

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

Minutes of the CEO Group Meeting

August 22, 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); Jeff Drake (Battle Lake ISD #542-30); Shannon Erickson & Sandy Kitzman (Fergus Falls Area Special Ed Coop – 65); Jerry Ness (Fergus Falls ISD #544-65); Beth Achter & Josh Nelson (Lakes Country Service Cooperative – 132); Todd Cameron (New York Mills ISD #553-32); Maureen Kenney (Northern Connections-32); David Hauser (OTC Attorney's Office-65); Diane Thorson (OTC Public Health-14); Kyle Mack (Prairie St. John's-140); Chuck Kitzman (OTC Probation-65); Davis Leino-Mills (OTWCAC-32); Mitch Anderson (Perham ISD#549-20); Jeremy Olson & Lisa Carlson (Underwood ISD #550-112); 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. A special welcome was extended to new Superintendent Mitch Anderson from Perham ISD #549. Mitch is replacing the vacancy left by Tamara Uselman.
2. This is the first meeting of the CEO Group for the new FY12 fiscal year. Davis requested updates from partners since the time of the last meeting in April 2011.
 - Diane Thorson shared that she had received new information about a study regarding the root causes of underlying health care issues. Diane noted that poverty, tobacco/substance abuse and graduation rates were the key indicators of health according to this recent study. Diane also noted that with the evidence shown in this recent study, it proved how well the Collaborative process worked last spring when the four Collaborative goals were prioritized with academic engagement, improved emotional well-being and reducing risk behaviors ranking higher than improving preventative health practices.
 - Mary Phillipe reported that 560 children across Otter Tail County will be receiving new backpacks with school supplies from United Way prior to the start of the school year. Mary also shared that there is a mobile food drop taking place in Perham on August 26th, in Pelican Rapids on September 29th and in Fergus Falls on December 16th.
 - The group held a discussion about the impact of recent state and federal budget cuts. The superintendents discussed the implications of the "60-40" funding distribution plan for school districts and how this impacts overall budgets.
3. Davis requested an approval of the April 18, 2011 minutes of the CEO Group. **MOTION:** Approval of the minutes of the April 18th meeting as posted to the website. (M. Phillipe/D. Thorson/carried)
4. Jane Patrick shared a yearend budget report for the FY11 fiscal year. The actual Collaborative integrated fund balance remaining on June 30, 2011 amounted to \$295,710. This amount was \$102,534 higher than projected, due in large part to an increase of an additional \$75,000 in LCTS revenue. Jane also pointed out grant funds that were not spent entirely in the fiscal year and needed to be carried over into their respective work group budgets for FY12. **MOTION:** To approve carryover of \$13,215 in the Chemical Health Work Group budget into FY12 to allow the work group to carry out their grant activities through the grant period. (D. Hauser/B. Achter/Carried) **MOTION:** To approve carryover of \$10,000 in the Early Childhood Work Group budget into FY12 to allow the work group to carry out their grant activities through the grant period. (B. Achter/D. Hauser/Carried) Jane also shared a current FY12 financial report showing actual cash received year to date of \$76,998 and actual expenses of \$19,476. Jane noted receipt of the Quarter 2 (April – June) payment for 2011. A total of \$72,664 was received on August 16th which included Medical Assistance reimbursements of \$36,481, and Title IV-E reimbursements of \$36,183. Jane also provided a summary of the LCTS earnings of the Otter Tail Family Services Collaborative since its inception in 1999.

5. Sandy Kitzman joined the group to present the report and recommendations of the Planning and Evaluation Work Group including identify trends and outcomes of the Collaborative Goals and indicators set back in 2002. To summarize, the group shared their findings on progress to achieve the Collaborative's original goals. Key Notes included:
 - A. Educational measures are difficult to measure as proficiency rates have changed, as well as assessments used to measure proficiency have changed thus making a valid trend statement difficult.
 - B. Certain columns are empty because we have learned through one complete round of this process, the need for a valid and reliable data collection process.
 - C. Primary Data Sources: Minnesota Kids Count, Minnesota Student Survey, and Minnesota Department of Education (MDE) websites.

Key Findings –

- 1) There were a total of 21 indicators used with measurable baseline and current data.
- 2) 11 of the 21 usable indicators were updated from 2002 to account for definition/wording changes on data sets available.
- 3) 5 of 21 indicators showed negative change – we did not make progress towards our goals.
- 4) 16 of 21 indicators showed positive growth and change – we did make progress towards our goals.

Planning

Task # 3 for the work group is to develop a Continuous Improvement Plan. In order to complete this task, the Planning and Evaluation Work Group recommends the following in order to make data driven decisions in the future:

- a. Determine which data sets will be use to measure growth over time using MN Kids Count, MN Student Survey and MDE measures.
- b. The P & E Work Group will edit the Collaborative's previous indicators and align them with wording used in available data set/resources.
- c. Compare how Otter Tail County is doing in comparison to state trends and track county longitudinal trends over time.
- d. Determine if indicators such as rate of school attendance, school disciplinary incidents, etc., are indicators that should be tracked or if a smaller list of indicators can be determined that more closely correlate with our goals or are more closely impacted by Collaborative projects and efforts (i.e. prenatal care of mothers.)
- e. Deliver to the work groups an "edited" goal/indicator list and ask each work group to determine two or three top priorities that their work plans will focus on aligning with the goals/indicator presented.

MOTION: TO APPROVE THE RECOMMENDATIONS AS PREPARED BY THE P & E WORK GROUP. (D. Thorson/ J. Ness/Carried)

6. The group held a brief discussion about the June Annual Meeting. There was positive feedback regarding this event. The group also discussed cost saving thoughts for future meetings including having the meeting during the day time, and/or in conjunction with a CEO/Executive Council meeting. There was a consensus that it is good to move the meeting around to various locations and that it represents a marketing tool for the Collaborative and its projects.
7. A follow-up discussion was held regarding the importance of keeping our local legislators educated about our work and about the Collaborative structure and process. The group requested that Jane invite the local legislators to attend the December 5th CEO Group meeting. A request was made for the Trio to plan the meeting with a draft agenda of: a) creating more of a relationship with the legislators; b) an interactive/less "reporting" during the meeting; and c) an overview of the Collaborative (our successes – SBMH, early childhood collaborations, etc.). Jane will request a meeting with the Trio to do the planning.
8. Project reports were shared by Shannon Erickson (SBMH Report); Beth Achter (Early Childhood Work Group Report); and David Hauser (Chemical Health and Truancy Prevention work groups).
9. Opportunities for Collaboration included:
 - United Way shared updates about the Feed the Hunger Back Pack Program which intends to expand to high school students in each district this year;
 - Mitch Anderson shared updates about the Perham Food Summer lunch program. They served over 200 students on a daily basis last summer! This program actually generates a small amount of revenue for the school lunch program.
 - A request was made to inquire about unfunded mandates and how this impacts partners county-wide. Jane will send a request to the CEO Group to see how their agencies are directly being affected by the cuts.
10. The meeting was adjourned by consensus. The next CEO Group meeting has been set for Monday, October 3, 2011 at Noon in the Rush Lake-Walker Room at Thumper Pond.