

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

Minutes of the CEO Group Meeting

September 21, 2009 Noon – 2PM

Thumper Pond, Ottertail City

Non-Profit Agency, County Departmental and Education Representatives of Member Organizations:

Al Jensen (Ashby ISD #261-62); Charles Cheney (Battle Lake ISD #542-25); Shannon Erickson (Fergus Falls Area Special Education Cooperative - 66); Clair Prody (Lakeland Mental Health Center – 66); Beth Achter (Lakes Country Service Cooperative- 66); Deb Carpenter (Northern Connections-22); Charles Kitzman (OTC Probation – 60); John Dinsmore (OTC Human Services-60); Davis Leino-Mills (OTWCAC – 32); Deb Wanek (Pelican Rapids ISD #548 – 70); Tamara Uselman (Perham ISD #549-24); Diane Kittelson (Someplace Safe); and Mary Phillippe (United Way of OTC-66). **Contracted staff:** Jane Patrick (Collaborative Coordinator). **Guests:** Everett Erickson (OTC Board- 68), Doug Huebsch (OTC Board-24); Ellen Palmer (Lakeland Mental Health Center Board-22); Lisa Carlson (Underwood ISD #550 Board -40); Norm Kolstad (LCSC Board – 35); Judy Moeller (Parkers Prairie ISD #547 Board-60); Kristin Erickson & Ann Gibbs (OTC Public Health – 95)

1. John Dinsmore convened the meeting in the absence of Chair Todd Cameron. A special welcome was extended to new members Diane Kittelson from Someplace Safe and Dr. Charles Cheney from the Battle Lake School.
2. Mr. Dinsmore requested a review of the day's agenda and the minutes of the April 20th, 2009 meeting. **MOTION:** Approval of the Agenda and the minutes of the April 20 meeting of the CEO Group. (T. Uselman/B. Achter/carried)
3. Opportunities for Collaboration included:
 - The Safe Communities Coalition is hosting a car seat clinic and will be giving away free car and booster Seats on September 30th in Pelican Rapids. For more information contact Jane Patrick at 218-736-3458.
 - The Village Family Service Center has openings for members to serve on their Board of Directors. For more information contact Jane Patrick and she will connect you with the board chair.
 - Children's Services funding is available for children with special medical necessities which are not covered by other sources. For more information contact Shannon Erickson at 218-998-0935 or contact the school nurse in any one of the eight school districts.
 - Kristin Erickson from OTC Public Health shared information with the group regarding the State Health Improvement Plan (SHIP). Kristin explained that this is a \$1.4 Million dollar regional grant project aimed at improving the health of children and families. This new initiative involves several partners around the Collaborative table, and a program will be piloted in the Perham Schools during the current school year. Once a sound process is established, other schools will be invited to participate in order to grow the program throughout Otter Tail County.
 - Ann Gibbs from OTC Public Health shared updates and information about the H1N1 virus. Ann reported that cases of the virus have been confirmed in Otter Tail County schools. Ann also explained that in most instances, the virus should be handled in the same fashion as other flu

viruses and illnesses. Ann shared some resources and a request was made for Jane to distribute the H1N1 virus links to the partners ASAP so they can include it on their websites.

- Debra Carpenter shared that the Labor Force Department Council is hosting a day for 8th & 9th grade students to tour local businesses on October 15th. Debra will share this invitation with the group via email.
- The CARE Committee is hosting parenting education opportunities on October 19th in Fergus Falls and October 26th in New York Mills. For more information contact OTC Human Services at 998-8150.
- Mary Phillipe shared information about the Volunteer Solutions program offered through United Way. Individuals interested in volunteering or those programs that need volunteers can contact United Way for more details at 736-5147.
- The group discussed the request of the Planning and Evaluation Work Group to share information about American Reinvestment and Recovery Act (ARRA) dollars which are being disbursed throughout the County. A suggestion was made that partners share information about resources that may be available to assist families in need. The following ARRA programs were reported:

Otter Tail County	<ul style="list-style-type: none"> • Increase in Pertussis immunizations (Public Health) • Emergency assistance for utilities (Human Services) • Highway improvements (Highway Dept)
Schools	Are getting some ARRA dollars but are using most to backfill cuts to general and special education funding
Ottertail-Wadena Community Action Council	<ul style="list-style-type: none"> • Rent assistance for single adults • Weatherization, training and employment grants available for low-income families that apply for energy assistance
Salvation Army, CEP and Employment agencies	Programs available but need to contact for specific information

