

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

... Improving Lives

Minutes of the CEO Group Meeting

March 1, 2010 Noon – 2PM
Thumper Pond, Ottertail City

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

Allen Jensen (Ashby ISD #261-64); Bill Klein & Ellen Palmer (Lakeland Mental Health Center-88); Beth Achter & Norman Kolstad (Lakes Country Service Cooperative- 108); David Hauser (OTC Attorney's Office - 66); Diane Thorson (OTC Public Health-66); John Dinsmore & Doug Huebsch (OTC Human Services-90); Davis Leino-Mills (OTWCAC – 32); Bridget Leonard & Sue Ewy (Permanent Family Resource Center – 130); Lisa Carlson (Underwood ISD #550-36); Judy Moeller and Kent Baldry (Parkers Prairie ISD #547-120); Shannon Erickson (Fergus Falls Area Special Education Cooperative-66); Jerry Ness (Fergus Falls ISD #544-66); Tamara Uselman (Perham ISD #549-35); Todd Cameron (New York Mills ISD #553-50); Chuck Kitzman (OTC Probation-66); Kelly Olson (The Village Family Service Center); and Mary Phillipe (United Way of OTC-66). **Contracted staff:** Jane Patrick (Collaborative Coordinator).

1. Chair John Dinsmore convened the meeting and welcomed the group. A round of introductions was made of the 22 representatives attending from 17 of the Collaborative agencies.
2. Mr. Dinsmore requested a review of the day's agenda and the minutes of the February 1, 2010 meeting.
MOTION: Approval of the Agenda and the minutes of the February 1 meeting of the CEO Group. (J. Ness/T. Uselman/carried)
3. Davis Leino-Mills and Diane Thorson shared the final Biennial Plan as prepared by the Planning and Evaluation Work Group. The plan will be posted on the Collaborative website for partners to access and utilize as they see fit. A brief overview of the plan includes: Step 1: Identify specific strategies to address the needs of families as it pertains to food/nutrition, support, education and family structure (complete details listed in the plan); Step 2: Establish and collect existing baseline data against which groups will be able to measure effectiveness of strategies PRIOR to implementing them; Step 3: Implement identified strategies utilizing existing resources which are available. Step 4: Reassess existing post-implementation data to assist in determining whether or not strategies implemented were effective in improving outcomes for children and families. **MOTION:** Approval of the 2010 Biennial Plan as presented. (D. Thorson/B. Achter/Carried)
4. Chuck Kitzman shared the proposed FY11 Work Plan for the Planning and Evaluation Work Group. The plan involves three tasks including conducting Strengths, Weaknesses Opportunities and Threats (SWOT) facilitation with each of the Collaborative work groups in FY11. The group plans to meet six times during the fiscal year with a total budget request of \$1,200. **MOTION:** Approval of the work plan and budget as presented. (D. Leino-Mills/T. Uselman/Carried)
5. John Dinsmore shared the proposed FY11 Work Plan for the School-based Mental Health Work Group. The plan involves four tasks including tracking and monitoring data to ensure services delivered are effective in meeting the mental health needs of children and families. The Large Work Group will meet four times annually in conjunction with the CEO Group meetings. The Small Work Group will meet twice with SBMH supervisors and otherwise as needed. Individual school teams will meet as needed throughout the year. A total budget request was made in the amount of \$75,000, with the stipulation that unused balances at the end of the

fiscal year will be divided up among the participating districts. **MOTION:** Approval of the work plan and budget as presented. (C. Kitzman/D. Thorson/Carried)

