



**Clay County Collaborative**  
**Successful Partnerships building Successful Families**  
**Governance Board**  
**Thursday, February 4, 2021**  
**Meeting Minutes**

Members Present: TJ Tibbetts, Hawley Public School Board; Jenna Kahly, Clay County Board of Commissioners; Hope Deutscher, REACH Board; Lanette Gorder, Parent Representative; Deb White, City of Moorhead Council; Marla Field, Barnesville Public School Board; John Docken, Community Action Partnership Lakes, and Prairie Board; Scott Steffes, Moorhead Public School Board; Adair Boening, Churches United for the Homeless Board; Janelle Cheney, MN Department of Corrections; Jane Neubauer, LCTS Coordinator; Carolyn Strnad, Coordinator;

Lanette welcomed everyone to the meeting. Criteria for a quorum have been met.  
The agenda was approved with no changes or corrections. (Marla/Deb) Yes votes: Deb, Marla, Jenna, Scott, TJ, Janelle, Adair, Hope, Lanette, No votes: none  
Minutes from the December 3, 2020 meeting were approved. (Marla/Adair) Yes votes: Deb, Marla, Jenna, Scott, TJ, Janelle, Adair, Hope, Lanette No votes: None

John Docken joined the meeting.

**FY21 Budget Review:** The Board reviewed the current budget as of December 31, 2020. Carolyn is waiting on several agencies to turn in their semi-annual report and invoice. Some agencies do not invoice for their funds until the end of the fiscal year.

**FY22 Budget review:** Carolyn requested feedback from the Board on the amount of LCTS funding for the next fiscal year. Jane shared that the state is anticipating an 11% decrease in funding because of the pandemic. Jane shared a spreadsheet on the history of LCTS earnings. The Board's consensus was to recommend \$200,000 as the base funding amount for fiscal year July 1, 2021 – June 30, 2022. Carolyn will provide a draft budget for the Board at its May meeting. Requests for proposals will go out in March with shared information on no increases and a slight decrease in funding.

**Coordinator transition process report:** Janelle and John updated the group on the Coordinator transition committee discussion. REACH has provided a proposal to assist with filling the position and supporting the new Coordinator. REACH would provide office space and phone at no expense to the Collaborative. Their part-time employee would apply for the independent contractor to do coordination for the Collaborative. The Board determined that they would open up to the Collaborative partners an opportunity to submit a proposal. The proposal would include the vision of the coordinator role, hours available to work, salary requesting, and experience. The transition group will review the application materials before being sent out to partners, review all

applications, and recommend to the Board on hiring and transitioning from Carolyn to the new Coordinator. Lanette will take the lead with the transition group, and Carolyn will step back from the group. As the request for proposals goes out, it is important that partners understand that this is not an application to include the Coordinator's position as part of their employee's job description. The Coordinator position will be an independent contractor that will enter into a contract with the Collaborative and supervised by the Governance Board.

LCTS update: Jane provided a brief review of the LCTS process for the new Board members. Time study participants work within the department of corrections, public health, and school districts. The funds flow from the federal government through the state to Collaboratives. Jane has completed updating the LCTS random moment participants for the Moorhead Public School. \$235,024 in LCTS funds were collected for the calendar year 2020.

Collaborative Coordinator update: Carolyn attended a virtual townhall meeting featuring Senator Eken, Representative Marquart, and Representative Keeler. The plan is to hold a monthly town hall meeting through May.

Department of Corrections update: Janelle shared that the staff will now be using a state cell phone. They will no longer use landlines.

Lanette adjourned the meeting.

Next meeting: May 7, 2021