

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, November 2, 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	Present	Remote
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	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	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 11:33 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, Woodman yes.

2. Approval of Meeting Minutes

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

3. Fiscal

A. Month End Financial Reports

i. Balance Sheet & Income Statement Presentation

The month-ending October 2021 noted a fund balance of 2,355,561.45 with monthly interest earned at \$3.97 on checking. Total revenue for the month was \$201,391.29 with expenditures totaling \$261,115.90. Balance sheets and itemized revenue/expense statements were presented for review, discussion, and approval.

ii. Discretionary Fund Update

There were \$7,000 in new approvals for October 2021. Total year-to-date Discretionary Grant disbursements is \$25,847.60 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.

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

B. Review & Approval of Bills

After review and discussion of payables totaling \$129,135.63 for October 2021; Winter 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, Woodman yes.

C. Annual State Audit (FY2020) Update

The annual financial audit with the Office of the State Auditor (OSA) continues to be underway. Auditors were on-site October 6, 2021, and a audit entrance took place on October 26, 2021, with Charles Ward and Chuck Kandel from the MN State Auditor's Office and Torkelson, Peterson and Jolene Lambert representing PACT for Families.

D. Fiscal Host 2020

Yellow Medicine County has graciously agreed to continue to be fiscal host of record, with Brenda Peterson continuing to be the key contact. The terms of the agreement remain the same at \$3000 annually.

E. Other

No "Other" discussion noted.

4. Personnel

A. General Staffing

i. Visa/Labor Certification

Peterson noted that the issue discussed last month regarding the Visa/Labor Certification was brought before the CEO Board on October 14, 2021. With the CEO approval we will be moving forward with certification process.

B. Current Open Positions

i. P/T Office Support

We are currently advertising for a P/T Office Support position to replace Natalie Campos who left PACT on September 30th to pursue her career at Willmar Public Schools.

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 was October 18, 2021.

iii. 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. Staff Personnel Committee Updates

The Staff Personnel Committee met on October 14, 2021, to discuss cost of living adjustments (COLA) to the staff wage scale and health insurance cost sharing. They are recommending a 2.5% COLA increase with a 50/50 split on the 9% premium increase to health insurance. The Staff Personnel Committee took into consideration the impacts to the grant budgets that are already in place with the grantor and the impacts of COLA and benefit increases to the school contracts and the overall impacts with health insurance increases.

B. Review and Recommendation for Approval of 2022 Budget.

The 2022 second draft budget was presented in projected breakdown of funds (i.e., grants vs. programs/LCTS, vs. general administrative infrastructure). 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 2.5% COLA as recommended by the Staff Personnel Committee.
- 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.

Deterling moved to approve the proposed 2022 budget for recommendation to the CEO Board on November 10th. Mortensen second. Motion unanimously carried by roll-call vote; Torkelson yes, Winter yes, Deterling yes, Veurink yes, Mortensen yes, Keeler-Aus yes, Woodman yes.

B. Full Collaborative Meeting

i. Next Meeting

The next Full Collaborative Meeting is scheduled for Wednesday, November 10, 2021, at 10:00 a.m., at the Renville County Office Building with a Zoom virtual presence option. Email reminder and informational materials will be sent to the full partnership soon.

C. Chief Elected Officials Board

The Chief Elected Officials (CEO) Board will be meeting on Wednesday, November 10, 2021, at noon following the Full Collaborative Meeting at the Renville County Office Building in Olivia.

D. Committee Reports

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. Committees are working to keep kids and families connected. Monthly committee summary report was distributed and reviewed by the Board.

E. Strategic Planning

At the retreat held on September 22, 2021, the membership and community outreach planning process were discussed at length. Revamping our collaborative process, asking for greater idea contribution from the membership while expanding through invitation into new sectors such as the business, faith, and cultural communities. Continue outreach efforts with partnership and continue to look for new ways to partner on projects. We will work on fine-tuning the current environment including the virtual environment by keeping social marketing on point and current.

PACT recognizes that to truthfully understand the community, we need to have representation from a larger number of sectors in the community. These expand the nominal public health, governmental, educational, and mental health organizations towards the business, faith, and cultural communities. We also realize that business community partners may be able to contribute towards our organization with a perspective and with resources we previously lacked.

F. 2022 Executive Board Election – Term Jan 1, 2022, to Dec 31, 2024

- Dawna Woodman, Parent Position. Woodman has given intent to run for this position for another term. Lori Anderson, member of the Parent Advisory Committee has also given intent to run for this position. Both names are on the ballot for the Parent position.
- Corinne Torkelson, At-Large position. Torkelson has elected to not run for another term. There is no name on the ballot.
- Heather Jeseritz, At-Large. Jeseritz was just appointed to the Executive Board on September 22nd, 2021, fulfilling the term of Kathleen “Kat” Preuss. Jeseritz will remain on the ballot for the upcoming term.

G. Other

Peterson noted that the Brain Conference is confirmed for April 21st at the Willmar Senior High School with keynote speaker Dr. Anton Treuer. Dr. Treuer is a professor of Ojibwe at Bemidji State University. Hi equity, education and cultural work has put him on a path of service around the region, the nation, and the world.

6. Grants and Program Updates

A. LCTS (Local Collaborative Time Study)

i. ACEs Calendars for Renville County

It was approved at last month's meeting to approve the request from the LAC to cover a portion of the Renville County ACES group calendars on positive messaging. The requested funding will allow the calendars to be distributed to the four other counties within PACT for Families.

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 were recently notified that we will not be funded through the Bremer Foundation.

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. We were notified that our application was chosen to move forward to the second phase.

All three above foundational grants were written in 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. This program was scheduled to end on June 30, 2022. We were notified that we will receive a one-year extension through June 30, 2023.

D. *Other Program / Project Updates*

No "Other Program/Project Updates" discussion noted.

7. **Other**

With the budget complete and ready to move forward, it was suggested to unscheduled the meeting on December 7th from the meeting calendar. Discussion let to unanimous consent to cancel the December 7, 2022, Executive Board meeting.

Meeting adjourned by unanimous consent at 12:51 p.m.

Respectfully Submitted, Jolene Lambert, Recorder

The next scheduled meeting of the PACT for Families Executive Board is on Tuesday, January 4, 2022; 11:30 a.m. with in-person in room 2075 of the KCHHSB and Zoom virtual platform options.