

**Hennepin South Services Collaborative  
BOARD of DIRECTORS MEETING  
Wednesday, February 13, 2008**

**Bloomington Public Schools – Educational Services Center (Room 601)**

**MINUTES**

**Board Members Present:** Barbara Devlin, Les Fujitake

**Mandated Partners Board Members Present:** Karen Zeleznak, Bloomington Public Health; Gloria Lundberg-Jorgenson, Hennepin County

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

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

**Call to Order**

Devlin called the meeting to order at 3:05 p.m. and Fujitake welcomed the group to Bloomington Schools.

**I. Approval of Agenda**

**Zeleznak moved & Fujitake seconded the motion to approve the agenda.  
*Motion Carried.***

**II. Approval of Minutes – November 7, 2007**

**Zeleznak moved & Fujitake seconded the motion to approve November 7, 2007 minutes.  
*Motion Carried.***

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

• **Hennepin County contracts for 2007 – RPC**

Coppoletti reported that on the last day of budget hearings, HSSC was added to the Hennepin County Human Services and Public Health Department's 2008 budget to fund our regional planning efforts. He had attended several meetings with County Commissioners and their staff to advocate for RPC funding to be included in the 2008 County budget. The day before the last hearing, he was told by Commissioner Dorfman's staff that Commissioner Opat would be offering an amendment to partially fund the NWHHSC and that she would offer a friendly amendment to include partial funding to HSSC. Ultimately, the Commissioners approved six months of funding for HSSC in the amount \$40,000. Coppoletti met with Commissioner Dorfman after the last hearing and she suggested he meet with Kristine Martin, Director of Research, Planning, and Development, to help Hennepin County staff better understand what research and planning agencies contribute to the county. Richard Johnson sent Coppoletti a letter explaining that County staff would contact him and there would be a process that would be followed to set up meetings. Devlin suggested Coppoletti ask what HSSC must fulfilled in order to get the remaining six months of 2008 funding. Lundberg-Jorgenson told us that she brought the entire stack of HSSC reports/studies to the attention of Kristine Martin to demonstrate the value HSSC brought to the county for a fairly small price.

- **2007-2008 Work Plan update**

Coppoletti said that he sent out the completed foreclosure report written in collaboration with Northwest Hennepin Human Services Council (Rachel Fang). Coppoletti pulled monthly lists of addresses of foreclosures which he then geocoded, mapped, and crunched the numbers to show the trends of rising foreclosures in suburban Hennepin County. The report details the widespread effects of foreclosures on the cities and communities. He will put the report on the HSSC website, [www.hsscmn.org](http://www.hsscmn.org). Zeleznak said there are other issues connected to foreclosures, such as water shut-offs, that the City of Bloomington is seeking preventive measures in order to catch it before it gets to that point. She also thought Coppoletti should contact the Sun Current to get the foreclosure report information out to the communities. Devlin said the Star Tribune should also be contacted. Farris reported that the City of Richfield sometimes inserts resource information in the water bill.

Coppoletti said Rachel Fang has indicated that the NWHHSC would like to set up several community meetings regarding suburban foreclosures; however, he stressed that these meetings need to have a clear focus and objective, be productive, and move solutions forward. Koivumaki reported that the City of Eden Prairie is working with HUD & CAPSH to seek help with foreclosure prevention using Community Development Block Grant dollars, without putting the City of Eden Prairie at risk for losing their funding. She would like to work with HSSC so there is no duplication of effort. Devlin suggested that individuals be invited who are in a position to take action, such as elected officials, county decision makers, lenders, etc.

Coppoletti is in the beginning stages of research on the Affordable Housing section in our Work Plan. He received a data dump from HousingLink and is contacting each site to confirm the accuracy of the reported housing sites. He will pull together a list of project based housing which has good data, but will have a more difficult time with the sites accepting Section 8 portable vouchers and Section 42 vouchers as the addresses are not disclosed. The next step in the Work Plan is looking into best practices to create more affordable housing in our communities.

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

- **LCTS Update** – Pennebaker updated the group on the LCTS collaborative earnings for the third quarter of 2007. Compared to third quarter 2006, the earnings are down about 21%. The schools and public health continue to do a great job administering the Time Study.
  - **Financing Framework** – Each of the three school districts signed both of the county LCTS agreements. Hennepin County requires these agreements from each family service collaborative in order to release LCTS payments. Pennebaker asked the Board to approve and sign the two agreements as a collaborative, in compliance with county requirements.

