

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

Minutes of the CEO Group Meeting

April 18, 2011 Noon – 1:30 PM

Thumper Pond, Ottertail City

Non-Profit Agency, County Departmental and Education Representatives of Member Organizations: Allen Jensen (Ashby ISD #261-63); Shannon Erickson (Fergus Falls Area Special Ed Coop – 66); Jerry Ness (Fergus Falls ISD #544-66); Clair Prody & Ellen Palmer (Lakeland Mental Health Center-85); Beth Achter & Norm Kolstad (Lakes Country Service Cooperative – 110); Maureen Kenney (Northern Connections-24); David Hauser & Wayne Johnson (OTC Attorney's Office-145); Diane Thorson (OTC Public Health-60); John Dinsmore & Doug Huebsch (OTC Human Services-88); Deb Wanek (Pelican Rapids ISD #548-70); Tamara Uselman (Perham ISD#549-22); Kelly Olson (The Village Family Service Center-130); Jeremy Olson & Lisa Carlson (Underwood ISD #550-62); Judy Moeller (Parkers Prairie ISD #547-60); and Mary Phillipe (United Way of OTC-65). **Contracted staff:** Jane Patrick (Collaborative Coordinator)

1. Chair Davis Leino-Mills began the meeting. A round of introductions was made.
2. Davis requested approval of the March 7, 2011 minutes of the CEO Group. **MOTION:** Approval of the minutes of the March 7th meeting as posted to the website. (T. Uselman/B. Achter/carried)
3. Davis requested an update from the education sector for the nomination of Mr. Jerry Ness to serve on the CEO Trio Group as representation to the Executive Committee. Mr. Ness agreed to accept appointment to the Trio beginning with the next meeting of the Executive Committee following today's meeting. **MOTION:** Acceptance of Mr. Jerry Ness to serve on the Trio of the CEO Group. (T. Uselman/M. Phillipe/Carried)
4. The group shared Opportunities for Collaboration including:
 - Mary Phillipe gave an update on the status of the Feed the Hunger Backpack Program. The Feed the Hunger Backpack Program is running smoothly with the help of dedicated school administrators and staff, community volunteers and United Way of Otter Tail County. Thanks in large part to the generous financial contributions by Friends of Friends Fighting Hunger in Otter Tail County to the tune of \$40,000, the programs are able to access needed funding to continue and grow their individual programs well into the future. Administrators in several districts are looking forward to expanding the program to older students in the fall of 2011. 182 children are currently being served in Otter Tail County through the efforts of the each of the districts. All eight residential districts and Ashby are now participating.
 - Diane Thorson shared information on behalf of the Chemical Health Work Group and the Safe Communities Coalition including information about the work of Otter Tail County Public Health and the UCare Foundation Grant received by the Collaborative last fall. Diane will be writing a second grant proposal for submission in May to continue and expand the work of the group. Partners from the Collaborative who are interested in participating or developing activities to address chemical use should contact Jane. Ideas generated included the "Drug Take Back Events," safe ride program expansion and mock crashes.
 - The Safe Communities highway traffic safety grant will also be resubmitted in June. Partners interested in collaborating on efforts to address drinking and driving, distracted driving, child passenger safety, teen driving, etc., should contact either Jane or Diane.
 - Jane reported that the opportunity to apply for the Lutheran Community Foundation grant funding will also be available again this summer. The group entertained a discussion on what existing or new activity of the

Collaborative could potentially be funded through this source. The group recommended that additional operating funds be applied for if this seems appropriate to the grant reviewers.

- Tamara Uselman shared information with the group about the Summer Food Service Program which Perham Schools are currently participating in as part of an initial pilot program. One school in the district must have at least a 50% Free and Reduced Lunch rate and once qualified; all schools in the district can apply for up to five years of funding. The program provides a free lunch to any student in the district during the summer months. Laura Bjerke (218-346-6500) is the contact that the Perham School if anyone is interested in learning more about this opportunity.
5. Jane Patrick shared the current FY11 budget report. A total of \$266,348 has been received by the integrated fund since the start of the fiscal year on July 1. Total expenses have amounted to \$217,205, leaving a current fund balance of \$270,898. Jane highlighted the fact that partnership payments not yet made for FY11 should now be paid, if possible. Jane also noted the receipt of \$2,000 to the Integrated Fund from the payment made to United Way by the Lutheran Community Foundation. Jane also shared an updated draft FY12 budget and five year projection based on potential income and expenses. New figures have been included in the projection to account for proposed administrative expenses for FY12.
 6. Jane shared information from the Coordinator's Report including:
 - The LAC is hosting an *on-line* After School Education Session on cyber bullying on Tuesday, April 19th from 3:30 – 4:30 p.m. Teachers, parents & other professionals are encouraged to join this informative session by accessing it on-line at: <http://goo.gl/7PXbK> (case-sensitive).
 - Following some discussion, the following FY12 meeting schedule of the CEO Group was adopted- pending Jane checking with the superintendents who were not at today's meeting about their availability for the August meeting: August 22, October 3, December 5, January 30, March 5, April 16, (tentative May). All meetings will be held at Noon at Thumper Pond in Ottertail City. School-based Mental Health Work Group meetings and Executive Committee meetings will be held in conjunction with these scheduled meetings as appropriate.
 - Jane shared the current partnership list for CEO Group and Governance Board members. Each partner was asked to review the list included in the Coordinator's Report and to let Jane know of updates which were needed. Invites for the Annual Meeting will be sent based on the list.
 7. Final FY12 budget items were discussed and reviewed. Jane Patrick presented proposed contract proposals for her company Independent Contract Services of Fergus Falls, LLP for coordination of the Otter Tail Family Services Collaborative and the Local Collaborative Time Study. The OTFSC proposal presented included a total of 934.75 hours to complete the work of the Collaborative for FY12 for a total amount of \$35,521. An additional contract for coordination of the LCTS was presented for a total of 175 hours at a rate of \$6,650. Jane noted that there was a decrease in both contracts for the current year compared to last year, based on a lighter work load. The group held a discussion concerning the proposals presented. A note was made to Jane that the group appreciated the work of ICS and that she should be sure to let them know if the work required to complete the outlined tasks amount to more than what was requested. **MOTION:** To recommend approval of the administrative expenses for overall coordination, LCTS Coordination, parity payments and meeting expenses. (T. Uselman/M. Phillippe/Carried). Based on the approval and recommendation of the approved budget for FY12 the following **MOTION** was made: To eliminate the May meeting of the CEO Group due to the completion of the FY12 Budget. (D. Thorson/T. Uselman/carried)
 8. Partner sharing included:
 - Beth shared information about upcoming workshops available through Lakes Country Service Cooperative.
 - United Way shared that they are partnering with Otter Tail County on arranging emergency preparedness volunteers. Anyone interested can attend at United Way on June 7th from 1-3 p.m.
 9. The meeting was adjourned by consensus. The next CEO Group meeting has been set for Monday, August 22, 2011 at Noon in the Rush Lake-Walker Room at Thumper Pond.