

**BROWARD COUNTY  
ONE COMMUNITY PARTNERSHIP  
Family Involvement Work Group**

**MEETING DATE: January 31, 2007**

**MEETING TIME: 9:30AM**

**Members Present:** Mary Jane Hampton, Joann Finkelstein, Linda Campagna, Michelle Rodgers, Lorraine Stewart, and Sue Zimmer.

AGENDA ITEM	DISCUSSION	ACTION	FOLLOW UP
<b>Item #I</b> Welcome & Introductions		Mary Jane welcomed all present and asked everyone to share our talents. The meeting commenced at 9:45 am	
<b>Item #II</b> Approval of Minutes	The minutes from the FI meetings held on January 3 and 17, 2007 were not available to the workgroup for review.	Minutes are requested to be typed and available by the following week of each meeting so that members can review and prepare for the next meeting.  Minutes were requested to be written in this format for easier identification of needed follow-up.	FI Coordinator to prepare missing minutes and present on 2/14/2007  Sue Z to provide format and technical training to complete it
<b>Item #III</b> Conference Attendance	Mary Jane addressed her concerns that the workgroup had not been informed of the Atlanta Conference and had not been involved in a discussions regarding parent attendance to that conference. It was shared that an e-mail had been sent to the governance board asking about this and as a response from the FI coordinator informed that the FI coordinator was attending without any other parent participation due to budget restraints.	A calendar of conferences coming up for 2007 needs to be prepared and made available to the committee for future discussion and input for attendee selection.	FI Coordinator to finalize draft of conference policy, community calendar with all known upcoming conferences, meetings, and trainings.

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	<p>The committee was reminded that a similar discussion had been entertained and policy agreed on by the committee following similar concerns regarding parent attendance to the Buffalo conference in July. The group agreed that a policy/procedure was compiled from August of 2006 should be in place. It was reported that the plan was never compiled/typed nor added to any subsequent agenda for approval by the group.</p> <p>It was agreed. A policy needs to be created outlining a procedure for selecting alternative people to serve as a staff representative in the event parents are not included in the budget. It was agreed that the parent serving as a substitute will be responsible sharing all information and there are expectations of future services or committee work in return for attendance. 2/14/2007.</p> <p>Members of the committee discussed their continued concerns/feelings that the parents continued to be “discounted”, \$\$budget discussions always end up with “you can’t do this there is no money” no one “pushes the envelope”.</p>	<p>The conference policy needs to be completed by the FI coordinator and presented to the committee at the 2/14/07 meeting.</p> <p>A procedure needs to drafted</p> <p>The committee wants an answer to the question of sending an appropriate person to attend conferences and workshops who can benefit and bring back information to the committee other than sending one person to every conference.</p> <p>Members of the committee reported that it requested a copy of the MHA contract and it was never provided.</p>	<p>Mary Jane and Michelle to meet w/ FI Coordinator.</p> <p>It was suggested that input from Beverly, Anita, Scott and Sue along with FI Workgroup members work to complete this task.</p> <p>Mary Jane will request a copy of the contract from Anita Godfrey.</p>

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	<p>There was further discussion of a “lack of plan” ( in other areas besides conference attendance), no “follow through”, poor communication.</p> <p>There was a general discussion as to if the FI coordinator was required to attend conferences could a member of the committee or board member attend in that place. It was acknowledged that other required positions to attend SAMHSA conferences had substitutes attend, ie: Mandy for Mike.</p> <p>The committee is aware that Smith sends more than one person to conferences, youth are always included. IF the contract with Smith and MHA are the same...why aren't more parents included in conference travel?</p> <p>Further comments included that TAC has a plan, get results and has shown progress toward their goals in direct difference to FI.</p>		
<p><b>Item #IV</b> Governance Board Sustainability Plan</p>	<p>Sue Zimmer led the discussion through action steps of the sustainability plan which were charged to the FI Workgroup. Each area was discussed by the committee and status of each identified, a plan for funding alternatives, persons responsible and anticipated completions dates were identified.</p>	<p>Sue Zimmer to prepare/type FI response to plan. E-mail to committee for review prior to next meeting 2/14/07</p>	<p>Scott Silverman to meet with FI on 2/14/07 to review plan.</p>

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<p><b>Item #V</b> May is Mental Health Month</p>	<p>Sue Zimmer proposed to engage the Support Group parents and coordinators in the planning for a MAY celebration.</p> <p>Sponsorships for event were discussed. Suggestions to talk to Smith and SEDNET to assist with soliciting and disbursement of \$\$ for event.</p> <p>Social Marketing, as last year, needs parents to partner to develop ideas to undertake for event. Social Marketing with FI will plan, implementation and manpower to present event.</p>	<p>Sue Zimmer to meet with Christine Fitzpatrick (FISH) to arrange an evening meeting with the FISH coordinators and any interested parents to discuss ideas for MAY.</p> <p>Continue on agenda</p> <p>Social Marketing workgroup meeting on February 7, 2007 – need FI attendance</p>	<p>S Zimmer to present update to committee for further planning at next meeting.</p>
<p><b>Item #VI</b> Open Discussion</p>	<p>Recruitment for FI was discussed. No one knew status of Ary's assignment to call all members of FI to encourage their attendance.</p> <p>Mary Jane suggested that each member bring a friend to the work group. Each person must know of another who is interested in family voice. Everyone on workgroup needs to assist with recruitment.</p> <p>Michelle suggested that FI finalize action</p>	<p>Mary Jane to call Ary</p>	<p>Further discuss all items at next meeting</p>

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	<p>plans prior to inviting more members and enlarging the group.</p> <p>There was discussion the FI needs to provide direction and goals for meetings and projects to sustain volunteer participation.</p> <p>Sue Zimmer suggested creating a “Friends of FI” group. This could include anyone interested but unable to attend scheduled weekday meetings. Minutes would be mailed or e-mailed to keep persons engaged and “in the loop”. This list could be used to create committees that would meet in evenings or Saturday, ie” to help plan and carry out May event.</p> <p>Some members present stated they had not seen past Newsletters. Question: Who else is not seeing the newsletter? May be losing audience from support groups as persons drop out and FI does not have information to continue contact through mail due to confidentiality problem.</p>	<p>Sue Zimmer to ask Anita if support group parents can “sign up” to receive newsletter.</p> <p>Technology challenges in sending .doc files through WORD from MHA to be reviewed and training offered if necessary.</p>	
<p><b>ITEM #V</b> <b>Adjournment</b></p>	<p>Meeting adjourned at 11:55am</p>		