

Otter Tail Family Services Collaborative

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Early Childhood Work Group/IEIC Meeting

9 – 11 AM February 9, 2010

West Battle Lake Room- Government Service Center, Fergus Falls

Attendance: Marion Kershner (OTC Public Health); Stacy Haugen-McAllister (Fergus Falls Area Special Education Cooperative- 4); Mary Phillipe (United Way of OTC-3); Karen Hanan (FF ECFE – 2); Sue Ewy (MCSHN-4); and Jane Patrick (Collaborative Coordinator).

1. Sue Ewy welcomed the group. Sue filled in for Stacy to chair the meeting in her absence.
2. Sue called for a review of the minutes of the January meeting. There was some discussion about the fact that the Collaborative will be trying to go paperless and Jane will be presenting less paper copies, but presenting more information via electronic methods such as PowerPoint. Essential discussion items will continue to be printed and brought in hard copy.
3. Jane Patrick shared a copy of the FY10 budget for the work group. Total expenses have amounted to \$29,962 for the home visit portion and \$17,255 for Parent Support Outreach Expenses. No questions were raised on the budget. **MOTION:** Approval of the bills for the month of February in the amount of \$5,032.05. (M. Phillipe/K. Hanan/Carried)
4. The group discussed the home visitors' idea about putting the Caring Connections 12 month survey on-line via Survey Monkey and asking families to fill it out that way versus asking them to fill it out in front of the home visitor and returning it with them without postage; or asking families to fill it out and send it in with their own postage. The group requested that home visitors ask families if they would be willing to complete an on-line survey to see what the consensus might be. The group will continue using the hard copies for the time being and look at making a switch to electronic format for FY11.
5. At the January team meeting, Marion shared copies of the Ten Emotion Booklets from the Talaris Institute. The home visitors found the information valuable and requested that additional copies be purchased for their use and for sharing with families. Marion checked and found that they could be purchased for \$19 for 25 booklets. The group agreed the information would be useful for giving to home visitors and to families at the one month visit and instructed Jane to buy a supply in quantity as quickly as possible. These booklets will be purchased using the Lake Region Hospital Grant dollars and distributed to home visitors as soon as they arrive.
6. Training was discussed. The home visitors were very receptive to attending the Brain Gym training at Lakes Country Service Cooperative on February 26 or March 5. Jane asked all home visitors to register themselves for the training. Agencies that were already planning to pay their staff to attend will not be reimbursed for the registration fee or training time. However, agencies that were not able to fund this training opportunity will be allowed to request that the registration fee and training hours be paid by the Caring Connections program.

7. The group once again discussed challenges with finding standing meeting dates which will work for the entire group. The group requested that Jane to send out a Survey Monkey to try and identify standing meeting dates that will work well for the majority of the group.
8. The group developed their FY11 Work Plan and budget which will be presented to the CEO Group for approval on March 1. The group requested that Jane send a letter to each of the partners involved with the program to ask them to support the portion of the program which is funded by their agency. Jane will send these requests ASAP and ask for a response by the time of the March 1 CEO Group meeting. **MOTION:** To ask the CEO Group and/or Executive Council to consider a 2% COLA for all program and project staff for FY11. (S. McAllister/M. Kershner/Carried)
9. The group discussed the outcomes of the Caring Connections program. Jane will prepare a brief summary of the outcomes based on the data collected by the program since 2004 which will be presented to the CEO Group along with the FY11 Budget Request. The group discussed the role of the program for identifying early developmental delays. A discussion ensued about home-schooled families and for families from the East Side of the county. Jane will send a summary to Marion of information to be shared with the East Side IEIC about the value of CC program/information sharing prior to March 17 when the next meeting is set.
10. IEIC business:
 - The IEIC regional training grant prepared by West Central Initiative was approved. Stacy will be learning more about how this opportunity will affect our local IEIC and bring it back to the group for more discussion at the next meeting.
 - Other IEIC business will be discussed at the next meeting.
11. Partner sharing:
 - State Health Improvement Plan and Golden Start Program – Marion reported that Concordia College has agreed to take on the task of professional lactation consultation within their program.
 - Jane shared that the Fergus Falls Early Childhood Initiative and the Fergus Falls Police Department are sponsoring the First Responder Training which involves educating people who respond to crisis situations to better address the mental health needs of children involved in crisis is scheduled for March 11. Two sessions will be held including one in Ottertail from 2-4 PM and one in Fergus Falls from 6:30 – 8:30 PM.
12. The meeting was adjourned by consensus. The next meeting will be scheduled based on the results of the Survey Monkey.