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| LAN 67 Action Team Meeting |
| Minutes | January 12, 2010 | 11:00 a.m. | healty families, 2100 s. marshall blvd., chicago, il  |
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| Meeting called by | N/A  |
| Type of meeting | Action Team  |
| Facilitator | John Robinson and Diane Scruggs |
| Note taker | Mary Smith and Reiko Suber |
| Timekeeper | N/A |
| Attendees | Elizabeth Arroyo, Priscilla Beecham, Rochelle Crump, Linda Edwards, Donna Moore, Nancy Sanabria, Mary Smith, Terry Solomon, and Donna Steele  |
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| Agenda topics |
|  | award of certificates of acheivement  | john robinson  |
| Discussion | Mr. Robinson previously expressed his appreciation for the Action Team’s hard work and noted the importance of honoring their time, efforts and thoughts. Noting that certificates had been presented at the December Action Team meeting, but that certain key individuals had been absent on that day, Ms. Donna Moore presented Ms. Linda Edwards and Ms. Elizabeth Arroyo with their certificates.  |
| Conclusions | N/A |
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| Action items | Person responsible | Deadline |
| N/A | N/A | N/A |
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|  | Technical support/consultation  | Reiko Suber |
| Discussion | Ms. Reiko Suber informed the Action Team that the Illinois African-American Family Commission met with Mr. Robinson and Ms. Scruggs in order to determine how the Commission could best provide technical assistance. She noted that Mr. Robinson and Ms. Scruggs had enlisted the Commission’s help in beautifying the brochure, completing meeting minutes and offering advice, as necessary. Dr. Solomon informed the group that Mary Smith, a Commission employee and relative caregiver, would also serve as a member of the Action Team.  |
| Conclusions | N/A |
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| Action items | Person responsible | Deadline |
| N/A | N/A | N/A |
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|  | Review of lan 67 action team goals | john robinson  |
| Discussion | In an attempt to ensure that the Action Team is on the right track, Mr. Robinson asked the group if it needed to develop new goals and/or abandon old ones. Ms. Scruggs stated that one additional goal should be the continued recruitment of birth and foster parents as well as other community groups (such as churches). She stressed the need to keep membership growing.  |
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| Conclusions | The effort to recruit additional members of the LAN 67 Action Team would be ongoing.  |
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| Action items | Person responsible | Deadline |
| Recruitment of additional members. | All | Ongoing  |
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|  | Review of pamphlet draft | diane scruggs  |
| Discussion | Ms. Scruggs reported that she had worked to finalize the document and that she had sent a draft to Ms. Moore and Mr. Robinson for their input. Though it is not complete, Ms. Scruggs circulated a draft to the Action Team. Dr. Solomon questioned if the Pamphlet was meant to inform the community about the Action Team or if, on the other hand, it was to inform the public about the Helpline. Ms. Scruggs answered that it was meant for both purposes. Time was spent discussing how to inform Pamphlet readers about the neighborhoods for which information is available (i.e. by listing zip codes or communities). Ms. Scruggs emphasized that the Pamphlet should be designed so that those reading it know what the services are and who to call. She also noted that such material is rarely specifically catered toward either parents or providers-but that there should be a balance. Mr. Robinson countered by stating that the Action Team had previously spoke of providing information for parents. Ms. Elizabeth Arroyo asked Ms. Priscilla Beechum if it would be helpful to state in the Pamphlet that Helpline callers would be allowed to keep their anonymity. Ms. Beechum answered by stating that indicating this actually makes calling seem scary. Another attendee noted that it is important that callers know that the Helpline is a referral service. Ms. Beechum noted that when a call is placed to 311, the operator interviews the caller to determine how to proceed. Ms. Arroyo noted the importance of developing screening forms to help the volunteers ask relevant questions.Ms. Scruggs stated that a Helpline staffer’s job doesn’t end after connecting a caller to an agency; rather, they must follow up to ensure that there was, in fact, a connection. Ms. Donna Moore noted that 3-way calling would be beneficial. Ms. Donna Steele emphasized the importance of finalizing whether the Pamphlet would be aimed at parents or providers.  |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| A subcommittee, comprised of Ms. Arroyo, Ms. Steele, Ms. Nunez and Ms. Beechum, would be formed. They will be charged with composing an updated draft of the Pamphlet and sending it to IAAFC for beautification.  | See subcommittee composition.  |  |
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|  | review of toll free number project | diane scruggs |
| Discussion | Ms. Scruggs shared that the cost of procuring an “866” number is $195, while the cost of obtaining an “877” number is $395. An “888” number costs $595, and an “800” number costs $795. The group decided that an “866” number will be used (1-866-HELP010), but in the meantime, Mr. Robinson agreed to enlist IDCFS for assistance in procuring an “800 number.”Ms. Scruggs that she would like to find a foundation who would be willing to pay Helpline volunteers a stipend. She also suggested enlisting the assistance of college students and awarding them with college credits.   |
| Conclusions | A 1-866 Number will be used.  |
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| Action items | Person responsible | Deadline |
| IDCFS will be enlisted for help in procuring a 1-800 number. | John Robinson.  |  |