

# Clay County Joint Powers Collaborative Board Minutes

3:30 PM, August 17, 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), Shelley Guida (The Village Family Service Center), Lori Keblar (DGF ISD #2164), Lanette Krinsky (Parent Representative), Carol Ladwig (Moorhead ISD #152), Kathy McKay (Public Health), Brad Saville (CCC Representative), Dennis Schmidtke (City of Dilworth), Carolyn Strnad (Parent Representative), Jerry Waller (Clay County); and Barbara Eiden-Molinaro (Transition Project Manager)

1. Ben Brunsvold called the meeting to order and welcomed Dennis Schmidtke, representing Dilworth City Council, to the Board. Introductions were made.
2. **Motion:** To approve the proposed Agenda. (J. Waller/K. McKay/Carried)
3. **Motion:** To approve the minutes of the May 25 Board meeting. (L. Keblar/S. Guida/Carried)
4. Ben updated the group on Cynthia Sillers' contract, which he is requesting be extended through September 28 so that Cynthia can assist with the transition. **Motion:** To contract with attorney Pat Kenney to draw up an agreement to with Cynthia Sillers to modify her contract to continue through September 28 so that she might consult with the new coordinator and complete the work related to the last round of LCTS grants; and to authorize the Executive Committee to review and approve that agreement on or before August 31. (C. Ladwig/D. Ellefson/Carried). **Motion:** To extend the contract with the County for the office through September so that Cynthia has a place to work. (K. McKay/S. Ford/Carried)
5. Ben presented the recommendations from the CCC, which were recommended for adoption by the Executive Committee. **Motion:** To approve the following recommendations, as developed by the CCC and recommended by the Executive Committee:

**Recommendation #1:** Adoption of the Collaborative Vision developed as a part of the Planning Retreat: "Successful partnerships building successful families"

**Recommendation #2:** Adoption of the Collaborative Mission developed based on the work of the Planning Retreat: "Our mission is to work in partnership and collaboration to empower and provide opportunities for children and families."

**Recommendation #3:** Adoption of the Collaborative Core Values developed as a part of the Planning Retreat:

- We care about children and families
- We believe in collaboration and partnership
- We believe in early prevention, identification and intervention
- We believe in strength-based, family-centered services
- We believe in partnering with and supporting families
- We believe in accessible services
- We value education and training

**Recommendation #4:** Change the name of the Clay County Joint Powers Collaborative to the Clay County Collaborative to remove the power connotations and create a non-threatening name that is more welcoming and inclusive.

**Recommendation #5:** Establishment of a Collaborative Work Group to develop a plan to recruit, support and orient parents to serve on the Collaborative groups, and to provide training to service providers appointed to the Collaborative groups regarding how to effectively work with parents; and that appointed members have experience in recruiting, supporting and maintaining volunteers.

**Recommendation #6:** Establishment of a Disabilities Systems Work Group to coordinate the systems of care other than the children's mental health and transition systems, for those with disabilities ages 7-21, and to assign a parent representation to the Collaborative.

**Recommendation #7:** Establishment of a Prevention and Early Intervention Problem Solving Work Group to address the issues related to prevention, identification, screening and early intervention as identified as a Collaborative priority in the Planning Retreat.

**Recommendation #8:** Upon its creation, the Children's Mental Health Work Group be assigned responsibility for including two issues identified in the Planning Retreat in its FY06 Work Plan:

- a. Identification of and a strategy to address risk behaviors and unmet children's mental health needs, suicide attempts, and non-MA Rule 79 cases.
- b. Specialized training and support of parents, teachers and community members in the monitoring of mental health issues of youth in our community.

**Recommendation #9:** Creation of a Substance Abuse Problem-Solving Work Group to identify a strategy to address youth substance abuse – including the use of meth.

**Recommendation #10:** Upon its creation, the Disability Systems Work Group be assigned responsibility for including the issue identified in the Planning Retreat in its FY06 Work Plan: Specialized training and support of parents, teachers and community members in the monitoring of developmental or physical disability issues of youth in our community.