6. Sue Ewy presented the Early Childhood Work Group Work Plan. This plan includes five tasks including serving as the advisory council for five early childhood home visiting programs and initiatives. The work group plans to meet nine times annually. A total budget request was made in the amount of \$64,032. **MOTION:** Approval of the work plan and budget as presented. (T. Uselman/C. Kitzman/Carried) Diane Thorson also made mention of the fact that the University of Minnesota Morris Statistical Analysis Program had offered the use of their program in the next school year to conduct program or project analysis. Partners and work groups were asked to consider what programs they might be working on that could be analyzed through this offer.
7. David Hauser presented the Truancy Work Group Work Plan. This plan includes five tasks including exploring food Backpack Programs in each district. The work group plans to meet three times annually. A total budget request was made in the amount of \$400. **MOTION:** Approval of the work plan and budget as presented. (D. Hauser/D. Leino-Mills/Carried)
8. Mr. Hauser also presented the work plan of the Chemical Health Work Group. This plan includes four tasks including a request to pursue a planning and implementation grant to address underage drinking. Depending on the outcome of that grant, the group will plan to meet as needed. A total budget request was made for \$2,000, which includes the cost of hiring a grant writer to complete the P & I Grant application during the fall of 2010. **MOTION:** Approval of the work plan and budget as proposed. (D. Hauser/T. Cameron/Carried)
9. Shannon Erickson presented the Children's Mental Health Local Advisory Work Plan. This plan includes three tasks including outreach and education opportunities for children and families to learn about mental illness and services which are available for mental health. The work group plans to meet eight times annually. A total budget request was made in the amount of \$3,000. John Dinsmore offered that an equal amount of \$3,000 would be contributed to the Collaborative's integrated fund from the Human Services budget for the continued functioning of this group. **MOTION:** Approval of the work plan and budget as presented. (S. Erickson/J. Ness/Carried)
10. Jane Patrick shared a copy of the FY10 Budget report. Total expenses for the Collaborative to date have amounted to \$98,829. There is a balance left remaining in the amount of \$125,763 which is projected to be spent by June 30, 2010. The current integrated fund balance currently sits at \$275,440.
11. Based on the budget proposal of each of the work groups, Jane shared a preliminary FY11 Collaborative budget and a five year projected budget based on current expenses. With recent LCTS revenue higher than projected, it is anticipated that at the end of a five year period, the Collaborative's integrated fund balance would be at approximately \$158,000. Assuming LCTS revenue will remain stable, the Collaborative will need to address a budget shortfall within the next several fiscal years if the Collaborative is to maintain a positive budget balance.
12. Opportunities for Collaboration were discussed. Tamara Uselman led a discussion continuation from last month with the group about options for implementing the food Backpack Program in each school district. Perham has already started this unique program which puts extra food into the backpacks of over 50 students at the end of each school week. Mary Phillippe reported that a letter of intent submitted to ConAgra Foods was not accepted for a full blown application. Based on this information, Tamara asked that each partner at the table give ideas about how funding might be secured in each community for this program. Jane reported that a grand total of approximately \$36,000 was needed to fund programs in the entire county. Each partner gave ideas for how they thought funding might be achieved. Backpack Program funding ideas included:
 - Pennies for Patients
 - Incorporate active core student groups & or PTO groups
 - Farm Groups
 - Food program sponsors (Food Shelf, etc.)
 - Churches/faith based organizations

- Use leftovers from school lunches
- Student/faith-based youth service projects
- Senior meal programs
- Woman Aid
- Waffle Program in Parkers
- Recycled sneaker program
- Kick-backs from local grocery stores and chain stores
- United Way funding
- Service club sponsorship
- Fund raiser similar to current sport funding raising
- Targeted donations/giving
- \$1 hat day/casual dress Friday
- Commodity foods (Salvation Army – Davis??)
- Christmas/Holiday Giving Tree – staff collections, etc., at special times of the year
- Feed a Hungry Child Program/ Adopt a Kid - develop its own name and ask for community sponsors to sponsor one child for a year. Or a program like “Secret Friend” – similar to secret Santa programs where people can sponsor a child for a day/week/month
- 5K Run
- School supply/back pack/stuff the bus collaboration
- PTO leadership magazine - develop a postal stamp

13. Mary Phillipe discussed the Community Needs Assessment survey which was underway. Over 200 people have completed the survey at this time. Unfortunately, the vast majority of respondents are middle aged females; a majority does not have children in the household; and a majority is in the \$50-100K income bracket. An effort is being made to have more low income individuals and families complete the survey either on-line or in paper format.

14. Diane Thorson shared information about lessons learned from the recent H1N1 vaccine clinics. A total of 10,000 (about 1/6th) of OTC residents were vaccinated, including over 5,000 children during the clinics. The community was appreciative and impressed with the conveniences of the school-based clinics. Diane requested ideas for how to structure similar clinics in the fall of 2010 and asked for feedback from the partners about how they felt the clinics met the needs of children and families.

15. Partner sharing included:

- Davis shared information about a new service “Care Connections” being operated by Northern Connections which helps connect families to Minnesota Health Care Programs.
- Early Childhood Dental Network program offerings were shared, including information about the opening of the new Apple Tree Dental Clinic in Fergus Falls which is expected on May 1.
- Bridget Leonard shared that Permanent Family Resource Center is hosting a car seat safety clinic.
- Beth Achter shared information about the 2010 Technology Conference offered by Lakes Country Service Cooperative on March 16.

16. The meeting was adjourned by consensus. **The next CEO Group meeting has been set for Monday, April 19 at Noon in the Rush Lake-Walker Room at Thumper Pond.**