

## Otter Tail Family Services Collaborative

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*Working Together...*

*Serving Families*

*...Improving Lives*

### Service Coordination/CTIC

#### Meeting Minutes

2:30– 4 PM, January 11, 2010

Dead Lake Room - Government Services Center

**Present:** Mary Matteson (Fergus Falls Community Ed-5); Cheryl Aversano & Carrie Beithon (Community Representatives); Jon Kragness (Minnesota State-3); Sue Ewy (MCSHN-5); Joyce Wolter & Becky Waldera (Freedom Resource Center – 64); Denise Colburn (Wilkin County Human Services – 52); Bob Johnson (Productive Alternatives – 1); Ellen Anderson (Fergus Falls Public Schools – 4); Deb Anderson (Voc Rehab-5); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Introductions were made. Bob Johnson agreed to chair for the day.
2. The group reviewed the minutes of the November meeting. **MOTION:** Approval of the November minutes and the agenda for the day's meeting. (M. Matteson/J. Kragness/Carried)
3. A draft Survey Monkey for families was shared by Jane. The revised the document. **Jane will send the final draft to the work group for review before sending.** The group agreed they would do two separate surveys for Wilkin and for Otter Tail. Jane was optimistic that 100 responses could be collected throughout Otter Tail County by asking the special ed coordinators and teachers to distribute the survey link via email. The group is targeting only the families of school-age kids for purposes of this survey since the IEIC would be responsible for overseeing service coordination for the younger children. Once the survey link is distributed, a reminder will be sent to the case managers to ask them to send a reminder to families one week after the survey is sent out. At this point the group will plan to use only email responses, if possible. A deadline for responses will be imposed for two weeks after the send date.
4. Jane shared a copy of the IIP/service coordination utilization rates which were shared with her by Karyn Sportel. The group will wait until Karyn is available to discuss what each of the specific numbers means. **Jane will also look at doing one combined summary of the information collected for Otter Tail and Wilkin County schools.**
5. The group discussed their preliminary FY11 work plan. Jane shared that there was a problem with the timing of the next Service Coordination meeting and the planning

cycle for the Collaborative. The plans are due to the CEO Group on March 1, but this group will not meet again until March 8<sup>th</sup>. Also, at the present time, the Planning and Evaluation Work Group has not completed the 2010 Biennial Planning Process which provides direction to the work group on the priorities they should be focusing on for the year. Preliminary ideas for Service Coordination initiatives in FY11 included: a) continue to promote service coordination for all eligible families; b) classes/training for families; c) education/training for providers; (thought to use same trainers for both families and providers).

6. The group reviewed the summary of the FY10 Transition Tool Box sessions. Ellen Anderson reported that Fergus Falls would really like to host the training again next year. The group agreed that they would like to offer 3-4 sessions next year, and will continue to rotate among the schools. A suggestion was also made to try and expand ideas and offer break-out sessions so that families could choose the topics they might like to receive information about.
7. Youth Health Day – Jane will work with Joyce on setting it up. Ideas will include using the Wii, and incorporating a brief worksheet which will help students understand learning disabilities. **A request was made for at least one more work group member to help out from 11 – 1 on March 9<sup>th</sup>.**
8. Updates:
  - Jon reported that nominations for assistive technology awards for excellence are due on April 13<sup>th</sup>. If you know of anyone to nominate for this, please let Jon know. More information coming from Jon.
  - March 11 First Responder training – two sessions will be held – one from 2-4 PM in Ottertail City and one from 6:30 – 8:30 at West Central Initiative in Fergus Falls. Jane will share the flyer as soon as it is available.
  - Mobile Crisis Program updates – adult and children’s program combined – Jane shared a recent email about this merger. For more information contact the program coordinator, Beth Wallman Zimmerman at 218-299-6674.
  - Can we have more resource cards printed? The work group budget has been expended, but Jane will check with Otter Tail Power about printing more for us free of charge.
9. The meeting was adjourned by consensus. The next meeting will be held on **Monday, March 8<sup>th</sup> from 2:30 – 4 PM** in the Dead Lake Room at Government Services Center in Fergus. Agenda items for next time: discussion with Sue & Jane about nursing student presentation.
10. A short meeting was held following the meeting to discuss work-based learning opportunities. Ellen, Deb, Joyce, Jon, Rebecca, Bob and Jane attended. The group determined that they will try to identify what the existing opportunities available for WBL at the schools. Ellen will check with Shannon Erickson to try and identify opportunities in the districts served by the Special Ed Coop. The group discussed the fact that the FY10 Work Plan really only includes exploring potential GRANT

opportunities that might arise. The group discussed the fact that two opportunities have come up so far including one which was available for Voc Rehab and one other. D. Mae Ceryes at Lakes Country Service Cooperative did apply for one grant on behalf of Fergus Falls. Ellen will check with D. Mae to find out what became of that proposal.

In the meantime, the group decided they would establish the following:

- a) Identify the group's "wish list" - what are the most obvious needs for transition age youth?
  - Just identifying businesses where students can work.
  - Transportation to jobs.
  - Primary areas of concern for lack of work-based learning opportunities: Breckenridge, Pelican, Battle Lake, Campbell
  - Opportunities based on the students' interests ("job shadowing")
  
- b) What is currently available that we might be able to expand on?
  - D. Mae Ceryes at LCSC and Shannon Erickson might be the people we need at the table since they are the licensed work-based learning teachers.
  - Productive Alternatives– Underwood, Fergus, - provides a paid work experience for students at PA sites.
  - Ellen will check with Shannon to try and identify what is currently available for programming.