

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

**Subcommittee:** Evaluation Workgroup

**Date:** 9/22/2008

Name of Attendee	Organization	Contact Information
Ladel L.	WMU	387-3600
Carolyn S.	WMU	387-3600
Jacalyn P.	ASK	
Diane M.	F & CS	
Judson G.	Parent	
Jennifer G.	Parent	
Becca S.	Contractor	290-7772/(541) 387-4464
Michelle H.	CMH	

**If additional input was sought in the community (i.e. youth, families, organizations, etc...) please describe:** N/A

**Topics Discussed:** Introduce new local evaluator: Becca Sanders; Introduce Carolina Calvillo as new 'bi-lingual' data collector; Fall Festival; Low F & CS Enrollment rates; Wraparound enrollment rates; Post Office Issues; Calling all Youth; Dissemination of data; F & CS's one-year release issue; Relationship Building with clients and their families; Purpose of Evaluation Workgroup; Introduce Jake Armstrong -Sociology grad assistant composing website; Tips on Retention from Becca

**Conclusions Reached:** Fall Festival was cancelled due to other pre-planned activities; F & CS informed to contact evaluation team about EDIF refusals, Wraparound enrollment rates are up. Made Becca abreast of the purpose and coordinator of newsletter. Becca asked who sets the data agenda for the K-Wraps newsletters-Sullins replied that it is based off of what is available and relevant; Becca added that we should compose consent letter to locate or gather client's information. That will solve our 1 year release issue; We may build a better relationship with our clients by showing up to their home with lunch and/or coffee. Carolyn filled Becca in on the purpose of Evaluation workgroup (i.e. localizing terms, disseminating data); Michelle agreed that Jake could compile a website and link it to the Kalamazoo Wraps website.

**Recommendations to the Integrative Action Team:** N/A

**Actions:**

Who	Task	By What Date
Carolyn	Analyze Responses	10/27/2008
Becca	Have Meeting about Local Evaluation	9/28-10/4
Ladel	Type, Distribute, File Minutes	9/28/2008

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**Submitted by:** Ladel

**Date:** 09/22/2008

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