

Otter Tail Family Services Collaborative

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Working Together...

Serving Families

...Improving Lives

Service Coordination/CTIC

Meeting Minutes

2:30– 4 PM, November 9, 2009

Dead Lake Room - Government Services Center

Present: Mary Matteson (Fergus Falls Community Ed-5); Anne Stenoien (Underwood Community Ed – 22); Cheryl Aversano & Laure Lafond (Community Representatives); Sandy Kitzman (FFASEC – 5); Karyn Sportel (Freshwater Education District -130); Jon Kragness (Minnesota State-3); Deb Anderson (Voc Rehab Services-5); Sue Ewy (MCSHN-5); Joyce Wolter & Becky Waldera (Freedom Resource Center – 5); Chad Nelson (Rural MN CEP – 4); Denise Colburn (Wilkin County Human Services – 80); Ellen Anderson (Fergus Falls Public Schools – 4); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Introductions were made. The group reviewed the minutes of the October meeting. **MOTION:** Approval of the October minutes and the agenda for the day's meeting. (D. Anderson/D. Colburn/Carried)
2. The group reviewed the Transition Tool Box sessions held so far. Jane will provide a summary to the group once all are completed. The group is hopeful to host one additional session in New York Mills later this winter or spring. Thoughts to consider for next year include:
 - Ensure that all disability groups are invited. The information is generally targeted for students with independent living and/or post secondary education goals so we want to be sure they are aware of the training. Schools need to identify good intercommunication plans among all the special ed teachers.
 - Survey the audience at the start of the session to see what they are interested in learning so this can be addressed as part of the session.
 - Need closing evaluations to help determine whether or not the group is effective in meeting the needs of families.
 - Look at setting dates in the spring for the following fall. Deb will check with the school sites in the spring so that we aren't pushing so hard to find dates soon after the school year starts.
3. Updates:
 - Karyn reported that there were very low response rates for the post-secondary survey conducted in the FED districts due to mobility of people just graduating from high school. Cell phones, etc., also play a factor in not being

able to contact people. Karyn reported that none of the OTC schools were selected so there was no local data available to review.

- Work-based learning opportunities – Lakes County Service Cooperative did submit a grant application following the last CTIC meeting. The CTIC was included as a supporting partner for the grant. The group discussed how to proceed with this initiative. Next steps will include preparing an outline of:
 - a) What is currently in place;
 - b) What is needed;
 - and c) What are the challenges/barriers to expanding services?Districts we should look at include: the eight OTC districts, Rothsay, Breckenridge and Campbell. Work-based learning requires a special teaching licensure. Shannon Erickson from the FFASEC has this licensure.
 - Youth Health Day is planned for Tuesday, March 9th at the Westridge Mall in Fergus Falls. The group will plan for the same set up as last year. The details will be reviewed at the next meeting.
 - Fergus Falls is hosting a career day on December 3rd. Organizations at the table are encouraged to participate.
4. Karyn Sportel shared information about service coordination utilization rates for FED districts. This information will be summarized and for OTC schools only. Karyn noted that these numbers do NOT include 0-3.
 5. The group revisited the discussion about giving a presentation at the college for nursing students. Sue Ewy agreed to give a presentation, but requested that the group develop an outline to show what they hoped to accomplish by the presentation. The group will need to identify:
 - a) What resources are available for parents?
 - b) How to ensure that all nursing staff know about resources and have a process for sharing with families.
 - c) Improve resources provided in postpartum packets. The group discussed this further and decided that there is so much information available in these packets already and that only brief resources should be provided since new parents are likely overwhelmed already with information.

Jane and Sue will work together to develop a proposal for this presentation.

6. Service Coordination Survey for parents was discussed. The group decided to do a quick simple survey that could be sent out with FED and FFASEC mailings. It should also be made available as a web-based option on Survey Monkey. Jane will draft a sample for the next meeting.
7. The meeting was adjourned by consensus. The next meeting will be held on **Monday, January 11th from 2:30 – 4 PM** in the Dead Lake Room at Government Services Center in Fergus.