



**ACCESS**  
INITIATIVE  
Youth Family Community

## Meeting Minutes Form

### Meeting Information

Date	Thursday, July 19, 2012
Location	Access Initiative space at Community Elements, lower level meeting room
Committee/workgroup name	Access Initiative Coordinating Council
Meeting type (e.g., regular, as needed, training, workshop)	Monthly Coordinating Council meeting
Time starting	4:30 p.m. for dinner, 5 p.m. for meeting
Time ending	6:40 p.m.

Date of next meeting	August 23, 2012
Time of next meeting	4:30 p.m. dinner 5 p.m. meeting
Location of next meeting	AI Space, on Randolph, lower level meeting room
Name of person recording minutes	Peggy Brooks and Elizabeth Perrachione

Organization/group represented by person recording minutes	Access Initiative and FireOwl Consulting Services
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Attendance (or include list of regular/standing members with spaces for new/visiting members)

Peggy Brooks	Ratisha Carter	Hope Malik
S'Tyy Hamilton	Allison Brown	Felicia Johnson
Cooper Carter	Regina Crider	Joan Walls
Athena Ferguson	Angie Adams Martin	Melissa Neely
Paulette Kennedy	Mark Aber	Gail Rainey
Timothy Walthour	Jonte Rollins	Shandra Summerville
Tracy Parsons	Ladine Shelby	Lisa Brown

## Announcements Made

Please list any announcements made at the beginning of this meeting.

Announcements
<ul style="list-style-type: none"> <li>• The next YAB meeting is on 8/2 from 2-4:30</li> <li>• The next Youth Move meeting is on 8/7 from 1:30-4:30</li> <li>• ACCESS radio show happens at 2 p.m. every Wednesday and 4 p.m. every Friday. If you're part of the ACCESS email group, there was a link that was sent out. If you want to receive it again, email Elizabeth at: <a href="mailto:emc@fireowl.com">emc@fireowl.com</a> and she will send it to you.</li> <li>• To Know is Not Enough We Must Act: ACCESS Think Tank Planning for Vibrant Community and Family Systems, and will be held on October 4, 5, and 6 at the Hilton Gardens. Everyone is welcome to come.</li> </ul>

## Key Topics Discussed in Meeting

### Notes on Discussion

Agenda Items	Discussion
<b>Reflection</b>	S'Tyy Hamilton provided the reflection, offering that her mom often quoted "Business before pleasure," and this is how they operate in the Youth Advisory Board (YAB) – they take care of their business before they have fun.
<b>AICC Leadership</b>	<p>Elizabeth Perrachione explained the three categories of leadership available in the AICC: Executive Council, Chairs, and Liaisons:</p> <ul style="list-style-type: none"> <li>• Executive Council – includes the two Chairs, plus three additional members, which must be: 1 Family, 1 Youth, and 1 Stakeholder. The Executive Council assists ACCESS Staff in making urgent decisions between meetings.</li> <li>• Chairs – two, 1 Family/Youth and 1 Stakeholder, are responsible for running the meetings, including distributing materials before and after, and acting as liaison with the Administrative Team. The Administrative Team has a contract through November 30, 2012 with the facilitator who has been working with the AICC.</li> <li>• Liaisons, explained Shandra Summerville, are a way for AICC members to get more involved in their service areas. They would be responsible for reporting back how work is transferred back into the community. AICC members could also function as Liaisons instead of serving on a task force (which have yet to be established) or committee. This is to ensure that AICC members do not feel overtaxed by their service to the AICC, though they are also welcome to serve on committees and task forces in whatever areas interest them.</li> </ul> <p>Comments regarding this section of the agenda included:</p> <ul style="list-style-type: none"> <li>• In response to members wondering about the need for an Executive Council, Elizabeth explained that when drafting the Bylaws, the AICC referenced material from other SAMHSA grantees – and that many of these had something like an Executive Council. Also, at the time, the AICC was larger than it is now. Tracy shared that this was done back when there wasn't regular attendance from the</li> </ul>

