

# King County Kinship Collaboration Steering Committee Retreat Minutes

June 17, 2009

## Present:

Pam Piering, ADS

Edith Elion, Atlantic St. Center

Mandy Williams, Atlantic St. Center

Katheryn Flake, Caregiver/Advisory Council Rep

Shirlee Garrett, Caregiver/Advisory Council Rep

Dartagnan Caliman, Casey Family Programs

Gregory Davis, Casey Family Programs

Kristie Lund, Casey Family Programs

Scott Steuby, DSHS-CA

Pat Seay, DSHS-CSD

Gregory Malcolm, Encompass

Mike Heinisch, Kent Youth and Family Services

Barb Wiley, Kinship Collaboration

Brittany Blue, Kinship Collaboration

Jim Theofelis, Mockingbird Society

Evelyn Lavizzo, Odessa Brown Clinic

Richard Brooks, RAYS

Cynthia Green, RAYS

Gregory Townsend, Senior Services

Gwendolyn Townsend, UJIMA

(All Steering Committee member organizations were represented!!)

## Overview of Committees & Roles:

Structure/goal of the day is to:

- Increase the Steering Committee's commitment outside of our own committee work.
- Figure out where and how our leadership can best be utilized within each committee.
- As a result be more engaged and able to build upon the mission and vision of the Collaboration.
- Specifically, we'd like to make sure that the work being done and vision of the steering committee are closely connected to what the pilot site is actually implementing.
- The Resource Dev Committee will focus on overall sustainability in the collaboration and how to produce an effective sustainability plan
- The Executive Committee will provide leadership in between steering committee meetings and meet as needed.
- The Pilot site committee already exists but needs more representation from Steering Committee so that implementation is in line with vision.
- The Event Committee already exists and will continue to foster collaboration and community amongst kinship caregivers and promote activities that inform, educate, and engage.

## Pilot Site Committee: Goals, Accomplishments, and Needs

### Goals (Initial)

- Improved mental health
- Reduction of isolation
- Increased understanding of child development/parenting

- Increased connection to community
- Increased permanence for children
- Increased access to resources

Due to the focus being on a service based skill set and not that of data maintenance this information was unable to be obtained. It is likely that some of the above mentioned goals are being achieved; however, no formal measurement effort or evaluation was developed to acquire this information. We now view this as being a pertinent vital component to our success in the future and it needs to be appropriately resourced. Subsequently, based on the resources available they adopted the following goals:

- Number of Kinship Caregivers helped each time the Kinship Center was open- **5**
- Percentage of all Kinship Caregivers surveyed that visited the Kinship Center- **100%**
- Kinship Caregivers satisfied with services rendered or provided at each visit to the Kinship Center- **85%**

The vision is to have 5 kinship sites throughout the County.

### **Accomplishments**

- Approximately 440 adults and children (duplicated) visited during 35 Tuesdays. Professionals may be included in these numbers as well as outside families looking to take advantage of the resources being offered to kinship families.
- 51 unduplicated kinship caregivers (caring for a total of 119 children) were served.
- People kept coming back
- Support group relationships improved and brought leaders and members of different groups together.

### **Needs**

- An evaluation team would be beneficial.
- Need programming for the outreach component.
- Need to have a better training curriculum in place for caregivers wishing to volunteer in this capacity.
- Actual costs
- Answers to the following questions: (Pilot site committee to answer)
  1. What mechanism can we use to track caregivers (calling in and in person) on a regular basis?
  2. Can we track those who are not connected to support groups?
  3. How many people are being referred out?
  4. What funding is needed for the rest of 2009? 2010?
  5. Is the notion of the pilot site to be a one stop center where a caregiver could get most needs met or be a place to get the connections and the resources you need to go back into the community to access/navigate the system yourself?
  6. Have we proved that this model works?
  7. What is the next incremental/logical step in accomplishing vision set forth?
  8. Who is bringing what to the table?
  9. An articulation of the interplay/web of partners commitment beyond and including \$\$ How to memorialize it? Articulate the network?

- Other comments:
  - Get a clear vision first. Regardless of when we get there we still need to figure out how.
  - If we knew what the paperwork and forms looked like and had a contact within those agencies it would be more beneficial for us to start the process and continue the networking and strengthening of our partnerships between collaboration partners and pilot site.
- Casey does have \$25000 to commit to the collaboration as a whole for 2009 which can go to pilot site, FTE, and events. Need to have some hard figures before any decision can be made.

