

# Team: Integrative Action Team (IAT)

Date: 04/15/09

Members/Designees Present: Steve C., Jane M., John R., Sharon R., Dianne S., Pat W.

Members/Designees Absent: Jeannie B., Dee C., Patrick C., Fran D., Justin H., Vickie H., Jackie M., Simone S., Janan Z.

Attendees Present: Jodi B., Rebecca C., Michelle H., Heidi H., Mackenzie H., Gisela L., Benjamin M., Becca S., Carolyn S., Zac T.,

Goals	Key Discussion Points	Outcomes/Actions
#1 INTRODUCTIONS	Everyone introduced themselves.	
#2 APPROVAL OF PREVIOUS MINUTES	Minutes were reviewed and approved.	Minutes were approved.
<b>Old Business</b>		
#3 REVIEW TASK LIST	Task List Reviewed and Updated.	Tasks will be updated.
<b>Reports</b>		
#4 REPORTS  Calling All Youth – Mackenzie H	<ul style="list-style-type: none"><li>• Outreach and Recruitment<ul style="list-style-type: none"><li>○ CAY held it's Kick Off event on March 3, 2009<ul style="list-style-type: none"><li>▪ 38 youth attended (~25 were new youth)</li><li>▪ CAY &amp; PAG provided a light dinner</li><li>▪ We did a couple of ice breakers and games</li><li>▪ We discussed the mission of CAY and talked about what Kalamazoo Wraps is and how CAY ensures that our SOC is "youth-guided"</li><li>▪ Justin H, a youth, prepared a speech for the group about his experiences in CAY and why he has remained involved for so long. He also performed the rap he made about CAY.</li></ul></li></ul></li></ul>	

- Business Meetings
  - Tuesday, March 17<sup>th</sup>
    - 12 youth attendees
    - CAY invited Michelle McGowen from Friends of Transit to come speak about county-wide transit millage
      - CAY members wanted to volunteer with Friends of Transit and make phone calls to people reminding them to vote on May 5<sup>th</sup>.
  - Tuesday, April 7<sup>th</sup>
    - 15 youth attendees
    - The April 7<sup>th</sup> event was fantastic but many CAY members had difficulty getting interested and engaged in the speech so a lot of them ended up wanting to go to childcare.
      - We have been speaking with Rebecca Clore about the possibility of having Michele come back and do something a little more interactive and youth-friendly.
- Leadership Training
  - CAY is going to be doing monthly leadership trainings with Janine Loughrin from the Adventure Center.
    - Janine and I met a couple of weeks ago and drafted up a year-long, 3-phase, 9 session leadership curriculum that focuses on teambuilding, self-awareness, conflict resolution, interpersonal communication, and goal setting.
      - This project's objective is to assist CAY members to develop the confidence and skills they need to advocate for themselves, sit in on workgroup meetings, speak at trainings and conferences, and share their opinions with elected officials and people that ultimately have the power to make changes in our community
    - We are going to start in May and be doing at least one leadership adventure a month
- Marketing
  - CAY members will be designing their own t-shirts that they can wear when we are out at different events
  - We are also going to be making a CAY booth
- Upcoming Meetings
  - The next two CAY meetings will be focused on the May 8<sup>th</sup> carnival
    - Renee is coming in next week to talk about what the carnival is

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**Cultural  
Linguistic  
Competency –  
Sharon R**

- We will be working with Carolyn from evaluation about what activities our booth can do to get some data and feedback about stigma

