

**Hennepin South Services Collaborative
BOARD of DIRECTORS MEETING
Wednesday, February 10, 2010**

Richfield Public Schools – Administrative Building

MINUTES

Board Members Present: Steve Devich, City of Richfield

Liaisons Present: Denise Royer, City of Bloomington; Molly Koivumaki, City of Eden Prairie, also carrying the proxy vote of Gretchen Durkot, Eden Prairie Schools

Mandated Partner Board Members/Liaisons Present: Karen Zeleznak, Bloomington Public Health; Marcy Harris, CAPSH

Staff Present: Daryl Coppoletti, Laurie Pennebaker, Curt Peterson

Call to Order

Chair Devich called the meeting to order at 3:08 p.m. when a quorum was present.

I. Approval of Agenda

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

II. Approval of Minutes – December 9, 2009

**Harris moved and Zeleznak seconded the motion to approve December 9, 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 and MacDonald-Sexton's work with the Coordination Teams. 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, 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.”

Coppoletti then brought forward a recommendation from the CAT that the section of the Work Plan concerning Facilitator Forum activities and oversight be moved under the Health and Mental Health Coordination Team so that they can inform and guide the process of selecting topics and speakers, a process which has becoming increasingly difficult for MacDonald-Sexton to effectively and efficiently complete on her own. The Board discussed this idea and agreed that it made sense.

**Harris moved and Royer seconded the motion to move the Facilitator Forum activities in the 2009-2010 Work Plan to the Health and Mental Health Coordination Team.
*Motion Carried.***

Coppoletti then told the Board that he has recently been thinking about how HSSC can better serve and be more valuable to our Collaborative Partners. He said that he has two ideas on which he would like the Board's input. First, he told the Board about his idea to create a regional “research advisory group” that would meet semi-regularly to provide ideas, input, guidance, etc. for his research projects. He stated that he hopes this group would include fairly “high level” staff from various HSSC Collaborative

Partners who could both represent the interests of their organization as well as contribute meaningfully to the discussions around regional research. The Board then discussed how frequently this group would meet, who would represent Collaborative Partners in this group, and whether such input could be gathered electronically or with an annual retreat. Zeleznak suggested that some input and a measure of interest in being part of such an advisory group might be gathered through a short, electronic survey. Coppoletti then told the Board about his second idea of offering his data analysis, research and evaluation, survey design, etc. skills and services to HSSC's Collaborative Partners because most organizations lack both the personnel and expertise in data analysis and research methodology to undertake such projects for themselves. The Board discussed how this work would be prioritized, approved, etc. and ultimately suggested that this matter be included in the survey about the regional research advisory group so that the idea can be further explored and developed.

IV. Family Services Collaborative (FSC) – Curt Peterson, Family Services Collaborative Coordinator, and Laurie Pennebaker, Emergency Services Program Coordinator

LCTS

- **Updates**

Peterson reported that almost all of the 2010 LCTS agreements and 2009 Outcome reports have been returned and that first-half checks would be sent out in the coming weeks. He then reported that we have not yet been notified of the 4th Quarter 2009 earnings but that information should be coming soon.

- **Richfield Community Council “extra funds” allocation request**

Peterson then presented RCC's request to allocate the \$6,671.17 that was previously unallocated – this includes \$3,335.59 to VEAP, \$550.00 to Richfield READY, and \$2,785.58 to the Richfield Public Schools Welcome Center. Coppoletti clarified that this money was previously approved by the Board to be spent in 2010 but that RCC used an incorrect lower funding amount in their previous request for 2010 LCTS grants.

Harris moved and Zeleznak seconded the motion to approve RCC's request to allocate \$6,671.17 of funds that were not included in their previous request.

Motion Carried.

- **Bloomington Public Health carry-over request**

Peterson presented Bloomington Public Health's request to carry-over \$1,467.93 of 2009 funds to be spent in 2010 for the Obesity Prevention First project. Zeleznak indicated that these funds were intended to be spent in 2009 for work with the Richfield Multi-cultural Resource Center and La Mision Center but were not due to decreased activities of both partner organizations. BPH would now like to use these funds in 2010 in conjunction with their work on the State Health Improvement Project (SHIP) and their work with parents in Richfield.

Koivumaki moved and Royer seconded the motion to approve Bloomington Public Health's request to carry-over \$1,467.93 of 2009 LCTS funds to be spent in 2010.

Motion Carried.

