

**Hennepin South Services Collaborative  
BOARD of DIRECTORS MEETING  
Wednesday, November 18, 2009**

**Eden Prairie Schools - Administration Building**

**MINUTES**

**Board Members Present:** Steve Devich, City of Richfield; Les Fujitake, Bloomington Schools

**Liaisons Present:** Denise Royer, City of Bloomington; Molly Koivumaki, City of Eden Prairie; Gretchen Durkot, Eden Prairie Schools

**Mandated Partner Board Members/Liaisons Present:** Rose Jost, Bloomington Public Health; Cecelia Howard, CAPSH

**Staff Present:** Daryl Coppoletti, Laurie Pennebaker

**Call to Order**

Chair Devich called the meeting to order at 3:10 p.m. when a quorum was present.

**I. Approval of Agenda**

**Coppoletti said that Revised 2010 Budget will be removed from the agenda. Durkot moved and Koivumaki seconded the motion to approve the revised agenda. Motion Carried.**

**II. Approval of Minutes – August 12, 2009**

**Koivumaki moved and Durkot seconded the motion to approve August 12, 2009 minutes. Motion Carried.**

**III. Research, Planning, and Coordination (RPC) – Daryl Coppoletti, Regional Planning Coordinator**

**• 2009-2010 Work Plan update**

Coppoletti reported on his work with research and planning. Coppoletti included in the packet the updated 2009-2010 Work Plan that gives a visual indicator of the status of Activities – dark pink indicates completed, salmon orange indicates either “substantially in progress” or “at least one event in a series of events completed with more to come,” and yellow indicates “in the beginning/exploration phases.” Since the last meeting, the Health/Mental Health Coordination Team completed and distributed their Primer outlining the mental health care resources available in South Hennepin; the Schools & Community Partnerships Coordination Team held a workshop for parents and educators to inform them of current technologies used by youth; and the Self-sufficiency Coordination Team hosted the annual Navigating the Waters workshop. The Coordination Teams have made considerable progress toward completion of the work plan. Coppoletti said he continues to assist MacDonald-Sexton with her work on coordination team planning.

Coppoletti then reported that the scheduled “brown bag lunch” meetings in each community occurred and had good turnout. Coppoletti discussed significant trends and changes in each of the three communities. He indicated that about 25 people attended each meeting. Coppoletti said that he posted the PowerPoint presentations for each community on the HSSC website.

Coppoletti mentioned that the census data has been updated again with another two years of data. He contemplated updating the community data books but ultimately decided it would not be a valuable use of his time unless he hears from the communities and providers that they would like this most recent information.

Coppoletti said he continues to track the mortgage foreclosure data as it comes available. He reported that the numbers of foreclosures have pretty much stabilized and may actually be getting a little higher after a year of decline. He thinks there may be another increase as Adjustable Rate Mortgage loans continue to come due and equity is unavailable to re-finance. Coppoletti said he will continue to analyze the data for continued updates for our communities.

#### **IV. Family Services Collaborative (FSC) – Laurie Pennebaker, Family Services Collaborative Coordinator**

##### **LCTS Updates**

- **2009 quarterly LCTS payments**

Pennebaker included the most recent LCTS payment chart in the packet. 2<sup>nd</sup> Quarter 2009 LCTS earnings totaled \$113,128, approximately 69% of the 2<sup>nd</sup> Quarter 2008 earnings. Pennebaker pointed out that the state has changed the payment calculation to the benefit of outstate counties which is a loss to Hennepin County earnings. Durkot explained that when school districts thought the LCTS funding may be terminated by the federal government, fewer new students were added due to the time and cost involved; but now that the LCTS funding is secure, the school districts will be ramping up their time study to increase LCTS earnings by identifying more eligible students. Jost explained that Bloomington Public Health claims only the MA portion of the LCTS. Also shared was a hand written letter from Emily Day thanking HSSC for approving LCTS grant dollars to the Richfield R.E.A.D.Y. program.

- **2010 LCTS Spending Plan** – Pennebaker included the abbreviated version of the 2010 LCTS Spending Plan recommendation from the CAT in the packet. The three page color coded version was sent in the email reminder explaining each program. Each community and Public Health submitted their requests to the LCTS Regional Team who met to put together a collaborative plan for the CAT to review. On October 1<sup>st</sup>, the CAT voted to recommend to the Board of Directors the spending of \$478,062 in 2010 on identified programs that improve outreach and early identification of children and families in need of services and intervene across service systems on behalf of families in South Hennepin.

**Jost moved and Howard seconded the motion to approve the 2010 LCTS Spending Plan.  
*Motion Carried.***

- **Richfield Community Council – \$6,671.17 additional LCTS funds to be spent in 2010**  
Pennebaker reported that final spending amounts from HSSC did not reach the Richfield Community Council in time for their community requests so they still have \$6,671.17 remaining to identify for spending in 2010. Jost said their group is in discussion on how they will request the funds be spent. She will bring the request to the CAT in February 2010.
- **FSC Governance Agreement** – the packet includes a copy of the Family Services Collaborative agreement with Hennepin County that will expire in March of 2010. Pennebaker asked the Board to approve sending the signed agreement to Hennepin County to extend the mandated partnership for another seven years. She explained that the other mandated partners all signed the agreement without an expiration date so those agreements are still valid.