	<p>AICC, which he is happy to see is no longer the case.</p> <ul style="list-style-type: none"> <li>• Regarding the Executive Council informing the AICC, via email, of any decisions that are to be made at least two days in advance of the emergency meeting, Mark Aber noted that it might be hard to do this. The thinking behind it, Elizabeth replied, was that it would be hard to schedule a meeting among 6 people less than two days out, but that the AICC could choose to amend the language of the Bylaws to make that two-day in advance notification more of a suggestion.</li> <li>• Joan Walls had a question about Committees, Task Forces and the Liaison position, what they all were. <ul style="list-style-type: none"> <li>○ Tracy explained that Task Forces – which will have broader, more community-wide focus – have not yet been created. An example is in the Juvenile Justice system, where there is a weakness because we don't have any judges on board. ACCESS needs to create a Task Force around how to get judges involved. Task Forces are part of the sustainability. Mark Aber said that if the Task Force is part of the Bylaws and the SAMHSA requirements, they need to be created. Tim Walthour suggested that this be the first official work of the Coordinating Council.</li> <li>○ ACCESS has active committees that create plans and working groups to follow through on the plans. No decision is made in a vacuum. Karen Simms shared that all AICC decisions are broad-based, and explained where the AICC fit in: broad community ideas are generated and brought back to the AICC, then the AICC might respond by asking to form a working group to address a particular issue or making something happen – the AICC drives work on the ground by thinking about what to recommend. Tracy explained the committees have done the majority of driving the work of the ACCESS Initiative.</li> </ul> </li> <li>• Jonte Rollins made the point that Liaisons will not have decision-making capacity, whereas those AICC members who serve on committees or task forces will have decision-making capacity.</li> <li>• Jonte also encouraged the AICC to refer back to the logic model so that the group is better positioned to build on what ACCESS already has.</li> <li>• Melissa Neely asked if the AICC was a decision-making or advisory body. Tracy responded that there has been a lot of discussion about that, and it is a mix of both. He explained that we have been working to put the AICC body in place, so that the group can help with decision-making. The goal is to get us all out in front of the process. Each month Tracy feels better about coming, and he wants to be able to really utilize the experience on the Coordinating Council.</li> </ul> <p>Elizabeth will send out an email “form” for nominations for the Chairs, Executive Council and the Liaisons. She will also email out the Bylaws with a language changes to include: the addition of the Liaisons, it not being mandatory for AICC members to serve on a committee or task force, and it being only a suggestion for the Executive Council to notify the AICC prior to any emergency meetings. The Logic Model will also be sent to the AICC.</p>
<p><b>Budget Discussion</b></p>	<p>Tracy went over the actual budget numbers, beginning with the CCMHB Match Funds, offering a handout and clarifying that Flex Funds are for Youth and Family services, Community Home refers to the ACCESS space on Randolph, and that Girls Advocacy is a</p>

mentoring program. Hope Malik asked if the contracts were for services for individual families. Karen explained that the Family contract is administrative, and that there are services and service contracts.

Regarding Federal Funds (the second hand-out) Tracy clarifying that:

- SPARCS is a group based/youth based/evidence based treatment program.
- BIOC is Best Interest of Children and Youth Move is the Youth Development Contract.

Comments/questions from this section include:

- Angela Adams Martin asked if this was for staff or training as well. Karen clarified that it was for staff and implementation, not training.
- Joan asked if the fiscal year starts in 7/1, does that mean these were contracts issued last year for the 2011/2012 fiscal year? Tracy explained that the contracts were established last year, and were renewed this year as a continuation of the agreements. The organizations did not have to reapply. Given that there was a working service delivery model in place, the choice was to strengthen it rather than start over again. The 2012/2013 state fiscal year started on 7/1/12 and will end on 6/30/13.
- Tracy reminded everyone that there are three budget years:
  - MHB runs from July to June
  - Federal runs from Oct to Sept
  - County runs from Dec to Nov

As a staff we look at the federal year because that's how the work we do is measured. And we balance that with the county and state fiscal years.

- Tracy also reminded everyone that there was a larger amount of funds last year and that funds will be reduced next year – that ACCESS will be without resources unless we create them from other places. Don Moyers received a little under one million dollars because all employees, all service delivery people (Team Leaders, Intake Specialists, Youth and Family Coordinators, etc.) come out of this. Hope asked: so their pay comes from that place and they didn't have to reapply? Tracy said yes, and that by the time we're done we need to have served 540 families.
- Felecia Jordan asked: if the money will be reduced next year, how can we continue? Tracy responded that we have to look for other grants, other funding sources on the local and national level, and find ways to raise the money. It will be a combination. This is why we need a sustainability Task Force, to help figure out how and where to find the money to support the work. We are in year 3 of a 6 year project. Karen added that there may be opportunities to co-fund a position, and that Community Elements and SPARCS are looking into Medicaid funding.
- Joan asked what if any role the Coordinating Council has regarding where the funding is going, and also wanted to know how the agencies report back? Tracy answered that a lot of time was spent with this body determining whether it would making decisions on funding and ultimately the answer was no. Instead they follow the MHB process. Last year the Administrative Team and MHB staff reviewed applications, scored them, and made the decisions. As long as ACCESS is set up with the current fiscal structure, funding decisions will be made with the MHB, which has final authority regarding monetary decisions. Joan said this was

