

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

Minutes of the CEO Group Meeting

October 3, 2011 Noon – 1:30 PM

Thumper Pond, Ottertail City

Non-Profit Agency, County Departmental and Education Representatives of Member

Organizations: LuAnn Harris (CCR & R-66); Shannon Erickson (Fergus Falls Area Special Ed Coop – 66); Clair Prody (Lakeland Mental Health Center – 66); Beth Achter & Jeremy Kovash (Lakes Country Service Cooperative – 66); Maureen Kenney (Northern Connections-22); David Hauser (OTC Attorney's Office-66); Diane Thorson (OTC Public Health-66); Chuck Kitzman (OTC Probation-66); John Dinsmore (OTC Human Services – 66); Davis Leino-Mills (OTWCAC-32); Deb Wanek (Pelican Rapids ISD #548-60); Mitch Anderson (Perham ISD#549); Jeremy Olson (Underwood ISD #550-50); and Mary Phillippe (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 called for a review and approval of the August 22 meeting minutes of the CEO Group as posted to the website. **MOTION:** Approval of the minutes of the August 22 meeting as posted to the website. (S. Erickson/B. Achter/Carried)
3. Opportunities for Collaboration:
 - Diane Thorson reported that the State Health Improvement Plan (SHIP) grant is being allocated on a grant award basis this year. Public Health will be submitting an application and have invited a few school districts to participate. Diane shared several things that the Perham Schools have completed in conjunction with this grant for the past two years.
 - Davis shared that Otter Tail-Wadena Community Action is still waiting to receive state funding for various programs. They have not yet received funds for several emergency service programs. The group discussed the need to find out what programs and services currently have funding. Jane will work with Mary Phillippe and 2-1-1 to find a list and then will send it to partners to verify if programs currently have funding available. Included in the list should be Children's Services, Parent Support Outreach, Human Service programs and other agency programs that provide support for basic needs throughout the county.
4. Jane Patrick shared a budget report for the FY12 fiscal year. The actual Collaborative integrated fund balance on September 30, 2011 amounted to \$341,579. Actual cash received year to date amounts to \$79,144, and actual expenses have been incurred in the amount of \$33,276. The group discussed the in-kind contributions report contained in the Collaborative Coordinator's Report. They requested that this be shared with the local legislators at the next meeting.
5. Jane led the group through a discussion on how to proceed with a county-wide bullying initiative. The following items were discussed:

1	LAC to develop and monitor a plan to be implemented county-wide
2	Gather baseline data from the MN Student Survey
3	Ensure that strategies are evidence and/or research based

Plan suggestions:

1	Standardized county-wide curriculum and education
2	Develop a guideline with training expectations for all staff
3	Plan to encompass cyberbullying; identify all areas of bullying and which ones can be impacted with least resources
4	Consider making referrals to PSOP &/or SBMH programs for bullying issues – track referrals to these programs for bullying issues.
5	Student and staff leadership classes/character building opportunities (honor and courage programs)
6	Process to include referral for repeat offenders to the county attorney's office
7	Olweus (a program used in Battle Lake, Breckridge and Rothsay)
8	Reach out to other schools in the region working on violence prevention
9	Include a long-term plan - this is a reoccurring issue/cycle
10	Include early childhood strategies
11	Engage all partners using an awareness approach (blurbs in newsletters, social media, small reminders)

6. John Dinsmore shared the School-based Mental Health Work Group report including highlights for:
 - School-based Mental Health (SBMH) staff and supervisors from Fergus Falls, Perham, New York Mills, Parkers Prairie and Battle Lake/Underwood Schools met on September 19th to share information about their respective experiences.
 - In addition to meeting to share experiences and resources, the staff collect and report consistent data each quarter. Reports completed through June 30th show that 272 students with an ED or SED diagnosis are being served, with 40 students closing out of services and showing improved functioning. 89 diagnostic assessments have been completed at the school sites, and 862 students at the school site who did NOT have an ED/SED were served by SBMH staff. A combined total of 968 students have been served by the program at the half way mark in the year which is a significant increase over this same time period last year.
7. Beth Achter shared the Early Childhood Work Group report including:
 - The work group has started their year with a focus of outlining responsibilities in acting as the advisory council for the Caring Connections home visits and child care provider visits, the Parent Support Outreach Program, and the Nurse Family Partnership Program.
 - In addition, on October 12th the work group will be meeting with Lyn Johnson and Kay Brown, both of whom oversee early intervention screening and referrals for Otter Tail County families. The purpose for this meeting will be to help identify the processes for each of the districts and educate the work group on how to most effectively and efficiently handle referrals.
8. David Hauser shared the reports of the Truancy and Chemical Health Work Groups, including:
 - School administrators have been busy hiring and organizing efforts to enhance attendance clerk duties at each school site. As usual, schools have been creative in stretching these valuable funds to get the most “bang for the buck” out of this new Collaborative funding. In some situations, schools have combined this funding with other funds in order to create more sustainable, full-time positions.
 - Schools have also been busy identifying the students whose attendance they will track closely over the course of this school year. They are also pulling baseline data on student attendance, both individually and district wide, student grades and overall district-wide graduation rates.
9. The meeting was adjourned by consensus. The next CEO Group meeting has been set for Monday, December 5, 2011 at Noon in the Rush Lake-Walker Room at Thumper Pond. Our local legislators have been invited to this meeting so good attendance is very important☺