

Otter Tail Family Services Collaborative

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*Working together...
Serving Families
...Improving Lives*

Executive Council Meeting Minutes 2- 3 PM September 21, 2009 Thumper Pond, Ottertail City

In Attendance:

County Representatives - County Commissioner Everett Erickson & Doug Huebsch

Non-Profit Representatives – Ellen Palmer (LMHC)

Education Representatives – Norm Kolstad (Lakes Country Service Cooperative);
Judy Moeller (Parkers Prairie) & Lisa Carlson (Underwood)

CEO Group “Trio” – John Dinsmore (OTC Human Services); and Davis Leino-Mills
(Ottertail-Wadena Community Action Council)

Collaborative Coordinator - Jane Patrick and guest Mary Phillippe from United Way

1. Chair Norm Kolstad convened the meeting.
2. The proposed agenda and the minutes of the April 20th meeting were reviewed.
MOTION: Approval of the day’s agenda and the April 20th, 2009, minutes as prepared and posted to the website. (L. Carlson/E. Erickson/Carried.)
3. The group discussed an issue raised by Jane Patrick regarding meeting attendance for the Collaborative partners. It was noted that only 13 of the 30 CEO members were present at the CEO Group meeting today, in addition to the five Executive Committee partners. The group felt that there needs to be more information sharing about the Collaborative to help partners see the continued value in their agency’s participation. The group requested that Jane provide the following outreach to the partners and other key stakeholders:
 - Ask the CEO Group representatives to share the Collaborative Coordinator’s Reports with their staff to ensure that staff are aware of Collaborative sponsored programs and happenings.
 - Share information with the legislators about when our Collaborative meetings are scheduled and invite them to participate when possible.
 - If conflicts arise for CEO members, the group discussed the possibility of organizations sending another non-voting representative in order to carry the information back to the CEO.
 - Systems are integrated now better than ever causing partners to be less reliant on meetings and other collaborative events to make contacts and share ideas.
4. Each of the Executive Committee members and the Trio were present at the CEO Group meeting which was held immediately prior to this meeting. The group

discussed and approved the following recommendations (see CEO Group Minutes of September 21, 2009 for additional discussion):

- Recommendation for additional funding for the Early Childhood Work Group and Caring Connections program in FY10 based on a grant received from the Lake Region Hospital for \$1,000 for the purchase of board books. **MOTION:** Approval of an additional \$1,000 increase for a total of \$65,807 to be designated for the Early Childhood Work Group and Caring Connections Program in FY10. (D. Huebsch/L. Carlson/Carried).
 - **MOTION:** Approval for the Truancy Prevention Work Group to pursue the Family Engagement Grant through the United Way. E. Erickson/E. Palmer/Carried)
 - Recommendation for partner participation in the 2010 Biennial Plan of the Collaborative. **MOTION:** Approval of the proposed Biennial Planning Process as presented by the Planning and Evaluation Work Group. (D. Huebsch/E. Erickson/Carried)
5. Jane shared a current budget report of the Collaborative. Total expenses for the first quarter have amounted to \$22,341. Total revenue has amounted to \$56,811. Bills for the months of December 2008 – September 2009 were presented for approval. Ellen noted that one consumer stipend reimbursement form was missing and asked Jane to follow-up and obtain that documentation. **MOTION:** Approval of the bills as submitted by Jane for payment. (E. Erickson/L. Carlson/Carried)
6. The group discussed the 2009 Annual Meeting, and agreed it was well received. There were many positive comments and feedback about the Perham High School Choir. Tentative plans for FY10 include:
- June 8, 2010 from 6-8 PM at the OTC Operations Center (if possible – Jane will check availability)
 - Seek entertainment from partner organizations similar to last year (Head Start children/plays, speech teams, mock trial teams)
 - Identified options for success stories or motivational speakers (Ann Dolence, Ellen's daughter, someone from Lakeland?)
 - Catering by Betty's Pantry
7. The meeting was adjourned by consensus. **The next meeting of the Executive Council will be held in conjunction with the CEO Group meeting on December 7th at 2PM.**