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- Met with Becca S, Achilles, & Michelle to review criteria for Assessment tools; Becca did preliminary review of tools; subgroup to meet & select a short list of tools to recommend to the combined RC-LCC & Kalamazoo Wraps CLC committees for Cultural Competency Assessment.
- We co-sponsored the KCMHSAS/Health Dept. Black History Celebration with Kenley Wade as keynote presenter. Kenley also met with our CLC & the KCMHSAS RC-LCC groups to discuss the need for Cultural competency & stressed the importance of considering the Culture of Poverty in our efforts.
- We helped plan the two day Respecting Differences conference with the county, WMU, Kalamazoo College, City of Kalamazoo and Human Resources Management Association—presenter was BD Wong who spoke about his experiences as an Asian American man and as a gay man. Over 1400 people attended. Also distributed information about Wraps & about our planning to offer an educational event focused on support for LGBT youth & their families.
- We had an initial meeting with Kathy Flack of the Circuit Court & Jane Mecomber of DHS to explore how we might address Cultural competency needs within their organizations—they'll be discussing this with their respective organizations & then meet with us to discuss the recommendations.
- We're planning further discussions with representatives from education to discuss their cultural competency efforts & how we might work to strengthen their efforts.
- Met with Achilles Malta to assess progress of setting up additional Spanish Language refresher groups at KCMHSAS—not date established yet—was to have taken place. But trainer & Achilles haven't been able to schedule.
- Plans to meet with a representative of the HAC to learn more about their needs & how we might work more closely with HAC.
- Followed up with Dr. Caitlin Ryan & Resource Center, WMU Social Work representative & PFLAG regarding our efforts to bring Dr. Ryan to Kalamazoo to offer an education community program & professional workshop on how to reduce health risks for LGBT youth.
- Worked with committee to arrange to have a youth (Justin) & parent speak at the upcoming KCMHSAS Mental Health breakfast on May 8<sup>th</sup>.
- Several meetings with the Employment Initiative of the YWCA Summit on Racism to complete an Anti-Racism Organizational Survey—timeline is to pilot the survey by June, 2009.
- Worked with RC-LCC co-chair to gather input on how to assess KCMHSAS

<p>*****</p> <p><b>Parent Advisory Group- Gisela L</b></p>	<p>Cultural Competency Training needs.</p> <ul style="list-style-type: none"> <li>• Scheduled a discussion with RC-LCC representatives regarding how we can incorporate CLC tests into the KCMHSAS “mystery shopper” protocol.</li> <li>• Participated in multiple meetings with the Northside Community Development Assoc. &amp; KCMHSAS, DHS and several non-profits to develop a network of support for Northside youth &amp; families &amp; address issues of violence &amp; the aftermath of violence.</li> <li>• Developing an in-service for KCMHSAS staff to enhance cultural awareness of micro-aggressions &amp; micro insults. Met with Executive Team &amp; Project directors to encourage them to use “coaching” of RC-LCC co-chairs if there are inappropriate cultural behaviors in the workplace.</li> <li>• Recommending that KCMHSAS staff retreat incorporate a showing of “Unnatural Causes” &amp; a discussion to enhance sensitivity to the health impact of race and poverty.</li> <li>• Met with Customer Services Staff &amp; Adult MI Director to discuss how to improve access for Hearing Impaired &amp; Deaf consumers of KCMHSAS services—new flagging system for files &amp; promotion of Michigan Relay &amp; TTY information.</li> </ul> <p>*****</p> <ul style="list-style-type: none"> <li>• Outreach and Recruitment <ul style="list-style-type: none"> <li>○ PAG held it's Kick Off event on March 3, 2009 <ul style="list-style-type: none"> <li>▪ PAG provided a light dinner</li> <li>▪ Parent presented on PAG's mission and how to get involved with Kalamazoo Wraps</li> <li>▪ 26 parents attended (~20 were new parents)</li> </ul> </li> </ul> </li> <li>• Training <ul style="list-style-type: none"> <li>○ System's advocacy training <ul style="list-style-type: none"> <li>▪ PAG hosted training with Kalamazoo Wraps on <i>Becoming a Voice for your Cause</i>.</li> <li>▪ Participants were provided training on how to succinctly tell their story and then were provided the opportunity to speak with policy makers regarding their concerns as they relate to system of care</li> </ul> </li> <li>○ Leadership Training <ul style="list-style-type: none"> <li>▪ PAG received leadership training from Suganya Sockalingam</li> <li>▪ They were provided information on skills and strategies for leadership and leadership types and styles</li> </ul> </li> <li>○ Evaluation training with Becca S was postponed until April</li> <li>○ PAG will review and approve conference attendance applications for the Research and Training Center conference in Portland, OR and the System of</li> </ul> </li> </ul>	
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<p><b>Public Education &amp; Social Marketing – Rebecca C for Renee H</b></p>	<p>Care conference in Anaheim, CA. 2 families (1 parent, 1 youth in each) are needed.</p> <ul style="list-style-type: none"> <li>• Marketing <ul style="list-style-type: none"> <li>○ Note cards were ordered and awaiting arrival</li> <li>○ Gisela will contact Dave, Creative Visuals to order the suggestion box and acquire a quote on the booth display (booth display will include PAG, Calling All Youth and Family Support Advisory Council</li> <li>○ Gisela will speak with PAG at the next meeting to get feedback regarding t-shirts for the May 8 event. Dianne S has a lead in mind the t-shirts</li> </ul> </li> <li>• Governance <ul style="list-style-type: none"> <li>○ PAG will begin working on bi-laws and procedures for officers</li> <li>○ PAG will begin working on moving forward with system's advocacy</li> </ul> </li> </ul> <p>*****</p> <p>Right now our main focus is on the upcoming May 8<sup>th</sup> Carnival. We are still looking for volunteers to help out at the event, and have booth reservations available for those interested in having a booth. The booth fee this year is \$50. We are expecting to top last years turnout of about 650 attendees. Any help we can get is greatly appreciated. For more information feel free to contact Renee Huff at 553-8123 for more information.</p>	
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**New Business**

