

Otter Tail Family Services Collaborative

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*Working Together...
Serving Families
...Improving Lives*

Planning and Evaluation Work Group

Meeting Minutes

1:30 – 3:30 PM, January 11, 2012

Ottertail-Wadena Community Action, New York Mills

Present: Chuck Kitzman (OTC Probation-110); Diane Thorson (OTC Public Health); Davis Leino-Mills (Otter Tail-Wadena Community Action); Bill Klein (Lakeland Mental Health Center (110)); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group.
2. Partner sharing included:
 - Chuck had questions about the speaker's bureau that the Chemical Health Group is trying to develop. His agency will consider developing a presentation on the affects of felony convictions, domestic assault convictions and other offenses that affect youth for their entire lives.
 - Davis provided updates from OTWCAC on their potential merger with Mahube (Mahnommen, Hubbard & Becker Counties) Community Action Council. Davis will share more information with the CEO Group as there will certainly be more questions from the group. Davis requested that partners requesting updates contact him directly to avoid any confusion or misinformation during the transition. Davis will keep Jane posted what will be necessary as far as requirements for the Collaborative Governance Board Agreement.
3. The Planning and Evaluation Work Group finalized the following 2011 Assessment and Continuous Improvement Plan toward progress on Collaborative goals. The finalized document will be presented to the CEO Group and Executive Committee on January 30th.

Continuous Improvement Planning

A final summary of the data sets recommended by P & E for long term tracking of progress was completed. The summary includes recommended baseline data, as well as columns showing where we are comparatively with baseline and current data in Otter Tail County.

P & E will ask the Collaborative partners to provide input on what the Collaborative's target for improvement should be two years from now when we re-evaluate our status. Partners will be asked to complete the column on the right side of the page indicating their opinion on where the mark should be by January 2014. Goals should be realistic in order to be attainable.

Recommendations for Continuous Improvement:

- 1) That all Collaborative partners examine the recommended data sets in their entirety; and then use these data sets to the extent possible within their own individual agency planning processes. Partners should then identify specific strategies they can achieve,

both individually and collectively with other partners; to improve Otter Tail County standings in identified areas.

- 2) Collaborative work groups will be presented with these data sets and measurements. They will be asked to assess and identify how their current initiatives impact the outlined areas.
- 3) Collaborative work groups should primarily focus their future work plans on activities that will impact data sets identified under Goal #1 of Increasing Academic Engagement as prioritized by the Collaborative in 2010.
- 4) Planning and Evaluation will formally recognize work groups for the important work they are doing and ask them to be intentional in their efforts to directly impact target areas that need improvement, and to continue working to maintain current successes.

With a serious commitment by all partners to adopt and implement the above recommendations, the P & E Work Group believes that the Collaborative will significantly grow its successes to an optimal point, clearly demonstrating our mission of: ***Working Together... Serving Families... Improving Lives.***

Chuck, Davis, Diane and Bill will present the proposal to the CEO Group at the January 30th meeting.

4. The group discussed the bullying planning process to date and make the following outline for the large focus group session being held on January 17th:
 - What is the exact issue?
 - What are the resources needed to accomplish the plan?
 - What can be done without financial resources to accomplish the plan?
 - Develop a specific plan of action.
 - Have the group vote on 10 ten recommended strategies that don't necessarily cost money which could be implemented.
 - All partners need to be involved in the plan, not just the schools.
 - Address all age levels and both genders individually.
5. Opportunities for Collaboration topics for January 30th CEO meeting:
 - Mary Phillipe to update the partners on the Feed the Hunger Backpack program
 - Diane to provide an update on Early Childhood Screening processes in the districts and proposed changes.
6. Agenda items for next P & E meeting will include:
 - Review of the Collaborative Coordination Contract and development of a recommendation for the CEO/Executive Council on future contracts.
 - Completion of Work Plan Summary for FY12
 - Development of FY13 Work Plan and budget
7. The meeting was adjourned by consensus. The next meeting will be Wednesday, February 9th from 1:30 – 3:30 in Fergus Falls. The March meeting is scheduled for March 14th but may not be necessary due to the completion of all the work plan tasks ahead of schedule.