



Volunteers: 16
Volunteer Hours: 13.5

Planning Team Meeting Minutes

**April 10, 2002, 9:00 to 10:30 a.m.
United Way**

Present: Ray Salazar, United Way of Volusia/Flagler Counties
Joe Jaynes, Volusia County Council
Senta Goudy, The House Next Door
Carrie Garnett, One Voice for Volusia, Inc.
Elaine Dunlap, Stewart-Marchman Center
Janice Cashell, Volusia County Schools/BRIDGES
Richard Crook, Gateway Project, DBCC
Gail Gregory, Mental Health Association
Lynn Kennedy, Department of Children and Families, FPS
John Kretzer, CHAIN, Daytona Beach Housing Authority
Mary K. Brown, PACE Center for Girls
Lois Moltane, SEDnet/Volusia County Schools
Fay Prince, Volusia County Health Department
Vernelle Nelson-Sessoms, C. F. Community Dev. Corporation
Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties
Barbara Wolfson, VSA arts of Florida/Volusia County
Claris Mac'Kie, Family Renew Community Inc.

The meeting was called to order and all present introduced themselves.

Minutes were approved with no changes noted.

Executive Committee: Senta Goudy reported on recent developments with One Voice for Volusia. Pat Collins offered her resignation from the position of Executive Director last week and the Executive Committee made the decision to hire Carrie Garnett as the Interim Executive Director. The full Board of Directors will make the decision to hire Carrie Garnett permanently or advertise the position.

Elaine thanked the Executive Committee for moving quickly on filling the Executive Director position quickly to keep the project moving.

Community Analysis Workgroup, Data sub group: Carrie Garnett reported that the group is continuing to collect and update the risk factor data and will present the final information to the Planning Team when it is complete.

Community Analysis Workgroup, Resource sub group: Lynn Kennedy reported that the Resource group is coming up with a plan to create a matrix of community resources. Each member is going to bring what they have from past resource assessments and a process will be developed. The group will then conduct a portion of the assessment (one risk factor) to test their process.

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Advocacy Workgroup: Senta Goudy reported that the Advocacy Workgroup has been working on developing position papers on community issues, including the topic of underage drinking and Spring Break.

Drug Free Communities Project: Carrie Garnett described the grant application that she is working on. She shared the goals and objectives of the project and how closely aligned they are with the goals of One Voice for Volusia. Carrie asked all members to submit Memorandums of Understanding to submit with the application.

Carrie Garnett asked everyone to update the Workgroup roster that was being passed around.

The meeting was adjourned early, 9:50 a.m., so that attendees could attend the child abuse prevention walk.

Members made announcements about various events and activities.

The results to the critiques were:

- 13 responses
- 13 checked “Productive Meeting, I feel like we accomplished what we set out to do”

The next meeting could be improved by:

- “Having chairs not in attendance appoint spokesperson or writing report”
- “more meat for us to do”
- “increase attendance and committee reports”

What I liked about the meeting was:

- “Carrie is Back!”
- “Everything”
- “agenda items were adhered to-good”
- “reviewing goals of One Voice focuses thinking”
- “Quick moving with concise info on sub committee activity-good material-Quick pace”
- “back on track for what OVV is supposed to be”
- “good attendance, location and coffee”
- “effective”

Other Comments:

- “Glad you are back Carrie”
- “Yeah! Carrie’s Back-need her energy to keep momentum!”
- “Develop wish list for what OVV needs and wants”
- “Great to have Carrie back”

Planning Team Meeting Minutes

June 12, 9:00 to 10:30 a.m.
United Way

Present:

