

**Clay County Collaborative
Administrative Group Minutes**

*Wednesday, 19 December 2011 3:30 – 5:00 p.m. Probstfield Center for Education,
board room 224, Moorhead*

In attendance: Donna Baker (Lakeland Mental Health), Shelly Carlson (Clay County Attorney/Victim Services), Shelley Ford (Probation/Department of Corrections), Lynne Kovash (Moorhead ISD #152), Lanette Krinsky (Parent representative), Carolyn Strnad (Parent representative), Dawn Tommerdahl (Collaborative Coordinator)

Carolyn welcomed the group and we did a round of introductions. Minutes from the 11/23/11 meeting were unanimously approved. (Shelley/Donna) No changes were made to today's agenda.

Nuts & bolts

✦ Financial report

A motion to approve \$500 for petty cash for parent stipends in January/February was unanimously approved. (Donna/Shelley)

- ✦ LCTS report: We have received notification of second quarter LCTS earnings. As Jane mentioned in her report, the amount is about 20% lower than last year's second quarter. Shelley will email Jane with a question about change in definition to code B.
- Coordinator's report: Dawn will find out if the Truancy program plans to replace the employee who resigned. Were the principals notified? Lynne will find out. She was not notified. *Following the meeting, Dawn found out from Michael that they do plan to hire a fifth family advocate.*

Discussion of FY13 budget: We walked through the budgets and work plans that work groups submitted.

- Children's Mental Health: Goals and allocations same as FY12. Difference is the lack of carryover funds. Dawn has notified Jane at Churches United. She mentioned it to Jodi at REACH when she met with them in August.
- IIP: Received \$2600 of new funding in FY12. Because they haven't spent much, they decided not to request any new funding. May contribute some of their funds to wraparound in exchange for AJ serving as a resource for facilitation for special ed staff in rural schools.
- School-Age Disabilities: Goals and allocations the same as FY12. This work group usually spends the funds they receive.
- Parent Involvement: Goals and allocations the same as FY12. They plan to contribute some funds to the Prevention & Early Intervention work group for dads group and fatherhood leadership circle.
- Planning & Evaluation: Broadened goal #3 slightly: "grant-writing roundtable or other training." Did not request additional funds for FY13.
- Family Support Models: The work group has not met since the last Administrative Group meeting, so the work group hasn't seen the proposed budget. We haven't heard that the amount for the Family Group Decision Making grant will change for 2012 so that budget amount remains the same. The budget is based on FY11 expenses.
- Restorative Justice: Shelly reported that changes in the work plan are mainly budget-related. Budget is very preliminary at this point. Restorative Justice has \$8500 in the County budget for July 1 – December 31 (\$17,000 for calendar year). The program started charging a fee on December 1. They predict \$5000 in income from fees in the fiscal year.

- Reentry Services: Shelley reported that nothing has changed in the work plan. Given that Collaborative funding remains the same, the program is fully funded December 31, 2012. Funding from January 1, 2013 depends on how much the state grant will be (approximately \$80,000 is needed).
- Truancy: The budget is based on school contributions remaining the same. Program revenue includes: Clay County (\$32,000), Schools (\$36,000), Collaborative (\$43,687). There is a nearly \$37,000 shortfall that will need to be addressed.
- Prevention & Early Intervention: this work group has not met because many of them have been involved in the MFFN fatherhood leadership circle events. Dawn deleted the goals concerning “other areas needing attention” as these have not been addressed. The remaining goal is focused on fathers.
- Substance Abuse work group: The work group made developing a county-wide strategic plan for substance abuse prevention among youth its first goal. They want to use their funding for this process and for any educational components that result. The remaining goal mentions support of the recovery school, recovery track and specialty courts.
- Administrative expenses:
 - Dawn presented a summary of her work based on approximately 1000 hours/year. What’s missing are involvement in community efforts like the Metro Early Childhood Alliance, Children’s Consultation Network, etc. as well as participation in conferences and workshops and extra meetings with Collaborative and/or community partners.
 - Jane sent the following recommendation in an email: “As far as a reduction in the LCTS Coordination – the only way I could do it for less is if I don’t do refresher trainings at each site. I do NOT recommend this as I believe a face-to-face contact with participants once a year is already pretty bare bones. However, technically the state doesn’t “require” annual training so if they want to forego it, that would be their choice. If they choose to go this route, it would be a temporary reduction because I would eventually have to do trainings again at some point. If I didn’t do any trainings, I would probably be able to cut my contract down by 25-30%. I would still need to do training at sites for new participants so training would not be able to be eliminated all together.” Dawn reinforced that Jane’s job is vitally important because we depend on the funding that the time study brings it. It is important that participants feel connected to the work they do.

The group decided to make budget recommendations next month. Dawn will get updates from Restorative Justice and Truancy after the County budget has been approved.

Other

- Moorhead schools hosted a listening session with Senator Franken about No Child Left Behind. Good discussion, good representation from the community. MN has applied for a waiver. ND has not applied for a waiver. MN received a “Race to the Top” grant for early childhood - \$46 million.

Next meeting: January 25, 2011, 3:30 – 5 p.m. **Location:** Probstfield Center for Education, board room 224.

Respectfully submitted,

Dawn Tommerdahl, Clay County Collaborative