

**Notes from Coordinated System of Care Planning Group Meeting
Wednesday, March 3, 2010**

Planning Group members present:

Michael Daily, Chair
Nell Hahn, Co-chair
Jim Hussey
Dennis Dillon
Kathy Kliebert
Tavia Crumpler
Kaaren Hebert
Rhenda Hodnett
Pam Brown
Melba Oubre
Mike Coburn
Jennifer Kopke
Mimi Hedgecock

Ex-officio members:

Tony Keck
Kristy Nichols
Tammy Woods

Guests:

Darrell Montgomery
Celeste Skinner

Staff

Shannon Robshaw
Stephanie Inks

Report on Leadership Team meeting

Shannon Robshaw reported that Mike Teague, Executive Director of Jefferson Parish Human Services Administration has agreed to serve on the Leadership Team. She stated that the concept paper is in the final stages of editing and will be submitted to the Streamlining Commission within the next several days, and then be distributed to the Planning Group and Stakeholder Committee. She also reported that the Leadership Team is requesting that each workgroup develop and submit a budget if financial resources are needed to implement their action plans. The budget requests will be considered within the scope of the overall project budget and be brought to the Leadership Team if budget adjustments are needed.

Workgroup Reports

- Family Engagement- see draft action plan attached
Pam Brown also verbally reported that there will be in person focus groups in 5 locations of the state and will be held at libraries and city recreation facilities. The meetings will take place between April 6 and April 10, 2010. The meetings will be facilitated by work group and a co-facilitator from a state agency will be asked to be present and assist by taking notes. Trainings will be provided for the facilitators. There will be a phone conference call the week before (March 29 to April 1) the discussion groups meet to review the facilitator template and answer questions.

The session will last 1.5 hours, with 15 minutes of introduction and 1 hour and 15 minutes of discussion. All participants will be asked to sign in upon arrival. The survey will be distributed to them upon arrival to fill out. The facilitator will give a scripted introduction that will include:

- a) overview of the initiative
- b) stress that we are in the beginning phase and it's an ongoing process
- c) explain the facilitators role in the discussions

- d) let participants know they do not have to give any personal details about themselves or their children
- e) assure the families that if they are currently receiving services, this will not affect those
- f) explain the stipend

Budget:

110 participants will receive invitations to attend and a stipend for \$25.00 per parent (one per family) as well as a drink budget to provide drinks at each of the 5 meetings at \$20.00 per meeting for cups and drinks totaling \$100.00 is requested.

Guidelines for the stipend will be the following:

Attend meeting

Sign in meeting with name, address and social security number

Stay for entire meeting and sign out

Describe guidelines in invitation and introduction

- Mapping- see draft action plan attached
Michael Dailey reported that the workgroup is on track to meet its March 15 deadline.
- Administrative Design-
Tony Keck reported that the workgroup has met twice and determined the basic task list for the workgroup and established 3 subcommittees with leaders to look at the ASO, FSO, and CME functions. They are actively soliciting judicial representation, family members and OJJ representatives for the workgroup. The action plan is in development.
- Service Array- see workplan attached
Jim Hussey reported that the workgroup is actively meeting, reviewing literature on evidence-based practices and models from other states. They are developing a matrix to assist in the analysis of the potential service options.
- Communications-
The communications committee has met once and will report at the next Planning Group meeting.
- Data Collection and Analysis-
Shannon Robshaw reported that Mercer is working with each agency to gather needed data.

Issues that span workgroups

- Regional and field representation is needed either on workgroups or participating in workgroup activities
- Each workgroup will present its action for at the next Planning Group for approval. The action plans are due to Shannon by 8:00 am next Thursday morning, March 11,

in order to allow for distribution to the Planning Group on Friday. Each Planning Group member is expected to review the action plans prior the next meeting on Wednesday the 17th in order to promote full discussion.

Project Workplan Review

The group reviewed to overall project workplan and verified that the current workgroups are on track to meet the project timeline. This will remain as a regular agenda item for the purpose of ensuring the workgroups and their respective activities are aligned with the workplan and to identify any gaps that should be considered

Recommendations for Leadership Team

- Recruitment of additional planning group members- the family engagement workgroup provide the recommendations to Planning Group on 4-6 individuals representing family members or advocates. The workgroup will consider the following criteria to be consistent with the original process in selecting Planning Group members:
 - Personal attendance (either in person or via conference) of meetings held every other Wednesday from 1:00- 3:00 in Baton Rouge
 - Active participation in one or more workgroups
 - Collaborative spirit and ability to work in consensus-based decision making model
 - Advocacy on behalf of the CSoC project in your community and with your peers

- Stakeholder group will continue to meet on a monthly basis. Meeting agendas will be provided to the planning group prior for review and recommendations

Other

Shannon will provide the leadership team with documents/information to be posted on a “transition” website. Discussion focused on need for two communication tools: public, vetted site; and an internal document sharing tool (google docs, sharepoint, etc). Communications workgroup will be asked to develop a process for managing public communications through the website. It may be necessary to bring in additional persons/resources to keep up the day to day management of information dissemination.

Next Meeting – March 17 at 1:00