

Ottertail Family Services Collaborative

Working Together . . . Serving Families . . . Improving Lives

Collaborative Leadership Council Minutes

Date: 05.20.24

Site: LCSC & virtual

Chair Jeff Drake called the meeting to order after the close of the 2024 Annual Meeting.

Attending in person: Jeff Drake, Deb Sjostrom, Melanie Cole (For Michelle), Shannon Erickson, Joanna Chua, Kristi Goos, Megan Myers, Jeremy Kovash, Mitch Anderson, Lynne Penke-Valdes, Brenda Schleske, Sue Wilken, Maria Steen.

Attending via Zoom: Blaine Novak and Liz Kuoppala

Others in Attendance: Tamara Uselman (Collaborative Coordinator), Jolene King (Notetaker)

[Jeremy Kovash](#) made a motion to approve the agenda. Melonie Cole seconded the motion. It passed unanimously.

Minutes of the January 8 meeting were reviewed and accepted.

Jeff Drake reviewed the financial report, noting parity payments as well as quarterly income remain to be posted which will raise the fund balance from \$812,000 to approximately \$900,000 by the end of FY24. Jeremy Kovash made a motion to approve the financial report which was seconded by Deb Sjostrom. The motion passed unanimously.

The Leadership Council engaged in discussion about the Building Assets Reducing Risks programs. Lynne raised the question of whether BARR might conflict with other goals established by workgroups. The Leadership Council had a general discussion regarding goals from workgroups. Tamara Uselman, Coordinator, shared an overview of requests from workgroups, as follows:

Budget & Funding Requests 2024-25 SY

Group	Project	Funds Requested
Childrens' Mental Health Local Advisory Committee	Mini grants	Maintain the current investment
Childrens' Mental Health Local Advisory	Support student listening sessions around mental health	\$16,000 (if all 8 schools participate) *from Community Equity & Support

Committee		budget												
Community Equity & Support	Add parents to work groups, as per by laws, & stipend meetings for those not paid by employer @ \$50 / meeting	\$2,000 to \$2,500 (already in budget)												
School Based Mental Health	<i>Building Assets Reducing Risks</i> implementation (three year process)	<p>\$80K / school, up to three schools for three years *from reserve</p> <table border="1"> <thead> <tr> <th>#</th> <th>\$80K / year</th> <th>3 years</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$80K</td> <td>\$240</td> </tr> <tr> <td>2</td> <td>\$160K</td> <td>\$480K</td> </tr> <tr> <td>3</td> <td>\$240</td> <td>\$720K</td> </tr> </tbody> </table> <p>*+/- \$100K is added to reserves annually. On 6.30.24 the reserve is expected to be near 1M. If all three schools were funded, at the end of three years, if nothing changes in the income or expenditures, the reserves would be +/- \$600K</p>	#	\$80K / year	3 years	1	\$80K	\$240	2	\$160K	\$480K	3	\$240	\$720K
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1	\$80K	\$240												
2	\$160K	\$480K												
3	\$240	\$720K												
School Based Mental Health	Attendance Campaign	\$20,000 one time (this item was tabled by Planning and Evaluation at its May meeting, pending more information.												

The Leadership council then returned to discussion on the BARR program, which would be funded from the reserve fund. Schools are required to have a .2 or .3 FTE for this program. Battle Lake, Underwood ,and Pelican have all expressed interest along with Perham and Parkers Prairie It was noted that other schools in Otter Tail County are interested in BARR and the timeline was too short to build capacity to implement by Fall 2024. BARR costs \$80K per year per school. Additional questions revolve around application processes. Melonie Cole, School Engagement representative serving as proxy for member Michelle Eldien, asked that Leadership recommend to the Planning and Evaluation group that the Collaborative fund the BARR program in two Otter Tail County Schools with first opportunities for Perham and Parkers Prairie who applied for the MDE grant in the event they are not funded. The motion was seconded by Lynne and passed unanimously. .

Under Collaborative Share Outs, Chair Drake congratulated and thanked Superintendent Blaine Novak for his years of service to the Collaborative, including serving on the Planning & Evaluation group. Deb Sjostrom gave an update on Family Resource Centers, stating a grant may be awarded in early July.

Under Announcements, Chair Drake stated the next meeting of the Leadership Council is scheduled for September 9, 2024.

Melanie Cole motioned to adjourn the meeting at 12.36PM. The motion was seconded by Mitch Anderson. The motion passed unanimously.

Financial Report as of 4.30.24

DRAFT

FY24 Otter Tail Family Services Collaborative Budget						
July 2023 - June 2024						
	Integrated Fund Balance as of 6/30/23			\$ 717,774.13	11-409.1001 as	
Budget	ANTICIPATED INCOME			Budget	Actual	Balance
Line						
6	LCTS earnings			\$ 280,000	\$ 298,139	\$ (18,139)
7	Anticipated Interest			\$ 1,500	\$ 1,575	\$ (75)
8	Partnership Payments			\$ 16,425	\$ -	\$ 16,425
9	Otter Tail County Human Service Board for CMH LAC			\$ 5,985	\$ 5,985	\$ -
10	Caring Connections Parent Support Outreach Program(PSOP)Grant			\$ 10,000	\$ 8,873	\$ 1,127
13	Misc Refund				\$ -	\$ -
14	Caring Connections WCI Grant(Carry Over)				\$ -	
	Total Anticipated Income			\$ 313,910	\$ 314,572	\$ (662)
	PROPOSED BUDGET			Budget	Actual	Balance
19	Contracted Services - Collaborative Coordination			\$ 59,107	\$ 55,904	\$ 3,203
20	Contracted Services: Children's Mental Health LAC LAC Coord			\$ 2,985		\$ 2,985
21	Collaborative Meeting Expenses			\$ 4,000	\$ 660	\$ 3,340
22	Contracted Services - LCTS Coordination			\$ 7,200	\$ 6,003	\$ 1,197
23	School-based Mental Health Programs			\$ 75,000	\$ 48,751	\$ 26,249
24	Early Childhood Work Group/Caring Connections Program			\$ 82,000	\$ 42,000	\$ 40,000
25	Parent Support Outreach Program (PSOP)			\$ 40,000	\$ 1,945	\$ 38,055
26	School Engagement Program Support			\$ 95,000	\$ 34,083	\$ 60,918
27	CMH Local Advisory Council (LAC)			\$ 3,000	\$ 296	\$ 2,704
28	Planning and Evaluation work Group Biennial Work Plan			\$ 200	\$ -	\$ 200
30	Set Aside payment			\$ 1,500	\$ 1,381	\$ 119
31	Community Equity & Support			\$ 35,000	\$ 10,945	\$ 24,055
32	Partner Professional Development			\$ 31,000	\$ 18,305	\$ 12,695
	Total Budgeted Expenses			\$ 435,992	\$ 220,274	\$ 215,718
	Total Anticipated Fund Balance as of 6/30/24			\$ 595,692.13		
	Actual Fund Balance thru 4/30/2024				\$ 812,072.82	11-409.1001