

**Hennepin South Services Collaborative  
BOARD of DIRECTORS MEETING  
Wednesday, August 8, 2007**

**Eden Prairie Schools Administration Building**

**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; Denise Royer, City of Bloomington

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

**Call to Order**

Devlin called the meeting to order at 3:15 p.m. and welcomed the group.

**I. Approval of Agenda**

**Bernhardson moved & Fujitake seconded the motion to approve the agenda with the removal of Item 3, 2006 Audit Report.  
*Motion Carried.***

**II. Approval of Minutes – May 9, 2007**

**Bernhardson moved & Harris seconded the motion to approve May 9, 2007 minutes.  
*Motion Carried.***

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

- **Self-Sufficiency Coordination Team request and CAT recommendation \***  
Daryl presented the request from the Self-Sufficiency Coordination Team. Discussion and clarification of the purpose of this request followed.  
  
**Bernhardson moved and Durkot seconded the motion highlighted in the written request.  
*Motion carried with Harris opposing.***
- **Hennepin County contracts for 2007 – RPC**  
Coppoletti reported that he has had no response from Dan Engstrom at Hennepin County Human Services and Public Health Department regarding 2008 RPC funding to HSSC. Therefore, he has set up a meeting on Tuesday, October 16, 2007, at 10:00 a.m. with three of our County Commissioners to advocate for RPC funding to be included in the 2008 County budget. Coppoletti would like as many HSSC Board members and Partners as possible to attend this meeting at the Government Center. This will send a clear message to the County that this is a valuable service to our South Hennepin communities. Coppoletti agreed to send out "Talking Points" to those planning to attend the meeting.

- **2007-2008 Work Plan update**

Coppoletti reported that during the development of the 2007-2008 HSSC Work Plan, there were many requests for more funding from stakeholders in the South Hennepin area. He brought together several of the grant writers for our Partners/Providers to explore options. The group came to the conclusion that HSSC would best act as support for these agencies in their fundraising attempts. There was consensus that there is no need to form a Regional Grant Writing Assistance Team to identify and apply for grant opportunities. Coppoletti will contact our Partners/Providers to let them know of this decision and HSSC's availability and willingness to support their grant writing efforts with information, research, and data.

Devlin said that ISD #287's website contains data that can be useful for grant writing. The website for the Grants and Research Office (GRO) is <http://www.grantsandresearchhelp.us>. Member schools can register and access the information without charge while individuals and organizations can register for a small fee.

#### **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 first quarter of 2007 received in July. Compared to first quarter 2006, the earnings are almost the same. The earnings appear to have stabilized, which demonstrates the schools and public health are doing a great job in the Time Study.
- **Bloomington Public Health LCTS Budget amendment** – Pennebaker explained that Bloomington Public Health requested approval to amend their budget for the Family School Program (\$5,157.64) – \$2,000 will now be spent on materials and \$3,157.64 will now be spent on staff time. Outcomes will remain unchanged. This program is a partnership with Bloomington/Richfield Community Education and serves children and families in both Bloomington and Richfield.

**The Board had no objection to the amended budget.**

- **Alliance Update**

An Alliance update was provided in the packets. 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.**

Pennebaker has agreed to chair the Family Services Collaborative Coordinator meetings, a sub group of the Alliance. She will continue to advocate for equitable funding from the Alliance for each of our school districts.

- **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 Richfield couple 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 use of their food pantry for two months.

Pennebaker reported she will meet with the three other emergency services administrators in Hennepin County to collaborate on a joint funding proposal for additional homeless prevention dollars to come into the South Hennepin Region. Results will be reported to the Board. Harris offered assistance and reported that CAPSH continues to require more funding as their funds run out before the end of every year. Harris and Pennebaker will have a discussion in the next few days.

## V. Financial

- **HSSC Disbursements** – Coppoletti included a list of disbursements from 5/9/07 through 8/8/07 for board review and financial oversight.
- **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.**

***Motion Carried.***

- **Revised Financial Management Policies and Procedures** – Coppoletti explained that he revised the Financial Management document to update outdated language and contract descriptions to reflect 2007 budget amounts. Harris suggested that the language be non-specific to avoid annual updates but to check with the auditors. The group agreed to table this item and put it on the agenda for November.
- **Final 2008 Budget** – Coppoletti presented the final budget for 2008 showing the Hennepin County RPC amount, \$65,000, but not knowing if it will be increased and/or approved by the county commissioners. He also pointed out a slightly higher Hennepin County Contract Management income amount, finalized health care expense amounts (staffing), and a slightly lower audit amount. The 2008 deficit as presented will be \$15,258.38 and the reserves to date are \$427,249.55.

**Bernhardson moved and Harris seconded the motion to approve the 2008 Budget as presented.**

***Motion Carried.***

- **Coppoletti's Expense Report – February to July 2007**

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

***Motion Carried.***

## VI. Next Meeting

- **Approve 2008 LCTS Integrated Fund Plan**
- **Presentation and approval of 2006 Audit**

## VII. Adjourn

**Bernhardson moved and Durkot seconded the motion to adjourn.**

***Meeting was adjourned at 4:10 PM***

**~ Next Meeting ~**

**Wednesday, November 7, 2007**

**Richfield Schools Administration Building – School Board Meeting Room**

**3:00 – 4:30 PM**