

CHESTER COUNTY CARING COMMUNITIES COALITION
Quarterly Meeting Minutes
September 23, 2005
9:00 AM – 11:00 AM, The Coad Group, Exton, PA

In attendance:

Nichi Bausser	Girl Scouts of Freedom Valley
Tracy Behringer	The COAD Group, Mental Health Services
Gary Blair	Chester County Juvenile Detention Center
Andrea Bosbach	Open Hearth Inc.
Kim Bowman	Chester County Drug and Alcohol Services
Karen Brenneman	Child and Family Focus, Inc.
Heidi Bryan	Feeling Blue Suicide Prevention Council
Nancy Clegg	The COAD Group
Kathy Collier	Great Valley PHY
Pam Dunn	Girl Scouts of Freedom Valley
Doreen Ellis	Great Valley PHY CTC
Sarah Finnaren	Representative Elinor Taylor's Office
Carrie Handy Avery	Crime Victims Center
Ceil Harkness	Chester County OIC – I CAN
Molly Henry	Kennett CTC, The Garage Youth Center
Mary Ann Hughes	Downingtown CTC
Chris Johnson	Great Valley Sports Organization
Terry Kenworthy	The COAD Group
Sandra Vaughn-Lewis	Domestic Violence Center, Bridge of Hope
Ellen Moeller	The COAD Group, ARCH
Terry Mullineau	Chester County Intermediate Unit
Patti Olenik	Kennett CTC, The Garage Youth Center
Brian Parkes	Krisp Communications
Kristine Parkes	Krisp Communications
Susan Pizzi	West Chester CTC, Chester County Hospital
Meg Polvino	Chester County Drug and Alcohol Services
Linda Redden	Downingtown CTC
Danielle Salada	Octorara CTC
Jill Santiago	Parent Involved Network
Mandy Stauffer	Octorara CTC
JoAnn Tarrant	New Life and Family Services
Reggie Wade	Chester County Juvenile Probation
Kendra Weible	Department of Children, Youth and Families
Brad Zerr	Upper Main Line YMCA

Welcome Nancy Clegg, acting facilitator, opened the meeting at 9:10 AM, in the Blue Room of The Coad Group. The group was directed to the place in the agenda entitled **“Building Future into our Coalition’s Effectiveness and Positioning ourselves for Success.”** Mary Ann Hughes reported for the Grant Consideration Sub-Committee, which has been meeting over the summer. They passed out the final draft of the document they wrote, entitled “Request for Program/Project Proposal Support Guidelines & Criteria.” Mary Ann discussed the document

and asked the coalition members if they would make a motion to put these guidelines into place. She said that the guidelines are a starting point and can be amended in the future as we learn together what works and what doesn't work. It is important to have some criteria in place, so that the coalition can be responsive to future needs for Letters of Support and Letters of Partnership.

The question, "what is the turn around time in getting a letter?" was raised. Mary Ann said that the sub-committee recognized the need for a committee to be in place to address letters of request in a timely fashion. Those who would be on the grant endorsement sub-committee would need to be people who can be called and can meet on short notice, if needed. She emphasized that organizations can also help this process by making a phone call promptly to ask for the letter as soon as they consider applying for the grant. Giving as much notice as possible will help the process work effectively.

"Who will write these letters?" was also a question raised. Although currently the Coalition does not yet have a governing board we acknowledge that one will need to be in place to support the credibility and to facilitate this kind of forward progress. Again, a Program/Project Endorsement Committee will be accountable to the Coalition and an advisory/executive board in place to report to will need to be a part of that structure. It is important to note that every program or project requires a separate letter. It is not possible to have a template or mass produced letter. Each letter will be specific to the project at hand.

Meg Polvino made a motion to accept the guidelines final draft of 9/20/05 as written. Jo Ann Tarrant seconded the motion. The motion was passed unanimously.

Mary Ann Hughes presented four ideas for developing the structure of a governance body for this coalition. These ideas had come out of the sub-committee appointed to present guidelines for writing letters of support. The sub-committee realized certain structures needed to be in place to support and facilitate using the guidelines. Mary Ann also proposed that a steering committee is necessary to guide this Coalition until bylaws are in place. Four Break-Out Sessions were facilitated in different corners of the room, on the following topics:

1. Committee Structure for the Coalition (facilitated by Mary Ann Hughes)
2. Governance/ Structure of the executive committee (facilitated by Terry Kenworthy)
3. Voting, decision-making process (facilitated by Kim Bowman)
4. Membership in the Coalition (facilitated by Nancy Clegg)

Following the break out sessions (of 20 minutes duration), Nancy Clegg asked for volunteers to work together on the interim steering committee to process the results of the break-out discussions and to present the recommendations to the Coalition as a whole at the next quarterly meeting. The following individuals volunteered to serve on the interim steering committee: Sandy Lewis, Kathy Collier, Mary Ann Hughes, Nancy Clegg, and Danielle Salada.

Next, we moved back to the beginning of the agenda with welcome and introductions. Those present introduced themselves by name and organization. The six CTC site representatives were asked to give more detailed updates.

