



MINUTES OF GOVERNING BOARD MEETING
Northwestern Mental Health Center, Crookston, MN – January 6, 2017

MINUTES

Members present: Brad Bergstrom, Jason Carlson, Jim Guetter, Catherine Johnson, Kathleen Johnson, Lon Jorgensen, Chris Kujava, Shawn Yates, Ken Yutrzeuka

Absent: Jeff Bisek, Randy Bruer, Maureen Hams, Sarah Kjono, Andrew Larson, Shauna Reitmeier

Others present: Faye Auchenpaugh, Colleen MacRae

1. **Call to Order:** Meeting was called to order at 9:40 am by Jim Guetter, Vice Chair.
2. **Agenda:** **M/S/C:** (Carlson/Kujava) to approve the agenda as presented.
3. **Approval of minutes of December 2, 2016:** **M/S/C:** (Yutrzeuka/Jorgensen) to approve.
4. **Financials and Bills:**
Action: **M/S/C:** (Yutrzeuka/Jorgensen) to approve payment of December 2016 invoice for facilitator services and invoices from the NW Mental Health Center for research and development services (MacRae).
5. **Year-End 2016 Financial Report:** Auchenpaugh presented the detailed reports prepared by fiscal host Tri-County Community Corrections. The summary is as follows:

| | |
|-----------------------------------|--------------------|
| Balance forwarded 1/1/2016: | \$ 69,604.34 |
| Fees received through 12/31/2016: | <u>59,066.00</u> |
| | \$128,670.34 |
| Expenses: | <u>(59,178.82)</u> |
| Cash Balance as of 12/31/2016: | \$ 69,491.52 |

6. **Membership Contact Roster and Dues:** Auchenpaugh asked board members to note any changes that needed to be made in contacts. A question had been raised as to which agencies are included under the county membership umbrella. The board agreed that all agencies run by the county are included as members. Board members also agreed that we should strive to have more diversity represented on our Governing Board.
7. **Budget for 2017:** Auchenpaugh presented a proposed budget, as follows:

| | | |
|--|--------------------|------------------------------------|
| Sustainability balance as of 12/31/2016: | \$ 69,492 | |
| Membership fees | <u>59,066</u> | |
| Total Cash for 2017: | \$ 128,558 | |
| Facilitation fee | (25,800) | |
| Grant Research/Web Development | (30,000) | |
| Grant Writing (3 grants @\$6,000) | (18,000) | |
| Direct Expenses – mileage | (1,680) | |
| Postage/Office Supplies/Miscellaneous | <u>(500)</u> | |
| Total Expenses for 2017: | (\$ 75,980) | NOTE: No bi-annual meeting in 2017 |
| Net Cash for Sustainability: | \$ 52,086 | |

Catherine Johnson questioned the budgeting for expenses greater than fees generated by membership dues. Board members confirmed that this had been the situation for several years and that a change in dues had been discussed at some length in 2015. However, the sustainability balance had changed very little, as evidenced by the 2016 year-end reports, and the board felt that no increase was warranted at that time.

Action: **M/S/C:** (Kujava/Yutrzeuka) to approve the budget as presented.

8. **Contractor Services for 2017:**
Action: **M/S/C:** (Yates/Jorgensen) to approve Facilitator contract for Faye Auchenpaugh.
M/S/C: (Jorgensen/Carlson) to approve Northwestern Mental Health Center Research and Development contract for Colleen MacRae.
9. **Election of Officers:** Nominations from the floor: Randy Bruer, Chairman; Jim Guetter, Vice Chair
Action: **M/S/C:** (Jorgensen/Yates) to cast a unanimous ballot.

10. **Fiscal Host:**

Action: **M/S/C:** (Kujava/Bergstrom) to approve Tri-County Community Corrections to serve as fiscal host.

11. **Grant Opportunities and Reports:**

- **21st Century Community Learning Centers** – RFP yet to be issued.
- **Inclusion of members in grants and funding requests** – Discussion occurred on the inclusion of members in grants and funding requests and the types and sources of data used. For example, for the Legislative Action presentation at the bi-annual meeting, MacRae stated that the data used was a longer-term representative sample over an extended period in time (approximately 2000 – 2012) and did not reflect real-time, current achievements. This clarification was omitted from the presentation and will be shared with partners upon approval of language in the form of an email. When grants are submitted on behalf of the membership, data is usually generated from the participating entities and additional public sources are used to augment the information, when needed.

12. **Legislative Action Committee update:** No update since the December meeting. Considerable discussion followed on the data set that has been created, our future path and how to fund the costs of establishing a data collection system. It was recommended that former Senator LeRoy Stumpf be asked to join the discussion at the next committee meeting. MacRae will make the contact.

13. **NWRDC Bike Fleet:** Troy Schroeder from NWRDC had contacted Jorgensen to ask if the Council of Collaboratives would cover the \$2,800 annual insurance cost for the next five years. The Board determined that we are operating on a negative budget basis right now. Guetter suggested that Schroeder contact school superintendents to see if they would be willing to share in those costs, which would amount to less than \$150 per district if all participated.

14. **Ingraham/Winchester Symposia project on “Rewriting the Rural Narrative:”** Jason Carlson and the board of Tri-Valley Opportunity Council (TVOC) have stepped forward and offered to fund this project because it falls in line with their mission. We are grateful for their generosity and support. Auchenpaugh shared a discussion draft with the board for details needing decisions. Times, contracts, table set-ups, refreshments, and advertising. Times will be: Thief River Falls 6:30-8:30, Crookston 10:00-noon. Table rounds and coffee/water at both locations. Contracts will be with TVOC and TVOC staff will also prepare posters and press releases. Northwest Minnesota Foundation will advertise on their website and send emails to board members. Auchenpaugh will email Collaborative members with poster attached to encourage them to spread the word.

15. **Next meeting: February 3, 2017, 9:30 am, NWMHC Board Room**

16. **Meeting Adjourned.**

Faye Auchenpaugh, Facilitator