

Community Assessment Team

Meeting Minutes

July 12, 2011

Attending: Tara Chapman, Steve Williams, Kathy Yates, Ann Chaffin, John Lebowitz, Annette Johnson, Jim Winchester.

Focus Group:

1. Pared down the list of manageable # of focus groups to :
 - HeadStart parents
 - Housing Authority
 - GED class
 - Youth (through DJJ, alternative school, or Our House)
 - Higgins Hospital employees
 - Industry Leaders
 - Chamber Leadership Community Circles
 - Sr. citizens center group
2. Reviewed "focus group" questions and made changes. Checked the instrument to be sure that the questions are clearly stated, and in the right sequence.
3. Reviewed with group the Jim would need a "recorder" from this team at each focus group.

Community Survey:

1. Reviewed sample surveys from our community and from others. Decided to use the collaborative survey from 2005 as a starting point. Group rearranged, deleted items, and added items to update the instrument, getting the instrument down to one page, front and back.
2. Group decided some of the possible locations to have surveys and receptacles:
 - Libraries
 - Government agencies
 - Schools
 - Churches
 - Housing Authorities
3. Annette J. volunteered to set up the survey on Survey Monkey to get parents and teachers to be involved. We can also use Survey Monkey for general public and others. She examined our instruments and felt sure that we could arrange the survey at this location to meet our needs.

Interviews:

1. The group decided to schedule another meeting to make decisions about the Key Leader and Key Informant Interview process.

Meeting adjourned. Next meeting scheduled for July 18, 2011

