

Clay County Collaborative
Successful Partnerships building Successful Families
CCJPC Board Minutes
3:30 p.m. October 19, 2005
Meeting room 4, Family Services Center

In attendance: Ben Brunsvold (County Commissioners), Lisa Erickson (Moorhead School Board), Shelley Ford (Corrections), Shelley Guida (The Village), Lori Keblar (DGF School Board), Lanette Krinsky (Parent representative), Carol Ladwig (Moorhead School Board), Kathy McKay (Public Health), Joe Pederson (Lakes & Prairie Community Action), Rhonda Porter (Social Services), Dennis Schmidtke (City of Dilworth), Dawn Tommerdahl (Coordinator)

- I. Chair Ben Brunsvold called the meeting to order at 3:30 and introductions were made.
- II. The meeting agenda was approved with one addition: an update on the Chemical Health Division grant Public Health is applying for was added as III.D. (C. Ladwig/S. Ford)
Minutes from 21 September meeting were approved with one change: Pg. 2, item 6, 1st bullet -- change "four" to "five" in the final sentence. (J.Pederson/C. Ladwig)
- III. Project updates
 - A. *Re-entry Services* (Shelley Ford) Shelley reported that Re-entry Services is just beginning its second round of monies. Shelley just submitted the quarterly report for the project. Dawn or Shelley have copies if other board members want to see it. The project had to return \$70 unused to the state. They are in the process of doing 2-year synopsis report with a Becker County group as the control group to see if the project is reaching the outcomes as set. This study will show if they really are. The hope is that it will show that transition workers will keep kids from being placed outside the home again. It will also help the project team better assess needs and provide services. Dawn will post 2-year synopsis report on the Collaborative website when it is finished.
 - B. *Restorative Justice*: Jill was unable to join us today so she sent a 2-page report instead. Dawn will ask Jill if we can post it on the Collaborative website..
 - C. *Truancy Prevention*: Alex Ishaug submitted a short report which was distributed at the meeting. Shelley Guida updated the board on an issue that TIP has been working on the past couple of weeks -- FERPA compliance. In Moorhead, TIP staff couldn't exchange information with school personnel without getting a signed release from parents. Shelley clarified that according to state statutes, TIP staff can get referrals without releases because they are acting on behalf of the schools in the educational interest of the students. If TIP staff make home visits and work with the families in other ways, they must secure a signed release from parents if further information is to be exchanged. This is important for MA billing because TIP staff will not be able to get MA numbers from other entities.

D. Kathy McKay on *substance abuse prevention grant*. Kathy passed out information about the grant. Application deadline is October 28.

IV. Committee reports (45 minutes)

A. Finance

1. Financial report (Dawn T.)
 - a. The end of FY balance (August 31) : Unavailable at this time because bills are still coming in.
 - b. September/October activity. Dawn passed out a list of income and expenses reconstructed from binder of bills Rhonda kept during the transition. Dawn will add information from reports she received from Rhonda today. Concerning return of funds from the grant to Lakeland Mental Health for respite care, the board decided that since the money has been encumbered during the grant period, it should be left in the account until the deadline clients were given for spending the funds has passed. Rhonda will follow up with John Molstre from LMHC.
2. Plan for petty cash to pay parent stipends (Dawn T.)
Stephanie Dauenhauer will issue a check to Dawn for petty cash. Dawn will cash the check and keep it in a deposit bag or lock box in her office. When a parent attends a meeting, he/she will receive \$35 cash and sign for it in a standard receipt book. Dawn will keep track of the running total of the amount paid and balance remaining both on her computer and in the deposit bag. When she runs low on cash, she will get another check from the Auditor's office. The chair of the Administrative board can and should do a surprise audit on the petty cash twice a year. **Motion:** To provide Dawn with \$1000 in petty cash to be used for parent stipends. (L. Erickson/S. Guida/Approved unanimously)
3. Dawn outlined the procedures for paying bills agreed upon by the Finance Committee (see minutes from October 5 Finance Committee meeting)
4. Dawn outlined the procedures for transferring funds to employing partners agreed upon by the Finance Committee & the Auditor's office. (see minutes from October 5 Finance Committee meeting)
5. Progress on audit: Dawn has sent more information to Eide Bailly as they requested.

B. Update on Bylaws/governance agreement (Carol Ladwig): The committee has met four times in the past two weeks to revise the agreement. Carol passed out draft E of the bylaws showing changes to the old agreement and new wording. The bylaws will be voted on at the next CCJP Board meeting in November and if approved will take effect 30 days later. Discussion on p. 5: Who represents the county departments? Can one commissioner, for example, represent Corrections, Public Health, and

County Commissioners? It's up to the County Commissioners and heads of departments to decide. Remember that the Administrative group will do the management. Board members were urged to meet with their organizations before the November meeting and notify Carol of any changes or suggestions to be considered. The committee that has been working on new wording will meet again before the November board meeting if necessary. A motion to accept Draft E of bylaws was made and approved. (C. Ladwig/J. Pederson)

- V. Other:
LCTS (Jane Patrick, sent in email): Rhonda reported that training for Carol Beckstrom, Clay County's IVE specialist, will take place tomorrow. Rhonda, Carol, and Dawn will meet with Otter Tail Family Services Collaborative and Human Services representatives and Jane Patrick on November 1 to discuss IVE changes and implications. All LCTS agreements have been signed and have been turned in to DiAnn Robinson at DHS.
- VI. Report on progress of transition & discussion: See Dawn's coordinator's report.
- VII. Points of discussion
Question: Where will administrative funds come from in the future if we cannot use more than 15% of LCTS money for that purpose?
Answer: from the Integrated fund.
Suggestion: Communicate with DiAnn Robinson now that this will continue to be a problem in the future as our LCTS funding shrinks.

Meeting adjourned by consensus at 5:15.

Respectfully submitted,
Dawn Tommerdahl
Collaborative Coordinator