

Kent County
Family & Children's
Coordinating Council



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KCFCCC Meeting Minutes

October 2, 2001, 12:00p.m. – 1:30p.m.

Wedgwood Christian Youth and Family Services Chapel
3300 36th Street, S.E.

Members/alternates present: Mary Banghart Therrien (for Candace Cowling), Ellen Brubaker, Ruth Buntin, Tom Czerwinski (and Sandra Davis), Beverly Drake, David Van Rooy (for Richard Gritter), Karl Hascall, Debra Holmes Garrison, Lynn Heemstra, Bonnie Huntley, Ph.D. (and Mary Dengerink), Linda McDonald, Erin McGovern (for Mike Weiler), Patti Nussbaum, Cathy Raevsky (and Sandra Walls), Jack Roedema (for Judge Nanaruth Carpenter), Diana Sieger (and Wendy Jackson), Barbara Terry (for Debra Holmes Garrison), Mary Alice Williams, Andrew Zylstra (and John Cole)

Members absent (with no alternate present): Susan Broman, William Forsyth, Miles Murphy, María O'Hare, Milton Rohwer

Others present: Bethanie Archbold, Mary Swanson (staff); Brittany Barber (student representative), Nadia Brigham, Barbara Corbin, Sandra Springer

I. Welcome, Introductions, and Approval of Agenda

Diana Sieger opened the meeting at 12:15pm and asked the participants to introduce themselves. Ms. Sieger gave a special welcome to new Council member Cathy Raevsky, Administrative Health Officer of the Kent County Health Department, and to Brittany Barber, a high school student from Caledonia who will serve as the Council's student representative. Ms. Sieger noted that Patti Nussbaum had graciously agreed to serve as Ms. Barber's mentor.

Ms. Sieger reported that the Council meeting originally scheduled for September 11, 2001, was canceled due to the tragedy. She stated that September's agenda items had been added to this month's agenda. There were no changes to the agenda.

II. Approval of Minutes

Beverly Drake moved to approve the minutes of the June 5, 2001, Council meeting. Karl Hascall supported. Motion carried.

III. Committee Reports

Ms. Sieger gave an overview of the committees' progress. She stated that the committees had all begun to meet over the summer to identify their priorities, and begin crafting their action plans. The committee are working to develop their action plans under the framework provided by the

Standards for Children, Youth, and Families. Each committee will select one to three Standards as its priorities for the coming year, identify measurable objectives within the Standards, and draft an action plan for accomplishing those objectives. The committees will then bring their action plans to Council for its discussion and approval. Ms. Sieger reported that all committees have met and begun to identify their priorities. She asked the committee chairs to present further updates

A. Early Childhood Education & Care Committee (ages 0 to 5)

Bethanie Archbold presented the update on the committee's activities on behalf of the Committee Chair. She stated that the committee had met three times, and has identified three Standards as its priorities. Within these standards, the committee was working on narrowing its focus for action for the coming year, relying heavily from earlier planning efforts, including the Ready to Succeed summits, the Joining Forces Initiative, and the ASAP-PIE planning process.

Ms. Archbold reported that the committee was bringing forward a recommendation to merge the Prenatal/First Year Committee (ages 0 to 1) and the Early Childhood Education & Care Committee (ages 1 to 5). The members believe that merging the two committees will allow it to better serve the needs of all children ages 0 to 5. In addition, three of the five Prenatal/First Year Committee members already serve on the Early Childhood Committee, and the other two had approved the merger. Mary Alice Williams moved that the recommendation be approved. Sandra Davis supported. Motion carried.

B. Elementary School Years Committee (ages 5 to 10)

Committee chair Wendy Jackson reported that the committee has determined that its focus for the coming year will be to improve the distribution of summer food to eligible elementary school aged children. She stated that the eight member committee had already met three times on the issue, and was working closely with Grand Rapids Public Schools and Kent ISD to craft an action plan to increase the number of children who receive summer meals. She stated that the committee was on track to present an action plan to the Council before the end of the year.

