

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

Minutes of the CEO Group Meeting

December 14, 2009 Noon – 2PM

Thumper Pond, Ottertail City

Non-Profit Agency, County Departmental and Education Representatives of Member Organizations: Allen Jensen and Linda Saari (Ashby ISD #261-143); Charles Cheney (Battle Lake ISD #542-30); LuAnn Harris (CCR & R-60); Clair Prody (Lakeland Mental Health Center-66); Beth Achter & Norman Kolstad (Lakes Country Service Cooperative- 108); Debra Carpenter (Northern Connections – 24); David Hauser (OTC Attorney's Office -64); Diane Thorson (OTC Public Health-66); John Dinsmore & Doug Huebsch (OTC Human Services-60); Davis Leino-Mills (OTWCAC – 32); Deb Wanek & Terra Fitzsimmons (Pelican Rapids ISD #548 – 140); Bridget Leonard & Sue Ewy (Permanent Family Resource Center – 68); Laura Smith (Henning ISD #545 – 20); Lisa Carlson (Underwood ISD #550); and Mary Phillipe (United Way of OTC-66). **Contracted staff:** Jane Patrick (Collaborative Coordinator). **Guest:** State Senator Dan Skogen

1. Vice Chair John Dinsmore convened the meeting in the absence of Todd Cameron. A special welcome was extended to State Senator Dan Skogen who joined the group to hear about updates and information pertaining to the Collaborative.
2. Mr. Dinsmore requested a review of the day's agenda and the minutes of the November 2, 2009 meeting. **MOTION:** Approval of the Agenda and the minutes of the November 2, 2009, meeting of the CEO Group. (D. Leino-Mills/D. Carpenter/carried)
3. Jane Patrick shared the Coordinator's Report. Jane requested that Mary Phillipe from United Way update the group on the United Way Family Engagement Grant. Mary highlighted the following from the recent training that she and Jane attended. A total of twenty United Ways were selected to participate in the Family Engagement for High School Success planning meeting which was hosted by United Way World Wide and the AT & T Foundation at Harvard University on December 7 & 8. Fifteen sites were selected for full planning grants and five, including the United Way of Otter Tail County, were selected to participate in training with the understanding that they would likely be eligible to resubmit an RFP when additional funding becomes available. Although not guaranteed, it is also anticipated that organizations selected for planning grant dollars would also be eligible to apply for implementation dollars during the course of the planning grant cycle with implementation to begin in the fall of 2010. Because the United Way of Otter Tail County was one of the sites selected for training dollars but not planning process dollars, this potentially opens up the opportunity for us to submit a revised proposal on behalf of Otter Tail County Schools. While it is not anticipated that additional dollars above the original \$50,000 would be available for planning purposes, if invited to reapply, additional schools may wish to become involved in the planning project to explore ideas for family engagement initiatives countywide. Goals of the program include: a) To cut the dropout rate in the United States in half by 2018; b) To work with existing programs, services and community strengths to close gaps and connect families not otherwise engaged; c) Nationwide "Cradle to Career" community norms which support that family engagement is a necessity not an option. The remainder of the Coordinator's Report was presented for reading by the members.
4. Jane also presented the current FY10 budget report. Jane explained that based on the current status of the Biennial Planning Process and the fact that this is a critical piece of information for future planning of all the work groups, that she was requesting that the Collaborative's routine budget planning cycle be delayed by one month to ensure that the Biennial Plan is available to all the groups as they determine the initiatives they

will work on in FY11. The group agreed to delay preliminary budget planning until March 1 and requested to look at both program and work group budgets in March and at the administrative budget in April. The group felt that this would allow for the May meeting for extended budget planning if needed. **MOTION:** To delay preliminary budget planning discussions for the Collaborative until March 1, with final recommendations to be heard by the Executive Council on April 19th. (D. Hauser/C. Prody/Carried)

5. Beth Achter and LuAnn Harris shared the Early Childhood Work Group Report including updated numbers of families and children served. A request was made to clarify that 2009-10 numbers were year-to-date and not all inclusive. LuAnn explained that at this point in the year, only four new providers have been enrolled in the Child Care Provider visits since July due to low numbers of people being licensed. While there are a few more currently completing the licensing process, the work group has concerns about enrolling 17 new providers by June. The Early Childhood Work Group discussed how to best utilize the dollars available for these visits, and based on their discussions, made a request for permission to adjust the providers served to other licensed child care providers in Otter Tail County that have not previously been offered the program so that the program will effectively utilize its allocated funding and serve up to 17 providers during this fiscal year. **(MOTION: D. Thorson/B. Achter/Carried)** Beth also shared a summary of the Parent Support Outreach Program data. A question was raised about whether or not individual Otter Tail County data could be pulled from the State's information on outcomes for the program. Jane will check with Brad Vold at Human Services to see if this information is available.
6. Opportunities for Collaboration included:
 - A discussion was held with the entire group regarding early childhood. Jane explained that there are four Early Childhood Initiative Communities in Otter Tail County. Guest speakers included: Terra Fitzsimmons from Pelican Rapids Early Childhood Programs and community, Linda Saari from the Ashby programs, Laura Smith from the Henning Programs and community and Jane Patrick from the Fergus Falls Community. A good discussion was had about challenges, issues and priority areas for quality early childhood development.
 - Diane reported that Public Health had received additional doses of the H1N1 vaccine. Diane reported that as of Wednesday, the vaccine will be available to the general population through clinics at Public Health. Diane expressed a big thank you to the schools for hosting vaccine clinics in the schools during the month of December.
 - Mary Phillippe shared information about the Food Pantry Program that United Way is participating in on January 23. Their goal is to raise \$50,000 for food pantries in Otter Tail County. Mary also shared some calendars from United Way to help families identify, achieve and maintain financial goals.
 - John Dinsmore shared information from the Humphrey Institute seeking nominations for the 2009-10 Local Government Innovation Awards. Ideas about nominations for the award should be sent to 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.
 - LuAnn shared that Child Care Resource and Referral had recently received stimulus funding to obtain a staff person to help providers set up child care businesses and help answer general business development questions. For more information contact Child Care Resource and Referral.
7. The Planning and Evaluation Work Group shared an annual progress report on the activities and initiatives of the work groups. Included in the information were summaries of accomplishments from the 2008-09 fiscal year. A discussion was held about the fact that the Collaborative continues to work together providing services and enhancing systems for families with limited funding.
8. School-based Mental Health program updates were shared by the work group. Jane explained that discussions are being scheduled in Henning, Underwood and Battle Lake to identify options for mental health programming in those districts. Information was also shared about the Clay, Otter Tail and Wilkin County Mobile Crisis program. A request was made for Jane to send information about the program to the entire group via email. Jane will also check to see if the program coordinator would be available to give a presentation to the CEO Group at their next meeting.
9. The meeting was adjourned by consensus. **The next CEO Group meeting has been set for Monday, January 25 at Noon in the Rush Lake-Walker Room at Thumper Pond.**