

**Hennepin South Services Collaborative**  
**BOARD of DIRECTORS MEETING**  
Wednesday, February 11, 2009

**Eden Prairie Housing & Community Services**

**MINUTES**

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

**Mandated Partners Board Members Present:** Rose Jost, Bloomington Public Health; Susan Bongaarts, Hennepin County

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

**Staff Present:** Daryl Coppoletti

**Call to Order**

The meeting was called to order at 3:10 p.m.

**I. Approval of Agenda**

**The motion was made and seconded to approve the agenda.**  
***Motion Carried.***

**II. Approval of Minutes – November 12, 2008**

**The motion was made and seconded to approve August 13, 2008, minutes.**  
***Motion Carried.***

**III. New HSSC Board Chair – Steve Devich, City Manager, City of Richfield**

Bernhardson asked Devich to accept the nomination for HSSC Board Chair – Devich agreed. He requested that a quorum be present at 3:00 p.m. in order to begin meetings on time.

**The motion was made and seconded to elect Devich to the position of HSSC Board Chair.**  
***Motion Carried.***

Nominations are open for the vice chair position. Coppoletti asked Fujitake to accept the nomination and he was unable to accept. Fujitake suggested the by-laws be examined to see if a liaison is eligible to serve as Vice Chair. Bernhardson said it is fine with him to ask Zeleznak to accept the nomination. Coppoletti will call Zeleznak before the next board meeting.

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

- **2009-2010 Work Plan update**

Coppoletti reported on his work with research and planning. He said he has been pulling and analyzing the U.S. Census Bureau's "American Community Survey" data from 2005-2007 for our three communities. This dataset was released to the public in early December and contains many of the demographics that were in the Census data books that HSSC distributed in December 2006. Coppoletti's intention is to update as many charts in those data books as he can with this newest data. He explained that because it is a random survey of households, it has a certain "margin of error" associated with it that complicates analysis and presentation of findings. To illustrate these issues and give the group an idea of what the new charts will look like, Coppoletti distributed three sample charts

for Bloomington and reported that he has finished the charts for the first seven chapters and is currently working on chapter eight. He said the CAT suggested that rather than waiting to release this new data until all chapters of the data books are completed, it would be greatly beneficial to get the new data ASAP. Coppoletti agreed to distribute each *draft* chapter as soon as he completes them and added that this method would also allow any comments, feedback, and corrections from collaborative partners to be incorporated in the final version before distribution.

Coppoletti said he continues to obtain and analyze mortgage foreclosure auction data from the Hennepin County Sheriff's website – he has found that foreclosures are dropping significantly. In the last several months, there has been a dramatic decline in the number of foreclosures in both Minneapolis and the Suburban communities. The peak hit in mid 2008. Koivumaki said that the second wave of foreclosures might begin as jobs are being lost. She is already reporting more calls in Eden Prairie. Coppoletti said he will distribute updated information in the next few months if he sees anything change in the trends.

Coppoletti said his next project will be to pull the latest JOBS NOW Coalition data on “livable wages” and to update the four family type factsheets that were distributed about two years ago. These fact sheets detailed what four different family types needed to earn in order to cover basic expenses and then compared those amounts to the average wages for various common jobs. It was especially apparent for a single mom with one child who needed to earn \$18/hour.

- **Approval of revised 2009-2010 Work Plan**

Coppoletti distributed the draft of an additional item for the 2009-2010 Work Plan. This item includes the planning and facilitation work that Clare MacDonald-Sexton does for the semi-annual Facilitator Forums. She is currently planning an *Ethics: Working With Families and Children Forum* for April 21<sup>st</sup>. The CAT recommended approval of the revised Work Plan by the Board of Directors.

**It was moved and seconded to approve the revised 2009-2010 Work Plan.**

***Motion Carried.***

**V. Family Services Collaborative (FSC) – Laurie Pennebaker, FSC Coordinator – report given by Daryl Coppoletti in the absence of Pennebaker**

**LCTS Updates**

- **Financing Framework, Interagency Agreement, & Collaborative Agreement**

Coppoletti directed attention to the 2009 LCTS Financing Framework, the 2009 LCTS Interagency Agreement, and the DHS Collaborative Acknowledgment. He noted that the only change from previous years is that the Alliance will not receive any administrative withholding from LCTS earnings in 2009. The CAT recommended the approval of all three documents by the Board of Directors.

**The motion was made and seconded to approve the 2009 Financing Framework, the 2009 Interagency Agreement, and the DHS Collaborative Acknowledgement.**

***Motion Carried.***

- **2008 quarterly LCTS payments**

Coppoletti directed the group's attention to the corrected payment chart. He explained that the Medicaid portion of the LCTS payment in the first and second quarters of 2008 was now included in the quarterly payments and pointed out the third quarter earnings, which were 93% of the same quarter last year. The additional spending of the first quarter 2008 Medicaid portion of the payment, equaling \$84,874, for locally approved programs will be determined locally and then taken to the Regional LCTS Review team. Discussion followed regarding the future participation of schools in the time study; staff time, additional requirements, amount received were all topics that may have an impact on future participation. If schools discontinue participation, any earned but unspent LCTS dollars in reserve will be lost, so all three schools plan to continue participating at this time.

