesday, October 13, 2021, at 10:00 a.m., at Project Turnabout in Granite Falls with a Zoom virtual presence option. We have scheduled Kathleen Kesteloot of Western Mental Health for a presentation on Circles of Security™. Email reminder and informational materials will be sent to the full partnership soon.

C. *Committee Reports*

Committees continue to meet in-person with a Zoom option.

D. *Strategic Planning*

i. Annual Planning Retreat; Green Lake Bible Camp, Recap

The Annual Planning Retreat happened on September 22, 2021, at the Green Lake Bible Camp in Spicer. Discussion on how to focus on what we should be looking at over the next three-years. What roles can we plan and who need to be involved; create a collective vision of success for the organization by looking closer at communication, data sharing and building community capacity through marketing and being visible to our partners and community.

6. **Grants and Program Updates**

A. *LCTS (Local Collaborative Time Study)*

i. ACEs Calendars for Renville County

Renville County ACES group has been working on positive messaging; developing a calendar with uplifting messages. The LAC (Local Advisory Council on children's mental health) has submitted a LCTS reserve grant application to distribute these calendars to the other PACT counties who will receive copies through school or other agencies; through funds put forth by Renville County all households in that county will receive a copy in the mail. They are asking for \$7,350 to pay the costs of printing calendars for the counties of Kandiyohi, Meeker, McLeod and Yellow Medicine. Winter moved to approve the LAC recommend LCTS application for the ACES Calendar Project for \$7,350 to produce and distribute positive messaging calendars. Mortensen second. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes.

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 31st. 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 ended on August 29 (not September 30 as stated in previous minutes). 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 August 29 (not September 30 as stated in previous minutes). 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.

v. Connecting Families Program

CFP is going very well with a combination of both in-person and Zoom meetings. We have applied for three 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**
No “Other” discussion noted.

Meeting adjourned by unanimous consent at 1:23 p.m.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, November 2, 2021; 11:30 a.m. with in-person in room 2075 of the KCHHSB and Zoom virtual platform options.