

Mission Statement: Working Together...Serving Families...Improving Lives

Vision Statement: Within the Otter Tail Family Services Collaborative families, communities and service providing agencies work together for a responsive, flexible system of education, support and services that focus positively on the needs, strengths, and potential of each child and family.

Collaborative Leadership Council Agenda

Date: 01.27.25

Site: LCSC & virtual

- I. Call to order (Liz Kuoppala): attending in person were Liz Kuoppala, Deb Sjostrom, Joanna Chua, Jeff Drake, Jody Lien, Jeremy Kovash, Lynne Penke-Valdes, Jane Neubauer, Brenda Schleske, Megan Myer and Tamara Uselman. Online attendees included Bill Smith, Mitch Anderson, Brian Korf, and guests Dr. Hannah Frink, Chad Gilbertson, Ivan Hurst, Carli Tellers, Jim Kenned, and the AI bot.
- II. Warm welcome (Tamara Uselman): how are the children and families fairing? How might the CLC meeting create even more space for members to share insights? Please break into groups of three to share a four minute discussion. Discussion included the following: the need for more resources and information on existing resources was highlighted. The meeting also discussed the challenges faced by early childhood due to Covid and the need for more mental health therapists. The importance of connecting with families more was also emphasized.
- III. Approval of agenda (Liz Kuoppala): A motion was made by Deb Sjostrom, seconded by Brenda Schleske to approve the agenda. The motion passed unanimously.
- IV. Approval of the minutes of the November 20 , 2024 meeting (Liz Kuoppala): A motion was made by Jeremy Kovash and seconded by Jeff Drake to approve the agenda. The motion passed unanimously.
- V. Financial report (Liz Kuoppala): the financial report, current as of November 30, 2024 was reviewed.
- VI. Unfinished business (Liz Kuoppala & Tamara Uselman)
 - A. This Overview of the Collaborative is provided for any new members to review.
 - B. Committee membership as per the by-laws. Members were asked to review and advise on membership lists to ensure accuracy (<https://tinyurl.com/y7kyharb>). Tamara also clarified the governance structure of the collaborative, emphasizing that the top CEOs of the organizations are part of the Collaborative Leadership Council, while the Governance Board determines the budget and approves work plans. It was agreed that the Governance Board members should be informed about the Collaborative's work, but not necessarily attend every CLC meeting. Tamara asked about invitations. Consensus was CEOs of member organizations should be invited to the CLC meeting. CEOs were encouraged to place the Collaborative's minutes on their Board's agendas and to keep Governance Board members informed about the Collaborative's program.
- VII. New business:

- A. New regulations for LCTS and site visits to train frontline staff: Jane Neubauer, Local Collaborative Time Study Coordinator shared that federal regulations have changed. Jane is updating from line staff who report under the time study. Jane shared the potential for increased revenue from the random moments for the collaborative.
- B. Progress monitoring reports from the field on Collaborative programs:
1. School-based Mental Health update: Courtney Rooney, a mental health professional at Lakeland Mental Health Center, discussed the benefits of school-based mental health programs. She shared her 20-year experience in the field, starting with a day treatment program in Detroit Lakes and later transferring to Perham High School. Courtney emphasized the importance of relationships in helping students overcome their struggles and highlighted the wraparound approach of school-based mental health, which includes therapy, case management, and community outreach. She also stressed the need for administrative support and the flexibility required for such programs to integrate with existing ones, such as the Building Assets Reducing Risks program. Courtney expressed her commitment to helping students succeed and encouraged further questions or concerns.
 2. Building Assets Reducing Risks (BARR): the Collaborative leadership team reviewed the qualitative and quantitative reports from:
 - a) Prairie Wind Middle School, Principal Jim Kennedy & local BARR coach, Carli Tellers; and
 - b) Perham High School, Principal Ehren Zimmerman & local BARR coach, Dr. Hannah Frink.

Battle Lake Schools will present at the March CLC meeting.

Jim Kennedy, the principal of Prairie Wind Middle School, shared his positive experiences with the program, highlighting its effectiveness in fostering relationships between students and teachers, and its role in the school's transition to Multi-Tiered System of Supports (MTSS). He also mentioned that the program has been well-received by students, with some even asking for more I-time activities. Carly, the local BARR coach at PWM presented data on the program's implementation, noting that they have been running small block meetings weekly, I-time lessons weekly, community connect meetings bi-weekly, and big block meetings monthly. She also mentioned that they are working on a new schedule to

increase the frequency of big block meetings. The conversation ended with an open invitation for questions and further discussion.

