

**Hennepin South Services Collaborative
BOARD of DIRECTORS MEETING
Wednesday, May 9, 2007**

Bloomington Civic Plaza

MINUTES

Board Members Present: Mark Bernhardson, Barbara Devlin, Les Fujitake

Mandated Partners Board Members Present: Karen Zeleznak, Bloomington Public Health; Gloria Lundberg-Jorgenson, Hennepin County; Marcy Harris, CAPSH (on behalf of Richard Zierdt)

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, Laurie Pennebaker

Call to Order

Devlin called the meeting to order at 3:10 p.m. and welcomed the group to the Bloomington Civic Plaza.

I. Approval of Agenda

**Harris moved & Farris seconded the motion to approve the agenda with the addition of Balance Sheet and Profit & Loss under Financial.
*Motion Carried.***

II. Approval of Minutes – February 7, 2007

**Zeleznak moved & Harris seconded the motion to approve February 7, 2007 minutes.
*Motion Carried with Lundberg-Jorgenson abstaining.***

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

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

Coppoletti reported that John McLaughlin called to encourage HSSC to contact our County Commissioners before the county budgets are set for 2008. The regional research, planning, and coordination contract for 2007 with the Hennepin County Department of Human Services & Public Health Department was finalized in December 2006 for \$60,900, which was a reduction of \$3,841. McLaughlin said Coppoletti should request an amount HSSC would like to receive for 2008 so that we are not undercut. Coppoletti spoke with Devlin and they drafted a letter to Commission Johnson requesting the amount \$76,140 in order to match the contribution by our three cities. Lundberg-Jorgenson agreed that this is a positive and proactive move and encouraged HSSC to send the letter.

**Harris moved & Zeleznak seconded the motion authorizing Devlin to send the letter to Commissioner Johnson on behalf of HSSC.
*Motion Carried***

- **2007-2008 Work Plan update**

Coppoletti reported that the three coordination teams are running smoothly. The Health/Mental Health Coordination Team had a very successful first meeting and they are already working on their mental health needs assessment; the existing Coordination Teams are working on their Work Plan activities; and Coppoletti has the initial Grant Writing Assistance Team meeting tomorrow where it will be decided what their exact role and function should be in the region.

Harris reminded the group that CAPSH has an existing Resource Development Department that might make this new group duplicative. Coppoletti said Opheuse from CAPSH has agreed to attend and will be able to make recommendations so that there is no duplication of efforts.

Coppoletti then reported that he had completed and sent out two sets of documents since the last meeting. The first highlighted the Cost of Living/Livable Wages, which was mentioned to the Sun Current Newspaper by Nancy Holden, PROP, in an interview. The reporter then phoned Coppoletti to further discuss the topic. Koivumaki said the City of Eden Prairie Human Rights Commission nominated this series of articles on poverty for an award. Harris asked the group to remember CAPSH when addressing these topics as their ability to generate dollars depends on public knowledge and exposure. The second was a set of regional maps showing the changes and was broken down by census tract level. The group thanked Coppoletti and explained how helpful this kind of information has been to the South Hennepin organizations. Harris commented that home foreclosures in the suburbs have increased significantly; in fact Richfield has the third highest number of foreclosures now after Brooklyn Park and Brooklyn Center.

- **Website Survey**

Coppoletti explained the handout with charts. He set up a no cost internet survey to gather information about if and how people use the HSSC website. He reported 53 people answered the 1st question about ever visiting the HSSC website, with more than half saying yes. Almost half of the responders said they visit the website once a month or more, mostly to access reports/studies. More than 70% said the HSSC website has what they are looking for and is useful information. Coppoletti included comments in the handout, one of which suggested the website should include more Partner information. Coppoletti is planning a visit to the technology department at Normandale College to investigate the possibility of having a student re-design the website for experience rather than spending any money on it.

