

## **MINUTES**

### **Central District Resource Management Team February 23, 2007**

Present: Sue Buck, Jackie Carattini, Don Genrich, Tammy Hansen, Mark Hilliker, Peter Manley, Sue McConnell, Lesly Scott, Jennifer Brindley

Absent: Jeff Hoffman, Dan Renzoni

#### **Discussion on Central District Program Planning/Strategic Planning Process in 2007**

Members of the Resource Management Team discussed the proposal from UWSP's Community Research Center with the Department Heads during their last teleconference. The proposal included the district-wide survey for \$5,000 and a flat rate of \$2,500 per county, which totals \$37,500. At the time it was believed that there would be enough in the one-time funds to cover this, so the Department Heads felt the money should be used towards funding the needs assessment surveys and to forego Innovative Grants this year. Since then we have learned that there will only be approximately \$30,000, which means there is a shortage of \$7,500.

Discussed possible ways of funding the shortage, including:

- each county and the Central District Office paying a flat rate of \$500 towards the needs assessment,
- each county paying a prorated portion of the cost based on population (calls needed to complete the survey) or
- Using extra Central District funds, such as professional development or FY08 one-time funds (cannot be certain what one-time funds will be available in FY08)

Another option would be to let the counties decide if they would like to perform the surveys themselves.

Concerns about asking each county to contribute \$500 included the fact the less populated counties need fewer calls than the more heavily populated counties. Also, some counties may have the money, but others wouldn't have \$500 available at this time. If possible, the counties could wait until next year's budget to pay the money. This way it can be included in the budget ahead of time. Decided to bring this information to the Department Heads and ask for their feedback. At the last meeting it seemed like the department heads would prefer to have the Community Resource Center do the actual surveys.

#### **Next Steps**

Update the Department Heads about the shortage, advise them of the alternatives discussed today, and ask for their feedback. Sue will contact Rick Klemme for approval to carry over FY07 one-time funds (surveys won't be completed until Fall 2007). Mark will contact Gary Itzkowitz about prorating the cost per county based on population. He will send that information to Jennifer. Jennifer and Sue will forward it on to the Department Heads.

Discussed how the survey questions will be formulated. Once the financial portion has been finalized, the Resource Management Team will meet with Gary Itzkowitz to craft the questions. The surveys will take 5-10 minutes per call, so will be relatively short. Want to make sure the correct questions are asked.

#### **Next Meeting Date**

The next teleconference is scheduled for March 23 from 10:30-12:00 to discuss the financial piece of the needs assessment. Call in to 888-677-9189 toll free or 316-0022 locally. Passcode is 8731#.

Tentatively scheduled a face-to-face meeting with for April 27, 2007 from 10:30 – 12:00. Mark will contact Gary Itzkowitz to check his availability. Jennifer will schedule a meeting room on campus and send details out to the group.

**Adjourn**