C. Middle & High School Years Committee (ages 10 to 18)

Committee chair David Van Rooy reported that the Middle & High School Years Committee had had one meeting to discuss its priorities for the coming year. At that meeting, the committee had determined that its focus would be on building assets in all youth, rather than focus on an "at-risk" population. The committee also emphasized that it would ensure that its actions were reflective of the cultural and linguistic diversity of the community, specifically in regards to the growing Hispanic population. The committee has identified three possible areas of focus for its action: 1) urban education, particularly in the city of Grand Rapids, 2) substance abuse, and 3.) recreational opportunities for older youth. Mr. Van Rooy reported that the committee was currently gathering information about current efforts in these three areas, and would re-visit them at its next meeting. He stated that the committee was working to get high school aged youth involved in the planning process. Ms. Archbold added that Ms. Barber, as the Council's Student Representative, has agreed to be the first student to serve on the committee.

D. Ongoing Family Support Committee

Committee chair Sandra Davis reported that the committee had met twice, and had identified three possible Standards as its priorities. She reported that the committee particularly would be addressing issues from a family-focused (rather than child-focused) perspective. The committee had identified two possible areas of focus for its actions: 1) substance abuse, particularly as it relates to the child abuse and neglect system, and 2) parental involvement in their children's education. Ms. Davis reported that the committee had asked staff to begin to compile information about current activities in these areas, and would revisit them at their next meeting.

IV. Proposed Committee Membership

Ms. Sieger presented the Executive Committee's recommendations for initial committee membership. As the Council's schedule calls for the appointment of committee members in February, the Executive Committee recommended that the initial members be appointed for 16-month terms, to end January 31, 2003. She stated that committees could bring changes or additions to the membership before the Council for approval at any time. Ms. Davis moved to approve the proposed committee membership for 16-month terms to expire January 31, 2003, with the addition of Barbara Terry to the Early Childhood Education & Care Committee. Ms. Terry supported. Motion carried. The revised initial committee membership is attached.

V. Advocacy and Leadership Strategic Planning

Ms. Sieger presented the draft advocacy and leadership principles for the Council's discussion. She stated that the draft was meant to address advocacy of positions and policies, rather than direct client advocacy, which will be addressed by the Advocacy Committee. She stated that the draft was a result of Executive Committee discussions about how to ensure that the Council is proactive and effective in its advocacy efforts. The purpose of the document is to serve as a framework, or guidelines, for Council advocacy. The document outlines issues related to Council advocacy, assigns responsibility for two key types of advocacy, and outlines a method for creating the Council's strategic direction in advocacy. She stated that the Executive Committee was seeking Council input on the guidelines.

Beverly Drake and Bonnie Huntley asked for clarification on the level of communication that will be expected between the Executive Committee and the full Council in choosing priorities for advocacy. Ms. Sieger responded that it was the intent of the guidelines that the full Council identify priorities for legislative advocacy and education as part of its yearly strategic planning session. In the case of issues requiring immediate action, the Executive Committee may be able to act in a more timely fashion. In those cases, the Executive Committee could seek Council input through email or fax, or through convening a special meeting of the full Council, as possible.

Dr. Huntley stated that the Council should be sure differentiate facts from beliefs or opinions when assembling a position. She stated that any Council efforts should be based upon facts.

Mr. Czerwinski stated that the older adult community was perceived to have a powerful voice in advocacy. He stated that his agency looked forward to identifying common ground for advocacy, and potentially working as part of an inter-generational group to strengthen its efforts.

Ms. Williams stated that the guidelines will prove helpful as the subcommittees struggle to put together their action plans and identify opportunities for advocacy.

Ms. Jackson asked whether the document would need to be approved by the Board of Commissioners. Ms. Archbold responded that the document was meant to be used as a guideline for Council action, and as such did not require formal Council or Board of Commissioners action. The revised guidelines are attached.

