

Clay County Collaborative Administrative Group Minutes

Wednesday, 26 August 2009 3:30 – 5:00 p.m. Lakeland Mental Health Center, Moorhead

In attendance: Bessie Askew (Churches United for the Homeless), Terry Atherton (The Arc of West Central Minnesota), Randy Bruer (Dilworth-Glyndon-Felton ISD #2164), Shelley Ford (Clay County Family Court/MN Dept. of Corrections), Mark Haugen (Rural Enrichment and Counseling Headquarters), Renee Kleindl (intern, MYP), Lanette Krinsky (Children's Mental Health LAC), Scott Loeslie (Barnesville ISD #146), Barry Nelson (Metro Youth Partnership), Joe Pederson (Lakes and Prairie Community Action), Carolyn Strnad (IIP work group), Lori Ward (Lakes and Prairie Community Action), Jose Sanchez (The Village Family Service Center), Dawn Tommerdahl (Collaborative Coordinator)

Because our chair, Mark Altenburg is no longer with REACH, vice-chair Carolyn Strnad will serve as chair until a new chair is selected in October. Carolyn welcomed the group and we did a round of introductions. Minutes from the 3/25/09 meeting were unanimously approved. (Barry/Lanette) Today's agenda was approved as proposed. (Barry/Randy)

Nuts & bolts

- ✦ *Financial report/FY09 budget*
 - In response to anticipated changes in LCTS claiming that did not happen (e.g. Medicaid claiming being cut), *a motion to recommend to the Governance Board that the anticipated income on the adopted FY10 budget be changed from \$80,000 to \$150,000 passed unanimously. (Randy/Barry)* FY09 income from LCTS was \$218,000. It will likely remain around \$200,000. Group consensus was to remain conservative in the income estimate but not as conservative as we had been previously.
 - *A motion to approve \$750 for petty cash for parent stipends in September passed unanimously. (Joe/Barry)*
- ✦ *LCTS report:* Jane is in the midst of LCTS participant training. She has scheduled time with participants in Barnesville and Hawley and is working on the other districts. Since there aren't many procedural changes, Jane has invited program staff to join her so that participants can meet them and hear directly about the programs.
- ✦ *Coordinator's report:* Randy informed the group that Kevin Honeycutt will speak about cyberbullying in Hawley on Monday, August 31.

FY10 work plans

Dawn informed the group that an opportunity to participate as a community in forming a fatherhood leadership circle (quarterly training by Minnesota Fathers and Family Network for local professionals) to strengthen support for fathers. The Prevention and Early Intervention work group met with representatives of community organizations who supported this effort. MFFN would allow us to include Fargo/Cass County professionals in the trainings because our residents and professionals cross the border. If we would be selected for this opportunity, there would be a \$1000 local match required. Since this opportunity came up after the work group submitted its FY10 work plan and budget, they request that they be allocated an additional \$1000. *A motion to allocate an additional \$1000 to the Prevention & Early Intervention work group to support a fatherhood leadership circle to strengthen support for father passed unanimously with the caveat that "community" be defined as Clay County in its entirety – not just Moorhead. (Joe/Randy)*

Strategic planning

- The group discussed the recommendations from the Planning and Evaluation Committee about how to proceed with *strategic planning process*.
 1. Combine priority areas 3 and 5.

A motion to combine these areas passed unanimously. (Shelley/Lori)
 2. Set up four task forces, one to address each issue. passed unanimously (Barry/Lori)
 - a. Administrative Group members lead
 - b. Set meeting dates (September, October, possibly November) to write strategic plan for each (tasks and action plan)
 - c. Present final draft of strategic plan for each issue at late October (or November) Administrative Group meeting. Administrative group adopts the plan as is or modifies it before adopting.
 - d. Task force membership will be drawn from strategic planning invitees first then work group members. Goal is to get 8 – 10 participants per task force.
 - e. Draft a strategic plan for priority issue through June 30, 2011. Strategic plans will be revisited in FY11 and revised as needed for the future.
 - f. A priority for each area is how to ensure community involvement around the issue as the Collaborative evolves.

