

Haralson Family Connection Coalition

Community Assessment Team Meeting

Minutes

June 6, 2011

Attending: Elaine Hutcheson (Senator Heath), Anne Chaffin (HFCC Board Chair), John Lebowitz (Bremen City Schools), Steve Williams (Higgins Hospital), Vicki Lambert (DJJ), Steve Sampler (Business Community), Bill Anderson (Judge Murphy), Betty Candler (LAMP), Jada Pike (HC Sheriff's Dept.), Annette Johnson (HC Schools), Lynn Pryor (DFCS), Joey Mullins (GaFCP staff), and Jim Winchester (HFCC staff)

- I. Jim W. shared CA Team process timeline (draft) with the team. Several suggestions for changes were suggested. **(A)** Jim to incorporate changes into the timeline.
- II. Jim W. shared with the group a list of data that he has immediate access to, and asked the group to try to fill in some gaps with locally available data.
- III. New suggestions for types of data to collect and person who volunteered to make a list of the exact data that is available, lists will be reviewed at next meeting:
 - a. Crime statistics/conviction data especially with respect to Family Violence cases (Jada Pike will compile)
 - b. Effects of the 4 day week for county schools (Annette Johnson)
 - c. Teen pregnancies (HC schools, Annette to get these numbers)
 - d. 911 calls for family violence (Jada to help with this)
 - e. How many "drop outs" in last 5 years actually attempted and/or received GED (Betty C. to help get this number)
 - f. Updated numbers regarding public health issues, from the Health Dept. (Jim W. to talk with Joyce Guice on this issue)
 - g. Number of OB beds at VR and Carrollton Tanner facilities (Steve Williams)
 - h. Services of each agency and numbers served (Jim to work on this)
 - i. Recreation opportunities for children, teens, and families through city and county rec departments (Elaine H. to work on this)
 - j. Local agency surveys/assessments/etc.
 - i. Chamber of Commerce Leadership program-survey results (Jim W. to ask for this)
 - ii. Most recent County Guide- (Jim W. to ask about this)
 - iii. HC Schools recent accreditation assessment results (Jim to get from Annette)
 - iv. Most recent County Guide from Extention Service (Jim will call to get this)
- IV. Discussion about July collaborative meeting:

- a. Joey M. stated that one of the focuses of the July meeting is to do a analysis of strengths and weaknesses. In marketing it is called a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.
- b. CA team will share progress of work on community assessment and ask collaborative for help in gathering data and how each member will assist.

V. Discussion of methods of collecting primary data:

- a. Joey M engaged the group in a discussion to remind them of the qualities of each of the methods available to the assessment team. They are:
 - i. Community Surveys
 - 1. These can be done as a blanket survey for the community, or can be planned for various groups such as parents of students, students, service users, etc.
 - a. John L. relates that HFCC did a community survey 6 years ago.
(A) He is to find a copy of that survey and send to Jim W.
 - ii. Focus Groups
 - 1. Groups of 10-15 folks from the community in general, or from specific organized community groups (such as senior citizen group, students from a particular grade, GED students, service users, etc.)
 - a. **(A)** Jim W. has samples of focus group questions used in last study 3 years ago and will send by email to the team.
 - iii. Key leader interviews
 - 1. Short interviews with pre-determined questions with key leaders in our community. Commissioners, mayors, highest level officials and school/agency /community administrators
 - a. **(A)** Jim W. has samples of key leader questionnaire from last study and will send by email to team.
 - iv. Key informant interviews
 - 1. Short interviews with predetermined questions for agency/school/community staff, etc.
 - a. **(A)** Jim W. has samples of key informant questionnaires from last study and will send by email to the team.
- v. The group voted to do all four of these methods for the community assessment effort to collect primary data. The group also voted to divide into work groups at the next meeting to work on the details of these methods.
 - 1. Work groups will review existing instruments, decide on content of instruments, and decide best method and plan to implement the instruments.

III. Next meeting is scheduled for Tuesday, January 28 from 11 a.m. to 1 p.m. at Solutions Community Services in Buchanan