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

- **LCTS Earnings Update** – Pennebaker updated the group on the LCTS collaborative earnings for the fourth quarter of 2006. Compared to fourth quarter 2005, the earnings had a 42% decrease. The earnings in 2006 compared to the 2005 earnings showed a 60% decrease. The county predicted that the LCTS earnings have stabilized so we shouldn't see much more reduction. Pennebaker also included a handout from Hennepin County showing the LCTS earnings from 1995 through 2006.
- **2007 LCTS Funding Proposal** – Pennebaker explained that Bloomington Public Health requested CAT recommendation to the Board to approve spending \$5,157.64(unspent in 2006) LCTS approved dollars for the Family School Program in 2007. This program was formerly known as Even Start until large federal funding cuts occurred and is now partially funded with LCTS dollars. This is a partnership with Bloomington/Richfield Community Education, serving children and families in both Bloomington and Richfield.

Durkot moved and Farris seconded the motion to approve Bloomington Public Health spending \$5,157.64 LCTS dollars in 2007 on the Family School Program as presented.
Motion Carried.

- **Alliance Update**

An Alliance update was provided in the packets. Durkot reported that the Alliance's new meeting formats have changed to include a short and efficient business meeting and then a public forum to address strategic issues and responses about four important topic areas. Huttner attended the first forum on Mental Health and commented that the overall "tone" in meetings is much more positive and the forum was informative and very valuable. Both Durkot and Huttner encouraged the group to attend the quarterly forums. Pennebaker agreed to send email announcements with *Alliance Forum* in the subject line to remind the group to attend.

The next Alliance Forum will be Thursday, September 20, 2007, at the Ridgedale Library from 5:15 – 6:30 PM on the topic of Juvenile Corrections.

- **Homeless Prevention and Emergency Services Update**

Pennebaker included an update on the Homeless Prevention and Emergency Services contracts with Hennepin County. She highlighted a VEAP success story about a Bloomington family of five experiencing a short term crisis, where VEAP had the ability to keep the family in housing, as well as help to stabilize them, by offering a holiday basket and by making their food pantry available to the family for a few months.

V. Financial

- **2007 Balance Sheet and Profit & Loss** – Coppoletti presented both reports for review as directed by the auditors.

Harris moved and Bernhardson seconded the motion to accept the financial reports subject to audit.
Motion Carried.

- **HSSC Disbursements** – Coppoletti included a list of disbursements from 2/8/07 through 5/8/07 for board review.
- **2006 Audit** – Coppoletti reported that the Virchow Krause auditors began the 2006 HSSC Audit today. They will be on site for the next few days. The auditor will present the final audit for approval at the August HSSC Board meeting.
- **Revised 2007 Budget** – Coppoletti presented the revised 2007 Budget noting the lower LCTS administrative rebates and the removal of the Clerical Office Support line item resulting in a projected deficit of \$18,728.02, slightly higher than the previously projected deficit. Bernhardson asked the HSSC staff to send out the projected budgeting charts done a few years ago to see how the numbers played out looking at this year's budget.

Bernhardson moved and Durkot seconded the motion to approve the revised 2007 Budget.
Motion Carried.

- **Preliminary 2008 Budget** – Coppoletti presented the preliminary budget for 2008 showing the Hennepin County RPC income the requested amount, \$76,140, but not knowing if it will be approved by the county commissioners. Bernhardson recommended lowering the amount to \$65,000 to be conservative; then increase the amount if and when an increase is approved by the county. The revised deficit would increase to (\$18,868.38).

Bernhardson moved and Fujitake seconded the motion to approve the preliminary 2008 Budget with the recommended change in Hennepin County – RPC to \$65,000.
Motion Carried.

VI. Daryl's Performance review

- Determination of salary range adjustment following completion of Coppoletti's performance review. – **closed session.**
- Action on salary range adjustment – **open session**

Bernhardson moved and Fujitake seconded the motion to grant Coppoletti a one time lump sum bonus of \$2,000.
Motion Carried with Harris abstaining.

VII. Next Meeting

- Final approval of 2008 Budget
- Presentation and approval of 2006 Audit

VIII. Adjourn

Bernhardson moved and Zeleznak seconded the motion to adjourn.
Meeting was adjourned at 4:25 PM

~ Next Meeting ~
Wednesday, August 8th, 2007
Eden Prairie Administrative Building – School Board Meeting Room
3:00 – 4:30 PM