

**Kalamazoo Wraps**  
**Integrative Action Team Subcommittee Meeting Report**

**Subcommittee:** Training      **Date:** 12/08/08

<b>First Name Last Initial</b>	<b>Affiliation</b>
Rebecca C.	KCMHSAS
Gisela L.	ASK
Carolyn S.	WMU
Martha B.	Schoolcraft Schools
Susan D. (formerly Susan C.)	F&CS
Renee H.	KCMHSAS

<b>First Name Last Initial</b>	<b>Affiliation</b>
Becca S.	Contractor
Michelle H.	KCMHSAS
Jacalyn P.	ASK
Mary Beth M.	ASK, Guest
Christina E.	ASK, Guest

**If additional input was sought outside the meeting, please describe:**

**Topics Discussed:**

- I. Approval of Minutes 11/10/08**
- II. Topics for Discussion**
  - **Review Task List**
  - **Conflict Resolution Skills Building Training – Event Debrief**
  - **Becoming an Advocate for Your Cause – Michelle Corey – Update.**
  - **Update on Toastmasters**
  - **10/24/08 Training Request.**
- III. Recommendations to the Integrative Action Team**
- IV. Review of Assignments**
- V. Upcoming Meetings (Monday, January 12, 2009)**

**Conclusions Reached:**

- I. The group reviewed and approved the 11/10/08 meeting minutes.**  
The group introduced themselves, there were two guests.
- II. Topics for Discussion:**
  - **The group reviewed and updated the task list.**
  - **Conflict Resolution Skills Building Training – Event Debrief**  
29 people attended the event. 27 evaluations were turned in. Overall, they were overwhelmingly positive. The evaluations indicated a theme of conflict resolution with/for teens. It is unclear from the evaluations whether this is for parents wanting assistance with dealing with their pre-teens and teenagers (parenting) or if the feedback indicated a conflict resolution training for and about teens. Barry Burnside reported to Rebecca that he has done a training for teens on conflict resolution and would be interested in providing this type of training in the future.

- **Becoming an Advocate for Your Cause – Michelle Corey – Update.**  
Rebecca distributed Save the Date cards and asked that everyone distribute them. A formal letter will be sent to policymakers. Who to invite to sign the letter was discussed. Renee and Rebecca will write the letter and submit to PI/PD on December 11<sup>th</sup> for approval. The formal invitation will be sent out in early January 2009. Childcare will be provided and more entertainment/projects will be planned for the children. Jacalyn will assist in planning activities for the daycare. Gisela will work with Rebecca to schedule a room for the event.
- **Update on Toastmasters.**  
Gisela reported that this is still in progress. She will bring information to the PAG meeting next week.
- **10/24/08 Training Request.**  
Most reviews have been turned in; however there are several that have yet to be turned in. Rebecca stated if anyone needs a hard copy, please contact her. Dr. Green's fee may be rather large. Rebecca has corresponded with the Dr. via his website and is awaiting his response. Perhaps partnering with other agencies to share cost is one possibility.

III. **Recommendations to the Integrative Action Team.** None.

IV. **Review of Assignments.**

V. **Upcoming Meetings (Monday, January 12, 2009)**

**Recommendation(s) to Management Team and Person(s) responsible:**

Who	Task	By What Date
Renee & Rebecca	Will write letter of invitation to policymakers and submit to PI/PD on Dec. 11 <sup>th</sup> .	Completed
Renee & Rebecca	Letter of invitation to policymakers and will be sent out.	Early January 2009
Jacalyn	Will look into planning more entertainment/projects for the children in daycare during the Advocate for Your Cause event.	01/12/09
All	Review evaluation website and posted reports	On-going
Rebecca C.	Add Becca to the distribution list	12/20/08
Rebecca C. and Becca	Meet to discuss evaluation of training efforts and data for 1/23/09 training on Children's Mental Health	12/15/08
All	Review 10/24/08 Training Request and provide completed matrix to Rebecca.	01/09/09

**COMPLETED TASKS**

Who	Task	By What Date
Rebecca and Gisela	Plan menu for 12/2/08 training	12/08/08
Rebecca C.	Follow up with Michelle Corey re: Becoming an Advocate for Your Cause Training	12/08/08
Martha	Forward contact info for Greg Jones to Gisela	12/08/08
Gisela	Present Becoming an Advocate for Your Cause information to PAG	12/08/08
Gisela	Present Toastmaster information to PAG	12/08/08

**Submitted by:** Sue Isaacson

**Date:** 12/09/08

**Upon completion, forward this report to the Lead Evaluator and Technical Assistance Coordinator of the grant.**