

## Otter Tail Family Services Collaborative

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*Working Together...*

*Serving Families*

*...Improving Lives*

## Planning and Evaluation Work Group

### Meeting Minutes

1:30 – 3:30 PM, July 13, 2011

Northern Connections, Perham, MN

**Present:** Maureen Kenney (Northern Connections); Davis Leino-Mills (Otter Tail-Wadena Community Action-28), Jeremy Olson (Underwood-70); Sandy Kitzman (FFASEC – 90); Chuck Kitzman (OTC Probation-90); Bill Klein (Lakeland Mental Health Center – 90); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Davis agreed to act as chair for the day. A special welcome was extended to Jeremy Olson from the Underwood School. Jeremy has agreed to join the P & E Work Group to give ample input from the school sector. The group thanked Jeremy for his commitment and agreed his innovative thinking and ability to interject input would be very valuable to the group. Jane will send Jeremy additional information on the purpose of the planning and evaluation work group.
2. Davis requested a review of the work plan which was adopted for the new fiscal year. The group decided to focus on tasks 2 & 3 for the day. A correction was noted to a spelling error in task #2 which Jane will correct.
3. The group worked on Task #2 to identify trends and outcomes of the Collaborative Goals and indicators. Original goal indicators from the 2002 planning process were reviewed. There were 25 indicators identified as part of the 2002 planning process, but the accompanying baseline data could not be located although it is referenced as "Appendix A" in the 2002 biennial plan. To add to the confusion, there are individual indicators included under each goal from 2002, but these indicators do not align with the 25 indicators previously referenced and again, there was no correlating baseline data to accompany these indicators. Therefore, the group conclude that they would compile what baseline and current data is available to document progress on the 25 original indicators. Members of the group will help Jane to identify data that is not readily available from the Minnesota Kids Count and Minnesota Student Survey data sets. Data that cannot be located for the original indicators will be discarded. The group also decided that the indicators listed under the individual goals would be tracked to the extent possible but that most of those indicators would be impossible to find data for since many are subjective indicators. The group will decide after reviewing the data and trends of the original 25 indicators what additional data will be tracked moving forward. Additional information on

unemployment and median household income will be included in the original data sets in place of the month employment indicator.

Jane will complete what data is available, and then send to the group for additional help. Sandy agreed to help collect school data that may be available once the MDE website is up and running again. Sandy also agreed to present the summary document to the CEO Group at their August 22 meeting at Thumper Pond.

4. With regard to Task #3, the group initially discussed that the Continuous Improvement Plan might include P & E writing 2-3 priorities for each individual work group to focus on to ensure continuous progress on our Collaborative goals. However, after considerable discussion, the group agreed it would make more sense for them to write 2-3 priorities for each of the four Collaborative goals, which all work groups would be asked to focus on when creating their work plans for next year. This would reflect the intentions of P & E for the Continuous Improvement Plan to take the place of conducting a biennial planning process. The group will complete this task at their September meeting after the available data referenced in #3 above has been compiled. Once the data is compiled, Jane will send it out to the work group for review and each work group member will need to review and identify which areas they feel are most important to focus on and bring that information to the meeting.
5. Opportunities for Collaboration for the August 22 CEO Group meeting were discussed. Suggestions for topics included:
  - State shut down consequences and potential for collaboration on areas that are no longer funded (Davis)
  - Sharing non-partisan information sharing with legislators on the affects of the shutdown and the affects of the program and services cuts to local children and families (Davis)
6. The meeting was adjourned by consensus. The next meeting date for FY12 will be Wednesday, September 14<sup>th</sup> from 1:30 – 3:30 in the West Battle Lake Room at the Government Services Center in Fergus Falls. Additional dates are as follows: 1:30 – 3:30 on October 12 (FF), January 11 (New York Mills), February 9 8 (FF) and March 14 (FF) (Note: change February 9<sup>th</sup> to February 8<sup>th</sup>)