VI. Prevention Subcommittee

Mary Swanson gave a presentation about the Board of Commissioners' Prevention Subcommittee report. The Prevention Subcommittee was established by Board Chair Steven Heacock in January 2000 to study, provide necessary information and make recommendations to the Board of Commissioners regarding the County's involvement in the prevention of costly destructive social and health problems through early intervention. The report was unanimously approved by the Board of Commissioners on September 13, 2001. The report can be downloaded from the Council's web site, www.accesskent.com/kcfccc, under the Documents section.

Andrew Zylstra asked what the Board of Commissioners' next steps would be. Ms. Swanson replied that County agencies would be asked to assess their evaluation practices in the three priority areas to determine what data is available, and what data they need to begin gathering. She stated that the County Administrator was beginning to put together a plan for funding the recommendations, and that plan is scheduled to be completed before the end of January.

Mr. Zylstra asked whether the agencies should begin putting together proposals for funding. Ms. Swanson replied that the first priority would be the evaluation component of the recommendations, and ensuring that the agencies have a process to demonstrate that their current efforts are effective. A strategy to increase services in the three priority areas would be second.

Bonnie Huntley suggested that the Council review current evaluation efforts for collaborative programs in the three areas, specifically the Perspective 21! and Healthy Start initiatives. She suggested that the Executive Committee consider putting together a task force to review the status of evaluation efforts in these initiatives.

Karl Hascall asked whether education readiness was included in the report. Ms. Swanson replied that education readiness was not outlined as a separate priority, but could be considered as a piece of the family support priority.

Tom Czerwinski asked whether prevention services for older adults was included. Ms. Swanson replied that the topic was discussed by the subcommittee, but was not chosen as one of the current three priorities.

Ms. Sieger stated that evaluation is often very expensive. She asked what the Board of Commissioners' expectation was in terms of level of sophistication in evaluation. Ms. Swanson replied that the Board of Commissioners would not require academic evaluation, but instead would emphasize reasonable, long-term evaluation. She stated that the Board has acknowledged

it may be necessary to dedicate funding to ensure that prevention programs have a strong evaluation component.

David Van Rooy stated that the Prevention Subcommittee should be thanked for their hard work, and congratulated for producing an excellent report. He stated that he was especially interested in seeing the results of the work to ensure evaluation and accountability.

Ms. Sieger suggested that the County's progress toward implementing the report be added as a regular agenda item.

VII. Updates

A. Membership Phasing

Ms. Archbold presented the membership phasing chart based on membership changes approved by the Council at its December 5, 2000, meeting. Four positions are open for appointment January 2001, and three positions are scheduled to be phased out. Ms. Archbold stated that she would continue to keep the Council updated regarding the Board of Commissioners' appointment process.

Mr. Zylstra recommended that the chart be updated to replace Geoge Woons with Mike Weiler. The corrected chart is attached.

B. Strong Families/Safe Children & Child Protection/Community Partners

Ms. Archbold presented the current FY2001 expenditures updates. Currently, all contractors were on track with their expenditures. The FY2002 SF/SC Plan Update has been approved by the State, and that the local FIA was finalizing contracts effective October 1.

Ms. Archbold reported that the Council's three-year SF/SC plan was set to expire September 31, 2002. The next multiyear plan will be due to the local FIA by May 31, 2002. The Executive Committee will review the Council's SF/SC planning process and report back to the Council.

C. 0-3 Secondary Prevention Funding

Mary Banghart Therrien reported that the Child & Family Resource Council's application for continuation 0-3 Secondary Prevention funding for Healthy Start was not approved due to funding cuts. She stated that of the 58 applicants, 30 were not funded. The Child & Family Resource Council has requested the rating sheets to determine its standing in case additional funding becomes available. The Child & Family Resource Council was also looking at other potential sources of funding to cover the shortfall.

Ms. Archbold reported that the loss of 0-3 Secondary Prevention funding represents the loss of \$250,000 from the community, in addition to the \$150,000 that was already projected to be lost due to Children's Trust Fund cutbacks.

D. Violence Prevention Assessment

Ms. Archbold reported that the Violence Prevention Coalition, an implementation team of Healthy Kent 2010, had hosted a Youth Violence Assessment. Forty-five community

members testified as part of the assessment, and professional evaluators compiled their testimony into a series of recommendations. The Executive Summary of the report was provided for the Council's information, and a full report will be provided for the Council's review when it becomes available.

