

Planning and Evaluation Minutes

07.08.24

Following the Annual Meeting with the Governing Board

Virtual & in-person

1. Call to order @ 12.06 PM
2. Roll call: Jeff Drake, Brenda Schleske, Jodi Lien, Lynne Penke-Valdez
 - a. via Zoom: Megan Myers
3. Reading and approval of minutes of the [05.20.24](#) meeting
 - a. motion by jeff, second by Brenda, all in favor. Motion carried.
4. Unfinished business
 - a. Family Resources Center update:
 - i. Lynne Penke-Valdes shared that Deb Sjostrom will ask the County Board to accept funds from the Sauer Foundation for Phase II. Carryover dollars will be added. Megan Mohs is interested in coordinating Phase II. With approval, Phase II work will begin in August, 2024. Four communities were identified in Phase I and sequencing the work will begin: Fergus Falls Prairie, Pelican Rapids, and New York Mills.
 - b. BARR update
 - i. Battle Lake Public Schools was the only applicant for available BARR funding. As per the P & E vote via email, Battle Lake was notified to begin implementation (yea: Blaine, Jeff, Brenda, Jodi). Rob Nudell, Superintendent, confirmed Battle Lake accepted the funding via email and was reminded how reimbursement to him will work.
5. New business
 - a. A [ROI draft](#) was shared. Planning and Evaluation members discussed a phased-in approach to return-on-investment. Year one (2024-25) should be notification of program goals and reporting on progress. Tamara will re-write the ROI draft for the P & E team to review at their August meeting.
 - b. Emails went out to leaders to ask them to place an agenda item on their board's next meeting, to identify a Governing Board member from each partner agency and to inform Jolene King and me of the representative. All five County Commissioners were notified they serve on the Governing Board. Commissioner Mortenson and Bucholz were also thanked for being on both the Governing Board and the Leadership Board. Corrected lists for Governing Board & the Collaborative Leadership Council are being developed so that each group aligns with MN Statute and OT FSC bylaws.
 - c. Tamara made a request to contract with Kaput to update the dashboard with current data, using the proposed timeline from July 1 to July 24. From July 29, 2024 - August 9, 2024 Krista will update the data dashboard and

perform quality assurance checks. Dashboard updates will be shared by midAugust with completion by August 23. Costs for updating the data dashboard will be capped at \$2,100 (a rate of \$75 per hour). A proposed budget. Jeff Drake made a motion to approve the work at a cost not to exceed \$2,100. Brenda Schelske seconded. Planning and Eval approved the request with a unanimous vote.

- d. Tamara explained that Prairie Wind Middle School, Perham, was the only school to apply for BARR funds to replace Parkers Prairie. After discussion, including notice that the Collaborative agreed to fund year three of BARR at Perham High School if their MDE grant would not cover BARR, Brenda Schelske made a motion to approve the Prairie Wind application, which Lynne Penk-Valdes seconded. The Planning and Eval team approved Perham's application. Tamara will contact the Perham Superintendent, Mitch Anderson, to let him know so that planning for Fall 2024 implementation can commence.
 - e. Planning and Evaluation revisited the School Engagement workgroup's request for funds for a marketing campaign regarding the importance of school attendance. The School Engagement Team had requested up to \$20,000 to target advertising to parents of primary aged school students and to secondary students, using social media to highlight the benefits of consistent attendance. Planning and Evaluation advised that additional research into successful media campaigns be conducted with information returned at a later meeting. Jody Lien offered to make contact with another organization regarding positive norming campaigns.
6. Announcements: the meeting adjourned at approximately 1:10PM.