- Toni Barrett, Stewart Marchman Center
- Jean Burroughs, Volusia County Schools
- Ray Salazar, United Way of Volusia/Flagler Counties
- Senta Goudy, The House Next Door
- Carrie Garnett, One Voice for Volusia, Inc.
- Elaine Dunlap, Stewart-Marchman Center
- Janice Cashell, Volusia County Schools/BRIDGES
- Gail Gregory, Mental Health Association
- Lynn Kennedy, Department of Children and Families, FPS
- Lois Moltane, SEDnet/Volusia County Schools
- Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties
- Ernest Hamilton, Community Based Care
- Lori Grant, Success by Six/United Way
- Sheriff Ben Johnson, Volusia County Sheriff's Office
- Janet Lyons, Daytona Beach Community College
- Nancy Morgan, Daytona Beach Community College
- Leslie Pearce, Healthy Start
- Dixie Morgese, Outreach Community Care Network
- Fay Prince, Volusia County Health Department
- Diane Miller, Department of Children and Families, FPS
- Debbie Sylvester, Child Care Resource Network
- Maryann Barry, Children's Advocacy Center
- Patricia Worsham, Informed Families
- Judy Bassett, Volusia County Health Department

The meeting was called to order and all present introduced themselves.

Executive Committee: Senta Goudy reported on the progress of the Executive Committee. Since the last Planning Team meeting, the Executive Committee has met several times. Topics of discussion were:

- Decision to apply for funding through the Governor's Drug Free Communities project.
- Selection of Raposa & Young to do annual financial audit.
- Review of bylaws changes
- Recommendation of new board members
- Approval of a contract with the Constituency to provide administrative support services.

Community Analysis Workgroup, Data sub group: Elaine Dunlap reported on the progress of the data workgroup. The workgroup is currently going through their annual data collection process. Ms. Dunlap presented three examples of the format that the group will use this year to present the data to the entire Planning Team this fall. The format for each risk factor will include: information about the research, indicator data, an analysis of the current status of the risk factor and the desired status, and ideas for action. Ms. Dunlap also asked for volunteers to join the workgroup to help with this project.

Community Analysis Workgroup, Resource sub group: Toni Barrett reported on the progress of the resource workgroup. The workgroup has selected Deltona as the geographic area to pilot their assessment process on. The project will include gathering:

- Information on programs and services obtained from providers (surveys, phone interviews, personal meetings)
- Information on programs and services obtained from local funders (personal meetings with questionnaire)
- Information from First Call for Help (query of database)
- Information from local case managers/social workers (surveys, focus groups)
- Information from citizens (surveys conducted at community events)
- Information from consumers (surveys conducted with help from direct service providers)
- Results of a Mini-study with mock vignettes to assess service availability.

Ms Barrett narrated a PowerPoint presentation on the project, asked for additional workgroup members and passed out a brief survey.

Advocacy Workgroup: Senta Goudy reported on the progress of the Advocacy Workgroup. The workgroup members identified two problems in the community to center their research on: underage and binge drinking and unsupervised children. The team will fully research these two topics, create an advocacy platform based on the research and share their platform with community leaders and elected officials. Ms. Goudy asked for volunteers to join the workgroup to help with these projects.

Marketing and Planning Team Development: Carrie Garnett asked all members to participate in a Planning Team membership drive. Information was passed out and all members were asked to recruit one new member by December 2002.

Technical Support Workgroup: Janet Lyons reported on the progress of the workgroup. The One Voice web page, which will be the primary project of the workgroup, is up and will have more content added throughout the month. The web page will include a community calendar, a training calendar and a virtual resource library of helpful information and links. Anyone can contact Carrie to add items to the web page.

Minority Issues Workgroup: Dixie Morgese reported on the Minority Issues Workgroup. Ms. Morgese shared the two topics that were discussed at the meeting: minority representation on the Planning Team and disparity issues in health and other risk factors. The workgroup members will be collecting data and make recommendations for action to the other workgroups. Ms. Morgese also stressed the importance of the membership drive and asked for additional members to serve on the workgroup.

Election of Planning Team Co-Chairs: Carrie Garnett reported that an Ad-Hoc nominating committee has met, but that she had been unable to contact both of the nominated individuals to find out if they were willing to serve. Ms. Garnett asked if Ms. Cashell and Ms. Dunlap were willing to serve as Co-Chairs until new Co-Chairs could be elected in August. Ms. Cashell and Ms. Dunlap agreed.

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Staff Update/Web Page: Carrie Garnett gave a quick staff update including:

- Grant with DJJ will be completed June 30, but funding will support the corporation through the end of the year.
- Information about working with the News Journal
- Updated meeting schedule
- Demonstration of the new web page

Other Business: Members made announcements and shared information about upcoming events.

