

## 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, October 14, 2009

West Battle Lake Room – Government Service Center

**Present:** Sandy Kitzman (FFASEC-4); Bill Klein (Lakeland Mental Health Center – 5); Kay Brown (OTC Human Services); Diane Thorson (by phone); Davis Leino-Mills (OTWCAC-110); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. The group co-chaired the meeting.
2. The group discussed the FY10 Biennial Planning Process to date. The group reviewed additional health data which Diane Thorson had submitted from 2008 State Health Assessment. Diane highlighted several areas of concern including an increase in tuberculosis, uninsured rates, falls and injuries for seniors, seatbelt usage and smoking. Several of these items were previously included in the summary as a result of other data sets. Jane will update the spreadsheet to show that this document was also reviewed as part of the overall assessment of needs. The group reviewed the summary of data collected, including a spreadsheet highlighting the strengths weaknesses identified. There were four basic categories identified including child welfare, education/special education, health (including physical, mental and emotional) and behavior. A total of 35 individual data sets were measured which revealed 23 areas of strength and 19 areas of weakness. After additional discussion and review of the information the group identified three key areas of concern that they felt were most flagrant in the area of weaknesses. **They included: 1) overweight and obesity among children and adults; 2) alcohol; 3) mental health (screening).**
3. The next step in the process will be to collect data from the stakeholders. The group revisited the questions raised at the last meeting and in the end determined to use the very short but concise questions which were previously drafted to be presented to consumers. Survey questions will include a) What are the top three challenges currently facing your organization; b) What do you believe are the top three challenges facing children and families that you serve; and c) What do you think that local agencies and services could do to help children and families. A section will also be included so that agencies can identify which sector they represent. Jane will put this together and circulate it for the group's final approval. It can then be sent out to the CEO partners, and their staff.

4. The final step to assessing needs will be to collect feedback from consumers. The group again discussed the fact that the United Way is currently planning a community needs assessment survey. The group will hold off on further community needs assessment planning until they know what and how United Way will proceed. Jane will touch base with Mary Phillippe to learn more about their plan, and will invite Mary to attend the next P & E meeting to share their ideas. The group would prefer to work with United Way rather than duplicating or overlapping their efforts.
5. The group reviewed the format to give a presentation to the CEO Group in December with a summary of the FY09 Work Plans. A brief presentation will be given by P & E with an outline of how the mission, vision, goals and core values are being met by the work of the groups. One activity from each work group will also be highlighted during the presentation. Davis agreed to give the presentation at the December 7<sup>th</sup> meeting.
6. Jane also shared a summary of the 2008 Biennial Plan and what had been accomplished so far in the 2 year time frame. It was clarified that we have not yet completed our work on the Biennial Plan. This work began in July of 2008 and will conclude in June 2010. It was also clarified that the group is currently working on the development of a biennial plan which will begin as of July 1, 2010. The annual work plans of each work group have been completed as they included the time frame of July 1, 2008 – June 30, 2009. An update on the status of the current Biennial Plan will be briefly reviewed as part of the December CEO presentation.
7. The meeting was adjourned by consensus. The next meeting is set for **Wednesday, January 13 from 2 – 4PM at the Government Services Center in Fergus Falls.**