Dr. Hannah Frink, the Student Success Coordinator and BARR Coordinator at the high school, provides an update on the implementation of the BARR framework. The school has seen improvements in failure rates and chronic absenteeism since implementing BARR, with a 10% decrease in overall chronic absenteeism. The introduction of "champion time" in the morning and assigning students to specific "champion teachers" has been well-received by students and is believed to contribute to improved attendance. While progress has been made, Hannah notes that there are still challenges. The school administration is actively having individual conversations with struggling students.

3. Promise Fellows program and update: background: Brandon Brooks and Alex Soth from the MN Alliance with Youth updated the CLC regarding Promise Fellows recruitment efforts and the placement of two members in the Otter Tail area. Carey Johnson from the Fergus Falls Alternative Learning Center shared excitement about the program and its potential to support students. Superintendent Megan Myers described the actual daily work done by the Promise Fellow in Parkers Prairie.

VIII. Action items:

A. Promise Fellows:

1. Background: at the November 2024 meeting, the CLC learned that the School Engagement voted to request funds for Promise Fellows. The Planning and Evaluation team voted to allocate funds. Promise Fellows are part of an AmeriCorps service program. Who work in a school up to 35 hours per week with a caseload of up to 30 "at-risk youth, usually in middle and high school, to provide mentorship, support, and interventions aimed at preventing school dropout and promoting their success through graduation; often focusing on building positive relationships and providing one-on-one guidance to students showing early signs of disengagement from school". A motion was made by Jeremy Kovash and seconded by Deb Sjostrom that the Collaborative fund Promise Fellows for the 2024-25 year at a cost not to exceed \$20,000 and noted the CLC would monitor the Promise Fellows data, and future funding would be determined based on results. The motion passed unanimously.

B. Reimbursement to OT County Finance Office for fiscal support: the Otter Tail County Finance staff estimated that staff work 10 hours per quarter on the Local Time Study project, monthly fiscal reporting, sending out notices for quarterly reports, filing the reports, processing checks, and more. (Additional time was spent in 2024 due to the single audit with the State Auditors.) The cost estimate of the OTC Finance Manager's time is \$1,700 annualized, at 10 hours / quarter. Cost estimates of the accounting specialists' time is \$500 for a total annual cost estimated at \$2,200. The CLC was asked to consider P & E's recommendation to compensate the Otter Tail County Finance office \$2,200 annually for fiscal services, provided Statute allows it and a written agreement is finalized. A motion was made by Megan Myers and seconded by Brenda Schleske that the Collaborative pay the OTC Finance Office \$2,200 annually for fiscal support. The motion passed unanimously with three abstentions from OT County employees due to a real or perceived conflict of interest.

C. Future BARR schools: the Collaborative should vote to re-affirm plans to fund an additional school district(s) to implement BARR in 2025-2026 for three years.

Background: in May 2024, the Otter Tail Family Services Collaborative voted to fund up to two schools for BARR implementation, at a cost not to exceed \$80,000 per year for the three years. First access to BARR funding was granted to Perham Public Schools and Parkers Prairie Public Schools in recognition of their research about BARR, the development of the MDE grant completed by each school district, and the confirmation by leadership that they could build internal capacity to implement BARR by Fall 2024. Should either or both Perham and Parkers Prairie Schools be awarded the MDE grant to support BARR, then another or two other Otter Tail Family Services Collaborative partnering school(s) may apply to the Collaborative for consideration regarding BARR support. Should the MDE grant be awarded, and that grant be unable to cover the last of the three years needed to implement BARR, then OT FSC will cover the third year at a cost not to exceed \$80,000. Further, schools participating in Collaborative funding must share baseline data, progress monitoring data, implementation wins and struggles with the Collaborative each quarter of the year, and year end data with the Collaborative. In the year 25-26, the Collaborative hopes to fund at least one more school in a district who does not have a funding source for BARR. The BARR contract will be between the school district and BARR's fiscal agent. The school district will bill the Collaborative for the BARR contract, not to exceed \$80,000 per year. Currently two school districts have expressed interest in BARR (Fergus Falls Middle School and Underwood schools). A motion was made by Deb Sjostrom and seconded by Jody Lien that the Collaborative fund up to two schools for BARR at a cost of \$80,000 per year with the

understanding that this would require a total of \$320,000 over three years. The motion passed unanimously. The team also authorized Tamara to release an application process for BARR program support.

