

## Clay County Collaborative Administrative Group Minutes

*Wednesday, 18 January 2006      3:30 – 5:00 p.m.      Family Service Center, Room 2*

*In attendance:* Donna Baker (Lakeland Mental Health Center), Shelley Ford (Clay County Family Court/MN Dept. of Corrections), Gary Groberg (Churches United for the Homeless), Vanessa Handte (Prairie St. John's), Phil Jensen (Hawley ISD #150), Steve Jordahl (Barnesville ISD #146), Patty Kline (Lutheran Social Service of Minnesota), 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), (Youthworks), Mike Redlinger (City of Moorhead), Carolyn Strnad (IIIP work group), Dawn Tommerdahl (Collaborative Coordinator), Ben Brunsvold (County Commissioners), Melissa Feller (Youthworks), Nicole Fenster (The Arc of West Central Minnesota), Sarah Kennedy (Youthworks)

After refreshments and some time spent getting to know each other the group got down to the business of the day. Minutes from the 12/21/05 meeting were unanimously approved (Barry/Gary). There were no additions to the agenda

### On collaboration

In small groups, people compared vision statements of partner organizations. Each group then chose a word to define in the manner we did last meeting. Finally, they talked about decision-making. (See handout for details) Finally, the groups reorganized into sector groups and decided who would serve as representatives to the Executive Committee of the Governance Board.

Sector	Representative	Alternate
City/County	Shelley Ford	Rhonda Porter
Education	Larry Nybladh	Phil Jensen
Nonprofit	Donna Baker	Joe Pederson
Parents	Carolyn Strnad	Lanette Krinsky

### Nuts and bolts

1. Dawn passed out the *governance agreement* and asked that the bottom half of the signature sheet be returned to her by the February meeting. Each partner organizations will decide who will sign for the organization. Dawn will send out invoices for the partnership fee as she receives the signed signature forms.
2. There were no questions about the December/January financial report or the FY06 budget. Joe expressed concern over the issue of interest on Collaborative funds being retained by the County. Ben answered that at the last meeting of the Joint Powers Board, the Finance Committee was given the final task of following through with this and other financial issues around the 2003/04 audit and fiscal hosting. The Finance Committee will meet in early February to discuss the issue and will update this group at the next meeting.

The following *budget-related actions* were taken:

- Approved \$750 to pay parent stipends in February/March 2006 (Bernie/Rhonda/passed unanimously)
- Recommended the following changes in budget line items to Executive Committee of Governance Board which will make final approval (Joe/Kathy/passed unanimously):
  - Approve addition of 2005 audit by Eide Bailly (approximately \$7000)

- Approve addition of a line for legal consultation on our governance agreement (approximately \$1500)

Action on Jane Patrick's request for additional hours on her LCTS coordinator contract will wait until February so we can get more information on how the hours are being spent. *Note: Dawn has invited Jane to the February meeting to answer questions and meet the group.*

3. See Dawn's report for work group updates

Meeting adjourned at 5 p.m.

*For next time:* LCTS funding: Discussion of funding priorities for FY07 – see the backs of your “What’s your sign?” handout.

**Next meeting:** 15 February 2006, **new time:** 3 p.m., **new place:** Churches United for the Homeless, 1901 1<sup>st</sup> Ave. N., Moorhead

*Note that the March 15 meeting will be held in the old board room at Townsite Center, 810 4th Ave. S., Moorhead*

*Following the meeting, the sector representatives met to decide who would be the Chair of this group until the end of the fiscal year. Carolyn Strnad graciously agreed to serve as Chair. Larry Nybladh will be Vice Chair.*

Respectfully submitted,  
Dawn Tommerdahl  
Collaborative Coordinator