

**Otter Tail Family Services Collaborative**

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*Working Together...  
Serving Families  
...Improving Lives*

**Planning and Evaluation Work Group  
Meeting Minutes**

**9 – 10 AM, February 14, 2011**

**West Battle Lake Room – Government Service Center**

**Present:** Maureen Kenney (Northern Connections-80); Davis Leino-Mills (Ottetail-Wadena Community Action-110), Sandy Kitzman (FFASEC – 5); Bill Klein (Lakeland Mental Health Center-10); and Jane Patrick (Collaborative Coordinator).

- Jane Patrick welcomed the group. The purpose of today’s meeting was to create the FY12 Work Plan and budget for the Planning and Evaluation Work Group. The following was developed to be proposed to the CEO Group on March 7<sup>th</sup>.

<b>FY12 Proposed Work Plan for: Planning and Evaluation Work Group</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i><b>What is the <u>Specific</u> task that we want to accomplish?</b></i>	<i><b>How will we <u>Measure</u> whether or not we are successful in completing the task?</b></i>	<i><b>Is this task truly <u>Attainable</u> with the resources that we have available?</b></i>	<i><b>Who will be <u>Responsible</u> for each of the steps necessary to complete the task?</b></i>	<i><b>What is the <u>Timeline</u> for completing the task?</b></i>
<b>Task #1:</b> Recruit an additional partner representative from the education sector to sit on the P & E Work Group	A minimum of one additional partner representative will attend three of the six annual wg meetings	Will require partner in-kind contribution of staff time	Jane will invite partners as recommended by P & E	July 2011
<b>Task #2:</b> Identify trends and outcomes of Collaborative Goal indicators and use to create a 2012 Continuous Improvement Plan	Indicators and previous rates will be reviewed, updated data collected, and comparisons documented where possible. A written summary will be prepared and shared with the CEO Group.	Collaborative coordination and work group time is needed to attain this task.	Goals and indicators are already developed. Work Group members will help identify data sources to collect information needed.	August 2011
<b>Task #3:</b> Develop a Continues Improvement Plan (CIP) to aid progress for achieving the four Collaborative Goals	One CIP will be created complete with measurable outcomes for each wg. The CIP will be presented to the CEO Group for approval prior to implementation.	P & E will utilize the FY11 Planning documents created by each wg. Additional resources are requested in the amount of \$800 for associated costs. Coordination and work group staff time is also needed.	Sandy will provide a model format to be used in creating the CIP. The work group will review and complete the document at their regular meeting.	Sept. 2011

<b>Task #4:</b> Evaluate the Collaborative Coordination contract	The current evaluation form will be reviewed and modified if necessary and distributed to all work group, CEO and Executive Council members.	Yes	Work group with the help of coordinator and/or web-based system	Feb 2012
<b>Task #5:</b> Oversee and manage needs/changes for the Collaborative website	The website will be maintained. Usage rates will be monitored and tracked over time.	Resources needed: \$200 for website hosting fees; and Collaborative coordination time to update site	The Collaborative coordinator will be responsible for managing the day to day operations of the site including updates and renewal processes. The WG will routinely monitor usage.	June 2012
<b>Task #6:</b> Individual tasks as assigned by the CEO Group and/or Executive Council.	To be determined as necessary based on the individual tasks assigned.	To be determined as necessary based on the individual tasks assigned	To be determined as necessary based on the individual tasks assigned	June 2012

**FY12 Proposed Meeting Schedule:** Six times annually, with a tentative schedule of 1:30 – 3:30 p.m. on July 13 (at Northern Connections in Perham), September 14 (FF), October 12 (FF), January 11 (New York Mills), February 9 (FF) and March 14 (FF).

**FY12 Budget Request:** \$1,000 for website hosting and upkeep and Continuous Improvement Plan development.

- The meeting was adjourned by consensus. This was the final meeting of the Planning and Evaluation Work Group for this fiscal year. There will be **no** meeting on March 9<sup>th</sup> as previously scheduled.