E. 211 Information & Referral Number

Barb Terry reported that United Way's First Call For Help is moving forward on drafting their plan for 211 implementation, and is on track to submit the plan to the Council for MPCB approval before the end of the year. She reported that First Call For Help has already secured \$250,000, and was seeking an additional \$250,000 in start up costs. Final operating budget for the project will be approximately \$300,000-\$350,000.

VIII. Other Community Information & Updates

Ms. Sieger reported that staff has copies of the following documents for Council review. If anyone is interested in reviewing or receiving a copy of any of the documents, please contact Ms. Archbold.

- FY2002 MINK Region Substance Abuse Annual Action Plan
- Kent County Emergency Needs Task Force 2000-01 Update Report
- Michigan's Children Youth Violence Prevention report

Ms. Sieger stated that the purpose of this agenda item is to allow Council members and guests the opportunity to provide other community information and updates. She asked for any additional comments or updates.

Dr. Huntley reported that there has been talk at the State level regarding possibly revising the Medicaid waiver. She asked Council members to stay involved with their legislators, and stay informed about possible implications for Kent County. Dr. Huntley stated that the State as a whole was facing a significant loss of Medicaid revenue, due to the federal government closing loopholes. She projected that the state would lose \$800 million to \$1 billion. Dr. Huntley stated that a possible focus for Council involvement could be encouraging the legislators to get involved to solve the overall budget problem. Ms. Jackson asked if there was a way for the Council to get updates on potential budget issues in preparation for its planning efforts.

IX. Adjourn

There being no further business, the meeting adjourned at 1:35pm. **The next Kent County Family and Children's Coordinating Council meeting will be November 6, 2001, from 12:00pm – 1:30pm at the Wedgwood Christian Youth and Family Services Chapel, 3300 36th Street, SE.**

INITIAL COMMITTEE MEMBERSHIP

I. Early Childhood Education & Care Committee (ages 0 to 5)

Chair: Susan Broman

<u>Proposed Members:</u>	John Cole	<i>(Council Member/Alternate)</i>
	Candace Cowling	<i>(Council Member/Alternate)</i>
	Lynne Ferrell	<i>(Council Member/Alternate)</i>
	Laureen Kennedy	<i>(Stakeholder)</i>
	Linda McDonald	<i>(Council Member/Alternate)</i>
	Erin McGovern	<i>(Council Member/Alternate)</i>
	Christine Nelson	<i>(Stakeholder)</i>
	Maria O'Hare	<i>(Council Member/Alternate)</i>
	Barbara Terry	<i>(Council Member/Alternate)</i>
	Sandra Walls	<i>(Council Member/Alternate)</i>
	Mary Alice Williams	<i>(Council Member/Alternate)</i>

II. Elementary School Years Committee (ages 5 to 10)

Chair: Wendy Lewis Jackson

<u>Proposed Members:</u>	Larry Barnes	<i>(Stakeholder)</i>
	Paul Baumgartner	<i>(Stakeholder)</i>
	Marsha DeHollander	<i>(Stakeholder)</i>
	Clinton McKinven-Copus	<i>(Stakeholder)</i>
	David Schroeder	<i>(Stakeholder)</i>
	Karen Tolan	<i>(Council Member/Alternate)</i>
	Beth Vanderkamp	<i>(Stakeholder)</i>
	Mike Weiler	<i>(Council Member/Alternate)</i>

III. Middle & High School Committee (ages 10 to 18)

Chair: David Van Rooy

<u>Proposed Members:</u>	Kimberly Bolhouse	<i>(Council Member/Alternate)</i>
	Ruth Buntin	<i>(Council Member/Alternate)</i>
	Judge Carpenter	<i>(Council Member/Alternate)</i>
	Karl Hascall	<i>(Council Member/Alternate)</i>
	Patti Nussbaum	<i>(Council Member/Alternate)</i>
	Sandra Springer	<i>(Stakeholder)</i>

