

**Hennepin South Services Collaborative
SPECIAL BOARD of DIRECTORS MEETING
Wednesday, December 9, 2009**

Richfield City Hall – City Council Chambers

MINUTES

Board Members Present: Steve Devich, City of Richfield; Mark Bernhardson, City of Bloomington

Liaisons Present: Denise Royer, City of Bloomington; Molly Koivumaki, City of Eden Prairie; Carol Huttner, Bloomington Prairie Schools

Mandated Partner Board Members/Liaisons Present: Gloria Lundberg-Jorgenson, Hennepin County; Karen Zeleznak, Bloomington Public Health; Marcy Harris, CAPSH

Staff Present: Daryl Coppoletti, Laurie Pennebaker, and Clare MacDonald-Sexton

Call to Order

Chair Devich called the meeting to order at 11:35 am, when a quorum was present.

I. Approval of Agenda

**Harris moved and Koivumaki seconded the motion to approve the agenda.
*Motion Carried.***

II. Approval of Minutes – November 18, 2009

**Koivumaki moved and Royer seconded the motion to approve November 18, 2009 minutes.
*Motion Carried. Lundberg-Jorgenson abstained.***

III. Family Services Collaborative Coordinator Position – Daryl Coppoletti, Regional Planning Coordinator

Coppoletti explained that he met with HSSC staff to bring all possible options to the Special Board Meeting in order to be completely transparent; he presented the Board with the discussion document to make decisions for the future of HSSC and the Family Services Collaborative Coordinator position.

- Coppoletti started by pointing out the pros and cons of **Decision #1: Does HSSC continue to be a Family Services Collaborative?** Harris said it should be a thoughtful process because as a regional collaborative, HSSC is in a better position to seek grants as well as to strengthen the partnerships in south Hennepin. She pointed out that it would be a disservice to each of the Partners, as well as the children and families that are served, to dissolve at this time. The group agreed that Harris had very well articulated the reason that HSSC should remain a Family Services Collaborative.

**Harris moved and Huttner seconded the motion for HSSC to continue to be a Family Services Collaborative.
*Motion Carried.***

- Coppoletti then moved on to Page 2 of the discussion document and **Decision #2a: What is the most effective and efficient way to ensure that the three “core functions” of the Family Services Collaborative Coordinator position are fulfilled?**

Coppoletti explained that there are two options: Option #1 would be to hire a new, full-time position which would keep one centralized position who could continue to support the Coordination Team Facilitator; however, this option would require ramp-up time and is the most expensive option. Option

#2 would be to increase Clare MacDonald-Sexton's hours from 10 to 12 hours per week to cover administrative support for activities of the three Coordination Teams and then separately fulfill each of the three core functions of the FSC position.

1. **LCTS Grant Management** – Option A would hire a new, part-time LCTS Coordinator but this would probably require ramp up time since they are most likely unfamiliar with the LCTS processes and procedures. Option B would contract with Curt Peterson (proposal is included in packet) who already has the knowledge and experience and currently coordinates The Alliance, the Minnetonka Family Services Collaborative, the Juvenile Justice Team, and the Hennepin County Children's Mental Health Collaborative; also, this is the least expensive option. Harris asked why the part time position has such a high pay rate in this economy and asked that it be reviewed. Coppoletti explained that HSSC works with the City of Richfield Human Resources Department to follow their pay grades and that he will work with the City of Richfield to ensure the pay rate corresponds to the duties involved in this potential position. Devich suggested that Coppoletti continue with an explanation of the remainder of the discussion document to give the Board a sense of clarity and connection for the entire plan before voting on each option.
2. **Emergency Services Contract Management** – Option A would shift the contracts to NWHHSC who is already administering these contracts for many other suburban communities but this shift would cause HSSC to lose the administrative income from the contracts. Option B would hire a new part time coordinator which would keep the work in HSSC, which our service providers prefer (enclosed letters of support for HSSC to keep the Emergency Services Contracts), but this person would again require time to learn the duties. Option C would contract with Pennebaker to keep the work in HSSC, which the service providers prefer since she already has established trusting relationships with them; also, Hennepin County would continue to see HSSC as a valuable partner and Pennebaker is already set up technologically to work remotely via VPN. Lundberg-Jorgenson commented that the county is moving toward this remote style of work with their staff.