Adjournment and Critiques: Ms. Cashell adjourned the meeting at 10:00 and asked all members to fill out meeting critiques:

The results to the critiques were:

- 20 responses

The next meeting could be improved by:

- “mini-brainstorming sessions”
- “brief overview of recent developments”

What I liked about the meeting was:

- “agenda-very concise and moved along at a steady pace”
- ‘agenda driven-on task”
- “organization, very good”
- “great content-this was significant state of progress”
- “discussion, networking”
- “visual presentation of reports-presentation of data collected-we’re making progress”
- “organized, productive, no wasted time”
- “PowerPoint following along with hand-outs”
- “handouts and PowerPoint”
- “excellent structure and facilitation; committee report outs”
- “stuck to time line/,minutes of each committee included in packets”
- “time management”
- “things move along quickly and efficiently”
- “very organized”
- “well-planned; moved through the agenda efficiently”
- “very informative”

Other Comments:

- “let’s start linking committees together”
- “Carrie is commended on the numerous and varied reports, minutes etc. distributed today”
- “good sharing”
- “glad you’re here Carrie”
- “much has accomplished since Carrie’s return-it is definitely noticeable”
- “board/planning team—what is the difference?”
- “the one voice team seems like it is right on track. Good work”

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**Draft until
approved by team**

Planning Team Meeting Minutes

**August 14, 2002, 9:00 to 10:30 a.m.
United Way**

Present:

- Jean Burroughs, Volusia County Schools
- Ray Salazar, United Way of Volusia/Flagler Counties
- Senta Goudy, The House Next Door
- Carrie Garnett, One Voice for Volusia, Inc.
- Elaine Dunlap, Stewart-Marchman Center
- Gail Gregory, Mental Health Association
- Lynn Kennedy, Department of Children and Families, FPS
- Lois Moltane, SEDnet/Volusia County Schools
- Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties
- Lori Grant, Success by Six/United Way
- Judy Bassett, Volusia County Health Department
- Kathy Jennings, Volusia County Schools
- Ramon Gaines, Big Brothers Big Sisters of Volusia County
- Jan Montgomery, Department of Children and Families
- Warren Barnes, Department of Children and Families
- Tammy Heidt, Juvenile Drug Court, 7th Judicial Circuit
- Josephine Mercado, Hispanic Health Initiatives
- Shirley Stefanski, Community Outreach Services, Inc.
- Gloria Preston, Department of Children and Families
- Suzy, Volusia County Health Department
- Pete Keirstead, A Family Focus
- Ulanda Gainous, Workforce Development Board
- Carolyn Wood, Act Corporation
- Luis Angel Ramos, Daytona Beach Community College
- Deborah Schlageter, Health Communities
- Neil MacGinnis, Eckert Re-Entry Program

The meeting was called to order and all present introduced themselves.

Approval of the Minutes: Those present reviewed and approved the minutes from the June 12, 2002 Planning Team meeting.

Board of Directors Update: Senta Goudy reported on Board of Directors Annual Meeting that was held on July 10, 2002.

- Carrie Garnett was hired as the permanent Executive Director.
- Several bylaws changes were made, including adding the Planning Team Co-Chairs to the Executive Committee.
- Four new Board members were elected to the Board: Judy Bassett from the Volusia County Health Department, John LaPallo from the Department of Children and Families, Andy Lyon from Morgan Stanley and Bill Holland from the Department of Juvenile Justice.

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Election of Planning Team Co-Chairs: Carrie Garnett, reporting on behalf of the Ad-hoc Nominating Committee, nominated Lynn Kennedy and Dixie Morgese to serve as the Co-Chairs of the Planning Team for 2003-2003. The slate was unanimously approved.

Presentation of the Annual Report: Carrie Garnett briefly reviewed the 2001-2002 Annual Report. Ms. Garnett reported that copies can be made available to any member that is interested. The team discussed various printing options to have the report mass-produced. Ms. Garnett will do some research on various possibilities.