Great Valley PHY. Kathy Collier, the new mobilizer, was introduced. She is getting to know people and places in her community, getting her office put together and becoming oriented to her

job. She reported on the recent PHY X—a community resource fair that was held at Great Valley High School. The Parenting Program is now up and running. A group of experienced parents who have college-level students remain as support to the new parents joining. Guiding Good Choices and Media-Wise will start soon. The Youth Focus Group will happen twice this year. They are currently looking for facilitation for these youth focus groups. Anyone from the Coalition who wants to help should contact Kathy. The Risk and Resource Assessment is underway. They are making plans for youth mentoring, with a focus on the years of transition from elementary to middle school and then from middle school to high school. As Kathy is being oriented to her position, she is open to ideas and suggestions.

Dolores Winston, Phoenixville CTC mobilizer, gave an update on the programming in Phoenixville. They have given particular focus to men in the community and have creatively found ways to go where they are to reach them. They will begin to utilize the sports seasons to go to where there are groups of fathers focused on their children. *Foundations of Fatherhood* – is a twelve week workshop utilizing a character based curriculum to educate, support and counsel fathers from the community. The workshop utilizes a lead discussion format and covers topics such as: Dealing with Anger, Guilt and Shame, Developing Close Relationships with your Children, and Living your Values and Character.

Dolores was also excited about the on going success of their monthly Family Night Out programs that continue to draw a diverse group of people from the community and create opportunities for parents to spend quality time with their children.

West Chester CTC. The report was given by **Susan Pizzi**, attending for **Christina Valocchi**, mobilizer. Christina has been arranging information tables at various health fairs and festivals. She has also been networking and connecting with community members. She has met with West Chester University and The COAD Group to examine possibilities for completing a new community risk assessment. The partnership between CTC and the school district is strong and with that they can partner to create greater community awareness about prevention programs. Christina Valocchi was elected in August to represent the Southeastern Regional PA CTC at Pennsylvania Association of Community-based Prevention Coalitions (PACPC). We are fortunate to have county representation at the state level.

Downingtown CTC. Linda Reddon, mobilizer, gave the report. They are offering Parenting Wisely workshops on 4 different schedules and expanding to different locations throughout the school district. The BBBS After-school Mentoring programming is in the planning stages in five elementary schools. Downingtown CTC continues to provide some of the support for the School Resource Officer Program (SRO). A police officer, trained as a SRO, works in the school to provide not only law enforcement, but to build relationships with the students, provide prevention education, counseling and community relations. They are planning to start a senior citizen-middle school mentoring program in the future. The Youth Action Committee (YAC) is starting in the schools. Last year a senior high school student began extensive work on a teen resource “yellow pages” which listed businesses and organizations with programming and materials for teens. The CTC hopes to work with the school district and follow through on her project to get the book printed and distributed. There is excitement about a new project headed by Terry Muzzy. Plans are developing to promote a once a month Movie Night at Downingtown

West High School. There will be a “themed” movie night and follow up guided discussion for teens. All senior high students are invited, and it is hoped that the program will expand to additional locations in the future as there are adults and counselors to provide support.

Octorara CTC, Danielle Salada, Community Outreach Coordinator. They are partnering this year with Big Brothers Big Sisters for community and school-based mentoring. The first phase this fall is to recruit adult mentors for students. In January they are preparing to bring phase two to introduce the After School Bigs and Littles mentoring program. They are attending six back-to-school nights giving out prevention materials to parents and inviting participation in the CTC Community Board. They are collaborating with the Octorara Recreation Commission to advertise and conduct eight after-school programs for kids who are not in sports. They are cooperating with the Crime Victims Center to host three parent information workshops. They are holding a “Great to be a Girl” workshop and a bullying prevention program. They continue to seek funding to sustain their programming. Networking with the other county CTC’s gives them the opportunity to share information and explore new possibilities that others have tried. **Mandy Stauffer** is the new program coordinator (Octorara Recreation Commission/CTC).

Patti Olenik, Kennett CTC mobilizer. They are thankful for the operating funds from PCCD, Drug and Alcohol and United Way to continue and expand their programs. She also expressed appreciation for their dedicated supportive key leaders who meet with them monthly.

Preparations are being coordinated for their new risk and resource assessment in the 05-06 year.

Molly Henry is the new program coordinator, and she reports a busy start to the school year.

The adult mentor program has 20 returning and additional mentors are being recruited and trained. They are also setting up peer mentoring for middle school youth. The Garage Youth Center will continue to facilitate “Middle School Mondays” at The Garage Youth Center and add the element of mentoring by matching the kids with senior high mentors. Youth leaders are being encouraged in their desire to coordinate other youth initiatives. “Girl Talk” workshops are now twice a month and adult volunteers provide the girls with information about topics of interest. Lots of exciting things are going on in Kennett at this time.