- **Bloomington Public Health – 2008 LCTS funding carry-over request**

Coppoletti explained that Bloomington Public Health submitted a request to carry over unspent LCTS dollars into this year. Jost explained that since the Family Home Visitor staff person was out for medical reasons three times during 2008, the payment for her time was reduced in addition to other staff being very fiscally responsible so that LCTS funds last longer. The CAT recommended the approval of this carry-over request by the Board of Directors.

**The motion was made and seconded to allow Bloomington Public Health to carry over \$4,171.15 in LCTS funding from 2008 into 2009.**

***Motion Carried.***

#### **Alliance update**

Durkot and Huttner reported that the Alliance will continue to meet at least three times per year existing on their surplus funds to support cross-coordination in Hennepin County. The next meeting is scheduled for May. The Obama administration has already extended the moratorium on LCTS Medicaid funding reduction to June 30<sup>th</sup> of this year and the hope is that either the moratorium will be extended indefinitely or the reduction will be eliminated all together so that Medicaid funding will remain in our earnings. Also, the Alliance has agreed to draft a position paper to DHS asking that a special LCTS audit not be required for Family Services Collaboratives.

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

An update on the Homeless Prevention and Emergency Services contracts with Hennepin County is included in the packet. The success story describes how an Eden Prairie single mother, experiencing a financial crisis, was able to receive assistance from PROP using the emergency funding administered by HSSC and food shelf support, as well as many other resources, to help stabilize the young family in the community; without this emergency assistance, this family would likely have ended up in county shelter and the children would have been uprooted from their home and schools.

### **VI. Financial**

- **LMCIT Liability Coverage Waiver Form** – Coppoletti reported that this is the same form required each year to secure liability insurance and it has been previously reviewed by the Bloomington City Attorney who has always recommended not to waive the limits on liability.

**The motion was made and seconded to not waive the monetary limits on liability.**

***Motion Carried.***

- **2008 Budget vs. End-of-year Actual**

Coppoletti said he compared the last approved 2008 Budget to the actual expenditures for Board review. He noted that additional Hennepin County income for RPC and additional contract management fees for the homeless prevention contracts increased our income. Also, since the expenses were not as high as originally budgeted, the result was a \$19,705 surplus.

- **Review Disbursements**

Coppoletti showed a list of disbursements from 11/13/08 to 2/11/09 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.

**It was moved and seconded to accept the financial reports.**

***Motion Carried.***

- **Revised 2009 Budget and Options for Reducing Deficit**

Coppoletti pointed out on the 2009 Budget that 1) there will be no income from Hennepin County for RPC, 2) he is expecting some LCTS administrative rebates from the state and probably the county but that amount will be unknown until we receive the first quarter LCTS earnings, 3) interest income is

substantially lower because of the very low interest rate currently being earned on our money market account, and 4) staff expenses are slightly reduced to reflect Richfield's policy to forego the cost of living increase until April; the currently projected deficit is now \$112,231.

Coppoletti reviewed the options he outlined at the November Board meeting to either increase income or reduce expenses. Discussion followed. All three communities, Hennepin County, and Bloomington Public Health agreed that their budgets were all being cut and that everyone is doing their part to keep going. Questions about freezing HSSC salaries, reducing hours, increasing responsibilities, and collaborating with NWHHSC were all discussed. Devich explained that HSSC mirrors Richfield policy and he advises that we continue to follow their policy. It was suggested that HSSC be watchful for grant opportunities especially for the Coordination Team work. The group recommended that HSSC stay the course, continue full-time hours, work effectively and efficiently, and to continue to use the reserve funds to cover the deficit in the immediate future.

**The motion was made and seconded to approve the Revised 2009 Budget.**

***Motion Carried.***

- **2010 and 2011 Budget Projections**

Coppoletti explained that Bernhardson asked him to put together projected budgets for future years. His chart shows the projections for 2010 and 2011 and assuming typical increases in both income and expenses, with no additional income via grants, increased city contributions, etc., the current reserve fund would last through 2011. Bernhardson commended Coppoletti's work and recapped the questions that the Board will have to address in the future: Where do the partners find value in the work of HSSC? Can they contribute more sometime in the future? Are there grants available to help fund HSSC? Is it time for the agency to fold? Discussion followed with the agreement to further discuss these issues in future meetings.

- **Coppoletti's Expense Report – November 2008 through January 2009**

**It was moved and seconded to approve Coppoletti's Expense Report.**

***Motion Carried.***

## **VII. Daryl's Annual Performance Review**

The Annual Performance Review is in compliance with the City of Richfield policy and is required to be completed annually. Bernhardson has received evaluation comments from Board Members for Coppoletti and will send out for review and feedback. He will then call for a special Board Meeting prior to the regularly scheduled May meeting to complete this process for the City of Richfield.

## **VIII. Next Meeting**

- **Preliminary 2010 Budget**

## **IX. It was moved and seconded to adjourn the meeting at 4:30 p.m.**

***Motion Carried.***

**~ Next Meeting ~  
Wednesday, May13, 2009  
3:00 – 4:30 p.m.  
Richfield Public Schools – School Board Meeting Room**