A motion to move forward with forming four task forces to develop a plan for each priority area passed unanimously. (Barry/Lori)

3. Approve recommended agenda for the first task force meeting and use of Collaborative's work plan.

A motion to adopt the agenda for the first task force meeting and use the Collaborative's work plan as a model for goals and outcomes passed unanimously. (Lanette/Shelley)

Next steps: Dawn will invite all who were invited to participate in the strategic planning session to work on one or more of the task forces. Carolyn volunteered to chair the area #4 (children's mental health) task force. Barry volunteered to chair #1 (prevention & early intervention). Others expressed interest in sitting on task forces, but felt they were too busy with their own work to volunteer to chair at this time. In the email invitation Dawn sends out, she will stress that we're asking people for a short-term commitment at this time – a meeting or two to develop the plan. Once the plans are developed and adopted, the Administrative Group will work on how to carry out the plans from July 1, 2010.

- *Circles of Influence:* Carolyn explained that she originally brought this diagram to the Parent Involvement Committee. She brings this diagram to the attention of this group to remind us in the strategic planning process to consider how decisions affect children and families. Although gains have been made in our county, some systems are still not family-friendly. It's important to put in place supports that strengthen families as programs are cut or eliminated. Others noted that public sentiment seems to be that people with any sort of challenge should take care of themselves. It was noted that Circles of Support is more family-focused while this is more systems-based. Dawn will send out the questions from the circles in readable print. Randy expressed concern over a study that school-age children are taking risks because they don't expect to live past age 35. Joe spoke to the maturity of the youth who worked with the Group Work Camp.

Other

- *Opportunities for collaboration:*
 - Randy reported that they're gearing up for school, dealing with hiring people back and stimulus money (they will use to do maintenance on building), negotiations are underway, enrollment will likely be up 5 – 10 students from last year.

- Mark reported that REACH is undergoing an organizational assessment to help them discern their future direction.
- Jose reported that all the staff except Kyle will return. He will assign each Moorhead staff to a rural school. Scott suggested that the staff be prepared to deal with students who might use the H1N1 virus as an excuse to skip school.
- Shelley reported that Randy Huss will be moving to the felony office. They're waiting to hear from the State if they will be allowed to replace him.
- Joe reported that Lakes and Prairies is doing revisions to many applications they made for stimulus funds. There will be additional funds for emergency services and rapid rehousing. They will be adding a program to get people into reliable cars they can use for work. They will also work with childcare providers to help them increase their level of education (and hopefully wages as they move into jobs which require a higher level of qualification). They will also likely hire someone to provide support for self-employed low-income people.
- Barry reported that the second annual youth summit will occur on September 23. Their goal is to have 200 students attend from all schools in Cass and Clay Counties. This year's theme is leadership. Half of the day will be mini-sessions conducted by high school students followed by ½ day of working with middle school students.
- Dawn informed the group that the Substance Abuse work group will sponsor an information session on the Clay County Recovery School and Crossroads Recovery Track at the Marriott in Moorhead from 8:30 – 11:30 on *Friday, October 2*. Please mark your calendars, invite your staff and plan on attending. Breakfast will be provided. She also passed out copies of an article about the FM Challenger baseball team. She passed out contact information for the Children with Special Health Needs network. See the MN Department of Health website for more information (<http://www.health.state.mn.us/divs/fh/mcshn/mcshn.html>).
- Meeting dates for FY10: The group decided to continue meeting on the 4th Wednesday at 3:30 p.m.
- The Annual meeting of the Governance Board will be at 3:30 on Wednesday, September 16 at the Marriott in Moorhead.

Next meeting: October 28, 3:30 p.m. at Barnesville High School Library (enter by door 1 – south door)

Respectfully submitted,
 Dawn Tommerdahl
 Collaborative Coordinator