- Jane reviewed the Coordinator's Report including:
 - The CEO Group meeting schedule for FY10 is tentatively set for noon on: 11/2, 12/7, 1/25 3/1, 4/19 & 5/17.
 - A summary of the Collaborative's Work Group and Governance Board representation was shared. Partners are encouraged to review their agency membership and make adjustments as necessary.
 - Full Collaborative Coordinator's Report is available on the website at: <http://otfsc.org/minutes/>
- 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. Jane reported on several grant receipts that have been received in the last few months. There were no questions raised about the budget as presented.
- The group reported that several members of the School-based Mental Health (SBMH) project team will be presenting at a program sharing conference in Duluth next week. The group thanked the team for their efforts in expanding knowledge about this cutting edge program. At this point, SBMH services are available under the supervision of The Village, Lakeland Mental Health Center and Lutheran Social Services in five of the eight school districts. Funding from the Collaborative was designated according to enrollment numbers for all eight school districts as outlined below. It is a sincere hope that all of the eight districts will be able to identify options which will allow them to expand mental health service delivery and utilize the funds allocated during this school year.

	H	BL	UW	PP	NYM	PR	P/D	FF
Enrollment as of 2/09	362	508	542	550	704	956	1432	2415
FY10 Allocation per district	\$3,636	\$5,101	\$5,442	\$5,523	\$7,069	\$9,600	\$14,379	\$24,250

7. Beth Achter reported that on September 10th, the Early Childhood Work Group hosted training in Fergus Falls for the Caring Connections Home Visitors and also opened it up to other early childhood staff on Infant Sign Language. It was very well received with nearly all of the home visitors attending, as well as about 20 individuals from other programs in the region. The Early Childhood Work Group also submitted a proposal to the *Lake Region Hospital* in May and received word shortly thereafter that their request for **\$1,000** was funded. These funds were received in August and will be used to purchase books for families seen in the Caring Connections program. **ACTION REQUESTED:** To increase the budget allocation to the Early Childhood Work Group by the amount of \$1,000 for a total amount of \$65,807 to include the amount received from Lake Region Hospital. (by ECWG/C. Prody/Carried)

8. Mary Phillipe shared that United Way of Otter Tail County was invited to apply for grant funding of up to \$50,000 for Family Engagement Planning. Mary and Jane connected with the Truancy Work Group and found that several of the partners were interested in pursuing this opportunity. A short summary of the proposal overview includes that applicants must document : 1) the majority of the high school students served by the project are low-income, as indicated by the percentage of free and reduced lunches in the district(s) and schools of focus; and 2) the majority of students served by the project are at-risk of academic failure or dropping out of high school as indicated by characteristics such as failing to be promoted on time, low reading and math scores, and/or behavioral problems, etc. **MOTION:** For the Truancy Work Group to explore this opportunity and to recommend to the Executive Committee that United Way pursue this opportunity if there is ample interest by one or more partners. (T. Uselman/D. Leino-Mills/carried)

9. It has now been nearly two years since the Collaborative adopted the last “Biennial Plan” wherein Planning & Evaluation reviewed and reported on the identified gaps in services and needs of children and families in Otter Tail County. The Collaborative has routinely conducted or participated in a Biennial Planning Process since its inception to help determine if our resources are focused and aligned with the needs of the families we serve. In FY08, P & E carried out the last Biennial Planning Process using county-wide statistics and data which were readily available. P & E is once again proposing to use the same process, but is requesting to add one additional component allowing the gathering of feedback from the families that all the partner agencies serve. The Planning and Evaluation Work Group outlined the steps of the proposed 2010 planning process. It was noted that in order to accomplish this task, it will require the participation of all Collaborative partners and their staff, and the participation of families served by each partner. P & E requested a decision on whether or not the proposed process can be carried out so that they have ample time to send out the assessments, collect and compile the data, and then organize the data to identify the needs of OTC families. There was a consensus by the CEO Group that they would be willing and able to participate in the Biennial Planning Process as outlined in the report. This question was also posed for future consideration by the Collaborative: ***“What if the FY10 needs assessment identifies a priority which is not currently addressed by the programs funded? Is the Collaborative going to shift its resources and discontinue funding for current programs?”***

10. The meeting was adjourned by consensus. **The next CEO Group meeting will be held on Monday, November 2 in the Rush Lake-Walker Room at Thumper Pond.**