

Clay County Collaborative Administrative Group Minutes

Thursday, 14 September 2006 9:00 – 10:30 a.m. Family Service Center, Room 4

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), 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), Jane Patrick (LCTS Coordinator), Candace Richards (The Arc of West Central Minnesota), Barry Steen (West Central Regional Juvenile Center), Carolyn Strnad (IIP work group), Dawn Tommerdahl (Collaborative Coordinator)

Carolyn Strnad welcomed the group and we did a round of introductions.

Minutes of the 5/17/06 meeting were unanimously approved. (Bernie/Gary)

Today's agenda was unanimously approved. (Shelley/Kathy)

Shelley gave a brief overview of corrections/probation – they are a combination of state and county employees who work on juvenile probation and adult misdemeanors. *Kathy* informed the group about all of the projects going on in Public Health from ATOD prevention to school nursing and much more. *Barry S.* talked about the Juvenile Center (24-bed secure detention/30-90 day sentenced, serves 12 county area) and non-secure programming aka ShelterCare (14 beds for Clay County kids who are in some kind of trouble at home; programs: 30 day eval, consequence program, emergency shelter (kids who need a place to be); 3 classrooms so kids can go to school; counseling, recreation activities, etc. also offered.

Nuts & bolts

✦ Financial report/FY07 budget

1. *Parent stipends:* A motion to approve \$750 to pay parent stipends for September – October carried unanimously. (Candace/Joyce)
2. Request from Children's Mental Health work group to add case management for non-MA SED kids from October 1, 2006 – June 30, 2007 to this year's work plan.

Discussion centered on how to handle this request as an addition to a work plan. Are other work groups going to come with additional requests as the year goes on? Jane reported that in OTC they do not usually adjust the work plans during the fiscal year, but they will be adding some new items in September. They knew about those needs when they were planning the FY, but they weren't sure how much they would cost. In response to a question about spending the excess 2004 LCTS earnings (that will not be spent by the end of 2006 given our current budget) on one-time expenses like training/professional development or equipment, a suggestion was made to divide those dollars among the work groups so that work group members could identify needs and decide where to spend the money. No action was taken on this suggestion. Since we have the LCTS money to spend, a motion was made to recommend to the Executive Committee that case management for non-MA SED children be added to the work group plan. (Barry N./Gary) The motion carried unanimously.

- ✦ LCTS update: Jane reported that she feels fairly certain that we can plan based on the amounts we've received for first and second quarters. She has been doing lots of training.
- ✦ Coordinator's report: If you would like other information included in this report, let Dawn know.

- ✦ Governance agreement: Please send Dawn any suggestions for change before the executive committee meets next week.

Funding priorities for FY08 and beyond

What has changed that might affect the priority programs?

The group felt the need more information on budget, effectiveness of programs, etc. Dawn will send a link to the annual reports on the website as well as the email addresses of program staff so that Administrative Group members can learn more about the currently funded programs. We also need clarification from the county to provide MH services to our kids. This would affect how large the work group budget from CMH work group will be. Dawn/Carolyn will investigate with Rhonda and Carol.

FY08 budget planning timeline

Shelley talked about the need to move up the budgeting process so that work groups could know how much the Collaborative is willing to fund. The group developed a calendar that would address these concerns. A motion to recommend that the Executive Committee adopt it for FY08 budget planning was made and carried unanimously. (Barry N./Patty)

Clay County Collaborative Financial and Planning Calendar

Task	FY07 calendar, adopted 7/20/05	Proposed, beginning with FY08 planning
Administrative level group reviews budget and income projections and develops guidelines for work groups	March	November
Work groups develop preliminary budget requests	March-April	November - January
Administrative level group reviews budget requests and makes recommendations to Executive Committee of Board regarding budget outline	April	January
Work groups respond to budget outline with proposed workplans and detailed budgets	April-May	January - February
Administrative group reviews work group budgets and sets administrative budget and forwards to Executive Committee for approval	May	March
Executive Committee finalizes budget recommendation to Governance Board	May	March
Governance Board passes budget and workplan at Annual Meeting	June	April
Fiscal year starts with budget and workplan	July 1	July 1

Status of workplan and budgets are reviewed by at every work group, administrative group and Executive Committee meeting and are available on the website	July-June	June - July
---	-----------	-------------

Selection of FY07 sector representatives

The following were selected to serve as sector representatives and alternates for FY07

<i>Sector</i>	<i>Representative</i>	<i>Alternate</i>
Education	Phil Jensen	Steve Jordahl
Government	Shelley Ford	Barry Steen
Non-profit	Donna Baker	Gary Groberg
Parent	Carolyn Strnad	Lanette Krinsky

Other

Lanette updated the group on the C3 website that has been developed elsewhere in the state and is now going to be expanded to 43 additional counties. CTIC would like to take this project on. The group expressed support of CTIC in the project. You can see what has been done already at this website: <http://www.c3online.org/>

Next meeting: Thursday, October 12, 9 a.m. *Location:* Lakeland Mental Health, 1010 32nd Ave. S. Moorhead

Respectfully submitted,
Dawn Tommerdahl
Collaborative Coordinator

For next time: policy on how to deal with additions to work plans that occur during the year
Evaluation of priority projects
Demo of C3 project