**Durkot moved and Koivumaki seconded the motion to approve signing the HSSC Family Services Collaborative Agreement with our mandated partner, Hennepin County, for seven more years.  
*Motion Carried.***

- **2010 LCTS Interagency Agreement** – Pennebaker reported Hennepin County Commissioner Jan Callison convened the annual LCTS Financing Framework meeting to develop the 2010 allocation of LCTS funds throughout all Collaboratives in Hennepin County. HSSC representatives were in attendance to participate in the development of the 2010 financing framework. This agreement

describes the decision making structure and financial allocation applied to all entities participating in LCTS. Pennebaker asked the Board to approve this agreement signifying that all HSSC claiming entities endorse the agreement.

**Koivumaki moved and Howard seconded the motion to approve the 2010 LCTS Interagency Agreement.**

***Motion Carried.***

- **2010 LCTS Financing Framework Agreement** – Pennebaker explained this agreement sets the allocation of LCTS revenues for all Collaboratives in Hennepin County as developed at the annual meeting. From the LCTS earnings, the State of MN withholds 5%, Hennepin County withholds 5%, the Children's Mental Health Collaborative will receive 5%, The Alliance will receive 0%, and the remaining LCTS funds will be distributed to the Collaboratives. Pennebaker asked the Board to approve this agreement signifying that our Collaborative endorses the agreement.

**Durkot moved and Jost seconded the motion to approve the 2010 Financing Framework Agreement.**

***Motion Carried.***

#### **Homeless Prevention and Emergency Services Update**

A success story was included in the packets describing how VEAP helped a single mother in Richfield with one month rental assistance using HSSC's emergency service dollars until the young woman secured a second job which ensured her future housing stability. VEAP and PROP continue to assist an increasing number of families, affected by the economy, to remain stable in South Hennepin.

#### **Alliance Update**

The Alliance meetings are being held twice each year designed as forums. Pennebaker said the meeting in October was very well attended where Tricia Hummel from the MN Office of Justice discussed the federal stimulus funding that came through the state and how it was allocated, Howard presented the CAPSH programs, Susan Neis from Cornerstone presented the PAVE program, and Gloria Lundberg-Jorgenson presented the Hennepin County Regional Service Planning and Client Service Delivery Model. She said Gloria will distribute the official printed booklets at the next HSSC Board Meeting. The 2010 Alliance meetings will be May 20<sup>th</sup> and October 21<sup>st</sup>.

#### **V. Financial**

- **Review Disbursements**

Coppoletti showed a list of disbursements from 8/13/09 through 11/18/09 for Board review and financial oversight as directed by the auditors.

- **Balance Sheet and Profit & Loss**

Coppoletti presented both reports for review and financial oversight as directed by the auditors.

**Durkot moved and Howard seconded the motion to accept the financial reports.**

***Motion Carried.***

- **Coppoletti's Expense Report – August through October 2009**

**Jost moved and Royer seconded the motion to approve Coppoletti's Expense Report.**

***Motion Carried.***

**VI. Special Meeting in December** – Pennebaker handed out a copy of her letter of resignation effective January 31, 2010. She said this was a very difficult decision and is extremely grateful to have spent almost ten years with HSSC. Devich and Coppoletti decided to call a special meeting in December, either the 9<sup>th</sup>, 15<sup>th</sup>, or 16<sup>th</sup>, which will be held at the Richfield City Hall to discuss several options for HSSC to discuss several options to ensure that all of the valuable work Laurie carries out will continue to be accomplished in the most effective and efficient manner. Box lunches will be provided by HSSC.

Daryl will send an email notice to Board members and their liaisons so that there is good attendance. Royer asked when required reports come due from HSSC. Pennebaker said she set up the annual audit for January so that she could assist; the State Auditor Report is due after the HSSC Audit is completed and approved; the annual LCTS report is due in June. Devich suggested that it might be beneficial to contract with Pennebaker on an hourly basis for completion of HSSC required reports. Daryl said he has already started to put together potential budgets for continuing Pennebaker's work and will distribute these at the December special meeting.

**VII. Handouts**

Coppoletti provided handouts of CAT Meeting notes and Coordination Team Update in the packet.

**VIII. Next Regular Meeting**

- **Revised 2010 Budget**
- **Preliminary 2011 Budget**

**IX. Jost moved and Howard seconded the motion to adjourn the meeting at 3:58 p.m.**  
*Motion Carried.*

~ **Next Regular Meeting** ~  
**Wednesday, February 10, 2010**  
**3:00 – 4:30 p.m.**  
**Richfield Location – to be determined ...**