

Otter Tail Family Services Collaborative

www.otfsc.org

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

Service Coordination/CTIC

Meeting Minutes

2:30– 4 PM, August 9, 2010

Dead Lake Room - Government Services Center

Present: Sandy Kitzman (FFASEC – 5); Anne Stenoien (Underwood ISD #550- 25); Mary Matteson (Fergus Falls Community Education – 4); Chad Nelson (Rural MN CEP-4), Desta Lutzwick (OTC Probation-4); Karyn Sportel (Freshwater Ed 130); Cheryl Aversano (Community Representatives); Jill Meldahl (Voc Rehab-5); Denise Colburn (Wilkin County Human Services-45) and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group, with a special welcome to Jill Meldahl from Voc Rehab who is replacing Deb Anderson on the committee. Sandy Kitzman agreed to act as chair for the day. Partner introductions and updates were provided.
2. Sandy noted that it might be appropriate for Sally Hazelhoff to sit on the committee as she now has new duties within the school district. Sandy will check with Sally to see if she is interested and will let Jane know.
3. Follow-up from March:
 - The group reviewed the Minutes of the March 8 meeting. A correction was noted for item #10 in that the meeting dates for FY11 should be updated to January 10th and February 7 as these dates are Mondays. **MOTION:** Approval of March minutes with corrections as noted and approval of the day's agenda as prepared. (K. Sporel/C. Nelson/carried)
 - Jane will check with Joyce to see if she has talked to Dave Sayler about possible Collaborative parity funds which may be able to be designated for parent support to attend conferences.
 - Sandy did complete the service coordination survey with staff in March. Results were very similar to last year's response. Sandy will send me the data from last spring to include in our tracking spreadsheet.
4. The group reviewed the new FY11 budget. No expenses have been incurred so far this year. Denise agreed to check to see if Wilkin County has some funds and may be able to pay parent stipends for Wilkin County parents to sit on this committee.
5. Transition Tool Box – are we going to do it again? The group would like to do so, but will wait to hear from Jill as to whether or not this is an option again for the coming year. Jane will check with Joyce and Rebecca to see if they are on board with doing them again. Feedback from last year's sessions included:
 - Maybe less focus on college for lower cognitive students and more focus on work opportunities.
 - Should we do breakout sessions instead or a more informal setting where service providers visit individually with students/parents?
 - Potential districts to be served: Fergus – talk to Ellen Anderson; New York Mills – Marilyn Kunza; Parkers Prairie – Liz Peterson/Connie Wenker.
 - Need to do a better job of defining the parameters of what we want to share so it is applicable to the students. If the presenters are able to do another round of sessions this fall, the group will

prepare an outline of the information to be highlighted and the format for which it will be delivered.

6. Task 1 – how to do this?

- ✓ Karyn and Sandy will find out by November 15th meeting:
 1. Where are the work sites in OTC?
 2. What do case managers see as possible sites, and what are the potential obstacles to accessing these sites? (Note from Cheryl that Crates of Yarn in Fergus Falls may be interested in hosting a site.)
 3. Chad will provide a list of sites currently used by CEP.
- ✓ Most districts have some form of work based learning even if it means students are working in the cafeteria. In most situations, the districts are NOT paying students but are providing them with credits towards graduation. Contacts for local districts:
 - Dan Hagen, Battle Lake (working on licensure)
 - Ellen Anderson, Fergus Falls (spearheading expansion efforts);
 - Shannon Erickson licensed work-based learning coordinator for FFASEC districts;
 - Sally Hazelhoff in FF will be the transition specialist in Fergus Falls; most other districts rely on special education coordinators to arrange for work-based learning.
- ✓ Freshwater Education District current provides a transition workshop in Mills, Perham and Henning to give special ed case managers more ideas for how to give job skills to kids outside the cafeteria. A question was raised about if there is a written list of suggestions somewhere that could be shared with other districts/case managers in the county. They are also putting on a CLIMB Theater presentation to give students specific information on housing, relationships, etc.
- ✓ Description by Karyn about what the Perham shredding program does with their new digital scanning program. Marlette Anderson – Otto is in charge of it for Perham. Jane will ask Marlette and Tamara for specific information about this program, and then share the information received with other districts to find out if they may be interested in implementing a similar program.

7. Task 2 – Note: change the title on the work plan from “OTC case managers” to OTC special ed case managers so as not to be confused with Otter Tail County staff. Karyn and Sandy will continue to do this.

- How to get more feedback from parents? Have the survey available at Transition Tool Box events; Sandy to give out the survey at parent advisory meetings this fall; parent evening event in Perham with hard copy; parent teacher conferences at Underwood; IEP meetings; back to school packets; Jane to circulate the electronic version and WG members to let me know how many hard copies they want. Work group members will be in charge of circulating the link and/or collecting and returning hard copies that their families complete. September 13th we will revisit how many we have received and decide if we can obtain 50 for a valid response. Jane will also ask schools to put the Survey Monkey link on their website and/or in their newsletters.

8. Task #3: How to promote service coordination for all eligible families?

- Transition Tool Box sessions will again be held if possible.
- Special education departments will continue to educate staff and families.
- Surveys and assessments of utilization rates will be conducted and monitored.
- Work Group home work assignment: Each member at the table will generate a list of “all the agencies they collaborate with” as a form of documentation that service coordination is occurring in Otter Tail County and Wilkin Counties.

9. Adjournment with reminder of FY 11 future meeting dates: September 13, November 15, January 10 & February 7 from 2:30 – 4 p.m. in the Dead Lake Conference Room at the Government Service Center in Fergus Falls.