Meeting Schedule for the remainder of 2002: Ms. Garnett asked the team to decide on the meeting schedule for the rest of 2003. The group decided on the following:

- **October 9, 2002, 9:00 a.m. to 10:30 a.m.:** Review and Prioritize Risk Factor Data
- **November 13, 2002, 9:00 a.m. to 11:00 a.m. :** Special 2 hour Strategic Planning meeting
- **December 11, 2002, 9:00 a.m. to 10:30 a.m.:** Review and Finalize Priority Risk Factors and 2003-2005 Strategic Plan

Brainstorming Session: The team participated in a brainstorming session to answer two questions: What do you want One Voice to accomplish next year? What do you want One Voice to accomplish in the next three years? Answers listed below will be passed on to workgroups to be included in draft strategic plans.

Next Year:

- Measurable outcomes
- Technical Support
- Community needs, neighborhood based, door-to-door
- Listening to community input (listening sessions, focus groups, fairs)
- Include service recipients in meetings/decision making
- Maintain Candidate Connection link
- Engage Faith-based representatives
- Web sited development
- "Branding" the One Voice identity
- Community Training
- Increase funding to accomplish goals
- Start developing presence at local funding source meetings
- Develop funding strategy product
- Prepare funding application for Children and Families Advisory Board
- Interact with service clubs as potential funders
- Develop evaluation tool to measure One Voice accomplishments

Next Three Years:

- Make positive change in 5 problem behaviors (track by city/zip code)
- Build On-going community education program
- Expand Deltona Project to all of Volusia County, then Flagler County
- Develop "interactive" portion of web site, work with workforce development
- On-going self-promotion of One Voice branding

Important Upcoming Meetings: Ms. Garnett reviewed important upcoming workgroup meetings with the team and asked that all members participate in the workgroups.

Staff Update: Ms. Garnett passed out a new newsletter: the Guiding Light Resource Newsletter. This item will be produced for each Planning Team meeting. Ms. Garnett also reviewed the One Voice organizational structure with the team.

Other Business/Announcements: Members made announcements and shared information about upcoming events.

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Adjournment and Critiques: Ms. Dunlap adjourned the meeting at 10:00 and asked all members to fill out meeting critiques:

The results to the critiques were:

- 23 responses
- 23 responded that meeting was “productive meeting”

The next meeting could be improved by:

- “having an info table”
- “would you want the group to have homework assignments done prior to meeting?”
- “perhaps when individuals speak, they could stand and be heard more effectively”
- “some actual work for the team to do”

What I liked about the meeting was:

- “organized and to the point! Good job!”
- “such good work is being performed and planned”
- “organization structure was very impressive, One Voice for Volusia agenda very concise”
- “new attendees”
- “organized, up to date information, nice newsletter”
- “the opportunity to meet some of the agency heads who I hope to work with in the future”
- “we remained on task-moved quickly through the agenda”
- “new people, resource paper”
- “it was a very informative 1st meeting for myself. I feel I have a good foundation on the approach/goals of this organization now. “
- “brainstorming”
- “chair kept us on timelines, appreciated the explanation of planning vs. board for OVV”
- “kept to one hour”
- “I really appreciate having tangible things to walk away with”
- “member input”
- “informative presenters were prepared, momentum was perfect!”
- “great activities, please put them on the web site”
- “handouts, annual report, yellow sheet, 2003 planning”
- “organized, visuals keep us focused, handouts are appropriate and creative”

Other Comments:

- “good job Carrie”
- “first meeting I have attended. Very information, looking forward to participation”
- “1st meeting, excellent participation of community agencies/good information”
- “great web page Carrie”
- “good to go back to drawing board and set strategic planning session in November. Hopefully we can do some pre-work for this meeting”
- “great work by Carrie for handouts and visual displays”
- “working in the “tail end” of juvenile Justice (Eckerd Re-entry) I know that prevention /education is the only answer and this motivates me and my program to get involved with One Voice. We have a great research of JJ statistical info, especially in Volusia, Email me if we can help”
- “Would like to have an updated member mailing list”
- “great meeting, very informative”



