

Otter Tail Family Services Collaborative

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

Executive Council Meeting Minutes

2 – 3 PM March 7, 2011

Thumper Pond, Ottertail, MN

In Attendance:

County Representatives – Wayne Johnson (OTC Board of Commissioners)

Non-Profit Representatives – Ellen Palmer (Lakeland Mental Health Center Board)

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

CEO Group “Trio” – John Dinsmore (OTC Human Services) & Davis Leino-Mills (OTWCAC)

Collaborative Coordinator - Jane Patrick

1. Lisa Carlson began the meeting in the absence of Chair Sue Ewy. Lisa asked for a review of the day’s agenda and the minutes of the January 31, 2011 meeting of the Executive Council. **MOTION:** Approval of the proposed agenda and the January 31, 2011 Executive Council minutes as posted to the website. (E. Palmer/J. Moeller/Carried)
2. Jane Patrick presented the bills as paid by the Collaborative from June 2010 through March 2011. Jane noted that the reason for the delay in approval for these payments was due to a lack of quorum at the January meeting, and the absences of the bills being presented at previous meetings. **MOTION:** Approval of bills paid from June 1, 2010 – March 31, 2011. (J. Moeller/E. Palmer/Carried)
3. The group discussed the need to appoint a new secretary/treasurer to the Executive Council with the change in representation from Everett Erickson to Wayne Johnson on the County Board. A nomination was made by Ellen and seconded by Judy to appoint Wayne Johnson as the secretary/treasurer to replace Everett Erickson. Additional discussion ensued regarding Sue Ewy’s continued participation in the group. Sue’s position has changed within the State structure and she may no longer be able to participate in Collaborative planning and work groups due to her new position. **MOTION:** Appointment and acceptance of the secretary/treasurer position to Mr. Wayne Johnson. (E. Palmer/J. Moeller/Carried)
4. The group discussed the recommendation of the CEO Group in January to accept and allocate funding from the Lutheran Community Foundation (LCF) to the Backpack Program. We received notification in November from LCF that the Collaborative was awarded a grant in the amount of \$2,000. In October, we discussed the possibility that if received, this funding could potentially be designated to the county-wide Backpack Program efforts. **MOTION:** To accept the funding

from LCF to the Collaborative. (W. Johnson/E. Palmer/Carried) **MOTION:** To decline the recommendation of the CEO Group and to instead allocate the LCF funding to the general integrated fund which was the original proposal in the grant application. (E. Palmer/J. Moeller/Carried.) Additional discussion was held regarding the need to be sure to use grant funding as originally proposed so as not to be out of compliance with the funding requirements. Also, that additional funding has been received from the Friends of Friends organization and that additional funds could be applied for from LCF prior to the start of FY12 so these current funds are not be needed for the Backpack program at this time.

5. The group reviewed the discussions and recommendations of the CEO Group with regard to the Planning and Evaluation Work Group including:

Recommendation #1: To prioritize the Collaborative work groups in the following order:

- A. School-based Mental Health
- B. Early Childhood Work Group
- C. Children's Mental Health LAC
- D. Chemical Health Work Group
- E. Truancy Work Group
- F. Service Coordination/CTIC

Recommendation #2: That the Truancy and Chemical Health groups and the School-based Mental Health and Children's Mental Health LAC arrange joint meetings to discuss their goals and efforts to determine if there is an opportunity for further collaboration; and that these groups report back to the Planning and Evaluation Work Group their recommendations for additional collaboration in FY12.

MOTION: To approve the recommendations of the Planning and Evaluation Work Group with the understanding that concerns of both groups would be noted and options explored for how they might further collaborate without the expectation of combining work groups. (L. Carlson/W. Johnson/Carried)

6. The group reviewed the Work Plans and accompanying budgets which were discussed and presented for approval by the CEO Group including:
 - Planning and Evaluation Work Group by Sandy Kitzman which contained six work tasks and a budget request of \$1,000;
 - School-based Mental Health Work Group by John Dinsmore which contained six work tasks and a budget request of \$75,000;
 - Early Childhood Work Group by Beth Achter which contained six work tasks and a budget request of \$59,042. Beth also noted that additional grant funds not used by June 30th from the West Central Initiative Oral Health Grant would be requested for carry over into FY12;
 - Truancy Prevention Work Group by David Hauser which contained seven work tasks and a budget request of \$40,000 to help reinstate partial funding

- for attendance clerk positions and the implementation of a pilot school-based truancy program in the Underwood School;
- Chemical Health Work Group by Bill Klein which contained four work tasks and a budget request of \$2,000;
 - Children’s Mental Health Local Advisory Council by Shannon Erickson which contained four work tasks and a budget request for \$3,000. Shannon noted that Otter Tail County Human Services provides for a \$3,000 allocation to the Collaborative’s integrated fund for the activities of this group;
 - Service Coordination/CTIC by Sandy Kitzman which contained four work tasks and a budget request for \$2,000.

Discussion was held regarding the proposal of the Truancy Work Group and the fact that despite being low on the newly adopted priority list of the Collaborative, was funded with significant dollars. **MOTION:** Approval of the work plans and budgets as recommended with the following stipulations to the Truancy Work Group:

- a) That the Truancy Work Group needs to show effectiveness in order to request and qualify for funding in future years including the need to specifically track: i) attendance patterns and trends for all elementary contacts referred for services, including long-term studies into high school attendance; and ii) increased referrals for programs such as SBMH, the County Attorney Mediation program and other community resources.

(E. Palmer/J. Moeller/Carried)

7. The group discussed the valuable recommendations that the Planning and Evaluation Work Group created. There was a strong consensus by the Executive Council that the work of this group not be “put on a shelf” and to instead be strongly considered and used for future planning and direction of the Collaborative. Jane was instructed to remind all the work groups that LCTS funding is not exactly “stable” and that it is important for Work Groups to plan for other more sustainable programming and funding sources as they continue their work in FY12.
8. The group reviewed plans for the 2011 Annual Meeting of the Collaborative set for Tuesday, June 7th from 6 – 8 p.m. The group discussed the Outstanding Collaboration awards which might be presented. They agreed that Tamara Uselman should be recognized for her continued commitment to collaboration. The SBMH program partners should also be recognized for their creative ingenuity and building a nearly self-sustaining collaborative program.
9. The meeting was adjourned by consensus. **The next meeting of the Executive Council will be held on Monday, April 18 following the CEO Group meeting at Thumper Pond.**