**Fujitake moved and Durkot seconded the motion for the HSSC Board to approve and sign the LCTS Financing Framework Agreement and the Interagency Agreement Concerning the Implementation of the Local Collaborative Time Study among all Family Services and Children's Mental Health Collaboratives in Hennepin County.**  
**Motion Carried**

- **BPH 2007 Carry-over request** – Pennebaker reviewed the proposal by Bloomington Public Health to carry over unspent 2007 LCTS funds into 2008. She pointed out their anticipation of funding cuts led to prudent spending in 2007, in anticipation of 2008 funding cuts.

**Fujitake moved and Farris seconded the motion to approve Bloomington Public Health 2007 LCTS carry over funds of \$17,582 to be spent in 2008.**  
**Motion Carried**

- **Alliance Update** – Pennebaker presented the CAT recommendation to the Board to approve HSSC staff to prepare the proposal to the Alliance for 2008-2009 funding to Family Service Collaboratives. Each school will be asked to submit their funding plan to HSSC by February 22<sup>nd</sup>. HSSC staff will prepare the collaborative proposal for \$114,000 (\$38,000 for each school district) and submit it to the Alliance by March 1<sup>st</sup>. Discussion followed. Each school discussed the possible priorities that can be funded with these dollars. HSSC staff and each of the three school representatives will work together to come up with a plan that is aligned with the HSSC Work Plan, the Alliance Outcomes, and cross county service integration.

**Fujitake moved and Durkot seconded the motion approving HSSC staff to prepare & submit, by March 1<sup>st</sup>, the Family Service Collaborative proposal to the Alliance for \$114,000 (\$38,000 for each school district) to fund their priorities in 2008-2009. Each school district will submit their spending plan to HSSC by February 22<sup>nd</sup>.**

***Motion Carried***

- HSSC Staff will keep the Board informed of any new information regarding the LCTS disallowance that might require Collaboratives to pay back large sums to the Federal Government.

- **Homeless Prevention and Emergency Services Update**

Pennebaker included an update on the Homeless Prevention and Emergency Services contracts with Hennepin County. She highlighted a PROP success story about an Eden Prairie resident experiencing a short term crisis, where PROP used emergency funding from HSSC and food shelf support to stabilize the individual in affordable Eden Prairie housing.

## V. Financial

- **LMCIT Liability Coverage – Waiver Form** – Coppoletti asked for a motion to approve the Waiver Form to complete HSSC liability coverage for 2008. Fujitake asked if the Bloomington City Attorney had reviewed the form. Coppoletti indicated he thought past liability policies had been reviewed by the City Attorney but that he would specifically ask for this form to be reviewed again.

**Fujitake moved and Durkot seconded the motion to approve the LMCIT Insurance Liability Coverage Waiver Form pending review by the Bloomington City Attorney.**

***Motion Passed***

- **Letter from Virchow Krause re: 2007 Audit** – Coppoletti included this letter in the packet for information purposes as well as to point out the invitation to articulate your views regarding specified matters on page two of the letter. Coppoletti executed an agreement with Virchow Krause to audit HSSC for 2007.
- **Board Approved 2007 Budget vs. End-of-Year Actuals; 2007 Profit & Loss** – Coppoletti provided the 2007 end-of-year actuals showing an \$8,628.12 deficit, substantially less than the Board approved \$20,889.22 deficit.
- **HSSC Disbursements** – Coppoletti included a list of disbursements from 11/8/07 through 2/13/08 for board review and financial oversight.
- **Balance Sheet and Profit & Loss** – Coppoletti presented both reports for review as directed by the auditors.

**Fujitake moved and Koivumaki seconded the motion to accept the financial reports.**

***Motion Carried***

- **Revised 2008 Budget** – Coppoletti presented the revised 2008 budget with adjusted income and expense line items. Some incomes are unknown or yet to be finalized (i.e., Hennepin County RPC contract, contract management income, and interest income) and there are some expenses that may end up substantially lower with alternative arrangements (i.e., network line expense).

**Koivumaki moved and Lundberg-Jorgenson seconded the motion to approve the revised 2008 budget.**

***Motion Carried***

- **Coppoletti's Expense Report – November 2007 through January 2008**

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

***Motion Carried.***

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

- Closed Session – Board Discussion of performance review
- Open Session – Devlin reviewed the Board comments of appreciation for Coppoletti's high quality work and indicated the Board agreement to award him with a one-time merit payment of \$2,500.00.

**Durkot moved and Fujitake seconded the motion to approve a one time merit payment of \$2,500.00 to Coppoletti.**

***Motion Carried***

#### **VII. Next Meeting**

- **Preliminary 2009 budget**
- **New HSSC Board Chair and Vice Chair**

#### **VIII. Adjourn - Devlin adjourned the meeting at 4:49 pm.**

**~ Next Meeting ~**

**Wednesday, May 7, 2008**

**3:00 – 4:30 pm**

**Eden Prairie Schools Administration Building – School Board Meeting Room**