

Otter Tail Family Services Collaborative

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

Executive Council Meeting Minutes

1:30 – 2:00 PM April 18, 2011

Thumper Pond, Ottertail, MN

In Attendance:

County Representatives – Wayne Johnson & Doug Huebsch (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); and Jerry Ness (ISD#544)

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 March 7, 2011 meeting of the Executive Council. **MOTION:** Approval of the proposed agenda and the March 7, 2011 Executive Council minutes as posted to the website. (D. Huebsch/J. Moeller/Carried)
2. Jane Patrick presented the bills as paid by the Collaborative for April 2011. **MOTION:** Approval of bills paid for April 2011. (J. Moeller/W. Johnson/Carried)
3. The group reviewed the recommendation of the CEO Group to approve the FY12 administrative budget of the Otter Tail Family Services Collaborative. The OTFSC proposal presented included a total of 934.75 hours to complete the work plans 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. It was noted that there was a decrease in both contracts for the current year compared to last year, based on a lighter work load. **MOTION:** Approval of the two contracts as presented by Jane Patrick of Independent Contract Services of Fergus Falls, LLP and other administrative line items for FY12 including meeting expenses and parity payments. (D. Huebsch/J. Moeller/Carried) **MOTION:** To accept complete FY12 Proposed budget of the Otter Tail Family Services Collaborative and to recommend the same to the Governance Board at the June 7th Annual Meeting. (E. Palmer/W. Johnson/Carried) The group noted concerns about the fact that future activities and budget amounts may not be sustainable, however, based on current LCTS funding levels, the budget appears relatively stable.

4. The group finalized plans for the 2011 Annual Meeting including:
 - 5:30 – Executive Council arrives to help host
 - 6:00 – Governance Board meeting begins/other guests social hour
 - Entertainment by PR High School – Jane will confirm with Deb what the entertainment will consist of.
 - 6:30 – buffet style Taco bar (\$12.65/per person estimate)
 - Entertainment
 - 7:00 – program start -welcome (emcee-Tamara Uselman?)
 - 7:15 – Ben Woessner, Pelican Rapids Mayor – cultural diversity
 - 7:30 – Mary Phillippe will be asked to share a brief overview of the Backpack program versus inviting Susie Novak to come from North Country Food Bank. The group felt that everyone attending would be sufficiently familiar with the program and it would not be a good use of time to have a longer presentation.
 - 7:45 – program updates (SBMH, CC, Chem Health, LAC, Truancy)
 - 7:55 – Outstanding Collaboration award to Tamara Uselman presented by Doug Huebsch.
 - 8:00 – adjourn

5. The meeting was adjourned by consensus. The next meeting of the Executive Council will be determined based on the availability of new representatives as appointed at the Annual Meeting. If meetings will continue to coincide with the CEO Group meetings, they will tentatively be held on October 3, January 30, March 5 and April 16.