Alliance for Families and Children & Children's Mental Health Collaborative Updates

Peterson reported that the Alliance has decided to spend down its reserve over the next three years and is no longer receiving any LCTS funds. He also reported that the Alliance meetings for 2010 are scheduled for May 20th and October 21st. Peterson then reported that the Children's Mental Health Collaborative has invested \$2.8 million in various community initiatives and has a remaining fund balance of approximately \$800,000 for which they are currently surveying members on options as to how that money could be spent. He also reported that they will be launching a new website this Spring and will be awarding \$18,000 in scholarships for children's mental health trainings. Royer asked for clarification on who can apply for the scholarships and Peterson indicated that they are for both staff and community members to attend trainings as well as agencies to put on trainings. Peterson then indicated that he will send Coppoletti the application criteria for the scholarships so that he can send it out to HSSC's collaborative partners and community.

Homeless Prevention and Emergency Services Update

Pennebaker highlighted the Emergency Services/Homeless Prevention Success Story in which PROP provided multiple services to a single mother who struggles with mental health issues and maintaining her employment and housing. PROP was able to stabilize her housing, get her into a support group, and help her family with youth scholarships, their holiday program, and school supply drive.

V. Proposal to fulfill bookkeeping duties for HSSC

Coppoletti reported that an agreement has been reached with Bloomington Public Schools to have a staff-person in Community Education fulfill our bookkeeping duties for up to four hours per week. Coppoletti then distributed the first two pages of the draft professional services agreement which contains the relevant terms and duties sections.

Zeleznak moved and Harris seconded the motion to approve the agreement with Bloomington Public Schools to fulfill HSSC's bookkeeping duties.

Motion Carried.

VI. Financial

- **Letter from Baker Tilly Virchow Krause re: 2009 Audit**

Coppoletti distributed a letter from Baker Tilly Virchow Krause that informed the Board about the 2009 audit. He explained that there is no official action required and that the letter invites input about various aspect of the audit. If any Board Member wants to respond, the phone number and email address are provided in the letter.

- **LMCIT Liability Coverage Waiver Form**

Coppoletti reported that this is the same form required each year to secure liability insurance from the League of Minnesota Cities Insurance Trust and it has been previously reviewed by the Bloomington City Attorney who has always recommended **not** to waive the limits on tort liability.

Harris moved and Zeleznak seconded the motion to not waive the monetary limits on tort liability.

Motion Carried.

- **2009 Budget vs. End-of-year Actuals**

Coppoletti distributed a comparison of the last approved 2009 Budget and the actual 2009 expenditures for Board review. He noted that the actual deficit for 2009 was very close to the approved deficit even though our income was slightly lower than expected because we also had slightly lower expenses. Overall, we ended the year with a deficit of \$77,266 and an HSSC 4M Fund Reserve of \$344,707.

- **Review Disbursements**

Coppoletti showed a list of disbursements from November 19, 2009, through February 10, 2010, 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.

Koivumaki moved and Zeleznak seconded the motion to accept the financial reports.

Motion Carried.

- **Revised 2010 Budget**

Coppoletti presented the revised 2010 Budget to the Board and indicated that: 1) estimated interest incomes were reduced based on 2009 earnings; 2) bookkeeping expenses were reduced to reflect an impending agreement with Bloomington Public Schools; and 3) several operating expenses were adjusted based on 2009 actuals. The net effect is a reduction of the projected deficit to \$60,446.

Harris moved and Koivumaki seconded the motion to approve the revised 2010 Budget.

Motion Carried.

- **Preliminary 2011 Budget**

Coppoletti presented the Preliminary 2011 Budget to the Board with the assumptions of: 1) a 3% increase in both City contributions and staff salaries (both of which were 0% from 2009 to 2010); 2) the continuation of contracts for LCTS grant management, ESP contract management, and bookkeeping services for the entire year; and 3) comparable operating expenses to past years. The bottom line is a projected deficit of \$59,831.

The Board decided to table the approval of the Preliminary 2011 Budget until more information on the fiscal situation of the three member cities would be known.

- **Coppoletti's Expense Report – November 2009 through January 2010**

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

Motion Carried.

VII. Handouts

Coppoletti provided CAT meeting summaries, a Coordination Team Update, and fliers for two upcoming events in the packet.

VIII. Next Meeting

- **Presentation of 2009 Audit**
- **Daryl's annual performance review**

IX. Devich adjourned the meeting at 4:13 p.m.

**~ Next Meeting ~
Wednesday, May 12, 2010
3:00 – 4:30 p.m.
Bloomington Location TBD ...**