Old Business: Sandy Lewis made a motion to approve the June 24, 2005 meeting minutes as distributed. Danielle Salada seconded the motion. The motion passed. The minutes will now be available on the website at www.caringcommunitiescoalition.org. Ellen Moeller asked for corrections to the member list/directory and will make an effort to keep the information current. There is a “new” sign-in sheet which asks that we indicate our “age group,” as a core-measure tracking indicator. The member directory is listed alphabetically by names, and cross referenced with an alphabetical listing of agencies. Please give suggestions to Ellen for corrections and improvements. We hope this will continue to be a tool to facilitate networking and communications.

Terry Kenworthy gave a report on S.E. Regional CTC Meeting. Tara Decheirt of PCCD who provides grant management TA support attended the September meeting. This was an opportunity for the mobilizers to meet her in person and ask any questions they might have about the PCCD sustaining grants. Terry Kenworthy also provided a technical assistance task sheet on evidence-based programs on the resource table as a recommended tool for understanding what research based programming is and why it is being preferred by grant makers at this time. She emphasized the trend of moving towards evidenced-based programming. Tom Bux reported that

a workshop on CTC will be highlighted at the OJJDP conference in November. Brian Bumbarger from Penn State has conducted an extensive research study on CTC. The goal of the study was to see if CTC has made an impact on the 5 targeted youth problem behaviors: substance use, school drop out, teen pregnancy, delinquency, and violence. The positive results of this study may help PCCD and other funders to substantiate their continued interest in supporting the CTC community mobilization process. Terry is trying to contact B. Bumbarger to ask him to present to our next quarterly C-5 Coalition meeting in December.

Kim Bowman of Chester County Drug and Alcohol discussed challenges in their prevention funding and new Core Measures. She discussed how the county makes decisions about support to local organizations. The County has focused on supporting the development of community capacity (such as CTC) rather than funding specific direct services. Communities know what is best for their own community. However this focus is becoming a challenge as new requirements are coming from the Federal government to provide data to support outcome evaluation models. They have been faced with the question, “How do we (the county) meet state program requirements and get the data?” On the program level there are two new requirements: 1. meeting specific service % of recurring events, and 2. meeting specific service % of evidence-based programs.

Additionally, certain reporting is now required. All recurring events must use a federal and state approved core measure survey as a component of their program evaluation. The state has selected three core measure surveys for use: Past 30-Day Use (must be used in no less that 30% of programs), Favorable Attitudes Towards Drug Use and/or Perceived Risk of Drug Use Scale. . CTC sites have agreed to assist the County in meeting the new state requirement by agreeing to administer one or more of the approved core measure surveys. Many have already made these a part of their programs and meetings. The answers to these surveys will help us provide the data that we need to meet state and federal requirements for prevention funding. Integrating evidence-based programs such as Project Alert into school curriculums is seen as one great way to use funding dollars. Kim expressed thanks for members’ help and cooperation as we move forward into new requirements.

“Safe and Drug Free Schools” was recently eliminated from the federal budget because they had no data on its effectiveness. Many of our prevention programs were funded by these grants to our school districts. Currently there are proposals at House and Senate level to reinstate some of these funds. You may contact your federal legislators to express your views and advocate for the importance of this funding as it relates to prevention.

Announcements: Sarah Finnaren, in attendance from State Representative Elinor Taylor’s office, announced that October 11 from 10:00 AM – 1:00 PM will be the Senior Expo. More than 50 agencies will have tables at West Chester University to promote services and activities for senior citizens. In the spring, they will promote Kids Expo at the West Chester Fire Company.

Nancy Clegg reminded people that the Recovery Expo is this Saturday, September 24, from 9:00 AM to 4:00 PM, at the United Methodist Church of the Resurrection , Exton. Yvonne Kay is the keynote speaker. Vince De Pasqual will also speak on youth in jeopardy. Several recovery support services from the region will be in attendance for this event. Terry Kenworthy said this

event will be great for professionals as well as families. Not only is it designed to be very supportive, it will also be educational. Lunch is free and child care is provided. Wendy Beck of The Coad Group, is the coordinator.

Sandy Lewis of **Bridge of Hope** told us that Francesca Crane is the new executive director of Bridge of Hope. They had a recent fundraiser in which many motorcycled “100 miles of hope” to raise money for Bridge of Hope.

Sandy also reported for DVC. As of October 1, the **Domestic Violence Center** will have 13 residences available in West Chester for women victims of violence. An early education center will be located on the property of these homes. Those who have clients to refer to this program should contact the DV Center.

A free training for people who work directly with youth will be held at COAD from 10:00 AM – 3:00 PM on Friday October 21, at COAD. Tom Jackson will be the speaker. He conducts an interactive training. Registration is open on a first come, first served basis. Act 48 credits are available for completion of this training.

Carrie Handy Avery of Crime Victims’ Center announced there will be a victims’ memorial dedication, memorializing those who have lost their lives to violence on October 16. The memorial is located in Downingtown at The Ponds.

Attendees were asked to fill out the Meeting Effectiveness Inventory before they left. This will help us improve and document what we are doing in the Coalition.

Nancy asked that members watch for an email to confirm the next Coalition meeting date, tentatively scheduled for December 2.

The meeting was adjourned at 11:00 AM with the invitation that members could stay to network after the meeting.

Respectfully Submitted,

Ellen Moeller, Acting Secretary