	<p>appropriate, and that perhaps someone from the Coordinating Council could be part of the process. Tracy was not opposed to this. Karen added that nothing ACCESS does is linear. The application to the federal government is due in February. She suggested the Coordinating Council look at the Logic Model and goals, look at the committees, so that the members can help determine what funding priorities are best aligned with the goals. The MHB has the final say, but ideally decisions should be shaped and influenced by what the Coordinating Council feels is aligned. Tracy finished the conversation by adding that the decisions of who to fund go back to the original application – that the organizations being funded were submitted as partner organizations.</p>
<p><b>Family Update</b></p>	<p>Regina Crider gave the family update, explaining that they met on July 12<sup>th</sup> about the redevelopment plans. She welcomed Felecia Jordan as a new member. And that the goals are almost done, and she will finalize them in Orlando during the conference. Administrative Staff were encouraged to attend the P3 Network meeting held on June 17<sup>th</sup>, and they were happy to have 5 staff, 17 parents, and 10 youth. The group determined, based on surveys among participants, the need for food and clothing donations to be collected and distributed among the community. Tracy asked if they thought about other places where these things are available, and Regina said they were still doing the research, but would come up with a clear proposal to submit to the AICC before doing anything. Regina also explained that they were looking at small projects they could do to build community and offer hands-on training before beginning to tackle bigger issues. Also, the parents who voted have all consistently been coming to meetings.</p> <p>Regina also gave an update on the Track Sessions, explaining that there are five core areas (educate, equip, advocate, lead, and policy) under four important areas to parents (education, mental health, child welfare, and JJ). And that they are focusing on the policy work, determining the training that could help parents think on a policy level.</p>
<p><b>Youth Update</b></p>	<p>Ratisha Carter shared the youth update, there were two youth on the radio program, one of them being S'Tyy Hamilton, who talked about what good leaders and a good community are in terms of developmental assets. Ratisha said S'Tyy and Wayne did an excellent job. Five youth also attended the Community Conversation on Healing, and it was great to see that the youth at the table were not afraid in front of the police. There were five youth at the quarterly Evaluation meeting, and some even signed up for the group data analysis. And that the goal had been to get 5 youth to these events.</p> <p>The youth are now in part two of their training, working on the community project. Of the top ten things they felt were important, anti-bullying and building relationships between youth and police officers were top on the list. Both groups made videos, and there were 30 youth in the training. For the anti-bullying piece they shared personal stories – and are looking to make this a larger event, possibly partnering with Champaign schools. For the police group, they interviewed Urbana Chief of Police Patrick Connolly. 13 youth were involved, and it was great to see them step-up and talk to the police, so that the youth and police could better understand each other.</p> <p>Ratisha also shared that Athena Ferguson went with her to the statewide strategic</p>

	planning session in Chicago.
<b>SOC Core Area Updates</b>	<p>Jonte Rollins gave the Social Marketing update:</p> <ul style="list-style-type: none"> <li>• First she complimented Ratisha and the YAB. Jonte attended the Conversation on Healing and said it was great to see the youth introduce themselves to the Police Chief and ask for his card.</li> <li>• They are preparing for the national Systems of Care conference, as they've been asked to do two poster presentations: one from family orientation work and one from the developmental services systems.</li> <li>• Social media team applied for a website launch, and out of 78 applications, they were one of 21 finalists.</li> </ul> <p>Lisa Brown gave the Evaluation update:</p> <ul style="list-style-type: none"> <li>• We had a good quarterly meeting. The highlight was to come up with task force groups regarding data analysis and data reporting. Youth were excited about being a part of this, which was great.</li> <li>• In the future evaluation will play a stronger role in social marketing.</li> <li>• There are more people they are collecting data from, which makes the data more meaningful, and this should lead to interesting reports next quarter.</li> <li>• The goal is to have as many involved as possible, and to present the data in a meaningful way to the community.</li> </ul> <p>Karen Simms gave the Service update:</p> <ul style="list-style-type: none"> <li>• She plugged the radio show which happens at 2 p.m. every Wednesday and 4 p.m. every Friday. Karen also mentioned that it is best to stream through the other link that had been sent out, as it is clearer to hear.</li> <li>• There is a think tank to work on mapping out existing resources for the community. Athena asked what a think tank was, and Karen explained it is about bringing people together to think well – and is not really a conference. The think tank is called To Know is Not Enough We Must Act: ACCESS Think Tank Planning for Vibrant Community and Family Systems, and will be held on October 4, 5, and 6 at the Hilton Gardens. Everyone is welcome to come.</li> <li>• Service resources are an ongoing narrative in terms of crises and crises support. The goal is to figure out how to serve family better, to build a mentoring network and targeted mentoring around youth.</li> <li>• There is also a lot of resource coordination around getting kids computers, doing home repairs (which is a big need), and they are putting together a database of those willing to help.</li> </ul>

<b>Non-Agenda Discussion Points</b>	<b>Discussion</b>

**Decisions Made**

Please list any key decisions made during this meeting.

<i>Decisions</i>

**Follow-Up Responsibilities**

Please list any tasks delegated during this meeting, the person to whom the task is assigned, and the deadline for task completion.

<i>Task</i>	<i>Point Person</i>	<i>Deadline</i>	<i>Date Complete (or ongoing)</i>
Send out and collect nominations for AICC leadership positions	Elizabeth Perrachione	8/3	
Send out potential changes in AICC Bylaws	Elizabeth Perrachione	8/16	