D. BARR exploration: the 2025 BARR National Conference is “premier professional education and networking event created for those who believe that education has the power to inspire, unite, and change the world” offering a chance to learn from, “passionate BARR advocates, educators, and school, district, and state leaders from across the nation”. The CLC was asked to consider cost-sharing with school districts to send three to four attendees from current BARR schools as well as from those exploring BARR. The cost estimate to the Collaborative is \$1,500 per person for the conference fee and rooms at total cost not to exceed \$18,000. The funds would come from the School Engagement budget. Districts would be encouraged to consider using the \$1,000 Professional Development allowance toward this conference, if necessary. A motion was made by X, seconded by Y that the Collaborative cost-share the BARR National Conference with participating districts and two exploring districts. The motion passed unanimously.

IX. Agency updates:

- A. Family Resource Center update: Lynne Penke-Valdes: Lynne provided updates on the Family Resource Center, including grant applications for construction in New York Mills and Pelican Rapids, and the upcoming strategic planning retreat.
- B. PD activities, by partner
- C. January 2025 anti-vape message Tamara pointed to the anti-vape message initiative.

X. Announcements:

- A. Next meeting: scheduled for, March 31, 2025
- B. Meeting schedule for 2024 - 2025: <https://tinyurl.com/54ysuy2v>

Financial Report as of 11.30.2024 (follows on next page)

	November Rept	FY25 Otter Tail Family Services Collaborative Budget			
				July 2024 - June 2025	
	Integrated Fund Balance as of 6/30/24			\$ 892,073.91	11-409.1001 as
Budget	ANTICIPATED INCOME			Budget	Actual
Line					Balance
6	LCTS earnings			\$ 320,000	\$ 201,303 \$ 118,697
7	Anticipated Interest			\$ 1,500	\$ 877 \$ 623
8	Partnership Payments			\$ 16,425	\$ 2,050 \$ 14,375
9	Otter Tail County Human Service Board for CMH LAC			\$ 5,985	\$ - \$ 5,985
10					\$ - \$ -
13	Misc Refund				\$ - \$ -
14					\$ -
	Total Anticipated Income			\$ 343,910	\$ 204,230 \$ 139,680
	PROPOSED BUDGET			Budget	Actual
19	Contracted Services - Collaborative Coordination			\$ 63,316	\$ 15,529 \$ 47,787
20	Contracted Services: Children's Mental Health LAC LAC Coord			\$ 2,985	\$ 2,985
21	Collaborative Meeting Expenses			\$ 4,000	\$ - \$ 4,000
22	Contracted Services - LCTS Coordination			\$ 7,200	\$ 3,002 \$ 4,198
23	School-based Mental Health Programs			\$ 75,000	\$ 74,895 \$ 105
24	Early Childhood Work Group/Caring Connections Program			\$ 82,000	\$ 117,848 \$ (35,848)
25				\$ -	\$ - \$ -
26	School Engagement Program Support			\$ 255,000	\$ 115,925 \$ 139,075
27	CMH Local Advisory Council (LAC)			\$ 3,000	\$ - \$ 3,000
28	Planning and Evaluation work Group Biennial Work Plan			\$ 200	\$ - \$ 200
30	Set Aside payment			\$ 1,500	\$ - \$ 1,500
31	Community Equity & Support			\$ 35,000	\$ 2,800 \$ 32,200
32	Partner Professional Development			\$ 31,000	\$ 3,056 \$ 27,944
	Total Budgeted Expenses			\$ 560,201	\$ 333,055 \$ 227,146
	Total Anticipated Fund Balance as of 6/30/25			\$ 675,782.91	
	Actual Fund Balance thru	#####			\$ 763,249.49 11-409.1001

Quick recap

Next steps

- Tamara to release application process for new BARR schools to join the program.
- Tamara to explore how to enhance the community connect piece of BARR implementation, potentially learning from Detroit Lakes' approach.
- Tamara to organize sending teams to the 2025 BARR National Conference.
- Lynne to lead the strategic planning retreat for the Family Resource Center on March 4th.
- Jane to continue coordinating dental education in schools and explore on-site mobile dental care opportunities with Underwood school.
- All members to prepare for the upcoming annual Governance Board meeting.
- All members to consider how to use their professional development funds strategically.