

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, September 9, 2009

West Battle Lake Room – Government Service Center

Present: Sandy Kitzman (FFASEC-4); Bill Klein (Lakeland Mental Health Center – 5); Debra Carpenter (Northern Connections-55); Chuck Kitzman (OTC Probation – 4); Davis Leino-Mills (OTWCAC-by phone); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Debra Carpenter agreed to serve as chair for the day.
2. Debra called for a review and approval of the Minutes of the July 8th meeting and the day's agenda. Both were approved by consensus.
3. Jane shared an overview of the FY10 Budget. A total of \$120 was expended in July for the annual web hosting fee. The group has a total allocation of \$1000 for this FY.
4. Opportunities for Collaboration were discussed. The following suggestions were made for topics to be covered with the CEO Group at their September 21 meeting:
 - Davis suggested that P & E host a discussion on the American Reinvestment and Recovery Act dollars that are being allocated to the Collaborative partners. The group asked that Jane send an email to the CEO Group and ask them to provide information at the meeting about dollars and programs that they may be receiving. Since these dollars have to be spent in a short amount of time, it is important that all of the partners are aware of programs and services which may be available to families they are serving.
 - Chuck shared information about the Youth Service Providers Summit being hosted in Walker on October 14th. This may be a great opportunity for regional organizations to learn more about strategies to meet the needs of our region's youth. Jane will forward this information to the CEO Group for their review and information.
5. The group discussed the FY10 Biennial Planning Process and the planning process outline as developed by Jane. The group discussed the fact that the student survey would not be completed again until 2010 and so would not be available for use during this planning session. Diane was not available at today's meeting so additional information which was collected as part of the SHIP plan and immunization data was not available. The following data sets were reviewed:
 - Kid's Count data (Debra) – Trends are improving, but OTC still ranks high in the following areas: dropout rates, free and reduced lunch, children living in poverty,

overall population living in poverty, WIC recipients, food shelf usage, out-of-home placements, abuse and neglect issues,

- Probation Annual Report (Chuck) – Serious crimes committed by children are up slightly, the largest factor for all crimes is still alcohol
- Special education (Sandy) – average rates are 10-13% of students eligible for special ed, speech and specific learning disabilities are the highest rate of incidence; autism and TBI are on the rise while EBD is decreasing; early intervention strategies are working well and there has been a significant increase in referrals in recent years. Additional resources are suggested for new parents to help connect them early with developmental resources.
- Health related – childhood obesity is at 17%, with 31% being overweight.
- Children and Community Services Act (CCSA) Annual Performance Report from Human Services on keeping children staff and improving their well-being – concerns with high number of children re-entering the system within 12 months, above average number of children experiencing repeat maltreatment, low number of children receiving mental health screening.

The group discussed options for assessing the needs of families. Davis indicated that OTWCAC had recently conducted a survey which the group may wish to use. The group determined they would update their work plan outline and present it to the CEO Group at their September meeting. In essence, this task will require the participation of all Collaborative partners and their staff, and the participation of families served by each partner. Davis will forward the draft survey that OTWCAC completed to the group for their input and review prior to the next meeting. Jane also shared a draft survey for the Collaborative partners and their staff. Debra agreed to review that draft and develop suggestions to make the survey as effective and efficient as possible.

If the consensus of the CEO Group is not to participate in the planning process as outlined, then P & E will need additional direction from them how to proceed with collecting ample information to make a sound determination of what the current needs are for OTC families.

This question was also posed: ***“What if the FY10 needs assessment identifies a priority which is not currently addressed by the programs funded? Is the Collaborative going to shift its resources and discontinue funding for current programs?”***

6. Partner Sharing – Bill indicated that Lakeland Mental Health Center has just recently opened their clinic in Douglas County. The new site is located at the Marian Building in Alexandria.
7. The meeting was adjourned by consensus. The next meeting is set for Wednesday, October 14 from 2 – 4PM at the Government Services Center in Fergus Falls.
8. See updated Planning Process below:

Step	Description	Steps to Complete
1	<p>Inventory partner agencies and identify current existing data which can be reviewed by P & E and used to identify key gaps in service delivery.</p> <p>Question: Do partners have other current assessments or evaluations which should be considered as part of this planning process? Question will be asked as part of the on-line survey.</p>	<p>1) State Health Imp. Plan (PH) – 2009? 2) Immunization Rates (PH) – 2008 3) Risk Behavior Trends (Prob.) - 2008 4) Probation Annual Report (Prob.)- 2008 5) Human Services data on OHP and program service utilization rates (Kay) - 2008 6) Special Ed data (Sandy)- 2008 7) OTWCAC Community Assessment Data (Davis)- 2009 8) Mental Health Program data (Bill)- 2009?</p>
2	<p>Inventory data collected state or county wide.</p> <p>Question: Are there other or more current data sets that can be utilized for this process? None identified as of 9/09</p>	<p>1) MN Student Survey (2007) 2) Kids Count (2008)</p>
3	<p>Survey Collaborative partners, work group members, and front line agency staff using Survey Monkey to assess perceived needs of the families they serve.</p> <p>Question: Would partners be willing to do this and ask their staff to do this? Yes, per 9/21 meeting.</p>	<p>(requires participation by all partners through email by use of a 6-8 question survey)</p>
4	<p>Collaborative partners to survey families they serve using one standard evaluation form provided by P & E.</p> <p>Question: Would partners be willing to do this? Yes, per 9/21 meeting.</p>	<p>(expectation is that every partner to the Collaborative would be responsible for collecting 25-50 evaluations from the families they serve)</p>
4	<p>P & E to collect and organize all data to identify gaps in existing services.</p>	
5	<p>Develop summary report of gaps in existing services</p>	
6	<p>Present summary report to CEO Group & Executive Council for final approval.</p>	
7	<p>Adoption of 2010 Biennial Plan and determination of resource allocation from Collaborative funding to address needs.</p>	
8	<p>Partner agencies to utilized final report to determine how to allocated funding within their own agencies</p>	