

## Otter Tail Family Services Collaborative

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*Working Together...*

*Serving Families*

*...Improving Lives*

## Planning and Evaluation Work Group

### Meeting Minutes

2 – 4 PM, July 8, 2009

Lida Lake Room – Government Service Center

**Present:** Sandy Kitzman (FFASEC-4); Deb Wanek (Pelican Rapids ISD #548 - 30); Deb Carpenter (Northern Connections-55); Chuck Kitzmann (OTC Probation – 4); Diane Thorson (OTC Public Health); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Chuck Kitzman agreed to serve as chair for the day.
2. Chuck called for a review and approval of the Minutes of the April 8<sup>th</sup> meeting and the day's agenda. Both were approved by consensus.
3. Jane shared an overview of the FY09 and FY10 Budgets for Planning and Evaluation. A total of \$775 was returned to the Collaborative's integrated fund in FY09. Jane noted that the annual website hosting fee would again be due in July.
4. Opportunities for Collaboration were discussed and a follow up was held to the "Full Service Schools" discussion that was first initiated last spring. The following ideas were noted:
  - The group would like to learn more about the information the Beth Achter shared at the CEO Group about "Community Engaged Schools."
  - The State Health Improvement Plan (SHIP) is currently being developed and will provide for collaboration among the partners. This should continue to be discussed at the CEO Group to ensure all partners are updated about its development.
  - Some schools may be interested in working collaboratively on Safe Routes to School, and this also could be tied into the SHIP Plan for increased physical exercise.
  - Most schools are interested in health related services (immunizations, flu shots, etc.) being delivered at the schools.
  - H1N1 will continue to be a topic of importance and the CEO Group should be updated about local happenings.
  - Dental Outreach clinics are another great way of providing services at schools. However, these are not available in every community due to limited funding.

5. The final work plan summaries from each group were reviewed with each member reviewing the plans, progress and how each met their goals and objectives. A summary will be put together and shared at the September CEO Group meeting highlighting the major accomplishments, as well as the objectives and outcomes achieved. The group discussed the possibility of having each work group present to the CEO Group throughout the year to give updates (“work group of the day”). The group will ask the CEO Group if this is something they would be interested in as a standing agenda item.
  
6. The group began discussions for the FY10 Biennial Planning Process and reviewed the process for the FY08 process. The group agreed they would prefer to use the same type of process as the last time in order to save resources. They will begin to gather recent assessments and evaluations to determine current needs and priorities.
  - Assessments to be reviewed – SHIP, Student Survey, Immunization data, Risk Behavior Trends, Probation annual report for top 10 juvenile offenses, data on the number of kids and families accessing county services, out-of-home placement data and trends, special education data & rates, Kid’s Count data. Jane will also ask other Collaborative partners if they have recent surveys/assessments or evaluations which the group can use in their process.
  - The group will develop a Survey Monkey Assessment for partners and direct line staff. Jane will develop a draft survey and bring it back to the group for review at the next meeting. The survey should be short and concise.
  - The group discussed consumer input. They agreed a short, simple survey should be conducted for consumers of collaborative programs (SBMH, Truancy, Caring Connections, NFP, etc.), as well as the general public. Questions should give a list of 5-6 multiple choice options for identifying challenges and barriers. The group discussed ways of getting feedback without a large cost. The group felt that small incentive gifts given out at community events (sporting events, community gatherings, etc.) and/or a drawing of some sort could help to collect accurate data. In addition, each individual program will need to determine how they will get the surveys out the families that they serve.
  
7. The group reviewed the feedback from the April Service Coordination Training that was held as well as the evaluation from OTC families that attended the Windmill Retreat in March. Both were very positive.
  
8. The meeting was adjourned by consensus. The next meeting is set for Wednesday, September 9 from 2 – 4PM at the Government Services Center in Fergus Falls.