

Otter Tail Family Services Collaborative

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Working Together...

*Serving Families
...Improving Lives*

**Service Coordination/CTIC
Meeting Minutes**

3– 4:30 PM, November 14, 2011

West Battle Lake Room - Government Services Center

Present: Mary Matteson (Fergus Falls Community Education – 4); Anne Stenoien (Underwood School); Carrie Beithon (Community Representatives); Jill Meldahl (Voc Rehab-5); Bob Johnson (Productive Alternatives-2); Denise Colburn (Wilkin County); Ellen Anderson (Fergus Falls ISD 544-4); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group and partners gave a round of introductions. The group was small and a question was raised about whether or not the time change is a part of the issue. Jane will send a request to the group to ask what days might work better.
2. Partner sharing and Opportunities for Collaboration included:
 - The group discussed the potential for training on waivers available through the County. Most people, parents and professionals, could use more information on this. This would be most appropriate for families of younger children. A flow chart of different disability levels and services available would be very helpful.
3. Jane Patrick highlight the current budget outline including:

CTIC Budget as of 11/14/11	Budget	Expense	Balance
Parent Stipends	\$900	\$150	\$750
Windmill Retreat	\$500	\$500	\$0
Printing	\$100	\$139	(\$39)
Transition Tool Box Workshop	\$500	\$0	\$500
Total Budget	\$2,000	\$789	\$1,211

4. Transition Tool Box trainings updates were discussed. Underwood will be hosting one on November 14. Fergus Falls is arranged for mid-February. An additional one could possibly be held in Perham, as discussed earlier. Jane will check with Cari to see if she has connected with anyone in Perham who would help to organize this in their district.

5. Training events were discussed. Jane will try to locate the statewide LAC training schedule and send it out to ask if there are families that wish to attend. At one future meeting this year, the group will try to make a list of training opportunities that took place to see what might come up again next year which we could offer and promote to parents. Also, the group approved use of parent stipend dollars to attend the Autism Support Group via taxi or shuttle. Angie Schmitz would also have access to these flyers. Also support parents if they have transportation issues in getting to other trainings. Jane will check with taxi services and Transit Alternatives to see if they would bill us for the service to be used as needed.
6. The group discussed printing of resource brochure and suggested that Jane ask LCSC or OTP if they would consider donating printing.
7. The group discussed the website and asked that the Mental Health Training calendar be added to the website for families and service providers to have access to and learn about training opportunities.
8. Membership survey:
 - Good representation but need more parents – check with those that are on the agenda and not able to attend and find out if they want to continue. The group discussed the possibility for having a male parent on the committee. Each of the work group members agreed to go back to try and identify parents that might be interested. Jane will revamp the letter to recruit parents and send it to the group. Consider a lunch/brown bag lunch meeting if this would be more appropriate for parents. Jane to ask Denny if LCSC has some funds for lunch meetings.
9. Adjournment with reminder of FY12 meeting schedule January 9 & February 13 & May from 3:00 – 4:30 p.m.