



# One Voice for Volusia

*Connecting Our Community*

## **Planning Team Meeting Minutes**

**March 12, 9:00 to 10:30 a.m.**

**Volusia County Health Department**

Present:

- Calvin Martin, Community Based Care of Volusia and Flagler Counties
- 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
- Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties
- Janice Cashell, Volusia County Schools
- Annette Engel, Guardian ad Litem
- John Turan, Healthy Communities
- Ramon Gaines, Big Brothers Big Sisters of Volusia County
- Joe Jaynes, Volusia County Council
- John Kretzer, C.H.A.I.N.
- Debbie Miller, MADD
- Shawn, Salamida, Community Based Care of Volusia and Flagler Counties
- Tim Sylvia, United Way of Volusia/Flagler Counties
- Ken Ali, Council on Aging/Church of God

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

**Review of Strategic Planning Sessions:** Carrie reviewed the strategic planning process with those present and gave an overview of the results.

**Review and Approval of Strategic Plan Objectives:** Co-Chair Lynn Kennedy reviewed action plan and advocacy plan objectives that were generated from the planning sessions. All objectives were approved by those present.

**Volunteers for Advocacy Papers:** Members were asked to review and select which Advocacy Plan objectives they would be willing to take the lead on and to have information prepared to share with the group at the next meeting on April 9, 2003. (See below) Although not indicated on the Advocacy Plan as one of the objectives, Senta Goudy suggested that "Underage Drinking" needed to be added. Debbie Miller suggested that a section indicating desired/measurable outcome should be included on form. Other members stated it would be helpful to include existing, on going and completed projects to document.

**CPR for Families: Community Driven, Prevention Oriented, Research Based**

Objective	Who's Responsible	Completion Date
Support the development of additional program capacity for: youth activities provided by churches, fatherhood programs, school-based tutoring programs, violence prevention curriculum programs and dropout centers.	Facilitator: Joe Sullivan Ken Ali, Carrie Garnett	April 9 <sup>th</sup> Planning Team Meeting
Advocate for the development of a local 211 system ( <i>Citizens would dial "211" for all human service information and referral</i> )	Facilitator: Tim Sylvia Ray Salazar, Joe Jaynes	April 9 <sup>th</sup> Planning Team Meeting
Advocate for the establishment court-systems that are family-centered (like family drug court)	Facilitator: Annette Engel	April 9 <sup>th</sup> Planning Team Meeting
Advocate for an improved system of mass transit.	Facilitator: Senta Goudy	April 9 <sup>th</sup> Planning Team Meeting
Advocate for increases the available of affordable quality child care.	Facilitator: (TBA) Lori Grant	April 9 <sup>th</sup> Planning Team Meeting
Advocate for an integrated system of treatment for individuals with co-occurring disorders. ( <i>Mental Health and Substance Abuse</i> )	Facilitator: (TBA) Carolyn Wood?, Toni Barrett?, Deb Schlageter?	April 9 <sup>th</sup> Planning Team Meeting
Advocate for improvements in the system/laws that deal with runaways.	Facilitator: Shawn Salamida	April 9 <sup>th</sup> Planning Team Meeting
Advocate for reductions in underage drinking and youth access to alcohol	Facilitator: Tammy King Debbie Miller, Elaine Dunlap, Carrie Garnett	April 9 <sup>th</sup> Planning Team Meeting

**Volunteers for Action Plan:** Lynn Kennedy asked those present to sign up for the action plan objectives that they are most interested in. Those who sign up will be asked to take an active role in the selected objectives. Debbie Miller suggested that a section indicating desired/measurable outcome should be included on form. Other members stated it would be helpful to include existing, on going and completed projects to document.

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

- Member of the month (Tim Sylvia)
- Release of Risk factor Data Report
- Prevention Science Lab (House Next Door, Stewart Marchman Center)
- Coalition mini-grant

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- Underage Drinking Facts
- Upcoming Events Calendar/National Observances
- Ideas for Volunteer Recognition

**Adjournment and Critiques:** Co-Chair Kennedy asked for any updates and announcements and asked all members to fill out meeting critiques. The meeting was adjourned at 10:20 a.m.

