| ***NC Collaborative Membership and Sustainability Committee Update*** |
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|   **Sub-Committee Co-Chairs:** | Mary LloydSonja Frison  |  **Sub-Committee Co-Chairs Emails:** |  Mary.lloyd@vayahealth.com slfrison@Uncg.edu |
| **Strategy *(Sub Strategy)*** | ***Activity*** | ***Start Date/End Date*** | ***Measurable Outcomes*** | ***Lead/Co Lead*** | ***Progress*** |
| **Design targeted outreach efforts that promote a diverse and essential membership.*****(Use environmental scan to identify membership and representation gaps.)*** | Recruit the following individuals to assist with Membership Committee and invite to the next meeting in February:Gerri SmithBob CraytonChandrika BrownLatasha HarrisJadda Jeffries | 2/1/17/4/25/17 | Individuals will either agree to be on committee or defer as documented by minutesDirectly invite individual that represent other groups to total 12 members of the Subcommittee | SonjaMaryJadda | Sonja invited Gerri and Chandrika to be on the committee. Needed emails on other interested individuals. Email received from Renee C. on 2/1/17. Sonja emailed individuals on the December list by 2/6/17 with invitation to join the Committee.Sonja will get list to Mary of members and their location and email by 2/6/17. Mary and Frederick will help vet the membership areas3/21/17 update-invited all additional individuals except for Bob Crayton. Have been joined by Gerri Smith, Chandrika Brown, and Jadda Jeffries. Will ask Renee for Bob Crayton’s email. Communicated with Bob Crayton and he said he was interested in joining.THIS ACTIVITY IS COMPLETED- All individuals have been invited with some members agreeing to be on committee. |
| Will identify primary staff contact for State Collaborative work. Cindy Wheeler-DHHS Division of Child Development and Early Education | 2/1/17 | Individual will join Collaborative from DHHS-CD | Sonja | Sonja obtained information from Renee regarding the participant from DHHS-CD-Information received on 2/1/17. Emailed Wheeler in March 20173/21/17-received email from Cindy Wheeler and they have noted that they will try to find someone to be on the committee from DHHS.4/20/17-Information has already been updated and received by contacts. They have received website information and other information about state collaborative from Cindy. THIS ACTIVITY IS INCOMPLETE-Need to Follow up to see if person has joined from Child Development and Early Education. Interest was from Pamela Shue and Tasha Owens-Green |
| Insert child welfare voice into collaborative goals and objectives when appropriate-Arlette Lambert-NC DSS | 2/1/174/20/17-no response so retiring activity | Determine this goal after communication with Arlette Lambert from DSS | Sonja | Membership Committee will ask for concrete activity around this suggestion and then assign leadEmailed in March 20173/21/17-Have not received an email yet from Ms. Lambert4/20/17-Have not received email response from Ms. LambertTHIS ACTIVITY IS BEING RETIRED. The individual who suggested this activity has not responded to requests for follow up/feedback.  |
| Keep the State SOC collaborative connected to the cross systems workgroup and early childhood leadership-Catherine Joyner |  |  | Sonja | Membership Committee consulted with Chairs of Collaborative and they noted that would work in partnership on this areaTHIS ACTIVITY HAS BEEN MOVED TO THE OVERALL COLLABORATIVE |
| Provide Early Childhood Mental Health training and connection to agencies supporting early childhood-Gary Ander | 2/1/17 | Awaiting final placement by Chairs of the State Collaborative | Sonja | Membership Committee would like clarification if this is appropriately placed or should be in the Training Committee |
| Discuss attendance of SOC State Collaborative at next CCPT meeting and what my true purpose is for SOC and the benefits of the strategic planning. –Tilda Marshall | 2/1/174/20/17 | Membership Committee will offer New Member Orientation and assist in clarifying role | Sonja | Sonja will follow up with this individual once they get their email. Email received on 2/1/17. Will email individual by 2/6/17. Emailed in March 20173/21/17-Have not received an email yet from Ms. Tilda4/20/17-no response received as of this date. THIS ACTIVITY IS BEING RETIRED. The individual who suggested this activity has not responded to requests for follow up/feedback. |
