

AGENDA ITEM	DISCUSSION	ACTION	FOLLOW UP
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**BROWARD COUNTY
ONE COMMUNITY PARTNERSHIP
Family Involvement Work Group**

MEETING DATE: May 9, 2007

MEETING TIME: 9:30 AM

Members Present: Mary Jane Hampton, Jo Ann Finkelstein, Beverly Wilkinson, Lorraine Stewart, Ary Morales and Sue Zimmer.

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Item #I Welcome & Introductions		Mary Jane welcomed all present, and asked each people to introduce themselves and name their mood today. The meeting commenced at 9:45 a.m.	
Item #II Approval of Minutes	The minutes from the FI meeting held on April 25 were available to the workgroup for review. Time was given to review and ask questions.	The minutes from April 25 were approved by the workgroup. Jo Ann made the motion, and Lorraine seconded it.	
Item #III Old Business: Conferences	Mary Jane reported she redid the protocol and emailed it to Anita. She had questions for Mary Jane, and Scott made some revisions as well. One of Anita's questions was about the chaperone issue. This was discussed at length, with the chaperone issue being seen as two potential issues. The first was if the Family Involvement Committee wished to pay for Smith parents to chaperone their children at conferences, per the county contract with Smith. It was determined that this could be a huge liability issue, especially with people who we did not know and were not involved in any MHA programs. The second issue was if FI parents should be asked to serve as chaperones as a condition of going to these conferences. Once again, the committee saw it	Mary Jane will contact Anita to discuss the committee's recommendations. It was	Mary Jane will report back to the group.

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	<p>as a dangerous situation, being responsible for another child's medications, behavioral issues, etc. The responsibility of ensuring they were where they belonged might interfere with their own ability to participate fully in the conference, especially if something went wrong. We did not feel a responsibility to chaperone any Smith children other than our own. The committee was asked if we wanted to set a limit on the # of conferences a person could attend. It was decided that this should be decided on a case by case basis, i.e. if nobody else was available to attend, someone who had already gone that year might be allowed to participate rather than have the slot go unfilled.</p>	<p>suggested that Anita might be able to help her finalize the protocol forms.</p>	
<p>Item # IV Recruitment/Outreach</p>	<p>Beverly stated that the outreach discussion today should focus on the May event. She stated that she needed help from committee members to let her know of upcoming events in the community where we could do outreach. A City of Miramar event was mentioned for May 19 from 1-3, which would involve the Spanish – speaking population. One of the sponsors is Memorial Hospital, and OCP cannot attend that day. Ary expressed interest in helping. Beverly asked Sue to get more info so that they could plan to go.</p>	<p>Beverly will get with Ary to coordinate efforts.</p>	<p>Beverly will continue to give a full report back to the workgroup on outreach/ recruitment events.</p>
<p>Item # V May Event</p>	<p>Sue was asked to report on the May Event. The planning meeting was on May 1, during Social Marketing Committee. The event is tomorrow. We discussed last minute needs, such as checking on door prizes for the event. Yvette Fernandez donated several leap frog</p>		<p>Results from the event will be reported back to the group.</p>

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	<p>sets for different ages, and we discussed the best way to distribute those. Planning for volunteer positions the day of the event, was gone over and finalized. The importance of getting good registration information was stressed. Members are encouraged to attend and to fill in as needed if not given a specific task. Beverly will introduce the program coordinators of the various support programs for families and youth, including FI, FISH, the 501c3, Family Support Partners, TAC, and the Youth Resource Center. Families will be encouraged to seek these people out or to stop by the information tables. The food will be delivered to each table to be served family style. The entertainment, including face painting, snow cones, and popcorn are all set. We will be giving out “Hero Awards” to deserving youth who give back to their family, school, or community. Each SED Center can nominate one student, and we nominated Matt Compagna for his willingness to accompany his grandma to various school and community meetings that allow her to be an active participant.</p>	<p>Mary Jane was asked to call Matt and encourage him to attend.</p>	<p>Better yet, come out so you can give the group a report!</p>
<p>Item # VI MIS Subcommittee – Parent Reps</p>	<p>The MIS Committee is ready to begin designing the one intake form to be used by all 13 Providers who have signed an MOU. Are any parents interested in serving on this subcommittee?</p>	<p>Linda & Mary Jane volunteered, and Beverly will let Matt Constantine, OCP MIS staff, know of our interest. They are planning to meet in May before the 18th.</p>	<p>Beverly will get the date and time from Matt and let interested parents know.</p>
<p>Item # VII New Business FI Meeting Schedule Discussion</p>	<p>June 2 from 10:00-12:00 has been designated as the first Saturday meeting for the group. We</p>	<p>Beverly will continue to work out the details & report back to the group.</p>	<p>To be discussed further at next meeting.</p>

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	<p>are working to secure some guest speakers for the parents, as well as looking into having the teens go to Nine Muses during this time. Elementary school children could meet in the conference room, while the adults met in the Glassman Suite. Child care was determined to be needed to entice parents to attend. JoAnn volunteered herself and her husband to watch the children, with Beverly and Mary Jane rotating running the meeting and watching the children. We would have some activities planned, and encourage parents to bring something for their child to do. We would serve juice and coffee, which Beverly will provide. JoAnn repeated her offer for cupcakes. Beverly will create a flyer for distribution tomorrow night, which will have all the needed information on it. We will continue to explore avenues for childcare prior to the June 2 meeting.</p>	<p>Beverly will create a flyer by tomorrow night, so parents can be invited.</p>	<p>The group will spread the word about the new day and time.</p>

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<p>Item VIII Demographic Forms</p>	<p>Beverly provided non-staff members with a new demographic form to fill out to fulfill contractual requirements. Members were asked to fill them out and return to her.</p>	<p>Beverly will continue to provide these to all members, new and old.</p>	
<p>ITEM IX Open Discussion</p>	<p>Beverly reminded the group that the Federation of Families was working with Broward as one of 3-4 sites to participate in a research workgroup to study the cost-efficiency and effectiveness of Family Support Partners. We will be working with National Evaluation team members (including Norin) to gather data to present to Medicaid so they will fund this nationwide. We will participate in conference calls & meet annually in D.C. Also, the family statewide network conference call went well, and there is a survey to fill out which was emailed to all. Beverly drew the groups' s attention to their packets, which contained an invitation to the CSC's ADVOCACY TRAINING May 30-31. This 2- day training is only \$40. More info is available on their website for this and other trainings offered.</p>	<p>The first call will take place April 27, and we will tentatively meet in June in D.C.</p> <p>Please email responses to the survey to Beverly.</p> <p>Please check the CSC website for future training opportunities.</p>	<p>Beverly will report back to the group on the conference call.</p>
<p>ITEM # X Adjournment</p>	<p>The group was asked if there were any other items for discussion. There were none indicated.</p> <p>The meeting was adjourned at 11:15 a.m.</p>		<p>Next meeting will be on Wednesday, May 23 at 9:15 a.m. at MHA.</p>

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