**Next Planning Team Meeting Date and Time:** April 9, 2003, Volusia County Health Department, 9:00 a.m. to 10:30 a.m.

**The results of the meeting critiques were:**

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

**The next meeting could be improved by:**

- “breaking out into small groups related to Advocacy Paper topic”
- “distributing the agenda to members ahead of time”
- “more members in attendance”

- **What I liked about the meeting was:**

- “the room, light, etc.”
- “good sharing”
- “great location”
- “as usual, the format, handouts, and visuals are excellent”
- “Guiding Light is very helpful. Keep it up”
- “staying on track”
- “big power point, clearly outlined objectives/strategies, great signage to meeting room, U shaped room arrangement”
- “open discussion with structure”

**Other Comments:**

- “great job Carrie on the plans and meeting”
- “nice job Lynn in facilitating”
- “sorry I missed most”
- “Very important issues were addressed during meeting”
- “I enjoyed my first meeting at One Voice”



# One Voice for Volusia

*Connecting Our Community*

## **Planning Team Meeting Minutes** **April 9, 9:00 to 10:30 a.m.** **Volusia County Health Department**

Present:

Lori Grant, 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  
Joe Sullivan, Boys and Girls Club of Volusia and Flagler Counties  
Janice Cashell, Volusia County Schools  
Annette Engel, Guardian ad Litem  
John Turan, Healthy Communities  
Leslie Brailsford, Health Communities  
Ramon Gaines, Big Brothers Big Sisters of Volusia County  
Debbie Miller, MADD  
Shawn, Salamida, Community Based Care of Volusia and Flagler Counties  
Toni Barrett, Stewart Marchman Center  
Jean Burroughs, Volusia County Schools  
Anne Epstein, Court Administration  
Rev. John Ferro, Dunamis Community and Outreach Ministries  
Jessica Kauffman, Volusia County Health Department  
Diana LaPorta, Family Life Center  
Gloria Luther, Volusia County Health Department/SWAT  
Lois Moltane, Volusia County Schools  
Loriann Morris, Daytona Beach Police Department  
Betty Davis, Council on Aging  
Bill Holland, Department of Juvenile Justice  
Ann Boris, Act Corporation

The meeting was called to order at 9:05 a.m. by Co-Chair Dixie Morgese and all present introduced themselves. Co-Chair Morgese share information about the new agenda format and the resource table with those present.

### **WORK**

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#### **Review and Approval of Advocacy Papers:**

- Senta Goudy presented her Advocacy Paper on “Mass Transit.” The Advocacy Paper was approved by the group.
- Carrie Garnett provided an overview of Tim Sylvia’s Advocacy Paper on “2-1-1 System” Carrie will ask Tim to condense and bullet his paper, the group approved the document with suggested changes.

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- Shawn Salamida presented his Advocacy Paper on “Runaway Laws/Systems” and explained to the group that more information is needed. Shawn will continue to work on the paper.
- Tammy King presented her Advocacy Paper on Underage Drinking. The group approved the paper. Carrie pointed out that many of the strategies on the advocacy paper will be implemented because of one of the grants One Voice has received.
- Joe Sullivan presented his Advocacy paper on Program Capacity. The group approved the paper.

The team discussed the remaining two advocacy papers that needed to be completed. Lori Grant and Jean Burroughs volunteered to complete an Advocacy Paper on affordable quality child care and Toni Barrett and Dixie Morgese volunteered to complete the paper on Co-occurring disorders. These papers, along with Annette Engel’s paper on Family Centered Court, will be presented at the next meeting.

**Action Plan:**

The group discussed the plan for the May 9<sup>th</sup> and June 11<sup>th</sup> meetings to work on the action plans. The Planning Team will break into small ad-hoc committees to work on the action plan during the next two meetings. A sign up sheet was passed around and team members signed up for each objective.

**RECOGNIZE**

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Above and Beyond Awards were presented to: Annette Engel, Shawn Salamida, Senta Goudy, Joe Sullivan, and Tim Sylvia for their extra effort on the Advocacy Papers.

**LEARN**

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Carrie Garnett gave a mini-training on the 2002 Florida Youth Substance Abuse Survey Results for Volusia County.

**PLAN**

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Team members had the opportunity to make suggestions for the next meeting agenda. Items added to the agenda next time will include:

- HIPAA training
- Legislative Update information from everyone to be placed on the Resource Table

For future meetings:

- Training on Co-Occurring Disorders

**OTHER**

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Carrie reviewed several “housekeeping items” including the new Community Connector email service, the newsletter and the membership mapping chart.

**Adjournment and Critiques:** Co-Chair Morgese asked for any updates and announcements and asked all members to fill out meeting critiques. The meeting was adjourned at 10:15 a.m.

