**LANs 67**

**Action Team Meeting Minutes**

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| **Date** | | August 10, 2010 |
| **Meeting Location** | | Healthy Families, 2100 S. Marshall Blvd., Chicago, IL |
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| **Co-convener** | | John Robinson and Diane Scruggs |
| **Attendees** | | Francesca Cole (Parent/Resident), Krista Stewart (Sankofa), Donna Moore (DCFS), Rochelle Crump (DCFS), Priscilla Beecham (Parent), Robin Albritton (DCFS), Cassandra Lampkin (Kaleidoscope), Haman Cross (Family Focus), Revin Fellow (Family Focus), Julia Wesley and Kristen Atkinson (UIC). |
| **Time** | | 11:00-1:00 |
| **Agenda Items** | | |
| **I.** | **Welcome and Introducation** | |
|  | The chairs acknowledged that there’s been a transition in the technical support roles and that UIC is now providing assistance to the team. Everyone introduced themselves and their agencies. The team then took a few minutes to review the minutes from the previous meetings. | |
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| **Action Steps:** | | |
|  | Not Applicable | |
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| **II.** | **Announcements/ Events** | |
|  | * Sankofa announced two upcoming events: Grandparent Appreciation Day and the Prince & Princess Ball (Oct. 10) * The Latino Consortium is currently going through organizational transitions due to budget constraints; Elizabeth is no longer in her position at this agency. * The state is forming a Latino Family Commission within DCFS. * Overall, the Action Team would like to increase their representation from the Latino community. | |
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| **Action Steps:** | | |
|  | * **Diane Scruggs** will send an outreach letter to 4-5 agencies within the LAN 67 to invite them to participate * **Julia Wesley** will forward some additional contacts to Diane. * **UIC** will assist with translation of brochures, fliers and other outreach materials. | |

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| **III.** | **Overview of Action Team presentation to DCFS Cook Central staff.** |
|  | * John Robinson presented a brief review of the Unit Meeting, highlighting that the attendees (~ 100 people) were surprised by the disproportionality statistics and supportive of the PEI project. The presentation provided staff a wider perspective on how their work impacts children and families. * Other team members commended John for his informative power point and strong presentation skills. * Diane Scruggs noted that the value of their team work showed in that many team members contributed their expertise to the presentation. |
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| **Action Steps:** | |
|  | Not Applicable |
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| **IV.** | **LANs 67 Helpline** |
|  | ***Recruitment Sub-Committee*** (responsible for identifying tasks and selecting workers) provided several recommendations: |
|  | Helpline “helpers”   * Team members proposed the following guidelines for recruiting helpline helpers: passion, ability to navigate, persistence, flexibility in working and community experience or residency. * The team discussed the importance of hiring community resident and stakeholders to help stimulate economic development. * Recruitment could involve multiple tracks, including interns, volunteers and community residents. Volunteers could receive stipends or be paid $10/hour if the project is funded. * TANF recipients could use the opportunity to fulfill community service hours. TANF recipients bring knowledge to the table that social work interns might not (such as, knowledge of community or local resources).   Staffing Demographics:   * African American and Latino (Bilingual) Helpers will be needed. The team will need someone to translate documents/ resources.   Budgetary Considerations:   * One important funding stream is IDCFS. The Director agreed to support this initiative financially in September 2009 and reiterated that commitmentin June 2010. The team has drafted a letter to the Director soliciting financial support. The group agreed to craft a 2-page proposal and a financial support. The group agreed to craft a 2-page proposal and a budget (DCFS standard format) in addition to the letter. This will help the Director further market the initiative to decision making bodies. * Federal, State and local grant opportunities (such as Workforce Development); Grant writing assistance may be needed.   Tracking:   * The committee will need to maintain a caller database. |
|  | ***Curriculum Sub-Committee*** (responsible for training the helpers)   * No update at this time. * Ms. Scruggs noted that the curriculum and recruitment sub- committees will likely need to work together as the project progresses. * There are cultural sensitivity and resource identification issues that must be addressed in training. |
| **Action Steps:** | |
|  | * **UIC** will assist in grant prospecting and proposal writing. * **Donna Moore** will create a draft Proposal Abstract and Budget and forward it to the committee for review. * **Donna Moore, Diane Scruggs and/ or John Robinson** will deliver the proposal packet with cover letter to the Director by August 27, 2010. |
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| **V.** | **Other Issues**   * ***Brochure*** – The team has requested an Adobe version of the brochure b/c some team members do not have access to Publisher. * ***Fall Initiative*** – A proposed Fall Initiative revolves around the idea of focusing on healthy family time. Kraft Free Family Night at the Chicago Children’s Museum is a free evening at the museum that could be a positive community-building event. * Kraft will sponsor a bus to pick up/ drop off families. * Other LANs have expressed interest. Team members are interested in reaching out to the other LANs and coordinating 3 buses possibly sometime in October. * ***LANs 67 Newsl*ett**er – The team would like to consider producing a LAN 67 Newsletter that could be distributed electronically, as well as hardcopies to local churches, school, day cares, hospitals and agencies. * ***Community Art Show*** – In the future, the team would like to consider hosting a community art show. |
| **Action Steps:** | |
|  | * **Cassandra Lampkin** of Kaleidoscope has coordinated the Kraft Free Family Night at the Children’s Museum before for families in her organization. She has agreed to coordinate this action team project. She will work with the other 2 LANs in Cook Central and will begin working through logistics upon her return from vacation. * **UIC** will help with communication between LANs as needed. |

**NEXT MEETING: September 14, 2010, Healthy Families**