

Otter Tail Family Services Collaborative

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

Executive Council Meeting Minutes 2- 3 PM December 14, 2009 Thumper Pond, Ottertail City

In Attendance:

County Representatives - County Commissioner Doug Huebsch (OTC Human Services)

Non-Profit Representatives – Sue Ewy (Permanent Family Resource Center)

Education Representatives – Norm Kolstad (Lakes Country Service Cooperative); Judy Moeller (Parkers Prairie ISD #547-60) & Lisa Carlson (Underwood ISD #550)

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

Collaborative Coordinator - Jane Patrick

1. Sue Ewy convened the meeting. A discussion was held regarding the possibility of the Collaborative purchasing a new or good used LCD projector to have one for the purpose of sharing program reports at the CEO Group meetings. The group would like to reduce printing costs for meeting materials and a suggestion was made to show reports, etc., via an LCD projector if we could obtain one for a low cost. Norm agreed to check with Lakes Country Service Cooperative to see if we could obtain one.
2. The proposed agenda and the minutes of the September 21, 2009 meeting were reviewed. **MOTION:** Approval of the day’s agenda and the September 21, 2009, minutes as prepared and posted to the website. (L. Carlson/D. Huebsch/Carried.)
3. Jane Patrick presented the payment requests for the months of October – December 2009. **MOTION:** Approval of the Collaborative payments requested in the amounts of: December 14, 2009 - \$268.16; December 1, 2009 - \$4,223.13; November 1, 2009 - \$4,488.05; and October 1, 2009 - \$4,005.47.
4. The group discussed the information shared and the recommendations of the CEO Group at their meeting earlier in the day. The following motions were made based on the recommendations of the CEO Group:
 - Early Childhood Work Group Request: Beth Achter and LuAnn Harris shared the Early Childhood Work Group Report. 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 new providers 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 new and existing providers during this fiscal year. **(MOTION:** To approve a change in the providers served to include all providers in the county that have not previously experienced the program. (D. Huebsch/L. Carlson/Carried)

- The group discussed the issue of a potential policy change to allow partners to send someone other than the CEO to CEO Group meetings. A lengthy discussion was held regarding this issue including the possibility of allowing partners to designate only one other person from within the organization to attend if the CEO was not able. **MOTION:** To table the discussion until further information can be reviewed. (D. Huebsch/L. Carlson/Carried) The group requested that Jane review the Governance Agreement to see if there was any specific reference to this issue. The group will leave the policy as is for the time being and review the discussion and all previous discussions at their next meeting.

5. Annual Meeting planning:

- Jane confirmed that we are set for June 8 from 6-8pm at the OTC Operations Center.
- The group requested that Jane provide updated menu selections from Betty's for the next meeting.
- Jane reported that we have a second offer from the Perham School District to provide entertainment. The group is very appreciative of this offer and will favorably consider it along with any other offers made. Jane will remind all the partners that this opportunity is available.

6. The meeting was adjourned by consensus. **The next meeting of the Executive Council will be held in conjunction with the CEO Group meeting on March 1st from 2 – 3PM**