

Clay County Joint Powers Collaborative Board Minutes

3:30 PM, September 21, 2005
Room 4, Family Services Center

In Attendance: Ben Brunsvold (Clay County), Del Ellefson (City of Barnesville), Lisa Erickson (Moorhead ISD #152), Shelley Ford (Corrections), Lori Keblar (DGF ISD #2164), Lanette Krinsky (Parent Representative), Carol Ladwig (Moorhead ISD #152), Kathy McKay (Public Health), Larry Nybladh (Moorhead ISD #152), Joe Pederson (Lakes and Prairie Community Action), Rob Praska (Barnesville ISD #146), Dennis Schmidtke (City of Dilworth), Jerry Waller (Clay County); Carol Beckstrom, for Rhonda Porter (Social Services), and Barbara Eiden-Molinaro (Transition Project Manager)

1. Ben Brunsvold called the meeting to order and introductions were made.
2. The proposed agenda was reviewed. **Motion:** To approve the agenda as proposed. (S. Ford/K. McKay/Carried)
3. The minutes from the August 17 Board meeting were reviewed. Lisa Erickson pointed out she had also voted against the motion to establish a partnership fee of \$250 for Moorhead Schools and the County and \$100 for everyone else. **Motion:** To approve the August 17 Board meeting as corrected. (C. Ladwig/S. Ford/Carried)
4. Joe Pederson presented the financial report. Since the fiscal year just ended, a year end financial statement is not yet available. The Finance Committee will review the year end FY05 report and the report for the first month of FY06 as soon as they are available, and present them at the next board meeting.
 - As a result of discussion following the August meeting, the partnership fees were re-visited. Joe explained that these fees were proposed to make a contribution to the Integrated Fund to help cover meeting expenses. The willingness to pay this fee indicates a level of investment by the partners in the collaborative process. The question arose whether it was not more fair to change the fees to a one partner, one vote, one single fee. This would not be based on partner resources, but rather on votes within the Collaborative. This would mean the Moorhead Schools to the \$100 level of the other partners and increase the County to \$100 for each department that was a partner in the Collaborative. Ben objected to this increase from \$250 to \$400, assuming Correction, Public Health, the Sheriff's Office and Social Services were all Collaborative partners. **Motion:** All partners other than Clay County are charged a \$100 partnership fee, and Clay County will be charged \$250, irrespective of the number of departments who become Collaborative partners.. (J. Pederson/J. Waller/Carried)
 - Joe explained that without a Coordinator there is no process for approving payment of bills other than for the transition project, and suggested that until a Coordinator is ready to assume responsibility for paying bills, that Rhonda Porter be authorized to get Ben Brunsvold's approval and submit all bills for payment, which is the same process which transition project expenses are paid. **Motion:** To authorize Rhonda to process the bills for payment until the Coordinator is under contract and able to assume this responsibility. (J. Pederson/L. Erickson/Carried)
 - Carol Beckstrom shared copies of the letter of agreement between the Collaborative and the employing partners that Rhonda Porter had developed in consultation with Shelley Ford. Since there is already a contract in place between the Collaborative and Corrections for Re-entry Services, these letters are for The Village, to employ TIP staff, and with the Sheriff's Office, to employ Restorative Justice staff. The letters of agreement make clear the extent of

the Collaborative's financial responsibility for the program, and for the responsibility of the employing partner to ensure grant reports are submitted to the State as required. **Motion:** To approve the letter of agreement with The Village Family Service Center for the Truancy Intervention Program, and with the Clay County Sheriff's Department for the Restorative Justice Program. (J. Pederson/K. McKay/Carried)