<b>Event Committee: Goals, Accomplishments, and Needs</b>
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**Goals**

- To bring kinship caregivers together for respite, collaboration, and bring a sense of community among themselves
- Help caregivers learn new skills as well enjoy themselves.
- Help youth attain a sense of community and know that they are not alone.
- Meet 2<sup>nd</sup> Wed of month 2:30-4:30pm

**Accomplishments**

- 369 in attendance at Holiday Event in 07
- 140 at the Gathering in 08
- 150 at the BBQ in 08
- 100 at the Holiday Event in 08
- 96 at the Kinship Day in 09

**Needs**

- Upcoming Events 2009: (7-9K)
  1. BBQ (July/Aug)
  2. Holiday Event (December)
- Need fresh eyes and energy to explore other avenues or perspectives not previously tapped into

<b>Resource Development Committee</b>
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**Goals:**

- Fundraising and resource development

**Accomplishments:**

- Collaboration has submitted 9 applications and grants
- Total of \$3500 from King County and Early Learning Foundation

**Needs:**

- To show gap in budget and be clear what we are fundraising for (budget currently shows no gap)
- ID grants to pursue.

- Need to reshape our message, since we are getting the feedback:“ It is a need, great work, but we are not going to fund you.”
- How can we use video with funders

## Executive Committee

### Needs

- More collaborative spirit on decision-making and advising on Barb and Brittany’s work plan.
- Steering committee members should chair this committee.
- Is there a succession plan, etc.
- Need to have the ability to response to a need, concern, action item and give feedback and make decisions without waiting for the next meeting

## Small Group Committee Work

### Pilot Site Committee

#### Chairperson- Edith Elion

Committee Members- Kristie, Katheryn, Pat, Shirlee, (missing: Beulah, Andre, Fai, Opal, Evelyn, Mandy, Gregory D, Cynthia)

Will continue to meet 2<sup>nd</sup> Tuesday of each month from 3pm-5pm at Site (**next meeting July 14<sup>th</sup>**)

What would you like to accomplish in the next 6 months?

1. Clarify the vision
  - Go back to basics
  - Set realistic goals
  - Align activities
  - Identify and establish measurements
2. Survey
  - Work with an evaluator to develop a relevant survey
  - Create an interest survey
  - Follow-up with participants
3. Budget
  - Fund services
  - Support internet connectivity
4. Outreach/Marketing
  - Hotline to roll over to the Navigator
  - Improve relationships with other providers
  - Train volunteers (forms, eligibility)

- Create strategic outreach plan

### **RDC (Resource Development Committee)**

#### **Chairperson-Gregory Malcolm**

Committee Members- Mike, Pam, Gregg, Dartagnan, Gregory M., Richard

**Will meet 2<sup>nd</sup> Wed. of the month preceding the steering committee time TBD – next meeting in August.**

What is needed and/or to be done:

- Review materials
- Seek out grants
- Support materials
- Budget (clarity from a funder perspective 1-pg.)
- Basic FR plan
- Preview investors
- Look at grant opportunities (United Way New Solutions....etc.)

### **Executive Committee**

Executive Committee members- Dartagnan, Gregg, Jim, Katheryn, Scott

Will meet as needed

What is needed and/or to be done:

- Come together to discuss unexpected decisions that are in between steering committee meetings
- Will serve as an operational and Ad Hoc committee
- Will strive for consensus with one agency and one vote
- Will have 1-3 questions that we track:
  1. Is exec committee meeting the needs of the collaboration staff?
  2. Is the format of not having a chairperson working?
- Will work with program coordinator on creating steering committee agenda items for meeting in an information, discussion, and decision outline. Barb to give input on recommendations and what decisions need to be prioritized.
- Jim will facilitate Steering Committee meetings. (Dartagnan and others from exec committee are also available if Jim cannot make a meeting)
- Will bring recommendations to steering committee meetings to keep conversation focused

### **Event Committee**

Chair?

Members: Kristie, Shirlee, Gwendolyn, Katheryn, Mockingbird rep, CA rep (missing Ms. Helen)

Event committee did not meet because most members are also members of pilot committee.

**Next steering committee meeting will be held on Wed., July 22<sup>nd</sup> @ Atlantic St. Center from 9am-11am**