

PACT for Families Collaborative
Putting All Communities Together in the Counties of Kandiyohi, McLeod, Meeker, Renville and Yellow Medicine
Executive Board Meeting Minutes
Tuesday, March 10, 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
Rae Ann Keeler-Aus	At-Large Representative; Director, Yellow Medicine Co. Family Svcs	Present	Remote
Kathleen Preuss	Social Services Representative; Director, Upper Sioux Community Social Svcs	Present	Remote
Michelle Mortensen	School Representative; Superintendent, BLHS Public Schools	Absent	

Other Attendees	Title	Status	
Rochelle Peterson	Executive Director, PACT for Families Collaborative	Present	Remote
Brenda Peterson	Fiscal Host, Yellow Medicine Co. Family Services	Absent	
Jolene Lambert	Finance & Benefits Coord., PACT for Families Collaborative (Mtg Recorder)	Present	Remote

Meeting called to order by Board 2021 Vice-Chair, MaryJo DeCathelineau, at 10:06 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

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

2. Approval of Meeting Minutes

Mortensen moved to approve the December 2020 meeting minutes as presented. Winter second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Deterling yes, Woodman yes, Keeler-Aus yes, Preuss yes.

3. Election of Board Chair

The first meeting of the PACT for Families Executive Board tables the election of Chair for 2021. DeCathelineau called for volunteers or nominations for Chair of the Executive Board for 2021. Keeler-Aus nominated Torkelson. Second by Preuss. With Torkelson accepting the nomination and no further nominees' motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Deterling yes, Woodman yes, Keeler-Aus yes, Preuss yes.

Torkelson requested that a member of the Human Resources Committee assume a lead position. Keeler-Aus volunteered, and no further action or discussion took place.

[Torkelson assumed Chair position]

With today's action and the action of the January 2021 meeting the 2021 representing officers of the Board are as follows:

2021 Executive Board Officers	2021 Human Resources Committee
Corinne Torkelson, Chair	MaryJo DeCathelineau
Mary Jo DeCathelineau, Vice-Chair	Kathleen Preuss
Brenda Peterson (fiscal host), Treasurer/Investments	Rae Ann Keeler-Aus. Lead
	Wendell Veurink

4. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending January 2021 noted a fund balance of 2,144,871.40 with monthly interest earned at \$9.28 on checking and \$38,388.94 in 2020 interest earned through Frandsen Investments/LPL Financial. Total revenue for January was \$38,388.94 with expenditures totaling \$208,057.52. Balance sheet and itemized income statement was presented for review, discussion, and approval.

The month-ending February 2021 noted a fund balance of 2,251,466.57 with monthly interest earned at \$5.05 on checking. Total revenue for February was \$296,549.47 with expenditures totaling \$186,322.08. Balance sheet and itemized income statement was presented for review, discussion, and approval.

ii. Discretionary Fund Update

There were no approved/paid Discretionary applications in the months of January and February 2021. Total year-to-date and year ending Discretionary Grant disbursements is \$0 with a \$200,000 budget.

iii. Investment Holdings Report

Currently PACT has \$1,487,000 through Frandsen Bank, securities offered through LPL Financial and \$549,000 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.

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

B. Review & Approval of Bills

After review and discussion of payables totaling of \$143,959.77 for January 2021 and \$126,760.20 for February 2021; board member folders reviewed and accepted by Preuss, general expenses; Veurink, staff reimbursements; Winter, miscellaneous; Mortenson, stipends/non-staff reimbursements; and DeCathelineau, grant/program expenses. Mortenson reviewed file prior to meeting and in her absence sent email with agreement. Preuss moved, DeCathelineau second to approve bills for January and February 2021 as presented. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Deterling yes, Woodman yes, Keeler-Aus yes, Preuss yes.

5. December 2020 Meeting Minutes Adjustment

A. Item 3 C. Office Copy Machine

At the December 1, 2020, meeting it was motioned and approved to purchase a new copy machine from Loffler. The recorder put the purchase price in at \$7,285.12 which should have read \$7,934.72. The original motion was made by Keeler-Aus who confirmed she remembers the discussion was to include the fax module/buffer unit for the total purchase price of \$7,934.72. The December minutes and original bid was provided for review. Keeler-Aus moved, Preuss second to amend the December 2020 minutes correcting the motion to purchase the Cannon Image Runner Advance from Loffler for a total purchase price of \$7,934.72 which is to include the fax module/buffer unit. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Deterling yes, Woodman yes, Keeler-Aus yes, Preuss yes.

6. Employee Policy Review / Approval

A. Phones/Equipment

An update to the employee handbook on phone use policy was presented and reviewed. Language would read as follows in the Employee Handbook under Section 7 PACT for Families Policies, Part 5, Employer Information & Property:

Phone Use Policy

Employee may be loaned a phone from PACT for Families to use for PACT for Families business. These phones are strictly for PACT business use only. If a phone you are loaned is used for personal use you will be required to reimburse PACT for Families for any charges beyond the normal recurring charges or extra charges for PACT for Families related calls.

You are not to download apps, email attachments, web files, or any other items to a PACT for Families phone unless permission is given by your supervisor or PACT for Families Executive Director.

B. Discipline

An update to the employee handbook on discipline was presented and reviewed. Language would be added as follows to the current policy in the Employee Handbook under Section 4. Employment / 7. Discipline and under 5. Compensation and Benefits / 1. Compensation:

“All annual step increases may be put on hold if an employee is on a Performance Improvement Plan (POP) or any disciplinary action.”

Preuss moved, Veurink second to approve policy additions to Phone Use Policy and Discipline with language as presented to be effective as of today, Wednesday, March 10, 2020. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Deterling yes, Woodman yes, Keeler-Aus yes, Preuss yes.

Keeler-Aus moved to adjourn at 10:25 a.m. Preuss second. Motion unanimously carried by roll-call vote; Torkelson yes, DeCathelineau yes, Winter yes, Veurink yes, Deterling yes, Woodman yes, Keeler-Aus yes, Preuss yes.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Wednesday, April 6, 2021; 11:30 a.m. Via Zoom virtual platform.