

## Otter Tail Family Services Collaborative

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*Working together...  
Serving Families  
...Improving Lives*

### Executive Council Meeting Minutes

2- 3 PM March 1, 2010

Thumper Pond, Ottertail City

#### In Attendance:

**County Representatives** - County Commissioner Doug Huebsch (OTC Human Services)

**Non-Profit Representatives** – Sue Ewy (Permanent Family Resource Center); Ellen Palmer (Lakeland Mental Health Center)

**Education Representatives** – Norm Kolstad (Lakes Country Service Cooperative); Judy Moeller (Parkers Prairie ISD #547) & Lisa Carlson (Underwood ISD #550)

**CEO Group “Trio”** – John Dinsmore (OTC Human Services); Todd Cameron (New York Mills School); and Davis Leino-Mills (Ottertail-Wadena Community Action Council)

**Collaborative Coordinator** - Jane Patrick

1. Sue Ewy convened the meeting. A discussion was held regarding the use of the LCD projector in lieu of providing copies. There was a request at today’s meeting to go back to paper copies but the group felt that in time people would adjust to bringing their own copies.
2. The proposed agenda and the minutes of the December 14, 2009 meeting were reviewed. **MOTION:** Approval of the day’s agenda and the December 14, 2009, minutes as prepared and posted to the website. (E. Palmer/N. Kolstad/Carried.)
3. Jane Patrick presented the payment requests for the months of January and February 2010 **MOTION:** Approval of the Collaborative payments requested in the amounts of: January \$19,141.64; and February \$4,066.18. (E. Palmer/L. Carlson/Carried)
4. The group reviewed the discussion tabled at the last meeting regarding a potential policy change to allow partners to send someone other than the top ranking CEO Representative to attend CEO Group meetings. The group had requested that Jane research the Governance Agreement to see what the official guidelines were with regard to this issue. Jane reported that the Governance Agreement says:  
*“Each Party to the Collaborative agrees to:....Assign the top-ranking executive to the Executive Level Group of the Collaborative, or, in the case of multi-county agencies, assign the a person with sufficient authority to commit agency resources to the work of the Collaborative.”*

Upon further discussion the group decided against a formal policy change but issued the following recommendations:

- As required by the Governance Agreement is it strongly encouraged that the top ranking staff from each agency prioritize and attend the CEO Group meetings as frequently as possible.
  - In the event that the top ranking staff cannot attend, agencies should only send another person of sufficient authority to vote and make decisions for their individual agency with the agreement that the top ranking official will honor and back the decisions made.
  - It is encouraged that consistent representation be made by one person from each agency in order that the person attending is well informed and understands the issues, discussions and succession of events that have transpired.
5. The group discussed the information shared and the recommendations of the CEO Group at their meeting earlier in the day. The following motions were made based on the recommendations of the CEO Group:
- **MOTION:** Approval of the FY11 Work Plans presented and recommended by the CEO Group. (D. Huebsch/E. Palmer/Carried)
  - **MOTION:** Approval of the FY11 Budget Requests presented and recommended by the CEO Group. (N. Kolstad/E. Palmer/Carried)
  - **MOTION:** Approval of the 2010 Biennial Plan as prepared and recommended by the CEO Group. (E. Palmer/D. Huebsch/Carried)
6. Annual Meeting planning:
- Jane confirmed that the Annual Meeting is set for June 8 from 6-8pm but that we have been bumped from the OTC Operations Center site. Thumper Pond is available, but the group decided to check on an option for sites in Parkers Prairie and in Perham. Judy and Ellen will check on these options and get back to Jane so she can send out an initial notice to the partners.
  - The group will review menu options available for both sites at the next meeting.
  - The group also requested that Jane ask the partners for ideas about entertainment which might be available from each community.
7. The meeting was adjourned by consensus. **The next meeting of the Executive Council will be held in conjunction with the CEO Group meeting on April 19 from 2 – 3PM.**