

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, February 10, 2010

West Battle Lake Room – Government Service Center

Present: Bill Klein (Lakeland Mental Health Center – 5); Kay Brown (OTC Human Services); Diane Thorson (OTC Public Health); Debra Carpenter (Northern Connections- 50); Chuck Kitzman (OTC Probation); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group.
2. The agenda and the Minutes of the January meeting were reviewed.
3. Discussion of opportunities for collaboration. The group decided that based on the interest level of the CEO and Executive groups, the activity and discussion for the back pack program should remain on the agenda for the next meeting to include in more detail how it could benefit all partners. Diane also agreed to share the recent health report at the March 1 CEO Group meeting.
4. The Collaborative Coordination evaluation was discussed. Kay Brown has worked with Scott Backstrom to get the information on the county's Survey Monkey system. However, Kay is retiring and this is her last meeting. Jane will check with John about who he may want to assign to replace Kay. The group thanked Kay for her work and wished her well in her future endeavors! Based on Kay's retirement, Diane agreed to work with Scott Backstrom to collect and summarize the Collaborative Coordinator's Evaluation Report which will be used to help determine contract proposals for future coordination needs. The Evaluation Report will be shared with the CEO Group via email and at the April meeting so it can be reviewed in conjunction with the FY11 Coordination Contract proposal which Jane will be submitting.
5. The group discussed the Community Needs Assessment Survey. Mary Philippe from United Way worked with Jane and Tamara Uselman from the Perham Schools to develop and share the survey link. The summary information from the Community Needs Assessment will be reviewed by the P & E Group once it is available. The group also reviewed the County Health Rankings. Diane indicated that the same concerns which the group has already identified were correlated with what we already know and she does not see any need adjust what we have already developed. Diane raised a question about how to consistently respond to questions about the summary when it goes publication later this week. The group was in consensus that all questions should be referred directly to Diane since they would not have a good understanding of how to appropriately respond to the question.
6. The group finalized the 2010 Biennial Plan which is outlined below. This information will be shared with the CEO Group and all Collaborative partners. P & E members will present this final document to the CEO and Executive Council for approval at the March 1 meeting.

Otter Tail Family Services Collaborative

2010 Biennial Plan

What are the needs in Otter Tail County?

- i) Current data specifically shows concerns in the following areas:
 - a) **Economic environment** concerns include increased: food shelf usage; free and reduced lunch usage; WIC usage; the average cost of child care; and percentage of children living in poverty.
 - b) **Social environment** concerns include: *number of children re-entering foster care system within 12 months of initial placement**; *number of children abused/neglected**; *number of children born to teen/unwed mothers**; and *number of juvenile out-of-home placements**.
 - c) **Health related** concerns include: percentage of children obese/overweight; *number of children in placement that received a mental health screening**; *children born to mothers that received late or no prenatal care**; *increase in children with autism or other health impairments**

***Note: These indicators reflect small actual numbers of children/families directly affected.**

- ii) **Partner assessment** – A survey of our partners in late 2009 indicated the following:
 - a) Top challenges facing our partners:
 - 1) Finances & budget cuts
 - 2) Short staffed – same services, less staff
 - 3) Lack of resources available for needed services
 - 4) Intake and reporting requirements are too demanding.
 - b) Partners identified the following challenges which are affecting the families they serve:
 - 1) Poverty and borderline poverty
 - 2) Unemployment and underemployment – loss of hours
 - 3) Family structure – divorce, single parents, extreme stress
 - c) Partners think that local agencies and services could do the following to address their needs and the needs of families:
 - 1) Do a better job of connecting clients with appropriate services, resources and finances
 - 2) Offer support and advocacy
 - 3) Locate help where the need is, and not where the agency office is located
 - 4) Subsidize basic needs (food, housing, clothing, etc.)

Step 1: Identify specific strategies to address the needs of families outlined above.

- Each Collaborative work group is asked to conduct activities during the next two fiscal years which will improve:
- Food/nutrition - identify specific strategies and tasks to improve intake systems to ensure those who qualify for food support programs are referred to available resources as part of their common intake processes
 - Support – identify specific strategies and activities to be used within their programs which will help families identify and access programs, services and resources
 - Education - create and promote educational opportunities for families and/or children which are specific to their agency and/or work group goals and objectives
 - Family structure – identify specific strategies to enhance, support and develop the family structure when education, services and/or community opportunities are offered

Step 2: Establish and collect existing baseline data against which your group will be able to measure effectiveness of strategies PRIOR to implementing them.

Step 3: Implement identified strategies utilizing existing resources which are available.

Each Collaborative Work Group must identify strategies and activities which can be accomplished:

- a) Through Collaborative programs, services, activities and events; and/or if possible, b) through individual partner agency programs, services, activities and events.

Step 4: Reassess existing post-implementation data to assist in determining whether or not strategies implemented were effective in improving outcomes for children and families.

7. The group discussed and completed their FY11 Work Plan. The group also discussed the topic areas of increasing revenue and decreasing expenses overall for the Collaborative. This issue was raised at the last CEO Group and one that may be requested of the Planning and Evaluation Work Group. The group felt that in order to assist with this challenging question, they would recommend to the CEO Group that each of the Collaborative Work Groups participate in **Strengths – Weakness – Opportunities – Threats (SWOT)** training to help each group determine their direction, value and contributions to the structure of the Collaborative. Jane will check with a local facilitator to see how much this might cost and it will be included in the work plan proposal for the P & E Group. The following work plan was developed:

FY11 Proposed Work Plan for: Planning and Evaluation Work Group				
S	M	A	R	T
<i>What is the <u>Specific</u> task that we want to accomplish?</i>	<i>How will we <u>Measure</u> whether or not we are successful in completing the task?</i>	<i>Is this task truly <u>Attainable</u> with the resources that we have available?</i>	<i>Who will be <u>Responsible</u> for each of the steps necessary to complete the task?</i>	<i>What is the <u>Timeline</u> for completing the task?</i>
Task #1: 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: 1) \$200 for website hosting fees 2) Collaborative coordination time to update the 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 monitor usage at each meeting.	June 2011
Task #2: Review and evaluate the results of the UWOTC Community Needs Assessment and the 2010 MN Student Survey Results and identify appropriate uses for the information within the Collaborative's processes/structure	Results of both will be collected, compiled if necessary, and reviewed at one or more work group meetings. A written summary will be prepared and shared with the CEO Group.	Collaborative coordination and work group time is needed to attain this task.	UWOTC and the Collaborative coordinator will be responsible for collecting the Community Needs Assessment; school districts will conduct MN Student Surveys and results will be obtained from the State.	January 2011
Task #3: Coordinate Strengths, Weaknesses, Opportunities and Threats (SWOT) Training for each work group and evaluate the results of each to see how this information should be used in determining future activities of the Collaborative.	1) SWOT training completed with seven of seven collaborative work groups. 2) Evaluate, summarize and make recommendations to the CEO Group on how this information can be used to provide direction for future planning of the collaborative	Resources needed: 1) \$1,000 to hire a trained facilitator to conduct 7 work group trainings; 2) Collaborative coordination and in-kind work group meeting time	Coordinator will assist the work group in identifying facilitation options and in arranging and coordinating P & E meetings to discuss and evaluate the information derived from the training sessions.	February 2011

FY11 Meeting Schedule: The group will meet six times during the next year.

FY11 Budget Request: \$1,200 for SWOT training facilitation and website maintenance/hosting

8. The meeting was adjourned by consensus. The next meeting is set for **Wednesday, March 10th from 2 – 4PM at the Government Services Center in Fergus Falls.**