

## Community Assessment Team

September 1, 2011

Meeting minutes

1. Update on progress of community assessment responsibilities
  - a. Jim says we have the need to stretch the assessment period to September 12.
  - b. Focus Groups-
    - i. Groups done- Tallapoosa Sr. Citizens, Higgins Employees, and Industry Leaders
    - ii. Scheduled but not complete- Crossroads Alternative School, Head Start, and Adult Literacy class.
  - c. Community Surveys- As of this morning we had 292 surveys complete and tabulated into Survey Monkey.
    - i. Continued efforts will include surveys at Bremen Food and Clothing Bank and possibly at Haralson Ministries, as well as students from Haralson Co. High School.
  - d. Key Leader interviews-
    - i. Jim has documentation of 16 out of 41 leader interviews
    - ii. Team will complete surveys by Sept. 12.
  - e. Key Informant interviews-
    - i. Informant interviews have been received from staff of DJJ, Haralson Co. schools, Higgins Hospital, and government.
    - ii. Remaining interviews to be done at DFCS, Bremen City schools, Health Dept., and Sheriff's Dept.
    - iii. Those helping in these areas will wrap up by Sept 12.
2. Update on October collaborative meeting
  - a. The meeting will start at 8:00 with a southern breakfast and gathering time
  - b. \$100 charge for ballroom at Sewell Mill
  - c. Steve W. mentioned that he thought he could get the ballroom charge covered by Higgins
  - d. Decision made to give Higgins preference for provision of breakfast for the event if they can sponsor the ballroom cost.
  - e. The following people volunteered to help with logistics of meeting so that Jim is free to handle administrative details:
    - i. Steve, Annette, Lana, John, and Elaine
  - f. Jim will put together a preliminary email/flyer about the October meeting so that folks can get it on their calendar
    - i. Jim to arrange newspaper coverage of event and psa announcements in all papers and on radio
3. Special Invitees

- a. Jim will produce nice invitations to be sent by mail to invitees for the Oct. meeting and will mail out by end of next week. These invites will only go to those that we want to attend that are not currently attending, that have positions of influence that don't normally attend, and are not currently on board of directors. Examples are political leaders that have designees for service on the board, leaders in the community that helped with key interviews, elected officials that have not normally been involved but would be appropriate invitees, school board members
  - b. Group accepted Jim's suggestion to follow-up with all invitees by phone the week or so before the October 20 meeting.
4. Next meeting- Thursday, September 29, at Sewell Mill
- a. Major points of work to be done
    - i. Examine summary of opinion and related statistical data that was collected
    - ii. Filter the data
    - iii. Decide what data will be presented
    - iv. Work on ideas for presentation of data