One Voice for Volusia

Connecting Our Community

Planning Team Meeting Minutes

October 9, 2002, 9:00 to 10:30 a.m.
United Way

Present:

- Jean Burroughs, Volusia County Schools
- Ray Salazar, United Way of Volusia/Flagler Counties
- Senta Goudy, The House Next Door
- Carrie Garnett, One Voice for Volusia, Inc.
- Elaine Dunlap, Stewart-Marchman Center
- Gail Gregory, Mental Health Association
- Lynn Kennedy, Department of Children and Families, FPS
- Lois Moltane, SEDnet/Volusia County Schools
- Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties
- Lori Grant, Success by Six/United Way
- Judy Bassett, Volusia County Health Department
- Kathy Jennings, Volusia County Schools
- Gloria Preston, Department of Children and Families
- Toni Barrett, Stewart Marchman Center
- John Kretzer, CHAIN
- Victoria McGuirk, OUR Children First
- Dixie Morgese, Outreach Community Care Network
- Pat Worsham, Informed Families
- Donna Maas, Head Start
- Raphael Gomez, Volusia County School Readiness Coalition
- Linda Newsome, Devereux Florida
- Janice Cashell, Volusia County Schools
- Laura Kraljen, Intern at Department of Children and Families
- Diane Rogers Miller, Department of Children and Families, FPS
- Susan LeBlanc, Healthy Start Coalition
- Dr. Betty Davis, Council on Aging
- Lawrence Deutsch, Volusia County Schools
- Amy Gottlieb, Conklin Centers for the Blind
- Reid Lewis, Family Matters/Flagler Teen Center

The meeting was called to order at 9:10 a.m. and all present introduced themselves.

Approval of the Minutes: Those present reviewed and approved the minutes from the August 14, 2002 Planning Team meeting.

Chair of the Meeting: Co-Chair Kennedy reported that she and the other Planning Team Co-Chair, Dixie Morgese, decided to alternate the function of chairing Planning Team meetings.

Board of Directors Update: Senta Goudy, President of the Board reported that One Voice for Volusia has received two Drug Free Communities grant that will allow One Voice to continue to develop the One Voice coalition and assist with the implementation of various substance abuse and underage drinking prevention initiatives.

Workgroup Progress Update: Carrie provided those present with a brief update on Workgroup Progress.

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Special Activity: Risk Factor Data Review and Analysis Process

Review of Process and History: Carrie gave an overview of the risk factor data review process and provided information about the framework and history of the project. Carrie also reviewed the scoring methodology for the risk factor process.

Presentation of Data: The Data Workgroup members presented the risk factor data to those present. The team made suggestions for improvements and discussed the data indicators.

Review of Scoring Process and Team Input: Carrie asked that everyone present complete the score sheets and send them back to her no later than October 16, 2002.

Next One Voice for Volusia Meeting: Co-Chair Kennedy reported that the next Planning Team meeting will be December 11, 2002, 9:00 a.m. at United Way. A One Voice for Volusia Presentation and the final priority risk factors will be on the agenda.

Other Business/Announcements: Those present made several announcements.

Adjournment and Critiques: Co-Chair Kennedy adjourned the meeting at 10:15 and asked all members to fill out meeting critiques:

The results to the critiques were:

- 16 responses
- 15 responded that meeting was “productive meeting”

The next meeting could be improved by:

- “good format—don’t change a thing!”

What I liked about the meeting was:

- “Involvement from so many community programs/agencies-great input from different perspectives”
- “respectfulness for each others comments and input”
- “good graphics, timely”
- “terrific process, quite an accomplishment”
- “a variety of information (interesting)”
- “I always enjoy Carrie’s wonderful informative handouts-Thanks!”
- “very informative”
- “the data”
- “inclusive, productive”
- “good group input”
- “Carrie does a great job”
- “very organized—great PowerPoint presentation. Information available to rank and instructions are important tools”

Other Comments:

- “Good job Carrie!”
- “Great progress”
- “my first meeting-learned a lot”
- “very informative-excellent presentation”
- “Good job!”
- “Great”



