

# Adolescent/Adult Literacy and Workforce Readiness Strategy Team

## Meeting Minutes

September 17, 2009

Attendance: Ann Chaffin, Mary Elliot, Jim Winchester, and Keena Hardin

Progress on MOUs: Jim explained that all suggested data from this committee was included in the MOUs with few exceptions. MOUs are currently being approved and signed by all providers that have a program in the 2010 annual plan.

Functions of a Strategy Team: Jim engaged in a developmental activity to further explain and explore the “function of a strategy team.” There are six basic statements that characterize what a strategy team is supposed to do. They are:

1. To develop the means to monitor the progress of the assigned high priority population of focus, and carry out the means.
2. To develop and maintain “Top of Mind” awareness through reporting of progress of high priority population of focus to the collaborative partners.
3. To encourage and act on dialogue directed at resource availability and sharing of resources in the community and between agencies
4. To ensure that valuable programs in the community are sustained
5. To help bring needed resources to the community
6. To encourage promotion of helpful programs and activities between all collaborative agencies and organizations

### Introduction of the “Strategy Quilt”

The strategy quilt is a one page visual synopsis of the annual plan with respect to the components dealing with our high priority populations of focus. Its value is that a person can look at one page and be immediately reminded of what our priorities are from the three year strategic plan, and the means by which we are trying to move benchmarks as identified in the 2010 annual plan. A copy of the “strategy quilt” for one of our committees accompanies this report. A strategy quilt will be developed for each of the three goals and populations that the three year strategic plan identifies.

The remainder of the meeting revolved around further understanding of the functions of a strategy team by focusing on some guiding questions that helped the attendees to brainstorm and explore these issues. The following is from a brainstorming activity whereby all suggestions are listed, some of which will be included in goals and activities to be accomplished by the committee and the collaborative.

Guiding Questions: (A brainstorming activity to elicit possible ideas for intervention and improvement)

#1- How will collaborative assure the community that the strategies will be delivered to the HPPF.

(Speaks to function #1 above)

Early identification of difficulties vs. crisis control (Creation of an early warning system)

Make sure the services are in place.

Make families aware of the services

Create a way to track families' involvement in services

System to survey families about what they need to succeed

Let families drive what services are offered, they know their needs better than anyone

Cross promotion (intra agency) about services and needs of families

Include LIPT as part of the communication picture

Action: Jim to pursue ideas from peers

#2- What current services have the focus populations as a priority already? (Speaks to function #1)

Truancy Teams (Goal 3, families with kids 13-16)

Adult Education classes (Goal 2) All families with someone without GED ages 16-40)

Action to Success (Goal 2) Families that need education and skills training, assistance with navigation

Website (Goal 2 and 3)

Freshman Academy (9<sup>th</sup> graders)

LAMP (ages 16-life, ged prep and literacy levels)

Credit Recovery (Goal 3)

Family Engagement (2&3)

Substance abuse prevention (kids 12-17)

Mentoring (grades 6-10, as a general rule, Jones Elem. Has a community program)

WorkKeys (grades 10 thru adulthood)

Workforce Investment Act (displaced and underemployed adults, GED, training programs for adults)

After further examination of the core services the group was asked, "What current 'gaps' in services can you readily identify that may be filled?" (Speaks to function #5)

- Only two organizations involved with our priority populations (Action to Success) and preschool programs offers acute navigation assistance to families, which assures better results.
- Local drug abuse/treatment interventions.
- Health screenings and interventions for kids in older grades? (idea: Add school nurses to the list of programs in annual plan).
- Families without health insurance.
- Birth control education and counseling for girls in target population grades.
- Financial/Budget counseling and education.
- Transportation issues

Jim pointed out the some of the things this committee will be working on will also be worked on by other committees, thus the need for much cross communication between committees. Of the "gaps" that were identified during this meeting, some represent activities that are offered to a very small group of the population and need to be expanded to include greater numbers of folks. The challenge usually boils down to money and/or manpower.

The last item on the agenda was to be a brainstorming activity with the following question: How could this team put these functions into practice? This will be discussed at the next meeting. At the next meeting the committee will also start putting together the beginnings of a plan of action to submit to the collaborative for approval.

Meeting adjourned

Next meeting will be on Thursday, Oct. 1 at 9 a.m. Waco City Hall.