

## Clay County Collaborative Administrative Group Minutes

Wednesday, 22 October 2008

3:30 – 5:00 p.m.

Ulen-Hitterdal School Board Room, Ulen

*In attendance:* Terry Atherton (The Arc of West Central Minnesota), Donna Baker (Lakeland Mental Health Center), Randy Bruer (Dilworth-Glyndon-Felton ISD #2164), Lanette Krinsky (Children's Mental Health LAC), Scott Loeslie (Barnesville ISD #146), Pam Ness (Lakes Country Service Coop), Jane Patrick (LCTS Coordinator), Joe Pederson (Lakes and Prairie Community Action), Carolyn Strnad (IIIP work group), Therese Vogel (Ulen-Hitterdal ISD #914), Lori Ward (Lakes and Prairie Community Action), Sandi Zaleski (The Village Family Service Center), Dawn Tommerdahl (Collaborative Coordinator)

Prior to the meeting Therese gave the group a tour of the theater. Joe Pederson volunteered to chair the meeting in Rhonda's absence. He welcomed everyone and we did a round of introductions. Minutes from the 8/27/08 meeting and today's agenda were unanimously approved. (Sandi/Donna)

### Nuts & bolts

✦ Financial report/FY08 budget/FY09

*Action needed:* Motion to approve \$750 in November and \$750 in December for petty cash to pay for parent stipends passed unanimously. (Carolyn/Sandi)

Eide Bailly has started working on our audit. They have asked for some additional information which Dawn will supply this week or next.

✦ *LCTS report:* Jane spent some time with the time study participants at Ulen-Hitterdal this afternoon. They were pleased to hear that each participant earned approximately \$833 on average last year. LCTS coordinators received notification yesterday that the MA portion of our earnings from the first and second quarters has been released to the state. The money should be arriving shortly.

- LCTS payback: first installment has been made but doesn't show up on August/September income and expenses because the check wasn't sent to DHS until October.

- Levy update: So far DGF, Moorhead and Hawley (?maybe?) have done the paperwork to levy.

✦ *Coordinator's report:* Sandi added the truancy report. The program didn't receive the AT&T grant. Truancy staff reports that they are doing exciting things at Horizon Middle School. Joe recommended that the truancy staff check with Nadine Moon (Lakes and Prairies) who works with homeless students who could potentially be truant. Scott and Randy expressed the need for and effectiveness of after-school programming in the rural districts.

### Discussion

- At their last meeting, the Planning & Evaluation Committee made the following recommendations as to how to proceed with strategic planning.
  - Timeframe: planning complete by December 2010
  - Keep the mission and vision of the Collaborative in mind as people address the questions and/or decide on strategies
  - Identify stakeholders (Partner organizations only? How many from each organization?, etc.) who would be involved in strategic planning and ensure participation (a concern – could the ten people who showed up that day be charged with planning on behalf of the Collaborative?)
  - Hire an external strategic planner to come in at some point

- Identify who would be responsible for following up on whether the plan was being accomplished (accountability)

*Main discussion points from today's meeting:*

- Hold a strategic planning session at the end of April and get an early RSVP from stakeholders; plan for ½ day. Dawn will send a meeting wizard out in the coming week so that we can get the date on everyone's calendars.
  - Identify surveys, etc. that we've already collected for Clay County
  - Stakeholders: Administrative Group, one person from each work group, families
- Opportunities for collaboration/updates
    - Donna reported that the children's mobile crisis grant staff (coordinator and mental health professional) have been hired. Stakeholder letters have been sent out.
    - Carolyn reminded the group that Lynne Frigaard (Arc Northland) will conduct an all-day workshop on October 29. Registrations are being taken through Friday; CTIC did a transition expo at Moorhead High during conferences last week. They would like to move the expo around to the other schools in the coming years.
    - Randy reported that they've had a good start to the year. He sees a need for cross-cultural training to put a stop to some racial conflicts that have arisen recently. Several group members made recommendations about local resources: Scott/Jane – Deb Wanek at Pelican Rapids School, Sandi – Pierre at Cultural Diversity Resources, Joe – PEPP.
    - Terry reported that The Arc is sponsoring the following activities: Halloween Party/Dance – October 27 at Heartland Industries, Special Needs Basic Care – October 30 at Probstfield, November 20 – Autism Panel at Probstfield
    - Joe informed the group about an upcoming webinar on the economic crisis. Lori passed out information about next summer's work camp. ND Legion Band is doing a free concert in Hawley at 7 p.m. on October 30.
    - Dawn passed out information on the "Lessons from the Field" series on autism that will be offered via ITV. First session is November 21 from 8:30 – 12:30 at the Clay County Courthouse. Register online at [cmh.umn.edu](http://cmh.umn.edu). There is no cost to attend this workshop.
    - Therese shared information about the Performing Arts Series that she and a committee arrange – concerts are held in the theater about once a month. Tickets for the 9-concert series cost \$48. Tickets to individual concerts are \$15.

**Other**

Dawn will invite Kari Robideau (Extension educator, U of MN Extension, regional office) to the next meeting (or December's) to talk about her work with positive youth development programming and training opportunities in the various facets of the program.

Meeting adjourned 4:59 p.m.

Respectfully submitted,  
Dawn Tommerdahl  
Collaborative Coordinator