

Otter Tail Family Services Collaborative

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*Working Together...
Serving Families
...Improving Lives*

Service Coordination/CTIC Meeting Minutes

2:30– 4 PM, June 8, 2009

Dead Lake Room - Government Services Center

Present: Anne Stenoien (Underwood ISD #550 Community Education- 20); Mary Matteson (Fergus Falls ISD #544 Community Education-4); Carrie Beithon, Cheryl Aversano and Laure Lafond (Community Representatives); Sandy Kitzman (Fergus Falls Area Special Education Cooperative-5); Karyn Sportel (Freshwater Education District-130); Deborah Anderson (Voc Rehab – 5); Becky Waldera (Freedom Resource Center-4); Denise Colburn (Wilkin County Social Services-50); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Mary Matteson agreed to chair the group for the day. A special welcome was extended to our two new consumer representatives Cheryl Aversano and Laure Lafond.
2. Mary called for a review of the minutes of the April meeting. Two clarifications were made on the number of parents attending the Windmill Retreat for Otter Tail County and the fact that the youth leadership conference will be held in Wilkin County not Becker. A total of eight parents attended the retreat from Otter Tail County. A full summary of the evaluation was shared with the group as provided by Gail Kulp. Becky Waldera indicated that a flyer regarding the Youth Leadership conference will be circulated via email. Jane will forward the information once it is received. Jane will make these changes to the minutes. **MOTION:** To approve the minutes of the April meeting with amendments as discussed and the agenda for today's meeting. (K. Sportel/C. Beithon/Carried).
3. Jane shared an overview of the work group budget. A total of \$1,042 has been expended so far this year with a balance remaining of \$358. Jane reported that she received an invoice from the Windmill Project and paid the \$500 contribution in April.
4. The group held a discussion with our two new community representatives regarding the group's purpose. Sandy Kitzman shared an overview of what "Service Coordination" is and how the group is designed to address it. Deb Anderson gave an overview of "Transition" and shared information about the Community Transition Interagency Committee roles and responsibilities. The group reviewed the informational letter that had been extended to parents last spring and discussed some of the requirements for participating in the group. The group shared how valuable it is to have consumer and parent input into the group to ensure that the needs of families are heard by service providers. The group shared an overview of their FY10 Work Plan which will focus on

components from the state mandates for service coordination and CTIC. The four areas of focus will include:

- Offering of service coordination to all families eligible to receive it;
- Access to service coordination for eligible families that choose it;
- Education and awareness for both service coordination and transition services;
- Plan and coordinate transition service delivery.

As a result of the discussion, several common themes were heard:

- The time the group meets may be a determining factor for some parents on whether or not they can attend. The group will meet in August again from 2:30 – 4PM but will reassess at that time if meeting times should be changed for the school year.
- Medical providers are not consistently making appropriate referrals for children when parents have developmental concerns. The resource guide that the group made in the past was very useful and the group needs to look at bringing that back and distributing it among our health care providers. The group also discussed the possibility of working with nursing staff to share information about educational components which are available. Sandy agreed to visit with Echo Breen at the local college to see if we could do training for nursing students.
- Additional resources should be made available on our website and our website should also be distributed to parents as a resource. Could we look at creating a business card or postcard which highlights the website and available resources?

5. Future agenda items to be discussed:

- Follow-up on training for nursing students (Sandy K.)
- Follow-up on possible regular education teacher to sit on the work group (Sandy K.)
- Discussion on printing and distribution of resource guide and business card/postcard
- Post Secondary Survey results (Karyn S.)

6. Partner sharing:

- Freedom Resource Center, Trans Em and Productive Alternatives are hosting a free picnic at Grotto Park on Tuesday, July 28th from 4:30 – 7PM to celebrate the Americans with Disabilities Act. Everyone is encouraged and welcome to attend.
- Jane reminded the group of the upcoming Collaborative Annual dinner meeting which will be held tomorrow on Tuesday, June 9th at 6PM at the Otter Tail County Operations Building in Ottertail City. All work group and Collaborative partners are encouraged and welcome to attend.

7. The meeting was adjourned by consensus. The next meeting will be held on Monday, August 10th from 2:30 – 4 PM in the Lida Lake Room at Government Services Center in Fergus. **FY10 Meeting Schedule:** Aug. 10, Oct. 12, Nov. 9, Jan. 11, and Mar. 8th