One Voice for Volusia

Connecting Our Community

Planning Team Meeting Minutes **December 11, 2002, 9:00 to 10:30 a.m.** **United Way**

Present:

- Dixie Morgese, Outreach Community Care Network
- Jean Burroughs, Volusia County Schools
- Ray Salazar, United Way of Volusia/Flagler Counties
- Senta Goudy, The House Next Door
- Carrie Garnett, One Voice for Volusia, Inc.
- Tammy King, One Voice for Volusia, Inc.
- Elaine Dunlap, Stewart-Marchman Center
- Lynn Kennedy, Department of Children and Families, FPS
- John LaPallo, Department of Children and Families
- Lois Moltane, SEDnet/Volusia County Schools
- Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties
- Kathy Jennings, Volusia County Schools
- Toni Barrett, Stewart Marchman Center
- Janice Cashell, Volusia County Schools
- Diane Kifner, Healthy Start Coalition
- Denise Calderwood, Family Matters/Flagler Teen Center
- Leon Bright, Chisholm Community Center
- Annette Engel, Guardian ad Litem
- Anne Epstein, 7th Judicial Circuit Court Administration
- Rev. John Ferro, DUNAMIS Community and Outreach Ministries
- Dr. Linda Lenk, Volusia County Schools
- Jan Montgomery, UCF/Department of Children and Families
- Deb Schlageter, Healthy Communities
- Sandy Rakes, Great Kids Explorer Club

Co-Chair Dixie Morgese called the meeting to order at 9:05 a.m. and all present introduced themselves. Carrie and Tammy passed out a Holiday Quiz.

Approval of the Minutes: Those present reviewed and approved the minutes from the October 9, 2002 meeting.

Board of Directors/Executive Committee Report: Senta Goudy reported that the Executive Committee met in October and discussed strategic planning and conducted Carrie Garnett's first performance evaluation. The evaluation was positive and Carrie was given a pay increase.

Staff Report: Carrie provided a brief update and reviewed the One Voice Guiding Light Newsletter that included information on:

- Dollar Value of volunteer hours
- Technical Assistance offered by One Voice
- Announcement of the Prevent Child Abuse and Neglect Annual Luncheon Date
- Scholarships Available to attend CADCA Leadership Forum in February

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One Voice for Volusia Underage Drinking Project: Tammy King, the new One Voice for Volusia staff member, gave a presentation on the Underage Drinking project that is using environmental strategies to reduce youth access to alcohol.

Final Priority Risk Factors: Carrie provided the group with the final ranking on risk factors. This information, along with the data, will be available soon on the web page.

Lessons Learned in Washington D.C.: Senta provided the group with an update on what was presented at a meeting of the newly funded Drug Free Communities Program recipients. Senta shared the inspiration and message from the meeting: Community change is a long process, but coalitions can make a difference!

Preparing for Strategic Planning: Carrie shared information about the upcoming Strategic Planning sessions in January and February and provided a framework for the process.

Adjournment and Critiques: Co-Chair Kennedy adjourned the meeting at 10:15 and asked all members to fill out meeting critiques:

Strategic Planning Sessions, Date and Time: Dixie asked all present to identify three days in January and February that they are available to participate in Strategic Planning. Based on consensus, the date will be set and everyone will be notified via email and mail.

Adjournment: Members were asked for any updates and announcements and the meeting was adjourned at 10:15 a.m.

The results of the meeting critiques were:

- 16 responses
- 15 responded that meeting was “productive meeting”
- 1 responded that the meeting was “ok, but feel it could be improved”

The next meeting could be improved by:

- “nothing”
- “more facts on what One Voice has done to produce community results”
- “no suggestions, it’s the best organized meeting I attend”

What I liked about the meeting was:

- “very informative—well planned—well run”
- “knowing projects have continued since the inception of One Voice for Volusia”
- “good attendance, good location, great organization”
- “reconnected with mission”
- “organized—has a concrete direction”
- “potential for out county”
- “everything”

Other Comments:

- “glad to be back (A. Epstein)”
- “great job”
- “glad to see more staff support—Tammy will be a great addition”
- “thank Carrie and Tammy—you’re great”

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