<p><b>#5 NEW BUSINESS</b></p> <p><b>Fiscal Year Budget – Jodi B</b> *****</p> <p><b>Sustainability – Pat W</b></p>	<p>Jodi reported on the current budget. Everything seems to be in line and we are expecting quarterly updates to be in soon. Please see attached sustainability and budget documents for further details.</p> <p>*****</p> <p>Pat provided an overview to the Program Policy Guidelines (PPG) and Application For Renewal and Recommitment (ARR) process. She provided a definition of the PPGs and ARR. Pat asked group if the plans should reflect the Kalamazoo Wraps plan for the system of care, including evaluation, improvement, and parent/youth involvement: all of the strategic planning thus far. Pat also asked if they thought anything new or different should be included. The group concurred that the work thus far should be included.</p> <p>Pat also discussed the all day System of Care training held on March 6<sup>th</sup> and how they have set up key areas to make sure that coaching is being done. Please see the contact a coach document for contact information for coaches in different areas.</p>	
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	Pat discussed efforts made in trying to get more information about who the providers are and the services they are providing.	
<b>#6 Review of Assignments</b>	Assignments reviewed.	
<b>#7 Upcoming IAT Meeting</b>	<b>May 20,2009</b> , 3:45-4:45 p.m. at the <b>Greater Kalamazoo United Way</b>	

**IAT TASK LIST  
April 15, 2009**

<b>Who</b>	<b>What</b>	<b>Date Assigned</b>	<b>Completed</b>
Renee H.	Email IAT members the 4 page SAMSHA Evaluation report.	02/18/09	
Dianne	Email Gisela her bylaws for reference.		
Sharon	Email Heidi report for IAT minutes.		
Jodi	Email Heidi report for IAT minutes.		

**COMPLETED TASKS**

<b>Who</b>	<b>What</b>	<b>Date Assigned</b>	<b>Completed</b>
Michelle H.	Follow up with groups receiving funding from WRAPS on getting reports and/or presentations on what funding was used for.	02/18/09	04/15/09
Heidi H.	Remove requesting members from calling list.	02/18/09	04/15/09
Heidi H.	Create name tents for new members.	02/18/09	04/15/09

**For a listing of acronyms, please see:** <http://kalamazoowraps.com/files/Acronyms.pdf>