(B. Saville/L. Krinsky/Carried)

6. Ben presented the recommendation of the Executive Committee to adopt the organizational structure as proposed. **Motion:** To accept outline of organizational structure as proposed, with:
  - Committees (Planning and Evaluation and Parent Involvement), System Work Groups (Children's Mental Health, IIP Service Coordination, School-Age Disabilities); Project Work Groups (Family Support Model, Re-entry Services, Restorative Justice, Truancy Intervention) and Problem Solving Work Groups (Prevention and Early Intervention and Substance Abuse);
  - Administrative Group; and
  - Governing Board, with Executive Committee;and the description and membership as proposed for the Committees, Work Groups and Administrative Group. (L. Erickson/J. Waller/Carried)

No action was taken on the composition or responsibilities of the Governance Board due to lack of consensus over the composition of the Board. There was discussion regarding the role of partners mandated in Collaborative Statute, and elected officials. There was also concern about the size and role of the Board. Discussion will continue on these issues.

**Motion:** To invite the organizations listed as having had staff on the Focus Groups and/or having been involved in the transition meetings to become Collaborative partners. (D. Ellefson/S. Guida/Carried)

7. Shelley Guida reported that the Truancy Intervention (TIP) Work Group was unable to identify a collaborative decision-making process regarding the employing partner for TIP staff. The Work Group then asked the mental health providers on the work group that had expressed interest to meet and determine who would serve as the partner who employs the TIP staff. Access, Lutheran Social Service and The Village had expressed interest, but Access withdrew prior to the meeting. LSS and The Village reviewed the criteria developed to help them evaluate their capacity to do this on behalf of the Collaborative, and both agreed that each could provide the service equally well. They tossed a coin, which was won by The Village. The ads were placed at the direction of the work group prior to this decision, and there were 39 applicants. Alex Ishaug, by agreement of the Work Group, will continue on staff as coordinator. Three out of the other four staff have applied and have interviews scheduled. Shelley and Alex interviewed six applicants today and are scheduled to interview five more tomorrow. The staff will be in place by or close to the start of the school year. **MOTION:** To approve The Village Family Service Center as employing partner for the Truancy Intervention Program staff. (C. Ladwig/K. McKay/Carried)
  
8. Shelley Guida gave the report of the Personnel Committee.  
**Motion:** To approve the contract with Jane Patrick to provide LCTS Coordination services from January 1-June 30, 2006 for \$2000 to:
  - a. Maintain all records and documents as required by the Department of Human Services (DHS) for continued participation by the CCJPC in the LCTS program;
  - b. Serve as the primary source for LCTS information to all local partners, designated site contacts, recorders and time study participants;
  - c. Establish and maintain a network with all participating time study partners for administration of the LCTS. Such responsibilities would include oversight of all site contact and recorders (including back up recorders at each site), reviewing and revising participant lists and assisting with determination of participant eligibility;
  - d. Distribute logsheets, as provided by DHS, to on-site recorders in a timely fashion and provide follow-up regarding notices generated by DHS for outstanding logsheets and/or other late or missing information;
  - e. Meet all other deadlines and requirements as imposed by DHS concerning the LCTS program. Such requirements may include maintaining and updating the LCTS Coordinator's Handbook and dissemination of appropriate notices and information; completion of training verification forms and calendars; reviewing and monitoring Quarterly Analysis Reports as provided by the State and providing necessary training and follow-up as directly by the Quarterly Analysis Reports;
  - f. Ensure that training on the LCTS codes and definitions is provided to all participants and recorders prior to the time they begin participation in the time study, including providing necessary training materials and forms, as approved by DHS, to each participant in the LCTS. The CCJPC shall be responsible for the reproduction costs of all necessary training manuals and materials for distribution to participants;
  - g. Provide on-going support, information and assistance to LCTS participants, site contacts and recorders, upon request, in interpreting and understanding the code letters as described in the training materials, and/or acting as a liaison between the participant and DHS in answering questions raised by the participants concerning LCTS codes or processes;
  - h. Oversee and monitor the process for IV-E documentation to ensure that each partner who participants in the LCTS has adequate verification and documentation of Title IV-E claiming;
  - i. Attend all mandatory trainings and other meetings and conferences related to LCTS operations as hosted by DHS and/or the region, including participation in any meetings or discussions held with representatives of Claiming Group E;