| Providing more youth and diversity with social media and collaborative-Jadda Jeffries | 2/1/17 | Measures of responses and engagement on social media or by other web based platforms | Jadda JeffriesChandrika Brown | Chandrika will discuss this area with Jadda Jeffries as she works on Youth Committee. Discussion held on 1/27/17. Jadda in agreement to assist with this area. Jadda is a participant on the membership committee4/25/17-Sent email for Jadda and Chandrika to update6/15/17-Jadda provided feedback about ways to better incorporate authentic youth/young adult voice and will be working with Garron on this areaTHIS ACTIVITY IS INCOMPLETE |
| Reach out to: Governor/staff, County Commissioners, Local Grant entities, Universities/Interns, Judges, NAMI, Youth Thrive, Barter Systems, Legislative Oversight Committee, Jim Goodman-SAS, Blue Cross/Blue Shield, United Healthcare, Replacement Limited, Jimmy Wayne, Petty, Pam Burton, Corporate Sponsor-Capital Broadcasting, Department of Public Safety, Cynthia Floyd, Department of Public Instruction, Maurel Welch-Commission on Indian Affairs, Phil Richmond, Jonathan Kock-jonathan\_koch@unc.edu, Marvin Swartz- marvin.swartz@duke.edu, Michael Eisen, Sarah Potter, Roy Cooper, Seth Banks, 24th District DA, Kate B Reynolds Trust, Community Foundation, Foundation of Hospital, Duke Endowment- Executive CommitteeTeam will create letter invite on Collaborative letterhead and within timeframe will hear back from them and within 1 month will do a follow up phone call.  | 2/1/17 | Membership Committee will have records that reached out to each entity/person with a goal that 65% will respond backInvite each entity/person to New Member Orientation | Gerri (Phone Calls) | Sonja will follow up with Co-Chairs about the process and how to get State Collaborative email to be used with this process-read receipt etc. Sonja will develop letter and ask Renee to send with copy to Gerri and then she will call each of them. 3/21/17-Mary sent a template for all the counties in March 2017 which is a 23-county project and they are gathering information for CFAC and other areas. Got this information from System of Care, Chamber of Commerce-within the MCOs, someone may be working on this through Community Relations, Community Outreach, etc. Find out administrative support at MCO and if they have a spreadsheet that contains that information. In the invite make sure to mention there is a local collaborative meeting and tie them to the website. Make sure to work with Terri Grant around all the collaborative contactsSonja will develop generic list and check with student funding and if not will send to committee-3/21/17-Funding is not possible4/20/17-Sonja will give to Gerri the county document to present to 4/28/17 meetingDocument was not presented at the meeting. Mary suggested she could present it in the future. Gerri will follow up on phone call process for contacting individuals. Will ask for follow up also with Mary if she wants to participate.THIS ACTIVITY IS INCOMPLETE |
| Recruit families and youth with complex needs (IDD/SAS & MH); families; community stakeholders based on their needs and different processes of engagement. IDD/SAS & MH- Barbara Leach/Gerri Smith. Recruit Families-Anna VelasquezPromote partnership engagement and integration-Barbara Leach | 1/27/17 | Letter will be developed in collaboration with Co-Chairs of the CollaborativeX Families will be sent invitation to the Collaborative to have X number to actually be involved with the collaborativeA List will be developed to determine who is on the attendance sheet and will reach out to those who are not represented | Gerri | Gerri will schedule meeting with Barbara and report back on this area3/21/17-Gerri did speak to Barbara Leach and want to draft and create a letter. Want to figure out where the families are and might know some families and want to have a letter that comes from the Co-Chair-this is what the state collaborative is-this is why we want you to be involved-next meeting information-Barbara had reached out to Joanne and Stacy and would write a letter and mission values and how they can get involved with different subcommittees. Will draft letter and have it come from the Co-Chairs. Would send out letter and then call people and give them a chance to ask questions. Barbara Leach will talk to families who would qualify for these needs. Providing information to therapists, schools, etc. Gerri and Barbara will identify groups that are not represented and do outreach to individuals who are not involved. This includes Autism Society and Disability Rights is not involved. 4/20/17-Barbara and Gerri have sent a draft letter to Joanne and Stacy-The draft was one page and Joanne and Stacy will send some additional information and will get a final version to go out and meet with Joann at 4/21 and do a final draft and invite more folks from IDD community 5/18/17- Gerri and Barbara have completed the letter and she took some copies to the collaborative on April 28th and get to share what we’re doing and not able to fully participate but they had mentioned at looking and focused on people who represent IDD committee. We are trying to reach out to everyone and the letter is generic. We need letter that we can give to others. SAMHSA grant review talked about helping youth and young adults feel more welcome. THIS ACTIVITY IS INCOMPLETE |
