

# Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

## Minutes of the CEO Group Meeting

November 2, 2009 Noon – 2PM

Thumper Pond, Ottertail City

**Non-Profit Agency, County Departmental and Education Representatives of Member Organizations:** Allen Jensen (Ashby ISD #261-62); Charles Cheney (Battle Lake ISD #542-35); Shannon Erickson (Fergus Falls Area Special Education Cooperative - 66); Beth Achter (Lakes Country Service Cooperative- 66); Gene Benson (Lutheran Social Services-70); Todd Cameron (New York Mills ISD #553-30); David Hauser (OTC Attorney's Office -66); Diane Thorson (OTC Public Health-66); Rakshya Ban (Prairie St. John's – 162); John Dinsmore (OTC Human Services-66); Davis Leino-Mills (OTWCAC – 32); Tamara Uselman (Perham ISD #549-24); Bridget Leonard (Someplace Safe – 66); Kendra Lund (PATH – 66); Diane Kittelson (Someplace Safe-66); and Mary Phillipe (United Way of OTC-66). **Contracted staff:** Jane Patrick (Collaborative Coordinator). **Guest:** State Rep. Bud Nornes

1. Chair Todd Cameron convened the meeting. A special welcome was extended to new member Bridget Leonard from Permanent Family Resource Center and to State Representative Bud Nornes.
2. Mr. Cameron requested a review of the day's agenda and the minutes of the September 21, 2009 meeting. **MOTION:** Approval of the Agenda and the minutes of the September 21, 2009, meeting of the CEO Group. (J. Dinsmore/T. Uselman/carried)
3. Jane led a discussion which the Executive Council has requested be shared with the CEO Group at today's meeting. The issue was raised about attendance by CEO Representatives at Collaborative meetings. It was pointed out that in September only 13 of the 29 organizations were represented. At today's meeting, there are 16 of 29 partners represented. The Executive Committee discussed options for increasing attendance including the idea of allowing partners to send someone other than the CEO to attend in their place if the designated CEO Representative is not able to attend. The group discussed the pros and cons of this action including:
  - If someone other than the top organizational leader is allowed to attend we will find ourselves in a situation where decision makers are not at the table when decisions need to be made.
  - If someone other than the top leader attends, they would not be allowed to vote on behalf of their organization but could carry information back to their organization
  - We need to connect with partners that haven't been to the table for a while to find out why they aren't coming.
  - The Collaborative is important and top agency leaders need to keep meetings a priority on their schedules in order for it to continue functioning effectively.

**MOTION:** To recommend to the Executive Council that agencies be allowed to send an alternate representative to the CEO Meetings when the designated CEO Representative is not able to attend with the understanding that the alternate would not be allowed to vote on issues. (D. Hauser/D. Thorson/carried 12 in favor – 3 opposed.)

4. Opportunities for Collaboration included:
  - Diane Thorson shared that Public Health received a grant for \$1,555 from Dakota Medical to purchase hand sanitizers which would be made available to our partners. The group will let Diane know their needs for the sanitizers and requested that Jane send a thank you note to the grantor on behalf of the Collaborative.
  - Diane reported that Public Health had received 1090 doses of the H1N1 vaccine. The current plan is to host clinics throughout the county to serve those in the priority populations. Diane requested information from the group on the proposed distribution schedule. Each of the schools will get back to Diane to let her know if the proposed immunization schedule will work for their districts.

- Diane Kittelson shared information about free community presentations which are available to our organizations. For more information please contact Diane at 218-739-3359.
  - John Dinsmore shared information about a proposed RFP process from the State which could potentially impact insurance providers for Minnesota Healthcare Program recipients. Human Services is requesting feedback from any and all providers involved with these systems by December 15<sup>th</sup>.
  - Todd Cameron shared information about “Red Ribbon Week” at the New York Mills School for students in grades 4-6. Todd indicated this event was well received.
  - The Children’s Mental Health LAC is seeking increased consumer representation. For more information contact Jane.
  - Brown Bag Lunch opportunities to promote children’s mental health are available to all partners. If you are interested in hosting a session, please contact Jane.
  - The Chemical Health Work Group is working to promote awareness and education about prescription drug abuse, and is seeking additional partners to participate. For more information contact Jane.
  - The Executive Committee is requesting offers from partners to provide entertainment at the June 2010 Annual meeting. School groups and others who are interested in learning more should contact Jane.
5. Jane reviewed the Coordinator’s Report. For more information on the entire contents of the report go to the website at: <http://otfsc.org/minutes/files/09-1102coordinatorsreport.pdf>
  6. Jane shared an update on the FY10 Budget. Total expenses have amounted to \$29,270 with total revenue amounting to \$63,973. For a complete overview of the budget look on the website at: <http://otfsc.org/minutes/files/09-1102budget.pdf>
  7. Davis Leino-Mills shared a copy of the report of the Planning and Evaluation Work Group. Davis explained that the group was requesting feedback from the partners for future planning purposes of the Collaborative and its 2010 Biennial Plan. The group reviewed the information and several members completed the survey at the meeting. Jane will also disseminate the survey via Survey Monkey and ask that all partners and staff complete the survey. The survey can be found on the web at: <http://www.surveymonkey.com/s/FR5TQ5F>
  8. School-based Mental Health program updates were shared by the work group. Find complete details of current SBMH happenings on the website at: <http://otfsc.org/minutes/files/SBMHMinutes09-1102.pdf>
  9. An update was provided by the Early Childhood Work Group. Find complete details of the report on the website at: <http://otfsc.org/minutes/files/09-1102ECWG-CEOReport.pdf>
  10. Mary Phillippe shared that a grant proposal was developed and submitted on behalf of the Collaborative through United Way of Otter Tail County. The purpose of this proposal is to pursue the development of a Family Engagement Planning process. Three schools including New York Mills, Perham and Parkers Prairie chose to participate in the grant development which if funded as proposed, will allow \$50,000 in funding for these schools to develop a Family Engagement process. It is anticipated that if this planning grant is awarded, there may be additional implementation funding available to complete the planning cycle. Mary Phillippe of United Way is spearheading the project and hopes to hear by the first part of November on whether or not the proposal is funded. Jane explained that if the grant is funded, she would need to reschedule the December 7<sup>th</sup> CEO Group meeting as the grant requires her and Mary’s attendance at a conference in Boston.
  11. Partner sharing included:
    - Opening of the new Dental Clinic in Fergus Falls has been delayed. The new site which would primarily serve those on Minnesota Health Care programs is now expected to open in the spring. In the meantime, Apple Tree Dental is currently serving patients at the Fergus Falls Dental Clinic site on Fridays.
    - Jane shared in update about the Safe Communities Coalition activities. She also reported an alarming increase in the trend for Otter Tail County traffic fatalities. There were a total of five deaths reported during 2008, but a total of 15 already reported in 2009.
  12. The meeting was adjourned by consensus. **The next CEO Group meeting has been rescheduled to Monday, December 14 at Noon in the Rush Lake-Walker Room at Thumper Pond.**