

# Otter Tail Family Services Collaborative

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Serving Families

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## Minutes of the CEO Group Meeting

February 2, 2010 Noon – 2PM

Thumper Pond, Ottertail City

**Non-Profit Agency, County Departmental and Education Representatives of Member Organizations:** Allen Jensen (Ashby ISD #261-60); Charles Cheney (Battle Lake ISD #542-30); LuAnn Harris (CCR & R-60); Shannon Erickson (Fergus Falls Area Special Education Cooperative – 66); Bill Klein (Lakeland Mental Health Center-66); Josh Nelson (Lakes Country Service Cooperative - 66); Debra Carpenter (Northern Connections – 24); David Hauser (OTC Attorney's Office -64); John Dinsmore (OTC Human Services-66); Davis Leino-Mills (OTWCAC – 32); Tamara Uselman (Perham ISD #549-35); Bridget Leonard (Permanent Family Resource Center – 68); and Mary Phillipe (United Way of OTC-66).  
**Contracted staff:** Jane Patrick (Collaborative Coordinator)

1. John Dinsmore convened the meeting as the new Chair for the group effective as of January 1. John welcomed the group, and a round of introductions was made.
2. John requested a review of the day's agenda and the minutes of the December 14, 2009 meeting. **MOTION:** Approval of the Agenda and the minutes of the December 14 meeting of the CEO Group. (D. Leino-Mills/L. Harris/carried)
3. Jane Patrick shared the Coordinator's Report. Printing expenses was a topic of discussion at the Executive Council meeting in December. Jane explained that on average, the cost for printing meeting materials for the CEO Group and Executive Council meetings runs about \$50-75 per meeting depending on the materials needed. While this does not seem like a huge expense, it certainly does add up over time. In order to reduce waste and become more "eco friendly," the Executive Council discussed the option of purchasing a new or used LCD projector and instead of printing paper copies the reports would be both posted on-line and then shown via projector at the CEO meetings. A request was made for feedback about this idea. Mary Phillipe from United Way offered the use of the United Way projector as needed for Collaborative functions. Starting in February, only minimal copies of meeting materials will be provided and it will be encouraged that partners print and bring their own hard copies to the meetings if they want them available during the meeting for review. Jane also made mention of concerns that she has for accurate reporting with the time study. In order to assess how the time study folks are doing with reporting, Jane asked all school participants to complete a worksheet matching up various activities with specific code letters. Each participant was also provided with access to on-line training materials and tools which are approved by the State to aide them in selecting codes. Jane requested support from the superintendents for encouraging staff to complete and return the worksheets so she can accurately assess response accuracy.
4. A copy of the current FY10 Budget Report was shared for review. Jane also provided a preliminary five year budget projection which potentially indicated that the integrated fund could be depleted within five years if revenue above projections is not received. Jane will continue to monitor and updated budget projections throughout the upcoming budget planning cycle. If LCTS income remains steady and is higher than the low ball projections, concerns may not be as imminent as the initial projections indicate.
5. Opportunities for Collaboration included:
  - Beth Wallman Zimmerman shared information about the newly restructured Mobile Mental Health Crisis Response program. As of January 1, the program now serves both children and adults experiencing a

mental health crisis. For more information contact Beth at 218-299-6674. The group requested that the information and link for this program be put on the Collaborative's website.

- Tamara Uselman shared information about a new program in the Perham School District called the "Backpack Program." This unique program is operated at the school and provides extra food and snacks for children with whom there are concerns about lack of food at home on the weekends and extended school breaks. Mary Phillipe also shared that United Way is considering submitting a letter of intent to the ConAgra Foods Foundation to help with establishing this type of program in all of the school districts in Otter Tail County. The CEO Group was in support of pursuing this initiative in all school districts and supported the idea of United Way submitting a grant application on behalf of the Collaborative partners. The group will bring this discussion back to the table for review at the next meeting.
- Tamara also shared information about a new physical activity program and concerns about physical education classes being cut from school schedules due to increasing budget cuts. Tamara agreed to share information with the group about a recent research presentation she had seen pertaining to this issue.

6. Members of the Planning and Evaluation Work Group gave their report which included:

- The preliminary 2010 Biennial Plan and a request for approval of the draft plan with the final approval postponed until the time of the March meeting when the United Way Community Needs Assessment had been completed. **MOTION:** Approval of the preliminary 2010 Biennial Plan based on the fact that the work groups need this information and direction when developing their FY11 Work Plans which will be presented in March. (C. Cheney/M. Phillipe/Carried)
- The Planning and Evaluation Work Group will also be conducting a Collaborative Coordination Contract evaluation on the services provided by Jane Patrick and Independent Contract Services of Fergus Falls, LLC. The group requested that all Collaborative partners, work group members and staff involved with Collaborative initiatives, complete the survey to give an accurate picture of their satisfaction levels. This feedback will also be used to help make a determination on future contractual services for FY11.
- A handout was shared with the schools regarding the upcoming 2010 Minnesota Student Survey. P & E requested and strongly encouraged all schools to conduct the student survey as this information is very helpful to the Collaborative as well as the individual partners in their collective and individual planning processes.

7. School-based Mental Health program updates were shared by Tamara Uselman. Tamara noted that the work group had drafted a proposal to request \$75,000 for FY11 based on the same formula of student enrollment for FY10. The group is also considering other outside grant funding opportunities which would be appropriate for the program.

8. Jane shared highlights from the Early Childhood Work Group report including the fact that training will be hosted for all of the Caring Connections staff at the end of this week, and again in late February or early March. The focus of the first session on January 29 will include a presentation by Someplace Safe and by the local Interagency Early Intervention Committee (IEIC) Parent Support Consultant. At the end of February, the group will be attending the "Brain Gym" workshop hosted by Lakes Country Service Cooperative. These on-going and continued training opportunities are one of the essential components contributing to the continued cohesiveness of this program. Updates were also shared with the group about the fact that referrals for the Child Care Provider visits were slower than anticipated for this fiscal year. Therefore, with the approval of the Executive Council to offer the Caring Connections Child Care Provider Visits to not only new providers but existing providers that had not yet receive the program, LuAnn was able to connect with several providers who were very interested in enrolling in the program.

9. Partner sharing included:

- Debra Carpenter announced that starting today, February 1, Northern Connections began contracting with the Minnesota Department of Human Services to assist all Minnesotans with access to health care.
- Bill Klein reported that Lakeland Mental Health Center is moving to a new facility and location on County Road 1 in Fergus Falls as of February 15<sup>th</sup>.

10. The meeting was adjourned by consensus. **The next CEO Group meeting has been set for Monday, March 1 at Noon in the Rush Lake-Walker Room at Thumper Pond.**