

# Community Assessment Team Meeting

August 15, 2011

Minutes

Attending: Jada Pike (HCSO), Steve Williams (Higgins Hospital), Betty Candler (LAMP), Annette Johnson (HCSS), Amy Driver (DJJ), John Lebowitz (Community), Anne Chaffin (Bremen City Schools), Elaine Hutcheson (Bill Heath), Bill Anderson (Judge Murphy), Jim Winchester (HFCC staff)

1. Report of progress on implementation of the Community Assessment plan
  - a. Focus Groups- Jim W. reported that the following focus groups have been scheduled:
    - i. Tallapoosa Sr. Citizens
    - ii. GED at WGTC
    - iii. Higgins Hospital
    - iv. Business leaders (Educated Workforce Team meeting)
    - v. Head Start
    - vi. Groups at the Tallapoosa Housing Authority and Alternative School (Bremen) have not yet been scheduled.
  - b. Key Leader Interviews
    - i. So far the following interviews have been completed and turned in to Jim
      1. Sara Anderson, Solutions
      2. Pete Bridges, Mayor of Tallapoosa
      3. Allen Poole, County Commissioner
      4. Mark Murphy, Juvenile Judge
      5. Brian Walker, HC Fire Chief
      6. Buster Biggers, Mayor of Buchanan
      7. Scott Worthy, Tallapoosa Police Chief
      8. Judy , Magistrate Judge
      9. Lynn Pryor, DFCS
      10. Holly Otwell, HC Behavioral Health
      11. Vance Posey, HC Commission Board
    - ii. This is eleven out of thirty-one or about 32%
    - iii. All members vowed to have the rest of their interviews done by the end of the month as planned
  - c. Key Informant Interviews
    - i. Jim asked for the group's help to get up to 5 interviews from staff members of the following groups. The following folks volunteered to do interviews within their organization:

1. Bremen High staff	Anne C. and Jim W.
2. HC High Staff	Ruthie W.?
3. DFCS staff	John L. and Bill A.
4. DJJ Staff	Amy D. and Vicki Lambert

5. Hospital Steve W.
6. Sherriff's Department Jada P.

d. Community Survey

i. Jim reports that boxes for the survey are at the following locations:

1. Bremen PD
2. Buchanan PD
3. HC Community Health
4. HC DFCS
5. HC Tag office
6. West Georgia Tech
7. Tallapoosa Housing Authority
8. Tallatoona CAP
9. HC Sherriff's Department

ii. John suggested that Bremen Food Bank would be a good location.

1. ***(A) Jim will deliver a box to that location, and come one Tuesday to administer to families***

iii. Jim reports that efforts are being made to send surveys home with children from one classroom per every school (except HS) in Haralson County so that we can get data from parents. We already have permission from Mr. Stanton at HCSS. Annette is facilitating this action.

***(A) Jim will talk to Dr. Hicks at Bremen City Schools to:***

- i. Have children of one classroom at each school to take home the survey for parents***

iv. Survey Monkey

1. Jim reports that the survey is currently on Survey Monkey and is accessible to the public at all three libraries, and will be available to all school staff at HC schools and Bremen city schools.

***(A) Jim will also talk to Dr. Hicks to:***

- i. arrange access for staff to do the survey monkey version***
- ii. Have one class of hs students to go to the library to do the survey monkey version***

2. Plans for community meeting on October 21. These are the decisions that were made.

a. Location- Sewell Mill

- i. (A) Jim will reserve the room if he can get it for free***
- ii. (A) Back up plan will be the Chamber of Commerce***

b. A nice southern breakfast will be served.

- i. (A) John will ask the FC board for money to pay if we can't get it donated***
- ii. (A) Betty C. will ask someone she knows from Waffle House if they will cater as a donation to our organization. If not she will get the lowest price possible***

c. Length of meeting- about 3 hours- Generally the agenda will include the following:

- i. 30 minutes – 45 minutes for business end of meeting to be conducted as everyone eats breakfast.
    - 1. ***(A) Jim will send out minutes ahead and summary of the findings from the CA.***
  - ii. 30-45 minutes for Jim to cover the results of the ca process
    - 1. ***(A) Jim will have packets of the required information for all attendees***
  - iii. 30 – 60 minutes for Joey M. to guide the group through the process of choosing the issues that will be included in the strategic plan
  - d. The groups wants to invite all key leaders in our county, along with all who participated in the focus groups and key interviews
    - i. ***(A) Jim to make a list of all Key Leaders to be invited and email to all for input.***
    - ii. ***(A) CA Team members committed to making phone calls to Key Leaders to help ensure their attendance.***
3. ***Meeting adjourned. Next meeting scheduled for Thursday, September 1, at 9 am at Sewell Mill.***