| **Create materials and resources that provide information regarding the Collaborative and its work.****(*Develop an information package that contains information on the Collaborative for potential members.)*** | Team will finalize the video for the Collaborative in partnership with MarketingThe Co-Chairs will be doing a letter and Gerri will workWill ask Anna to problem solve around language barriersGerri will assist with literacy issuesParent Toolkit will be consulted-Cathy Stephenson-needs to be moved to school committee per conversation on 1/27/17. Latasha Harris will be able to help with the parent engagement | 1/27/17 | Team will have information package that is accessible to all Collaborative members | SonjaGerriJadda Jeffries | Sonja conferred with team members on their feedbackVideo-Brandon noted it was almost done as of March 15, 2017Sonja will check with Brandon about other marketing pieces and then committee will meet and discuss next meeting what’s missing and bring back to committee. Checked in with Brandon on 1/25/17 and he will send information4/17-Received elevator speech from Renee4/25/17-Sent elevator speech to committee members5/18/17-Video is complete and in editing process. Susan and Sonja have been reviewing and providing feedback. The Parent Toolkit has been moved to the School Subcommittee. Sonja asked Renee for Cathy’s information and talked to Cathy on 1/27/17. Cathy stated she will request this be moved to school committee. THIS VIDEO AND OTHER INFORMATION GATHERING IS COMPLETED-AN INFORMATION PACKAGE NEEDS TO STILL BE DEVELOPED.  |
| ***(Youth will develop an information packet that contains information on the Collaborative for youth)*** | Assist with bringing youth voice to the state collaborative as well as working with the various regions statewide in helping them develop their own local Youth MOVE chapter-Garron Rogers | 2/1/17 | This should be in consultation with Youth Community in Practice | Jadda | Chandrika and Frederick will check in with how the membership committee can support the Youth Information packet and recruitment of additional members. Talked with Jada on 1/27/17 and discussed each area3/21/17-Ask the Youth and Young Adult Committee what is happening with credits for attendance to state collaborative meeting-Please ask about what role they want our committee to take in youth recruitment; is it leading or is it supportiveGarron is working on SOC Extension grant sites. Will work to recruit youth. Chandrika will check with them about this area. She was to ask about what role they want our committee to take in youth recruitment; is it leading or is it supportive.5/18/17- Susan brought up the issue of having more youth and young adult voice. April 29th there was a joint SAYSO and Youth Move meeting and that resulted in some ideas that we can bring back to us. Susan will follow up with them and see how Membership and Sustainability can assist and will send notes to 6/15/17-Jadda and Garron will take a lead role in this area based on rich discussion in subcommittee and Jadda’s input. THIS ACTIVITY IS INCOMPLETE |
| \*Providing more youth and diversity with social media and collaborative-Jadda Jeffries | 2/1/17 | This should be in consultation with Youth Community in Practice | Jadda JeffriesChandrika Brown | Chandrika will check in with them at the next youth meeting. Consulted with Jadda at meeting on 1/27/17 and agreed that this can be an area of her focus as she brought up in Strategic Planning.Team asked if this fits under marketing? |
| **Create a training for members to ensure they have a uniform understanding of the Collaborative. (*Develop an orientation training for new members)*** | This activity will include development of training curriculum in collaboration with Training Committee or based on training committee direction/input.  | 2/1/17 | A document will be created that includes New Member Orientation and Training for New Members | ChandrikaMary | Chandrika and Mary will consult with Chair of Training committee and find out if can have joint meeting or what should be next steps. Discussed briefly with Teka a need for a joint meeting (1/27/17). Leads will follow up on this area. 3/21/17-Will meet with Teka,Mary suggested that Sonja reach out to Teka about this area and a couple of emails were sent. 4/25/17-Email sent for update about joint meeting or how want to handle new member orientation. Request for update from Teka5/18/17-Discussion about committee doing some initial workup of Orientation packet and then presenting it to the Training Committee6/15/17-Teka was on call with committee and noted she will take this item to the Training committee for follow up.THIS ACTIVITY IS INCOMPLETE |
