

Clay County Collaborative Administrative Group Minutes

Wednesday, 21 December 2005 3:30 – 5:00 p.m. Family Service Center, Room 4

In attendance: Bill Bergquist (Clay County Sheriff's Department), Gary Groberg (Churches United for the Homeless), Phil Jensen (Hawley ISD #150), Steve Jordahl (Barnesville ISD #146), Marshall Korman (Prairie St. John's), Lanette Krinsky (Children's Mental Health LAC), Bernie Lipp (Dilworth-Glyndon-Felton ISD #2164), Kathy McKay (Clay County Public Health), Barry Nelson (Moorhead Healthy Community Initiative), Pam Ness (Lakes Country Service Coop), Joyce Newton, (Rural Enrichment and Counseling Headquarters) Larry Nybladh (Moorhead ISD #152), Joe Pederson (Lakes and Prairie Community Action), Rhonda Porter (Clay County Social Services), Carolyn Strnad (IIIP work group), Stan Thurlow (City of Dilworth), Sandi Zaleski (The Village Family Service Center), Al Zenor (Ulen-Hitterdal ISD #914), Dawn Tommerdahl (Collaborative Coordinator)

Dawn welcomed the group and instead of doing a round of introductions we played Cultural Bingo.

FYI: Juneteenth is a celebration of the end of slavery. See: <http://www.juneteenth.com/>

After a brief run through of expectations of involvement (attend meetings and support staff who attend work group meetings, communicate with staff and parents on what the work groups are doing, communicate with members of governing boards so they know about Collaborative activities), the groups divided into small groups to define some terms that have been problematic in the Collaborative in the past.

Trust

Behaviors that show a lack of trust

Not supporting group decisions
Not maintaining confidentiality
Challenging versus questioning
Close-minded
Body language
Comments

Behaviors that show trust or a high level of trust

Supportive
Affirming
Values everyone's comments, ideas, opinions
Maintaining confidentiality
Open-minded

Lying

Silence/non-participation

Stealing

Back stabbing

Dishonesty

Lack of knowledge

Miscommunication

Definition: the ability to show the above attributes

Honesty

Openness

Loyalty

Challenge/ask questions

Integrity

Responsible

Not participating

Silence

Criticism

Body language

Talking outside the group

Anger

Sabotage

Fear

Definition: Emotional state of security as evidenced by ...

Team work

Openness

Confidence

Cooperation

Body language

Truthfulness

Brutal honesty
Saying one thing and doing another
Backstabbing
Micromanaging
Prejudging

Good communication (sharing information willingly)
Delegation of responsibility
Use of tact
Common goals and interest (vision)
See both sides of a picture

Definition: Building relationships through honest and open communication with words and actions

Dishonest
No follow through
Self-interest
Lack of shared vision

Believing in people and what they have to say
Get the clarification/accurate
Honesty
Openness
Genuine

From Merriam-Webster Online: 1 a : assured reliance on the character, ability, strength, or truth of someone or something b : one in which confidence is placed

2 a : dependence on something future or contingent : [HOPE](#)



Respect

Behaviors that show a lack of respect

Discounting
Challenging
Ignoring
Interrupting
Disregard for the process

Behaviors that show respect

Valuing
Active listening
Openness
Common courtesy

Rude
Mean
Bullying
Arrogant
Snobbish

An understanding of person or situation
Fairness
Honorable
Treat as you want to be treated
Hold in high regard

Bullying
Put downs
Discrimination
Exclusion

Listening
Affirming
Tolerance
Trust
Support
Honesty
Allowing expression

Definition: Honoring of everybody's dignity as evidenced by behaviors of ...

Not seeing as an equal
Using power in a negative way
Downgrading to others
Lack of sensitivity (cultural, economic, eth(n)ic, religious)

Treating as equal status
Treating fairly
Accepting of differences
Being open to new ideas (open-minded)

Definition: Treating others fairly (as you like to be treated)

Disregard
Lacking value

Trust
Value (system)
Regard
Appreciate opinions
Role model
Integrity
Character

From Merriam-Webster Online: **2** : an act of giving particular attention : **CONSIDERATION** **3 a** : high or special regard : **ESTEEM** **b** : the quality or state of being esteemed **c plural** : expressions of respect or deference



Effectiveness

Behaviors that show a lack of effectiveness

No collaboration
No consensus-building
No support
No connection between and effort and outcome
Not participating

Incompetent
Doesn't practice what they preach

Unorganized
Apathy
Confusion
Ineptness
Careless
Crossed purposes

Definition: Ability to produce results which are...

