

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

...Improving Lives

Service Coordination/CTIC

Meeting Minutes

2:30– 4 PM, August 10, 2009

Lida Lake Room - Government Services Center

Present: Mary Matteson (Fergus Falls Community Ed-5); Anne Stenoien (Underwood Community Education – 20); Carrie Beithon, Cheryl Aversano & Laure Lafond (Community Representatives); Jon Kragness (Minnesota State-3); Deb Anderson (Voc Rehab Services-5); Deb Sjostrom (Human Services); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Carrie Beithon agreed to act as chair for the day's meeting.
2. Carrie called for a review of the minutes of the June meeting. **MOTION:** Approval of the June minutes and the agenda for the day's meeting. (D. Anderson/A. Stenoien/ carried)
3. The group discussed meeting times for the 2009-10 school year. There was a consensus that the group would continue to meet from 2:30 – 4PM until such time as it was no longer convenient for the consumers on the group to attend at that time.
4. Jane shared an overview of the work group budget. A total of \$1,042 was expended during FY09, with a balance being returned to the Collaborative's integrated fund of \$358. Jane reported that the FY10 budget in the amount of \$1,500 had been approved in June at the annual meeting.
5. The group held a follow-up discussion regarding the need to reproduce a resource manual or guides for families. Jane indicated that she could update the existing resource card, but that the full resource manual would take substantially more work to update since it includes summaries from each of the organizations. Jane also shared an idea for a postcard size resource for families which could be used to direct families to on-line resources. The group liked the idea of printing some of the larger resource cards, as well as the idea about creating a postcard. The group felt that a phone number should also be included in case families don't have access to the internet. The group discussed titles and headings and agreed that the same titles and headers from the resource card could be listed on the website. Jane will check to see if she can upload the entire resource manual as a PDF document to the website. The group discussed printing the full resource manual but decided it should only be printed if a specific request was made since print gets outdated. The

group discussed the headings for the postcard and agreed they wanted it to peak the interest of families with children with disabilities and families that may be concerned about disabilities or special needs. Jane will revise the draft postcard and circulate it to the work group for additional feedback. The group requested that the postcards be sent out to the schools for distribution at their open houses.

6. The group discussed the fall Transition Tool Box events. A decision was made to offer the sessions this year in Underwood, New York Mills and Fergus Falls. Deb will check with the Voc Rehab representative from Freshwater to discuss options for New York Mills. Jane will check with Sandy Kitzman to see if they would be willing to help host it in Fergus Falls. Anne will check with administrators in Underwood to come up with possible dates and locations. Jon Kragness agreed to attend the Underwood and Fergus Falls sessions to share information about disability services and accommodations. The sessions will tentatively be planned for October or November. Jane reminded the group that the Wii Game System is still available for use during these sessions.
7. Agenda items for the October meeting:
 - Update on regular ed teacher to sit on the group (Sandy)
 - Summary of youth leadership training in Wilkin County (Joyce/Becky)
 - Update on training for nursing students at Minnesota State (Sandy)
 - Update on service coordination training for staff (Sandy/Karyn)
 - Youth Health Day planning (same as last year)
 - Post Secondary Survey Results (Karyn)
8. Partner sharing:
 - Carrie reported that she and Steven were going to be speaking on August 19th to the Fergus Falls area paraprofessionals group. Carrie said that they would also be willing to present for other schools who are interested.
 - Jane shared that the Children's Mental Health Local Advisory Council is hosting representatives from the state on September 11th from 11:30AM – 1PM at the Government Service Center in Fergus Falls to learn more about becoming a "consumer friendly" organization. The Service Coordination/CTIC group is welcome to attend.
 - Jon is serving as the chair for the State STAR Committee this year and they will be seeking recommendations for quality assistive technology nominations early next spring. The group requested that Jon share a presentation with the group at an upcoming meeting about STAR.
9. The meeting was adjourned by consensus. The next meeting will be held on **Monday, October 12th from 2:30 – 4 PM** in the Dead Lake Room at Government Services Center in Fergus.