

Clay County Collaborative Administrative Group Minutes

Wednesday, 17 May 2006 *3:00 – 5:00 p.m.*
Probstfield Center for Education, Moorhead Area Public Schools

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), Lanette Krinsky (Children's Mental Health LAC), Bernie Lipp (Dilworth-Glyndon-Felton ISD #2164), Kathy McKay (Clay County Public Health), Pam Ness (Lakes Country Service Coop), Larry Nybladh (Moorhead ISD #152), Joe Pederson (Lakes and Prairie Community Action), Rhonda Porter (Clay County Social Services), Michael Redlinger (City of Moorhead), Candace Richards (The Arc of West Central Minnesota), Carolyn Strnad (IIIP work group), Sandi Zaleski (The Village Family Service Center), Allen Zenor (Ulen-Hitterdal ISD #914), Dawn Tommerdahl (Collaborative Coordinator)

Carolyn welcomed the group and we did a round of introductions. Larry talked a bit about the remodeling of Probstfield and the reorganization and remodeling of the Moorhead Public Schools.

Minutes from the 4/19/06 meeting were unanimously approved. (Sandi/Lanette) The agenda was unanimously approved after removing the presentation by Shawn Ginther. (Candace/Allen)

Nuts & bolts

Dawn gave a brief update on *actions taken by Executive Committee* on April 24. The following recommendations from the Administrative Group were approved: Contracts for Dawn and Jane were approved, School-Age Disability Group was allocated \$100 for the Children's Mental Health Fair.

There was one question on the *financial report/FY06 budget*: The LCTS income listed is anticipated. We should hear the exact amount within the week.

A motion to approve \$3000 to pay *parent stipends* May - September 2006 according to the following schedule carried unanimously. (Joe/Larry)

- √ \$1000 for May/June
- √ \$750 for June/July
- √ \$500 for July/August
- √ \$750 for August/September

Program & other updates

- ✦ The report from the *Truancy Intervention Program* this month listed April statistics by school.
 - *After the meeting:* Alex answered questions raised by the group:
 - The numbers (of students worked with) this year are higher than last year. Through the second quarter we were about even with the number worked with all of last year. At the end of the year I will have more info in the quarterly report. We have also done more home visits this year. The number of absences will increase because we are reporting all absences, not just unexcused, for those students we work with.
 - The definition of **continuing truant** ("chronic") is 3 or more unexcused absences on 3 or more different days if in high school, middle school or junior high or 3 days if in elementary school. **Habitual truant** is a student that is unexcused for seven or more periods of school on seven or more different days if in high school, middle school or junior high or seven days if in elementary school.

Both are defined by MN State Statutes in chapter 260.

- The numbers listed for absences for high school and middle level are listed with periods and days, thus the slash mark: periods/days (eg. 254/79 would be 254 periods missed on 79 days).
- As far as the unmet needs, concerns about focus, future staffing and program strengths I will better be able to answer those after the next planning and eval committee meeting and work group meeting in June. Two concerns are always funding and how to evaluate the program's effectiveness. A strength would be our staff - they seem to work well with families and are knowledgeable, plus they enjoy the work they do. At the end of the year when I do my next quarterly report the year end statistics will be included.
- Rhonda said that the Village should keep billing for CW-TCM because the federal government hasn't cut it off yet.
- A check for \$40,000 for CW-TCM was received by the Village. Social Services will receive a bill for the non-federal share (\$20,000) which the Collaborative will pay.
- ✦ *Reentry Services Project*
 - Shelley reported that they just finished their first quarter report the end of April. It is posted on the website. The program running as expected. No crises, no staff changes. Kathleen Bergseth from NDSU is considering using her research on the project as her dissertation project. Things have gone well with the transition to Court Services.
- ✦ *Restorative Justice Program*
 - Dawn called the group's attention to the three-page summary of Kathleen's research on our restorative justice program. The results are very positive.
- ✦ *Family Support Model work group*
 - Staff member Lorrie Meier will be leaving at the end of June to work on the Village's family group decision making grant in North Dakota. LSS is in the process of hiring a new staff person to take on the FGDM/wraparound facilitator position for the work group's project for FY07.
- ✦ Dawn highlighted one thing in Jane's *LCTS update*: Clay County had no missed random moments last time! What a great improvement. Thanks to *all* participants and to Jane.
- ✦ *Coordinator's report*: Dawn encouraged everyone to attend the Children's Mental Health Fair on Tuesday.
- ✦ *1997 – 1999 interest*: The Clay County Board voted on May 9 to return \$93,446.53 to the Collaborative, the estimated interest earned on Collaborative funds in 1997 through 1999. The Finance Committee of the Clay County Joint Powers Collaborative met on May 11 and voted to recommend to the Executive Committee that the Collaborative sign the settlement agreement.
- ✦ Dawn sent the third draft of the *revised Governance agreement* prior to today's meeting and asked how the Administrative Group wanted to proceed since there is no process in place. The following plan of action was suggested:
 - The revised agreement should be distributed at the annual meeting of the Governance board for their review.
 - They should send their feedback to Dawn and also get feedback from their organizations and forward to Dawn. Administrative Group members are also welcome to send feedback to Dawn at any time.
 - Review for a month
 - The members of the Governance Board should secure approval of the revised agreement by their next meeting in September. At that meeting, the new Governance Agreement will be adopted and partner organizations will be asked to sign the charter.

- ✦ The *annual meeting* will be held June 14 at noon at the Marriott in Moorhead. The Administrative Group is invited to attend. Invitations will be sent out before Memorial Day.
- ✦ Dawn reported she met with Brian Stavenger about the calendar year *2005 audit* last week and he is almost done with it. He hopes to be finished with the draft by the time the Executive Committee meets next (Monday, May 22).

FY07 budget: The motion to recommend that the Executive Committee of the Governance Board approve the FY07 work plans and budget carried unanimously. (Larry/Bernie)

The group spent a few minutes discussing their work for FY07

Topics of discussion

- ✦ Keep learning about what agencies do and how they fit into this organization.
- ✦ Marketing is important for future grant funding.
- ✦ Legislation might put an end to joint powers agreements: joint powers will no longer come under \$1 million tort limit. If it passes, each agency would be liable for the monetary limit. Based on law suit from Crookston (city vs. school in swimming pool incident).
- ✦ Invite state and federal legislators to a meeting in the fall.
- ✦ Funding priorities: Can't count on LCTS as major funding stream for much into future. We need to spend reserves wisely to serve families that are struggling. We have spent more on more high-end at-risk kids and need to spend more on prevention/early intervention. Rhonda: mandated services tend to be the high-end ones. Allen: Concern that school board needs to see some services from the Collaborative in order to stay engaged. Candace: Her board has doubts about the Collaborative, too. Larry: Not urban vs. rural. Dawn: systems change. Carolyn: True collaboration is taking place on work group level.
- ✦ Time (3 p.m. Wednesday doesn't work for everyone): Dawn will send out a meeting wizard asking people to indicate which times/days work for them and then let everyone know the most popular choice so people can get the dates on their calendars. The choices are:
 - 2nd Thursday, 9 a.m.
 - 3rd Wednesday, 3 p.m.
 - 1st Tuesday, 1 p.m.

We will keep moving around to partner organizations.

Discussion of funding priorities will take place starting in September with the goal of having guidelines (on matching grants, etc.) for the work groups by January 2007.

Next meeting: Annual Meeting, June 14, noon at the Marriott

Next meeting of Administrative Group: September

Respectfully submitted,
Dawn Tommerdahl
Collaborative Coordinator