

**Hennepin South Services Collaborative
BOARD of DIRECTORS MEETING
Wednesday, February 7, 2007**

Richfield Schools Administration Building

MINUTES

Board Members Present: Steve Devich, Les Fujitake

Mandated Partners Board Members Present: Karen Zeleznak, Bloomington Public Health; Susan Bongaarts, Hennepin County

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

Staff Present: Daryl Coppoletti

Call to Order

Durkot called the meeting to order at 3:20 p.m. and welcomed the group to the Richfield School Board Meeting Room.

I. Approval of Agenda

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

II. Approval of Minutes – November 8, 2006

**Huttner moved & Fujitake seconded the motion to approve November 8, 2006 minutes.
*Motion Carried.***

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

- **Hennepin County contracts for 2007 – RPC & JCPP**
Coppoletti reported that the regional research, planning, and coordination contract for 2007 with the Hennepin County Department of Human Services & Public Health Department was finalized in December for \$60,900. However, HSSC's involvement in the expansion of the Joint Community Police Project in the South Hennepin area is still undecided – County staff are beginning to meet with Richfield representatives to determine what, if any, role HSSC will have in the project.
- **Delegation of Authority to sign new RPC contract**
Coppoletti reported that because Dr. Devlin has become the new Board Chair, the Hennepin County Department of Human Services & Public Health Department needs an updated "Delegation of Authority" record for our contract file showing that she is authorized to sign contracts for HSSC. Coppoletti then highlighted the relevant portions of HSSC's By-laws and Financial Policies and Procedures that authorize the Board Chair to take such actions.

**Devich moved and Zeleznak seconded the motion to confirm Devlin's authority to sign contracts for HSSC as its Chair.
*Motion Carried.***

- **2007-2008 Work Plan update**

Coppoletti reported that the Health/Mental Health Coordination Team is taking shape and will have their first meeting in early March; the existing Coordination Teams are already meeting to plan for and begin work on their Work Plan activities; and Coppoletti will soon begin putting together the Grant Writing Assistance Team and determining what their exact role and function should be in the region.

Coppoletti then reported that “Demographic, Social, and Economic Trends” reports for all three cities are completed and posted on the HSSC website (both on the “What’s New” page and on the “Reports/Studies” page). Coppoletti commented that he received quotes to print and bind the reports but, since the quotes came back around \$25 per copy, he decided to electronically distribute the reports and only print off and distribute a selected number of copies to cities, agencies, and libraries.

Finally, Coppoletti distributed a draft of “Monthly Expenses for [Family Type] in Hennepin County,” a comparison of JOBS NOW Coalition livable wage data to Federal Poverty Guidelines. Coppoletti commented that prior to distribution, he will also be including data on median wages for various “typical” jobs that further illustrates the difficulty parents face in obtaining livable wages. Koivumaki suggested that HSSC consider issuing a press release to accompany the distribution of this information.

IV. Family Services Collaborative (FSC) – Daryl Coppoletti, Regional Planning Coordinator (on behalf of Laurie Pennebaker, Family Services Collaborative Coordinator)

- **LCTS Earnings Update** – Coppoletti updated the group on the LCTS collaborative earnings for the third quarter of 2006. Compared to third quarter 2005, the earnings had a 46% decrease.
- **2006 LCTS Funding Proposal** – Coppoletti explained that Storefront is asking to spend \$6,030 of their 2006 LCTS grant in 2007 because funds were not received until the end of 2006 (they have expended \$800 of the original \$6,830 grant). The funds would be spent in 2007 on the same projects as previously approved for 2006, “Family Options Transportation Project” and “Family Partnership Project.”

Zeleznak moved and Devich seconded the motion to approve the CAT recommended 2006 LCTS spending as presented.

Motion Carried.

- **2007 LCTS Funding Proposals**

Coppoletti explained that Storefront is asking that \$1,800 of their 2007 LCTS grant for the “Family Partnership Project” be re-allocated for co-pay scholarships for up to ten participants to attend nine sessions of a “Parent Support Group” pilot project, a psycho-educational parenting group to help clients struggling to raise their children (and are at risk of harming them) obtain the skills they need to parent effectively.