5. Ben Brunsvold gave the report of the Executive Committee. Ben indicated he had provided Cynthia Sillers a letter of reference, and that all requests for reference for Cynthia be referred to Ben, per their agreement.
6. Ben Brunsvold introduced the discussion of the Collaborative's organizational structure. He thanked Carol Ladwig for the leadership she had taken to garner feedback regarding the governance level. Carol reviewed her proposal, which she indicated was based on the response to the issues she raised following the last Board meeting. The discussion resulted in consensus on the following issues:
 - The Executive Committee of the Governance Board will have one member and an alternate, rather than two members, as previously proposed. There was discussion regarding the establishment of five sectors, splitting the cities and the County. This will mean there will be five representatives from the Governance Board to the Executive Committee – from cities, county, education, non-profits and parents, and five representatives from the administrative level group, one from each sector, will advise the Executive Council on the recommendations of the administrative level group. **Motion:** To approve the four member Executive Council of the Governance Board. (J. Peterson/L. Erickson/Carried)
 - The Executive Committee will meet a minimum of four times a year, or as needed.
 - **Motion:** The Governance Board will consist of one representative of each of the partner organizations, including the cities, the County, education, non-profit partners, and parents with the number of members on the Governance Board equal to the number of members of the administrative level group. (L. Erickson/D. Ellefson/Carried)
7. Larry Nybladh presented the report of the Personnel Committee, which met with the Executive Committee to review proposals for coordination and interviewed independent contractors for the Collaborative coordination contract. The group reviewed the two proposals that were received prior to their meeting on August 31. They decided to interview both candidates and re-advertise over Labor Day weekend. Following the interviews, the group unanimously selected Dawn Tommerdahl's proposal. Dawn has been assistant professor of Norwegian and Scandinavian Studies at Concordia. The draft contract was reviewed. **Motion:** To authorize Ben Brunsvold to sign the contract for coordination services with Dawn Tommerdahl for \$59,500 through June 30, 2006. (L. Nybladh/L. Krinsky/Carried.)

Ben Brunsvold reflected on the diversity of the Board and the struggles it has had. He indicated that Dawn Tommerdahl appears to be clearheaded and business-like, an accomplished and a very strong person. He said he was highly hopeful that she can lead the Collaborative out of its history into a bright future.

Barbara Eiden-Molinaro reminded the group of the importance of staying the course and implementing the changes to which they had committed, including the commitment to communicate clearly and directly and be positively focused on the future. She suggested that Dawn Tommerdahl had significant career options and that she would need to be treated with respect; and the partners needed to work together positively, or they could not expect to retain Dawn or anyone of her caliber.

8. Carol Beckstrom presented the report from the Truancy Intervention Program Work Group:
 - The TIP Work Group met the previous day and discussed how to get involved with families of at-risk kids at an earlier stage to prevent truancy.
 - Social Services is working on a contract with The Village to bill for Child Welfare Targeted Case Management reimbursement, to reduce the LCTS share of the TIP budget. This arrangement will allow TIP to use LCTS funding to leverage other funding, as will be required by July 1, 2006, according to the policy adopted at the July 20 Board meeting. However, Carol reported, accessing these funds will require more family involvement with TIP staff, which is consistent with the changes the program is already committed to making.
 - The TIP Work Group requests the Board's permission to go over their computer budget line item by \$47. The budget was based on the best estimation of the cost of upgrading the existing computers and purchasing two additional computers for staff use. After the FY06 budget was approved, the quotes came in at \$47 more than the \$3000 in the budget. The computer line item is the only one which is not being administered by The Village, so there is no other line items which can be used to offset this additional cost. The computers are for use by staff in the Moorhead Schools, and District policy requires centralized purchasing by the District, so no money can be saved by working with a different vendor. **Motion:** To approve the TIP budget expenditure of \$47 in excess of the budget as approved. (C. Ladwig/J. Pederson/Carried)

9. Barbara Eiden-Molinaro provided an update on the federal changes affecting the LCTS funding. There as been no official word that the proposed rule change will take effect on October 1, but the Minnesota Department of Human Services is assuming it will, and are recommending that Collaboratives have signed agreements between County Social Services and the partners employing LCTS participants – the schools, Public Health and Corrections. This agreement is essentially an agreement to work together to implement the required changes.

10. The proposed timeline for implementation of the changes in the governance structure was presented by Carol Ladwig.
 - The Board will meet in October, November, and, if necessary, in December. Current officers and committees will stay in place until the first meeting of the new Governance Board in January, 2006.
 - The current Board will oversee the development and adoption of the new governance agreement necessary to support the new structure; help the new coordinator to become oriented; and oversee the Collaborative's finances; and learn to use the website for distribution of information.
 - All the potential partners identified earlier will be invited to pay the partnership fee and become a collaborative partner, appointing members to all the levels.
 - The administrative level group and the project work groups, problem solving work groups and system work groups will begin meeting as soon as members are appointed
 - Recommendations from the administrative level group will be brought to the current Board or its Executive Committee until January. The Board will respond in a manner consistent with the role of the Governance Board in the new structure.

Motion: To approve the timeline as proposed. (D. Ellefson/R. Praska/Carried)

11. Shelley Ford passed on a request by Rhonda Porter that if anyone knows of any LCTS grantees that have not turned in their final grant reports, they should be turned into Rhonda so that the payments can be made.

12. The meeting was adjourned by consensus. The next Board meeting will be held at the regularly scheduled time of 3:30 PM Wednesday, October 19. Materials will be sent out electronically prior to the end of the preceding week.