

Planning and Evaluation Agenda

10.20.25

Virtual

1. Liz Kuoppala called the meeting to order @ 8.05AM
2. Roll call: present were Brenda Schleske, Jeff Drake, Jody Lein, and Tamara Uselman. Liz Kuoppala attended via Zoom. Absent was Megan Myers and Lynne Penke-Valdes
3. Tamara pointed to the [minutes](#) of the 090825 meeting: and archived minutes, as follows:
 - a. [prior meeting minutes](#)
 - b. Workgroup minutes ([at this link](#))
4. Unfinished business:
 - a. Preparing the [agenda](#) for the 11.17.25 CLC meeting will be reviewed at the November Planning and Evaluation meeting.
 - i. [Multi year strategic plan refresh draft](#) will be reviewed at the November Planning and Evaluation meeting.
 - ii. policies:
 1. [Parity Payments Policy \(page 22\)](#) will be reviewed at the November Planning and Evaluation meeting.
 2. [Financial policies](#) (budget variance, budget reserve) were discussed in light of the existing [2016 Fund Balance Policy](#). Following discussion and language suggestions, Tamara will work on updating a draft of the 2016 Fund Balance Policy to include concepts from the proposed budget reserve policy.
 - b. Interagency Agreements:

Tamara shared an Interagency Agreement [policy draft](#) with P & E who reviewed and discussed potential changes.
 - c. Planning and Evaluation discussed alignment between the ECI, CCHV, and the ECWG and seeks clarity regarding alignment and differentiation between the mission, focus, and workplans for each group.
 - d. Perham Elementary's interest in seeking BARR support was tabled until the November Planning and Evaluation meeting.
 - e. A request from a Governance Board member to attend CLC meetings as a non-voting member was reviewed. The intent of the Collaborative is to include interested parties. Consensus was reached to invite GB members to the CLC meetings to keep pace with the CLC and to be clear as to roles and responsibilities regarding voting.
5. New business:
 - a. In time remaining, the Planning and Evaluation group briefly discussed a request from the Bridge to join the Collaborative. Tamara is asked to share more information about the Bridge and to invite their representative to attend a CLC meeting to learn more about the Collaborative.
6. Share outs
 - a. Jodi Lien shared that schools will be asked to adopt cannabis curriculum and that a county-wide task force may be forming in response.
 - b. Brenda Schelske shared that Lincoln Elementary in Fergus Falls has a full-time SBMH provider as well as some therapy time. Further, LMH has hired an in-person psychiatrist for the Fergus clinic and a telehealth provider for youth age 10 and older.

7. Announcements

- a. The next CLC meeting is November 17.

Financial Report as of September 2025 (follows on next page)

September Report		FY26 Otter Tail Family Services Collaborative Budget		
		July 2025 - June 2026		
	Integrated Fund Balance as of 6/30/25		\$ 697,956.76	11-409.1001 as c
Budget Line	ANTICIPATED INCOME	Budget	Actual	Balance
6	LCTS earnings	\$ 320,000	\$ 102,476	\$ 217,524
7	Family First Act - FFPS	\$ 7,270	\$ 5,238	\$ 2,032
8	Anticipated Interest	\$ 1,500	\$ 462	\$ 1,038
9	Partnership Payments	\$ 16,425	\$ 2,475	\$ 13,950
10	Otter Tail County Human Service Board for CMH LAC	\$ 5,985	\$ -	\$ 5,985
11			\$ -	\$ -
12				
13	Misc Refund		\$ -	\$ -
14			\$ -	
	Total Anticipated Income	\$ 351,180	\$ 110,651	\$ 240,529
	PROPOSED BUDGET	Budget	Actual	Balance
15	Contracted Services - Collaborative Coordination	\$ 65,533	\$ -	\$ 65,533
16	Contracted Services: Children's Mental Health LAC LAC Coord	\$ 2,985		\$ 2,985
17	Collaborative Meeting Expenses	\$ 4,000	\$ 3,174	\$ 826
18	Contracted Services - LCTS Coordination	\$ 7,426	\$ 18,240	\$ (10,814)
19	School-based Mental Health Programs	\$ 75,000	\$ -	\$ 75,000
20	Early Childhood Work Group/Caring Connections Program	\$ 82,000	\$ -	\$ 82,000
21	Promise Fellows (four schools, full year in FY26)	\$ 38,000	\$ -	\$ 38,000
22	School Engagement Program Support	\$ 95,000	\$ -	\$ 95,000
23	Building Assets, Reducing Risks Program (four schools-BARR	\$ 240,000	\$ 80,000	\$ 160,000
24	CMH Local Advisory Council (LAC)	\$ 3,000	\$ -	\$ 3,000
25	Planning and Evaluation work Group Biennial Work Plan	\$ 200	\$ -	\$ 200
26	Set Aside payment	\$ 1,500	\$ -	\$ 1,500
27	Community Equity & Support	\$ 35,000	\$ -	\$ 35,000
28	Partner Professional Development	\$ 31,000	\$ -	\$ 31,000
29	OTC Financial Administration	\$ 2,200	\$ -	\$ 2,200
30	Parity Payments (Grant: 2008.62; Wilkin: 7895.14)	\$ 9,904	\$ -	\$ 9,904
	Total Budgeted Expenses	\$ 692,748	\$ 101,413	\$ 591,335

Motion to adjourn the meeting by —. Second by —. Motion approved. 10.39 AM –