**LANs 67**

**Action Team Meeting Minutes**

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| **Date** | September 14, 2010 |
| **Meeting Location** | Healthy Families, 2100 S. Marshall Blvd., Chicago, IL |
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| **Co-convener** | John Robinson and Diane Scruggs |
| **Attendees** | Taneshia Rice (Sankofa), Vernessa Bowen (Youth Guidance), Donna Moore (DCFS), Rochelle Crump (DCFS), Priscilla Beecham (Parent), Susan Storcel (Court), Cassandra Lampkin (Kaleidoscope), Haman Cross (Family Focus), Nancy Sanabria (DCFS), Julia Wesley and Kristen Atkinson (UIC). |
| **Time** | 11:00-1:00 |
| **Agenda Items** |
| **I.** | **Welcome and Introduction** |
|  | The team welcomed new member Taneshia Rice of Sankofa. The minutes were then approved as read. |
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| **Action Steps:** |
|  | Not Applicable  |
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| **II.** | **Announcements/ Events** |
|  | * Director McEwen is giving a presentation on the Differential Response initiative on Wednesday, September 15, 2010, 9:30 – 11:30am, 1701 S. 1st Avenue, Maywood, IL
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| **Action Steps:** |
|  | Not Applicable |

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| **III.** | **LANs 67 Helpline and Resource Center** |
|  | * Look at Director’s Letter of Proposal – The action team reviewed the letter and the following feedback was provided:
	+ Well received by the action team.
	+ Team leadership is confident that if for some reason the Director is not able to fund the initiative, the proposal is in a format that can be used with other funders
	+ Critical to use language that the Director is familiar with. Will put it in his hands and follow-up. The goal then is to have a face to face meeting with the Director. The Director is very excited about this initiative. This initiative ties into well with the Director’s Differential Response Initiative
		- * FYI – For Cook - Kaleidoscope is the lead. Also, Metropolitan, A knock at Midnight, etc.
	+ Donna discussed the role of the “Maven”. As highlighted in the budget, this person is an “Information Specialist” or Community Based Liaison. This person’s job spreads information by word of mouth. Solving other problems by solving their own. This person will also help to inform the Statewide Provider Database.
	+ Susan recommended that the team increase the Printing budget to parallel the telephone equipment budget of $5,500.
	+ Donna would like to take advantage of DCFS resources and show them in-kind on the budget: Statewide Provider Database – to be listed as an in-kind. Although there are clear connections to the Statewide Provider Database, there are important limitations. The proposed Helpline will help with the immediate needs of a parent/ family in crisis.
	+ With the changes/ recommendations, the letter/ proposal with budget
* Update from the Training Committee
* Update from the Recruiting Committee
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| **Action Steps:** |
|  | * Donna Moore and John Robinson will hand deliver the proposal to Director McEwen at the presentation on Differential Response on Wednesday, September 15, 2010, 9:30 – 11:30am, 1701 S. 1st Avenue, Maywood, IL
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| **IV.** | **Action Team Fall Initiatives** |
|  | ***Chicago Children’s Museum (Kraft Free Family Night)***  |
|  | * November 18th – Confirm availability
* Julia will Children’ Museum contact them to determine maximum
* Diane will coordinate bags for families
* Healthy Families will be the host agency
* Flyers will state (due in 1week):

 First/come first serve Snacks provided Health & Wellness Focus * At least 35 minimum participants; need to find out the maximum number of people that the bus can accommodate.
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|  | ***The Maven**** John proposed that the group publish the “Maven”, rather than calling it a letter. It will focus on informing parents, child welfare community, and the community at large about resources and events within the LANs 67 area. It fits well with the action team’s goals
* Key Discussion Points:
	+ The Maven should be monthly and should include updates on free/ low-cost activities.
	+ Susan also recommended that up and coming events.
	+ Donna recommends having an electronic file to share with other organizations
	+ Diane recommended that the information be gathered at least 2 months out.
	+ Cassandra recommended that job opportunities be included
	+ Diane likened the newsletter to want ads: identify 5 major headings such as activities that are free or low-cost. When you think of areas of need/ during a crisis, what are the primary needs. Maybe jobs/ job training as well. What else?
		- Priscilla/ Cassandra recommended establishing a monthly “helpful hints” section. This information should be current, seasonal, (i.e. CPS calendar)
		- John indicated that the focus is on parents in need. Demographics: Parents 14 – 35 & Seniors. It will be important to tap into existing/ ongoing resources (i.e. Grandparents Raising Grandchildren)
	+ Nancy has access to a “server” that compiles events/ information in the form of an Eblast. The one she is referring to is monitored/ managed by one person and is sent to anyone on the listserv (i.e. healthcare, schools)
	+ John reminded the group that we will need all information to be inclusive of the Hispanic community. All materials will need to be translated.
	+ Haman recommended that the group partner with local newspapers and others.
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| **Action Steps:** |
|  | ***Chicago Children’s Museum*** * **Julia** will contact the Children’s Museum to confirm the date and determine the maximum number of participants
* **UIC** will create the flier for the event.
* **Diane** will coordinate bags for families

***The Maven**** Take a look at other publications for ideas on how to format/ create the newsletter.

***Community Art Contest**** Haman Cross will chair this committee.
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| **V.** | **Other Issues*** Statewide Provider Database – Dana Weiner requested a list of providers that still do not have access to the database.
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| **Action Steps:** |
|  | * Julia will submit the list the Dr. Weiner once obtained from all action teams.
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**NEXT MEETING:** Tuesday, October 12, 2010 at 11am