- j. Ensure that all Payment and Reporting Agents attend mandatory training sessions as provided by DHS and ensure that training verifications are provided to DHS of all such training dates;
- k. Regular communication with the LCTS Fiscal Reporting and Payment agents for the CCJPC to ensure that reporting agents have up-to-date listings of time study participants as need for accurate reporting purposes;
- l. Regular communication with site contacts, recorders and participants on LCTS updates and information regarding how LCTS funds are being utilized within the Collaborative;
- m. Perform all other duties and responsibilities as designated by DHS or the CCJPC in relationship to the LCTS.

Fiscal and reporting responsibilities will remain with the agencies which have had those responsibilities.

(S. Guida/L. Erickson/Carried)

**Motion:** To authorize the Executive Committee to approve a contract for Coordination services so that the Coordinator can begin in mid-September. (S. Guida/L. Erickson/Carried)

**Motion:** To approve the Request for Proposals and advertisement copy for Coordination Services, with the addition of requirements stating the Coordinator must have a four year college degree and management experience.

9. Shelley Ford gave the Finance Committee report.

Partnership fees were discussed. The purpose of Partnership Fees is to help offset Collaborative meeting expenses and to require Collaborative partners to make a commitment of both staff time and money to the Collaborative. Carol Ladwig objected to the amount Moorhead ISD #152 was being asked to pay.

**Motion:** To adopt Partnership Fees of \$250 for Clay County and Moorhead ISD #152, and \$100 for all other Collaborative partners. (D. Ellefson/J. Waller/Carried, with one opposing vote by Carol Ladwig)

It was pointed out that notice had been received from Minnesota Counties Insurance Trust that the MCIT refund would be \$3207, compared to the \$3000 in the budget, and the cost of CY06 insurance would be \$6221 rather than the \$7949 in the budget. Jane Patrick's remaining contract of \$2500 through Dec. 31, and her contract for \$2000 for the rest of FY06 total \$4500, compared to the \$6000 budgeted. Jane indicated that her contract did not include the printing necessary for training, and the changes coming in LCTS may require additional training that was not included in her contract.

The Collaborative has received notice that the second quarter LCTS payment of \$183,180 (MA - \$95,911, V-E - \$87,269) which will arrive in late August or early September. This quarter's payment was not reflected in the anticipated FY05 year end balance, nor in the FY06 income projections.

There was a question raised about deficit spending. The Collaborative has close to a \$2M balance and with the cut in LCTS revenue to a projected \$116K, and a time limit on long LCTS money can be expended, deficit spending is will need to continue.

**Motion:** To adopt the FY06 budget as proposed with anticipated revenues of \$258,745 and expenditures of \$553,346, leaving an anticipated budget balance of at least \$1.6M with the most recent LCTS payment. (Shelley F./K. McKay/Carried with one opposing vote by Del Ellefson).

10. Time did not allow discussion of the transition project or LCTS reports, which were provided in writing. However, one item required Board action. **Motion:** Approval of website design and contract with the County to host the website. (K. McKay/L. Erickson/Carried)
11. The meeting was adjourned by consensus at 5:20 PM. The next Board meeting will be held at the regularly scheduled time of 3:30 PM Wednesday, September 21. Room 4 will be requested for this meeting. Materials will be sent out electronically prior to the end of the preceding week; however Work Group meetings will not be scheduled until the week of Sept. 19, so that the new coordinator can participate in each group's orientation.