Devich commented that he believes it would be a mistake to shift the contracts away from HSSC because this is a key role of our collaborative. Zeleznak asked Pennebaker if she is willing to continue this work to which she replied she is willing and able to sustain this work by using the VPN software. Harris said she would like HSSC to continue to explore other options during 2010 due to the fact that Pennebaker will be unable to continue the face time that is important to the providers. Devich said if the Board is unhappy with Pennebaker, the contract would not be renewed and HSSC would have all of 2010 to explore other options. MacDonald-Sexton acknowledged that Pennebaker has worked hard to make the Emergency Services Program at HSSC a success and looks forward to having her continue with these duties on a contract basis.

Coppoletti asked the Board if Option #1 which would hire a full time FSC Coordinator or Option #2 on Page 2 of the discussion document would be preferable. Huttner offered the option of having a current staff person from one of the partner agencies take this position, in addition to their current job. A drawback with this option is that in this position, this person would be required to attend numerous meetings which would not be the case for Curt Peterson who would split the hours into his multiple contracts. Devich said that this is a variation of the Option #1 and he reminded the group that this decision needs to be made in a timely manner; by contracting with a person for the identified duties, HSSC has the flexibility of replacing that person if he/she does not perform adequately, whereas if a person is hired, it is more difficult to replace them if they aren't a good fit. Devich pointed out that having the better part of 2010 to review the work of the independent contractors gives the Board an opportunity to take the best parts of this organization and move them forward with greater overall accomplishment. He said the independent contract will have a clause that gives HSSC the ability to withdraw from the contract if the agency is displeased with the contractors work. Zeleznak asked for further information about Curt Peterson. Huttner and Harris both stated they are confident that Peterson will represent HSSC well at all levels, works very efficiently, and will encourage collaboration to benefit HSSC. Lundberg-Jorgenson said he has multiple contracts with the county and they are happy with his work. Bernhardson suggested that in the case where there is a conflict of interest, Coppoletti would be able to represent HSSC.

Bernhardson moved and Koivumaki seconded the motion to enter into independent contracts in 2010, as a trial year, with Curt Peterson as his proposal outlines for LCTS Grant Management and Pennebaker as her proposal outlines for Emergency Services Coordination with the intention to explore other options during the year.

Motion Carried.

Devich asked Coppoletti to forward the independent contracts to him for review.

3. **HSSC Bookkeeping Duties** – Coppoletti explained the staff identified three options for the bookkeeping duties. Option A would hire a new, part-time bookkeeper which would maintain the separation of fiscal duties but may be hard to find a person willing to work only 5 hours per week. Option B would contract with a temporary firm for a bookkeeper which would require less hours but would still need to learn our system and would require more of Daryl's supervision. And Option C would have Coppoletti add this to his current duties which would lose some separation of financial duties and take away some time from his RPC duties, but he is already familiar with the software and HSSC's financial practices and procedures. Harris said there is great concerns in having Coppoletti reduce his time devoted to RPC which is an enormous value to HSSC and the Partners. She said CAPSH may be interested in helping out with this function. Bernhardson suggested the other partners may have the capacity to take on some hours in their finance department. Coppoletti ensured the Board that HSSC would compensate/reimburse any agency that takes on these duties. Bernhardson asked Coppoletti to email the Board Members and Liaisons the specifics of the bookkeeping duties so they can go to their finance department to inquire about taking this responsibility.

IV. Financial

Revised 2010 Budget – Coppoletti presented the revised 2010 Budget using the projected costs of Option #2 as decided above and a "place holder" for bookkeeping services. Once HSSC decides who will provide the part-time bookkeeping services, he will bring a re-revised 2010 Budget to the Board meeting in February.

Bernhardson moved and Huttner seconded the motion to approve the 2010 Budget as revised in Option #2.

Motion Carried.

V. Next Regular Meeting

- **Preliminary 2011 Budget**
- **Revised Financial Policies and Procedures**
- **County Regionalization Plan**

VI. Bernhardson moved and Huttner seconded the motion to adjourn the meeting at 12:50 p.m.

Motion Carried.

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