

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, April 8, 2010

West Battle Lake Room – Government Service Center

Present: Bill Klein (Lakeland Mental Health Center – 5); Diane Thorson (OTC Public Health); Debra Carpenter (Northern Connections- 50); Sandy Kitzman (FFASEC-5); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. The group reviewed the day's agenda and the minutes of the February meeting as posted to the website. The minutes were approved by consensus as prepared.
2. Jane shared the work group budget for review. Expenses for the group include a total of \$129 for website maintenance and domain registration. The group discussed the website and the fact that the Children's Mental Local Advisory Council had recently developed and purchased a refrigerator magnet to promote locate resources. A suggestion was made to include the magnets in the postpartum packets given out by Public Health Nurses and to be sure to get them in the hands of the mental health workers at the schools.
3. The group reviewed the Opportunities for Collaboration suggestions and discussion of the CEO Group at their March 1 meeting. The group summarized the responses and ideas for expanding the Back Pack program within Otter Tail County schools. In order to help move the project along, the Planning and Evaluation Work Group offered the following suggestions for consideration:
 - Since several principals on the Truancy Work Group offered to assist with this project and they have included it on their work plan, this group should take the lead in developing programs for each community.
 - To support the work of the Truancy Work Group, P & E will develop and offer a sign-up sheet at the next CEO Group meeting asking for other agency and community volunteers to help in each community. Teams of 4-6 people will likely be needed in order to get the programs up and running.
 - The ideas shared at the last CEO Group meeting for fund raising ideas will be shared with each community. Individual communities will need to decide the best options to pursue in their own communities.
 - Based on free and reduced lunch enrollment, the calculations in the Perham District and the letter of intent prepared by United Way for a grant proposal, Jane will identify proportionate amounts of funding desired for each community.
 - P & E will develop a sample letter to give to each community to use for fundraising efforts and finding key community representatives to support and/or promote the programs.
 - Collaborative funding – the group discussed whether or not the Collaborative should seek and pursue funding and/or fund raising efforts to partially or wholly support the program. The group agreed that individual communities should make a decision on what fund raising efforts they want to pursue, but agreed that the Collaborative should continue to seek proposals that might be offered for collaborative-based community projects such as this. If all partners were in agreement, the Collaborative may wish to consider local foundations such as the Otto Bremer Foundation and West Central Initiative. A question was also raised about the possibility of designating future dollars, if received, from the Lutheran Community Foundation for seed money for this program.
4. Since this is the last meeting of the work group for FY10, the group gave input in their work plan summary for the year. The group was proud of their accomplishments including the fact that they were able to develop a comprehensive one-page Biennial Plan document. The group requested that the plan be posted

on the website for all the partners to access. The group also requested that mention be made of the fact that as a group they took on the task of facilitating “Opportunities for Collaboration” into the routine Collaborative process. The group would like to explore options for how to incorporate this new concept into future biennial and long term planning for the Collaborative. The group also decided they would like to gather feedback from the CEO and Executive Council as to how much value the partners find in the work of the Planning & Evaluation group. A sample survey will be drafted and the group will take 10 minutes at the next CEO Group meeting to ask them to complete a paper survey about how P & E helps the partners and the Collaborative.

5. Jane shared that the CEO Group and Executive Council had approved the FY11 Work Plan of the group as presented. The group discussed what role, if any, they should play in helping the Collaborative to identify additional funding and how to effectively utilize future Collaborative funding and reduce program costs so that there are no programs relying on Collaborative dollars for their sole existence. The question continues to remain on how we can balance a budget and become self-sustaining over the course of time. The group discussed options for using Collaborative funding to jump start programs/services for emerging issues such as the Back Pack Program; and/or utilize funding to provide joint training for all agencies. The group felt there was a strong consensus that one way or another the wheels need to be set in motion soon based on the preliminary five year budget projections.
6. SWOT training- the group discussed having the CEO Group do the SWOT process to help them identify their own strengths, and what is needed from our work groups to keep the Collaborative alive. The group agreed to invite Deb Hengel to come to their July meeting to figure out what we want/need to do and whether or not the work groups should be included in the SWOT process, or if the process should focus on the larger CEO/Executive Council to ensure that they can identify, recognize and support the value of this collaboration. The group discussed the option of involving all work group members and the CEO/Executive Council in one large session for an entire day but decided that may not be a viable option since it would require many key staff from the agencies being gone for a whole day. Jane also explained that she had made a mistake in the FY11 P & E Work Group budget request in only requesting \$1,200 instead of \$2,500 as originally planned. The group decided to make a request at the April 19th meeting to reserve the \$800 remaining in the P & E budget for FY10 to help pay for SWOT training in FY11. The group also requested that Jane put together a summary prior to the time of the SWOT trainings to show the specific costs of both in-kind partner contributions and Collaborative coordination costs for each group. They felt this would be helpful in determining whether or not there was enough value in the group’s continuing to meet to justify the existing costs.
7. The Collaborative Coordination evaluation was discussed. The group requested that Jane send it to the CEO & Executive Council via email for their review and let them know that a proposal will be forthcoming at the April 19th CEO meeting. P & E will recommend that a contract be approved based on the results of the survey.
8. The group discussed the Community Needs Assessment Survey. Jane shared a brief update about the current numbers. A total of 280 people have completed the on-line survey at this time. Unfortunately, the vast majority of respondents are middle aged females, a majority do not have children in the household and a majority are in the \$50-100K income bracket. An effort is being made to have more low income individuals and families complete the survey either on-line or in paper format.
9. The group has adopted the GO GREEN model and requested that Jane stop making and bringing copies. Each group should be reminded to bring their own minutes and materials to the meetings.
10. The meeting was adjourned by consensus. They determined their tentative meeting schedule for FY11 based on the current schedule of the second Wednesday of the month. The group requested that their meeting time be adjusted from 1:30 – 3:30. Meetings were tentatively set for July 14, September 8, November 10, January 12, February 9, and March 9 based on the work plan. Jane will check with Davis & Chuck to see if this works for their schedules.