IV. Ongoing Family Support Committee (ages 18+)

Chair: Sandra Davis

<u>Proposed Members:</u>	Candace Cowling	<i>(Council Member/Alternate)</i>
	Beverly Drake	<i>(Council Member/Alternate)</i>
	Bonnie Huntley	<i>(Council Member/Alternate)</i>
	Jack Greenfield	<i>(Council Member/Alternate)</i>
	Andrew Zylstra	<i>(Council Member/Alternate)</i>

LEADERSHIP & ADVOCACY GUIDELINES

Background

As a coordinating body for services to children and families, the Council receives many requests for assistance in advocacy efforts. The Council's members have expressed a desire to take a more proactive role in advocacy. The purpose of this outline is to create a broad framework to allow the Council to be more proactive and effective in its advocacy efforts. The outline attempts to take into consideration the following concerns:

- **Requirements of Multipurpose Collaborative Body status**
The Council acts in the capacity of the Multipurpose Collaborative Body (MPCB) in certain situations, as delegated by the Board of Commissioners, and receives Strong Families/Safe Children funds. In a letter to MPCBs dated July 20, 2000, the State human services directors emphasized the importance of the state-local partnership in improving services to families. They encouraged MPCBs to continue to work with the state in the spirit of partnership, and cautioned them that attempting to circumvent that partnership could be damaging to the relationship. They stated that lobbying, the re-direction of service dollars to pursue such activities, or the creation of bodies to lobby or promote political agendas or candidates can not be advanced under the name of the MPCB, or be supported by state-based funding.
- **The need to establish priorities**
Identifying priorities for advocacy will allow the Council to be proactive in its efforts and will ensure that the Council's voice is not diluted from overexposure. By being selective in its advocacy efforts, the Council will have greater influence. The establishment of priorities should not prevent the Council from taking action on emergent issues that may have a broad effect on the community. However, they should provide the Council with a strategic direction to focus its efforts and be an effective advocate.
- **Responsibility toward membership**
One of the Council's strengths is the diversity of its membership, which includes consumers, advocates, funding agencies, a business representative, and public and private agencies. The Council must be careful to conduct its advocacy efforts in a manner that is respectful of its members' different viewpoints and positions, and is responsible when speaking on their behalf. All advocacy efforts should be driven by data.
- **The need to address advocacy efforts with the appropriate tools**
There are a variety of available tools for advocacy and education. In order to be most effective, the Council should select the appropriate tools to accomplish its goals.
- **Ensure that the Council's ability to respond to emergent issues is not diminished**
The plan should not be so prescriptive that it does not allow the Council to respond to emergent issues that affect the community.
- **The overall goal is to be effective**
One of the Council's overall goals is to be an effective advocate and provide leadership for issues which affect children, youth, and families.

Responsibilities for Advocacy

▪ **Community Advocacy and Education**

Community advocacy and education efforts seek to change how our community (e.g., local agencies, the media, the general public, etc.) addresses the issues that affect children, youth, and families. Community advocacy and education should be considered important tools for the Council in its efforts to coordinate services for children, youth, and families in Kent County. Examples of community advocacy and education include raising public awareness of issues, increasing access to services, encourage media coverage of broad issues which affect children and families, and encouraging reallocation of resources to community priorities. These efforts can be directed by both standing committees and the Executive Committee, with feedback from the full Council. Goals for this type of advocacy include:

- Increase public awareness and encourage media coverage of issues affecting families and children
- Impact local processes or programs
- Remove barriers to accessing services

▪ **Legislative Advocacy and Education**

Legislative advocacy seeks to influence how elected officials and their administrative entities provide services, funding, or legislation affecting children, youth, and families. This type of advocacy is especially sensitive due to the Council's relationship with the MPCB and its Strong Families/Safe Children funding. At the same time, however, ensuring effective services sometimes requires seeking opportunities to educate elected officials or their administrative entities on issues that affect our children, youth, and families. Because this type of advocacy may involve the use of the Council's name, these efforts are best handled by the Executive Committee, with assistance from the Council and its committees. Goals for this type of advocacy include:

- Influence legislation
- Expand services or funding
- Respond to emergent issues

Process for Determining Strategic Direction

▪ **Community Advocacy and Education**

1. Committees identify priorities for community advocacy and education efforts during their planning process, and include these efforts in their action plans.
 - a. In case of emergent issues, committees determine whether the issue is appropriate for Council action (e.g., Does the issue fall under the committee's identified priorities? Is it a broad community initiative or issue? Is there another agency already addressing the issue? What are the appropriate tools and way to frame the issue?).
 - b. Issues that requires legislative advocacy and education are referred to the Executive Committee for action, with input from the full Council
2. The Committees include community advocacy and education efforts in their regular reporting schedule to the Council (i.e., Council approval of action plan, progress reports).

▪ **Legislative Advocacy and Education**

1. The Council identifies priorities for legislative advocacy and education as part of yearly strategic planning session
 - a. In case of emergent issues, such as new legislation or concerns brought forth by committees or individual Council members, the Executive Committee determines whether the issue is appropriate for Council action (e.g., Does the issue fall under the committee's identified priorities? Is it a broad community initiative or issue? Is there another agency already addressing the issue? If so, in what ways can the Council support that agency's activities? What are the appropriate tools?). Whenever possible, the Executive Committee will seek input and approval from the full Council.
2. The Executive Committee will seek Council input and determine the appropriate method for Council involvement. Potential tools include:
 - a. Individual contacts
 - b. Letter or other contact on behalf of the Council
 - c. Partner with another community or advocacy group (e.g., Michigan's Children, Kent County, associations, etc.)

Membership Phasing Chart

Council positions not included in the current membership will be phased out as their terms expire according to the following schedule; members whose terms expire may apply for open slots for which they meet the qualifications.

Name	Term	Position	2001	Jan 2002
By Virtue of Office (8)				
Circuit Court Family Division Judge Nanaruth Carpenter				
Area Agency on Aging Director Tom Czerwinski				
ACSET Director Beverly Drake				
Prosecutor William Forsyth				
CMH Director Bonnie Huntley				
Administrative Health Officer Cathy Raevsky				
FIA Director Andy Zylstra				
Kent ISD Superintendent Mike Weiler				
Private Funding Organizations (4)				
Debra Holmes-Garrison	12/01	Private Funding Org.	<i>Filled</i>	<i>Open for Appointment</i>
Diana Sieger	12/01	Private Funding Org.	<i>Filled</i>	<i>Open for Appointment</i>
Milt Rohwer	12/02	Private Funding Org.	<i>Filled</i>	<i>Filled</i>
Sue Broman	12/02	Private Funding Org.	<i>Filled</i>	<i>Filled</i>
Private Agencies (3)				
Mary Alice Williams	12/03	Private Agency	<i>Filled</i>	<i>Filled</i>
Patti Nussbaum	12/03	Private Agency	<i>Filled</i>	<i>Filled</i>
Richard Gritter	12/01	Private Agency	<i>Filled</i>	<i>Open for Appointment</i>
Consumers/Advocates (4)				
Ellen Brubaker	12/01	Consumer/Advocate	<i>Filled (extra position)</i>	<i>Position phased out</i>
Lynn Heemstra	12/01	Consumer/Advocate	<i>Filled (extra position)</i>	<i>Position phased out</i>
Maria O'Hare	12/01	Consumer/Advocate	<i>Filled (extra position)</i>	<i>Position phased out</i>
Ruth Buntin	12/02	Consumer/Advocate	<i>Filled</i>	<i>Filled</i>
Candace Cowling	12/02	Consumer/Advocate	<i>Filled</i>	<i>Filled</i>
Miles Murphy	12/02	Consumer/Advocate	<i>Filled</i>	<i>Filled</i>
Linda McDonald	12/02	Consumer/Advocate	<i>Filled</i>	<i>Filled</i>
Businesses (1)				
Karl Hascall	12/01	Business	<i>Filled</i>	<i>Open for Appointment</i>
Progress Toward Target Membership			23 positions	20 positions (target)