

**Meeting Minutes of the Electronic Vote requested of the Otter Tail Family Services  
Collaborative Governing Board Members**

Background: the Governing Board approved an annual budget (see below) at its annual meeting on May 20, 2024. Following the annual meeting, two changes were proposed: 1) increase the revenue to match actuals received after the Annual Meeting, and 2) support the BARR program as recommended by the Planning and Evaluation Group and the Collaborative Leadership Council.

Representatives listed as Governing Board members were asked, via the email below, to vote on the 2024 - 2025 Amended Budget.

Sent Saturday, June 15, 2024 at 9.07AM.

Hello. You are receiving this email because you are listed as a Governing Board member for the Otter Tail Family Services Collaborative. Thank you for serving in this important role! A major task of the Governing Board is to adopt the annual budget. Please read this email and vote on the amended budget by replying "yea" or "nay" to me by Friday, June 21; you do not need to "reply all".

At the annual meeting in May, Governing Board members saw the proposed budget. In addition, Governing Board members heard about a proposed program from the School Engagement workgroup, the Building Assets Reducing Risks (BARR) program. Since the Annual Meeting, two important budget implications have taken place. Both, I believe, are good news!

1. The LCTS coordinator, Jane Neubauer, reported additional income for the final quarter. Jane reported, "Once again, we saw the largest amount of revenue for this same quarter for quite a while. \$98,737 can be included for the FY24 year end budget amount. A total of \$396,876 will be received between July 1, 2023 and June 30, 2024. This is an AWESOME amount and the largest we have seen for many years...." That amount is now part of the proposed budget.
2. The Collaborative leadership team discussed the Building Assets Reducing Risks program and voted to recommend that Planning and Evaluation support BARR for up to two partner schools for the three year implementation at a cost of \$80,000 per year. Planning and Evaluation then held an extensive discussion which was resolved in a vote for the Collaborative to support up to two BARR schools for the three-year implementation at a cost of \$80,000 per school. You will see the BARR expense on the proposed budget (below). Two reminders may be

worth mentioning: first, the BARR program is designed to build school engagement. Second, while BARR is not inexpensive, the Collaborative has been working to expend funds to meet its mission and avoid being a bank.

Thank you for reading this email. Please email me your vote on the proposed amended budget below – and again, thank you for your service on the Governing Board and for all you do for the people of Otter Tail County.

tamara  
 Dr. Tamara Uselman, Coordinator  
 Otter Tail Family Services Collaborative

**FY24 Budget Summary**

BUDGETED FY24 INCOME	
LCTS Income	396,876
Anticipated Interest	1,500
Partnership Payments	16,425
OTC Human Services Children's Mental Health Coordination Contribution	3,000
OTC Human Services Children's Mental Health Local Advisory Council Activity Support	2,985
Parent Support Outreach Project Grant	0
<b>TOTAL</b>	<b>\$420,786</b>

BUDGETED FY23 EXPENDITURES	
Contracted Services: Collaborative Coordination	61,175
Contracted Services: Children's LAC	2,985
Meeting Expenses, Mileage, Office Supplies, etc.	4,000
Contracted Services: LCTS Coordination	7,210
Mental Health Program Support	75,000
Early Childhood Work Group	82,000
Parent Support Outreach Program (PSOP)	0
School Engagement Program Support	95,000
Children's Mental Health Local Advisory Council	3,000
Planning and Evaluation Committee	200
Set Aside Payment to DHS/Other Misc	1,500
Community Equity & Support	35,000
Professional Development Reimbursement	31,000
<b>TOTAL</b>	<b>\$398,070</b>

**FY25 Proposed Amended Budget**

PROJECTED FY25 INCOME	
LCTS Income	320,000
Anticipated Interest	1,500
Partnership Payments	16,425
OTC Human Services Children's Mental Health Coordination Contribution	3,000
OTC Human Services Children's Mental Health Local Advisory Council Activity Support	2,985
Parent Support Outreach Project Grant	0
<b>TOTAL</b>	<b>\$343,910</b>

PROJECTED FY24 EXPENDITURES	
Contracted Services: Collaborative Coordination	61,175
Contracted Services: Children's LAC	2,985
Meeting Expenses, Mileage, Office Supplies, etc.	4,000
Contracted Services: LCTS Coordination	7,210
Mental Health Program Support	75,000
Early Childhood Work Group	82,000
Building Assets Reducing Risks program	160,000
School Engagement Program Support	95,000
Children's Mental Health Local Advisory Council	3,000
Planning and Evaluation Committee	200
Set Aside Payment to DHS/Other Misc	1,500
Community Equity & Support	35,000
Professional Development Reimbursement	31,000
<b>TOTAL</b>	<b>\$558,070</b>

Voting:

Name	Partner Entity	Yea	Nay
Mitch Anderson	Perham schools	X	
Melissa Sparks	Henning schools	X	

Kurt Mortenson	County commissioner	X	
Jeff Wislon	Underwood schools	X	
Josh Nelson, Jeremy Kovash	LCSC	X	
Jeff Drake	Fergus Falls schools	X	
Shannon Erickson	Fergus Sp Ed Coop	X	
Brenda Schleske. Donna Baker	LMH	X	
Beth Achter	Child Care Aware	X	
Michelle Eilden	County 2	X	
Sheila Korby	Someplace Safe	X	
Megan Myers	Parkers schools	X	
Carrie Brimhall	M State	X	
Jodi Medenwald	Village	X	
Joanna Chua	LRHC	X	
Eric Weber	Freshwater	X	

Voting yea 16.

Voting nay: zero

The amended annual budget is approved.