

**Clay County Collaborative
Governance Board**
September 2, 2021 @ 3:30
CCFSC – Room 2



(1) Welcome and Introductions

- Jill Ambuehl – CCC Coordinator
- Peggie Chisholm – REACH (filling in for Mark Haugen)
- Jenna Kahly – Clay County Commissioner
- Mike McCarthy – Lakeland Mental Health
- Lanette Gorder – Parent
- Deb White – City of Moorhead
- Peter Larson – ARC of Minnesota
- Janelle Cheney – MN Department of Corrections
- Louise Dardis – The Village Family Service Center
- Adair Boening – Churches United for the Homeless

(2) Approval of June 2021 Meeting Minutes

- Approved – Mike/Deb

(3) Approval of Today's Proposed Agenda

- Approved – Deb/Jenna

(4) Reports

- Budget Reports

- FY21

- Outstanding Expenses (Churches United, SBMH, DGF After School and Restorative Justice)

- ◆ The board had questions as to why these expenses are so late to be invoiced

- ⇒ It was brought up at the administrative meeting that this has been a discussion in the past and that a policy may have been created to help get reports in a timely manner

- 1. Jill and Peggie both looked into this and where not able to find anything in previous meeting notes

- ◆ A motion was made (Jenna/Deb) to have Jill draft a policy as follows;

- ⇒ Partners and organizations must submit reports and invoices within 60 days of each reporting period. Failure to do so will result in funds for that period being forfeited.

- 1. Jill will work on the formatting and wording
- 2. A copy will be sent to all partners when complete

- ⇒ Jill will send a letter with a copy of the new policy to current partners who have outstanding expenses notifying them that they have 30 days to complete their reports and submit invoices

- FY22

- Board was happy to see the balance carried over into FY22
- We received our first LCTS payment of the year

- ◆ \$62,817 (Increase from the past 4 quarters)
- LCTS Report – Jane Neubauer
 - (See ‘Agency Updates’ Below)
- Coordinator’s Report – Jill Ambuehl
 - Update on Transition
 - Beginning to find her bearings
 - Trying my best to get acquainted with financials
 - Files and belongings for CCC have been moved to Hawley office
 - Everyone has been very supportive and helpful – including Carolyn
 - Continuing to learn as I go...
 - Communication
 - Additional Contact Info
 - ◆ pandicoordinator@ruralenrichment.org
 - ◆ Office (218)483-3145

(5) Board Purpose, Expectations and Responsibilities

- Do we have everyone at the table that needs/should be here?
 - Jill suggested comparing the contracts and partnership agreements to those who are listed as part of the group and actually attending meetings
 - She is also doing this with the administrative group and CMHWG
 - ◆ The board agreed that this should be done for all groups
- How far in advance would you like/expect to receive agendas?
 - After discussion the board agreed that they would like to receive the agenda and meeting information the Monday prior to meeting
- How soon after a meeting would you like/expect to receive meeting minutes?
 - After discussion the board agreed that they would like to receive meeting minutes the Monday or Tuesday following the meeting

(6) Agency Updates

- REACH – Mark Haugen is now the chair for REACH’s board of directors and will be taking Hope’s place on the governance board
- ARC – Moorhead Kiwanis Club will be celebrating their 100th anniversary on Sept 23rd. Peter Larson will send details to Jill for her to share with the group
- City of Moorhead – Inclusive playground picnic being held on 9/9 from 4:00 – 8:00. Continuing to have conversations regarding childcare shortages
- Clay County Commissioner – Childcare Economic Development Grants are available for the expansion or startup of childcare services. The county is currently in its budget review cycle and considering requests for projects. September 16th Jenna will be attending a legislative session, if you have topics or items that you would like her to bring forward don’t hesitate to get in contact with her before then, they are looking for input from partners and agencies.
- LCTS (From Jane Neubauer) - I have been busy doing the LCTS trainings for the schools. Trainings have taken place over the last week in Moorhead (for the paras), Barnesville

and Hawley. Additional training will need to still take place in Moorhead for the new teaching staff, once they have all been identified. There are no new staff to train for Ulen-Hitterdal and DGF, so refresher trainings will take place in those two districts after the start of the school year sometime. We received word of our Quarter 2 LCTS income in the amount of \$62,817. This is the highest quarterly amount received for the past five quarters, and is hopefully a new trend indicating an increase in our earnings. Attached is the spreadsheet of LCTS income for the past several years, for reference. Discussions have continued with Clay County Social Services, Clay County Probation, and most recently with the Clay County Attorney's office to find more ways to identify Foster Care Candidates. The number of Foster Care Candidates is reported by the county and submitted to DHS are part of the time study reporting each quarter, and appears to potentially have a direct impact on our earnings, as well.

Upcoming Meetings

Governance Board: September 2, 2021

Children's MH Work Group: September 7, 2021

Family Support Model (Wraparound): October 6, 2021

Administrative Group: October 19, 2021

School Age Disability Work Group: TBD