

PACT for Families Collaborative
Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine
Executive Board Meeting Minutes
Tuesday, May 4, 2021

2021 Executive Board Members	Title	Status	
Corinne Torkelson (2021 Chair)	At-Large Representative; Kandiyohi County Health & Human Services	Present	Remote
MaryJo DeCathelineau (2021 Vice Chair)	Corrections Representative; Kandiyohi County Community Corrections	Present	Remote
Diane Winter	Public Health Representative; Director, Meeker County Public Health	Present	Remote
Wendell Veurink	Mental Health Representative; Greater MN Family Services	Present	Remote
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	Present	Remote
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	Remote
Brenda Peterson	Fiscal Host, Yellow Medicine Co. Family Services	Present	Remote
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	Remote

Meeting called to order by Board 2021 Chair, Corinne Torkelson, at 11:46 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 because of a health pandemic. The physical meeting location (Room 2075 of the Kandiyohi County Health & Human Services Building) is closed because it is not feasible to be open due to the health pandemic. This meeting will be conducted via video teleconference due to COVID-19 concerns. Virtual meeting instructions discussed.

1. Approval of Proposed Agenda

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

2. Approval of Meeting Minutes

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

3. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending April 2021 noted a fund balance of 2,245,354.14 with monthly interest earned at \$7.57 on checking through MAGIC Fund. Total revenue for April was \$121,422.75 with expenditures totaling \$253,954.16. Balance sheet and itemized income statement was presented for review, discussion, and approval.

ii. Discretionary Fund Update

There were no approved/pending Discretionary application in the month of April. 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. Current statements from each were distributed that outlined the investment fund, interest rate, maturity date, purchase price, and estimated value (interest earned) at maturity.

It was noted that there is \$10,380.94 interest in a cash account. In the past this Board has done a cash withdrawal of interest closer to year end, however should it be considered to withdraw more frequently or reinvest to earn more interest? Preuss moved, Keeler-Aus second to reinvest the \$10,381 short term in best interest-bearing CD. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes, Keeler-Aus yes, Deterling yes.

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

B. Review & Approval of Bills

After review and discussion of payables totaling of \$138,808.94 for April 2021; Keeler-Aus moved, Preuss second to approve bills for April 2021 as presented. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes, Keeler-Aus yes, Deterling yes.

C. Other

No "Other" discussion noted.

4. Personnel

A. General Staffing

No new staff, no current staff updates to be reported.

B. Current Open Positions

i. Somali Outreach (Guía CEMIG Grant)

The Somali Outreach position through the Guía grant continues to be open with advertising in progress. We are waiting on budget approval from MN DHS for next fiscal year to move this position from part-time to full-time. Interviews to be determined.

ii. 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.

D. Employee Handbook Updates – Human Resources Committee

The Human Resources Committee met at 11:00 a.m. today (Tuesday, May 4, 2021) to review the updated draft Employee Handbook and make a recommendation to the Executive Board for approval. The Employee Handbook was updated with the following changes:

1. Vision and Values updated per the Board Retreat in 2019.
2. Section 6: updated language per law added to MN Leaves that apply to employers with 21 or more employees that include: sick childcare leaves and leave for care of relatives, bone marrow leave, and safety leave-part of the women's economic security act (WESA), voting and military leave.
3. Section 7 PACT FOR FAMILIES POLICIES:
 - a. Added language for access to personnel file.
 - b. Added Social Media policy.
 - c. under Purchasing and Reimbursement... reimbursements for meeting/meal expenses will fall within the MN Commissioners Plan vs. set amounts.
 - d. Under Drug policy added language related to Medical Marijuana (or as prescribed). Also, under Drug policy added section on "drug or alcohol testing in accordance with the provisions of Minnesota law..." and consequences of positive test results, etc.
 - e. under the Phone Use While Driving section was added the language of MN Handsfree Law.
4. Section 8 ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY: clarified language and sentence structure to be clearer. added more defined language to Age, Color, Creed, Disability, Sex, Gender, Genetic Information, National Origin, Race, Religion, Sexual Orientation, Membership or Activity in a Local Commission, Familial Status, and Status about Public Assistance. Also added language to include vendors of PACT for Families and not just employees to reportable offenders.
5. Throughout the entire handbook there were misc. grammatical and sentence structure changes to make things clearer. They did not change the context of the information or policy already in place.

Torkelson noted that the Handbook that had been updated by Vinna Human Resources is being recommended for approval by the Human Resources Committee. With discussion on changes made and a recommendation to ask Viana to clarify or change the numbering outline of the book, Veurink moved to approve. DeCathelineau second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss yes, Keeler-Aus yes, Deterling yes.

5. Board & Committees

A. Full Collaborative Meeting

The next Full Collaborative Meeting is scheduled for Wednesday, May 12, 2021 via Zoom. For the next two Full Collaborative Meetings (May 12th and June 9th) Alia will be providing virtual trainings on "The Human Need for Belonging" and "Building a New Way, Together!". An information flyer on the trainings and background on Alia group was distributed for review.

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.

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? There was discussion on keeping the 2021 structure fluid and having deeper discussions come mid-year hoping to have a better picture of partner priorities and financial future.

6. Grants and Program Updates

A. Grants in Progress

- i. No current grants in progress

B. Current Grant / Program Updates

All grants are going forward as planned with no major delays due to the pandemic. Referrals are coming in for each of the programs with a lot of networking support in place.

- i. SAMHSA System of Care – Journey to Independence

No specific discussion noted.

- ii. Strategic Prevention Framework; Partnership for Success

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

- iii. Guía

Submitted our budget and workplan for continuation into the next two years. The Outreach position to the Somali Committee continues to be open.

- iv. FGDM (Family Group Decision Making)

No specific discussion noted.

- v. Connecting Families Program

No specific discussion noted.

- 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.

- vii. Family Permanency Support Services

Referrals are slowly coming in. The grant and programming are going well.

C. Other Program / Project Updates

No “Other Program/Project Updates” discussion noted.

7. Other

Discussed options to move to a face-to-face or hybrid option for our monthly meeting. Peterson noted that currently the policy of the Kandiyohi Co. Health & Human Services Building is no meeting room reservations till the end of the year. If anything changes or other options become available this dialogue can be brought back for discussion. There was also discussion on meeting at another location until such time we can meet in the KCHHSB again.

Peterson noted that the July 6th meeting is the day after the Independence Day holiday and had a short discussion on quorum and if we would have one. There was unanimous consensus by those in attendance to cancel the July 6th Meeting. With this cancellation the Board is still within in eight meetings per year obligation per the Bylaw’s.

Preuss moved to adjourn the meeting at 12:52 p.m. Keeler-Aus second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Woodman yes, Mortensen yes, Preuss 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, June 1, 2021; 11:30 a.m. Via Zoom virtual platform.