| **(*Develop a training for existing members to be presented annually as a refresher)*** |  |  | A document will be created that includes Refresher Training Processes for Existing Members | Chandrika Mary | Frederick Chandrika and Mary will consult with Chair of Training committee and find out if can have joint meeting or what should be next steps. See above4/25/17-Email sent for update about joint meeting or how want to handle new member orientation. Request for update from Teka6/15/17-Teka was on call with committee and noted she will take this item to the Training committee for follow up.THIS ACTIVITY IS INCOMPLETE |
| **Establish uniform membership requirements and parameters of eligibility to ensure member relevance to the work and goals*****Develop eligibility criteria*** | Possibly move this one?  |  | 1/27/17-Moved | TBD | Membership Committee would like to request this assignment to committee be re-evaluated for perhaps by-laws or Co-Chairs as it is based on rules. Discussed this area with Chairs on 1/27/17 and they agreed this would be within their purview. THIS ITEM HAS BEEN MOVED TO THE EXECUTIVE COMMITTEE FOR FOLLOW UP |
| **Retain members after they have joined the Collaborative****(*Develop a mentor/buddy system for new members and develop a greeter/host process for each meeting)*** |  |  | A document will be created that outlines buddy process and linking individuals on the state collaborative to new members and a process of communicating with them | Gerri | Gerri will look at some initial ideas for mentoring and present at April meetingReach out to folks who left and ask them:-What happened that they do not attend?-What would it take to bring you back to the collaborative meeting?-What would you like to see that you did not see when you were involved?4/20/17-Gerri will present document update Sonja presented to May state collaborative and 2nd meeting it was re-presented.6/15/17-Committee felt it needed to be reworded so that it did not put people on the spot. “1. We have missed you at The Collaborative meetings.  These are some of the new successful ventures in the past two years: A System of Care Conference, the ability to participate remotely, etc. 2.  Can you suggest someone else in your organization who I can reach out to? 3.  Renewed energy with an emphasis on the contributions of each individual and organization.THIS ACTIVITY IS INCOMPLETE  |
| **(*Create and post best practices in creating a shameless environment that supports the participation and voice of ALL members-Barbara Leach)*** | Share information and resources and best practice on creating an environment where members feel welcomed |  | Survey or some other mechanism of feedbackAttendance | Gerri (Barbara) | Gerri will check with Barbara on taking lead on this4/20/17 Gerri talked to Barbara about this and reached out to one person who had not been attending. She shared some good information. She had gone to look at website and there was nothing that would cause her to be involved. The other thing is what is the outcome for me and is this going to be something that will say this is an effective use of my time? THIS ACTIVITY IS INCOMPLETE  |
| **(*Develop a Greet/Host Process for each meeting)******Develop a Greet/Host***  | A process will be developed that when someone new comes to the State Collaborative either by phone or in person or by web, they will be greeted by a member of the state collaborative and offered information on the collaborative | 3/21/17 | A document will be created that outlines procedures for meeting someone new to the collaborative and providing them information | Gerri | This one was added on March 21, 2017THIS ACTIVITY IS INCOMPLETE  |
| **(*Ensure multiple meeting participation avenues (i.e. on site, phone adobe)*** | Team will consult with Marketing to discuss ways of engaging individuals who do not attend in person meetings | 3/21/17 | A document will be created that outlines how engagement occurs on phone and online | Sonja | Sonja will consult with Brandon and discussTHIS ACTIVITY IS INCOMPLETE  |