

**PACT for Families Collaborative**  
*Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine*  
**Executive Board Meeting Minutes**

**Room 2057 ~ Kandiyohi County Health and Human Services Building**

**Tuesday, June 1, 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	Present	In-Person
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present	Remote
Wendell Veurink	Mental Health Representative; Greater MN Family Services	Present	In-Person
William Deterling	Parent Representative; Renville County Resident	Present	Remote
Dawna Woodman	Parent Representative; Renville County Resident	Present	Remote
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools	Present	Remote
Kathleen Preuss	Social Services Representative; Director, Upper Sioux Community Social Svcs	Absent	
Rae Ann Keeler-Aus	At-Large Representative; Director, Yellow Medicine Co. Family Svcs	Present	Remote

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

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

Under Minnesota Statute 13D.021 the PACT for Families Executive Board has decided that an in-person meeting is not practical or prudent for all members because of a health pandemic. This meeting will be conducted both in-person and via video teleconference due to COVID-19 concerns. Virtual meeting instructions discussed.

**1. Approval of Proposed Agenda**

DeCathelineau moved to approve today's proposed agenda with the addition of 6.A.i. Willmar Foundation. Keeler-Aus second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Keeler-Aus yes, Deterling yes.

**2. Approval of Meeting Minutes**

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

**3. Fiscal**

**A. Month End Financial Reports**

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

Bank statements were not available in time for today's meeting. A fund balance of 2,617,327.63 was noted as an unreconciled balance.

**ii. Discretionary Fund Update**

There were no approved/pending Discretionary application in the month of May. Total year-to-date Discretionary Grant disbursements is \$4,400 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. Investment statements were not available in time for today's meeting.

*B. Review & Approval of Bills*

After review and discussion of payables totaling of \$105,130.04; Mortensen moved, Woodman second to approve bills for May 2021 as presented. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Keeler-Aus yes, Deterling yes.

*C. Other*

No “Other” discussion noted.

**4. Personnel**

*A. General Staffing*

The Somali Outreach position through the Guía grant has been offered and accepted by Amina Mohamed Kharie who will begin on June 7, 2021. This position will be 25 hours (.63 FTE) with the hopes of moving to full-time with the new fiscal year beginning July 1<sup>st</sup>, pending budget approval by MN DHS.

*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. Upcoming Staff Needs*

There are no additional staffing needs currently.

**5. Board & Committees**

*A. Full Collaborative Meeting*

The next Full Collaborative Meeting is scheduled for Wednesday, June 9, 2021, via Zoom. This meeting is a continuation from the May presentation by Alia on “The Human Need for Belonging” and “Building a New Way, Together!”. Email reminder and informational materials will be sent to the full partnership within the week.

*B. Committee Reports*

Monthly committee summary report was distributed and reviewed by the Board. Committees continue to meet via a Zoom platform with the next meetings 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 zoom meetings at the same time. The LAC will be meeting from 11:30 – 12:30 p.m. on that same day.

*i. LAC Budget*

Peterson proposed to have discussion on carving out funds for Mental Health Month promotions in the 2022 budget. In the past few years, it has been the 5-County LAC applying for discretionary grants to cover these promotional expenses. Proposing to look at incorporating into the overall budget for all committee's input in the profile-raising activities for mental health and stigma reduction. These discussions will continue during budget development in September and October of this year.

*C. Strategic Planning*

*i. Roadmap for the Next One – Three Years*

How do we want to move forward with 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.

*ii. 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.

**6. Grants and Program Updates**

*A. Grants in Progress*

*i. Willmar Foundation*

A proposal was submitted again this year to the Willmar Foundation to support TBRI Training, Trust-Based Relational Intervention®. This is a joint effort between Kandiyohi County Health & Human Services and PACT with the focus on how to bring the TBRI principles into your profession/practice. There will be trainings geared toward early childhood professionals and childcare workers and a separate training opportunity for therapists and mental health professionals across all sectors.

*B. Current Grant / Program Updates*

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

Journey To Independence is currently has a caseload of 18 (of a max of 30) with referrals continuing to come in. Peterson noted that she was invited to sit on the National Task Force on Transition Services.

*ii. Strategic Prevention Framework; Partnership for Success*

Evaluation is working hard on completing the Readiness Assessment that will drive the next four years of the grant.

iii. Guía

We are waiting on the final approval of our budget and workplan for continuation into the next two years which was submitted in May. The Outreach to the Somali Community position has been filled (see 4. Personnel above).

iv. FGDM (Family Group Decision Making)

No specific discussion noted.

v. Connecting Families Program

CFP is going very well with a combination of both in-person and Zoom meetings. After the success of the sensory movie event at the Century 9 Movie Theater in Hutchinson, a grant was submitted to the United Way of McLeod County to hold six more of these sensory events.

vi. Mental Health Awareness Training Grant (Kognito)

The process of getting Kognito into the schools is going slow. The Pandemic has put many limits on schools and created time barriers for teachers and administrators. Our staff Natalie Campos is working to follow-up with the districts in our region. It was suggested to have outreach to Parents to have access to Kognito as there are many resources and tools applicable to families as well.

vii. Family Permanency Support Services

Referrals continue to slowly come in. The grant and programming are going well with the first “Play at the Park” day for adoption/foster families planned for this upcoming Saturday.

C. *Other Program / Project Updates*

No “Other Program/Project Updates” discussion noted.

7. **Other**

No “Other” discussion noted.

**DeCathelineau moved to adjourn the meeting at 12:49 p.m. Veurink second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Keeler-Aus yes, Deterling yes.**

Respectfully Submitted, Jolene Lambert, Recorder

***The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, August 3, 2021; 11:30 a.m. Via in-person and Zoom virtual platform options. Meeting details will be forthcoming.***