Huttner moved and Koivumaki seconded the motion to approve the CAT recommended 2007 LCTS spending as presented.

Motion Carried.

Coppoletti then stated that the Richfield Community Council’s Youth at Risk Work Group has identified the “Obesity Prevention First” initiative for funding with their approved 2007 LCTS spending of \$3,332. The program will incorporate obesity prevention messages within the literacy program and create a supportive environment to eat well and be physically active.

Devich moved and Zeleznak seconded the motion to approve the CAT recommended 2007 LCTS spending as presented.

Motion Carried.

- **Alliance Update**

Durkot reported that the Alliance's restructuring efforts are continuing – they've hired Curt Peterson to be the Coordinator, closed their office, hired a consulting team for grant writing, and the work groups continue to meet. Durkot and Huttner both commented that the overall "tone" in meetings is much more positive and productive.

- **LCTC Financing Framework & Interagency Agreement**

Durkot reported that there were two meetings on these issues – the first meeting was much more contentious than the second because at the first it was proposed to eliminate all LCTS funding for the Children's Mental Health Collaborative (CMHC); the proposed elimination of LCTS funding for the Alliance was not opposed since the Alliance agreed with that proposal. At the second meeting, it was agreed to continue the CHMC's LCTS funding because they brought data on what services have been delivered to how many children in which communities as well as a work plan that included dedicating 40% of their resources toward starting school-based mental health support services. Durkot also commented that as part of the Alliance restructuring, LCTS funding for Juvenile Justice will be moving from the Alliance to the CMHC since there is such a high co-occurrence of juvenile delinquency and mental health issues.

Zelesnak moved and Fujitake seconded the motion to approve the LCTS Financing Framework and Hennepin County LCTS Interagency Agreement.

Motion Carried.

- **Homeless Prevention and Emergency Services Update**

Pennebaker supplied an update on the Homeless Prevention and Emergency Services contracts with Hennepin County. She included a PROP success story in the packets illustrating the increased need, as well as the ability of our emergency providers to keep folks in housing, after experiencing a short term crisis, thereby keeping families and individuals more stable in South Hennepin.

V. Financial

- **2006 Budget – Approved vs. Actuals** – Coppoletti presented a comparison of the Board approved 2006 budget to actual income and expenses, commenting that because of slightly higher income and lower than budgeted expenses, the surplus for 2006 was \$106,211 and the reserve was \$453,435 at year end.
- **2006 Balance Sheet and Profit & Loss** – Coppoletti presented both reports for review as directed by the auditors.

Devich moved and Fujitake seconded the motion to accept the financial reports.

Motion Carried.

- **HSSC Disbursements** – Coppoletti included a list of disbursements from 11/8/06 through 2/7/07 for board review.
- **Revised 2007 Budget** – Coppoletti presented the revised 2007 Budget noting the elimination of the JCPP contract, the corresponding reduction of Clare's time from 16 to 10 hours per week, and an increase in expected interest income resulting in a projected deficit of \$18,582, approximately half of the previously projected deficit.

Huttner moved and Devich seconded the motion to approve the revised 2007 Budget.

Motion Carried.

- **Coppoletti's Expense Report** – Coppoletti submitted his expense report from 11/1/06 to 1/31/07 as required by the Financial Policies and Procedures.

Huttner moved and Devich seconded the motion to approve Coppoletti's expense report.
Motion Carried.

VI. Daryl's Performance review – Coppoletti presented a draft of his performance review that contains seven job-specific areas of responsibility (three for Research & Planning and four for Agency Administration), each with performance standards, specific examples of accomplishments, and a self-rated evaluation of performance. There was agreement in the group to delegate completion and submission of the performance review to Devlin, who may solicit additional feedback from Board Members and discuss the review with Coppoletti.

VII. Next Meeting

VIII. Adjourn

Fujitake moved and Devich seconded the motion to adjourn.
Meeting was adjourned at 4:15 p.m.

~ Next Meeting ~
Wednesday, May 9th, 2007
Bloomington Civic Plaza – McLeod Room
3:00 – 4:30 p.m.