Wasting of time and resources
Duplication of effort
Roadblocks
Block creativity
Lack of results
Resistant to change

Definition: Efficiently using resources to achieve outcomes in a timely manner

Self-centered
Lack of skills and knowledge
Unable to communicate with others
Lack of vision
Not goal-oriented
Lack of motivation/direction

Behaviors that show effectiveness

Participation and attendance
Allowing the process/system to work
Understanding expected outcomes
Consensus building
Remaining focused

Skill set to do the job
Get job done
Sense accomplishment
Setting goals and reaching them

Goal-oriented
Successful
Productive
Positively motivated
Instills trust
Self-evaluation

Letting others accomplish (collaboration)
Achieving goals effectively
More creative
Done on time
Effective use of resources

Organized
Accomplishment
Successful
On task
Rapport
Motivating

*From Merriam-Webster Online: effective: 1 a : producing a decided, decisive, or desired [effect](#)
b : [IMPRESSIVE](#), [STRIKING](#) 2 : ready for service or action 3 : [ACTUAL](#)*

The groups then remixed and discussed the following concepts with regard to their own organizations and to the Collaborative: culture, gain, diversity, perception, power.

The groups mixed one final time and discussed where they thought the Collaborative was on Arthur Himmelman's continuum of coalition strategies for working together (see p. 4 in "Collaboration for a Change," <http://www.claycountycollaborative.org/organization/2-HIMMELMANConsulting.pdf>.) Three of the groups thought the "networking" stage best described the Collaborative. Two of the groups thought the "coordinating" column was an apt description.

Dawn asked people to compare the mission statements of participating organizations with the Collaborative's for next time.

Carolyn Strnad spoke on the importance of family involvement in the work of the Collaborative: "Family Drive System of Care is the buzz word these days. I hear it quite often as I travel across the state to develop the state's parent leadership network. While many people use that terminology, there are those who do not understand what it is and why it is so important for not only our children and their families but for our system of care.

Family Driven is simply putting families, parents and consumers, in the driving seat when it comes to determining services and programs and in the evaluation of those services. It is recognizing that consumer involvement is integral to designing a service system that is both responsive and cost effective. Families work together with providers and others to identify priorities and concerns which in turn will drive our policies and practices to ensure positive outcomes for our children.

Without the feedback that parents and consumers provide, the results are often ineffective and result in inadequate services and supports being designed and implemented which are either inappropriate or inaccessible to the children and families who need them most.

I don't have to tell you that the cuts in funding over the past few years and that are continuing to be made have resulted and will continue to result in a reduction of services available to our families. You know that and families are feeling that reduction.

That is why I am so excited to be here today because this new collaborative structure speaks so clearly to adhering to the family driven system of care design. I believe that working together we can address those shortfalls while working together to design and implement programming in our county that will meet the needs of families and children in a responsive way, given the funding and options available to us.."

We spent the next few minutes going through the information in the packet of handouts.

- The governance agreement adopted by the Joint Powers Collaborative Board on November 30 has been sent to Pat Kenney (attorney in Detroit Lakes) for review and is not ready to be signed at this time.

- Please review the responsibilities of the Administrative Group (see the green organizational chart). Dawn sees this group as the glue that holds the Collaborative together and that's why we'll spend most of the first two meetings on group building and imagining the future of the Collaborative.
 - Governance board members are needed from some organizations. Send Dawn contact information for interested parties by January 6 so she can organize the first meeting by the end of January.
 - An invoice for the partnership fee will be sent out after the governance agreement is signed.
 - We will select representatives to Executive committee by sector in January. Start campaigning now!
- The FY06 budget as of December 15 was included in the packet along with a copy of the final audit report and management letter from Eide Bailly. Suggestions in the management letter are being followed up on by Dawn and others.
 - In the only action needing a vote, the group approved authorizing \$750 in petty cash to pay parent stipends in Jan./Feb. 2006 (Joe/Gary/carried unanimously)
 - A fact sheet from DHS explaining LCTS funding and what it can be used for was included in the packet. The third quarter payment arrived today. It is \$95,000 less than the second quarter payment. This drastic decrease is expected to continue into the future, given the passage of the Reconciliation Bill today. A copy of the 2004 Collaborative Summary Report from DHS was also included. This gives good background information of the activities supported by collaboratives across the state.
 - Project updates
 - Dawn passed out a comprehensive list of members on all boards and work groups.
 - Work group updates were the topic of this month's Coordinator's report.

Next meeting: January 18, 3:30, Room 4 of the Family Service Center in Moorhead

The group decided to keep the third Wednesday of the month as the set time for this meeting, so mark your calendars!

The group thought it was too early in the life of the new Collaborative to invite legislators to our next meeting, but they encouraged Dawn to send minutes to them via email.

Meeting adjourned by consensus at 4:58 p.m.