**Next Planning Team Meeting Date and Time:** May 12, 2003, Volusia County Health Department, 9:00 a.m. to 10:30 a.m.

### **The results of the meeting critiques were:**

- 22 responses
- 19 responded that meeting was “productive meeting”
- 3 responded that the meeting was “ok, but feel it could be improved”

### **The next meeting could be improved by:**

- “name tags for everyone w/agency name and role”
- “a bigger U so everyone can be at the table”
- “no improvement needed”
- “if chairs are not attending, take off agenda or have someone else give report”
- “focus on short range measurable goals”
- “less flurry, concentrate on quality rather than quantity”

### **What I liked about the meeting was:**

- “very informative”
- “informative”
- “good format keeps things moving”
- “good progress on the agenda and in moving the plan toward implementation”
- “room is nice good location”
- “organized, information distributed, comfortable, stayed on tasks, refreshments”
- “focus”
- “everyone was knowledgeable about the topics, especially one voice staff”
- “the location”
- “good info, sharing”
- “exchange of info”
- “the location, well organized, followed the agenda closely”
- “followed the agenda”
- “information available”
- “outlined agenda/stayed on task”
- “the information was clear and concise. The information given by members was very valuable”
- “PowerPoint, outline for agency with time frame”

### **Other Comments:**

- “Great job Carrie”
- “I leave each meeting asking what was accomplished”
- “good leadership among the group”
- “well organized and well lead meeting”
- “we need kids involved”

The logo features a stylized vertical line with a dot at the top, resembling a candle or a voice, positioned to the left of the text. The text "One Voice for Volusia" is in a large, serif font, and "Connecting Our Community" is in a smaller, italicized serif font below it.

# One Voice for Volusia

*Connecting Our Community*

## **Planning Team Meeting Minutes**

**May 14, 9:00 a.m. to 10:30 a.m.**

**Salvation Army**

Present:

- 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
- Janice Cashell, Volusia County Schools
- Annette Engel, Guardian ad Litem
- Ramon Gaines, Big Brothers Big Sisters of Volusia County
- Debbie Miller, MADD
- Toni Barrett, Stewart Marchman Center
- Bill Holland, Department of Juvenile Justice
- Jessica Kauffman, Volusia County Health Department
- Bobby Lambert, West Volusia P.A.L.
- Diana Christen, Family Life Center-Homeless Coalition Volusia/Flagler
- Gloria Luther, Tobacco-Free Partnership of Volusia County
- Lois Moltane, SEDNet
- Nita Schmellick, P3 Community Foundation, Inc.
- Barbara Stevens, PACE Center for Girls
- Joe Sullivan, Boys & Girls Clubs of Volusia and Flagler Counties
- John Clayton, Council on Aging
- Dennis Pullen, Lake Helen Police Department Teen Program
- Chief Keith Chester, Lake Helen Police Department Teen Program
- Leslie Brailsford, Healthy Communities

The meeting was called to order at 9:05 a.m. by Executive Director Carrie Garnett and all present introduced themselves.

### **Recognize**

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Above and Beyond Award was given to Elaine Dunlap for her Letter to the Editor regarding "Teen Alcohol Abuse". Way to go Elaine!

### **Work**

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**Review and Approval of Advocacy Paper:** Annette Engel presented her Advocacy Paper on the "Establishment of Court Systems that are Family Centered." The group approved the paper with some suggested changes. This topic was moved to the Positive Parent Campaign committee for further work.

**Action Plan/Tasks for Today:** The planning team members present broke into smaller ad-hoc committees to develop action plans for the eight strategic objectives developed during the strategic planning sessions in January and February.

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## Learn

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George Rousis, Compliance Officer at Halifax-Fish Community Health, presented an overview of the Health Insurance Portability Accountability Act (HIPAA).

**Adjournment and Critiques:** President Senta Goudy asked for any updates and announcements and asked all members to fill out meeting critiques. The meeting was adjourned at 11:00 a.m.

**Next Planning Team Meeting Date and Time:** June 11, 2003, Volusia County Health Department, 9:00 a.m. to 10:30 a.m.

### The results of the meeting critiques were:

- 10 responses
- 5 responded that meeting was “productive”.
- 4 responded that the meeting was “Okay”, but feel it could be improved”.
- 1 no response

### The next meeting could be improved by:

- “Having back at the Health Department”
- “Since we have new faces every time, it might be good to review history of the tasks we are trying to accomplish.”
- “Facility- Have participants tell what they do as it relates to OVFV key objectives.”
- “More consistency of individuals coming to meeting.”
- “Reports from committee’s back to whole group.”

### What I liked about the meeting was:

- “Good info and planning.”
- “HIPPA overview and the small group activity.”
- “Getting re-involved with the network agencies.”
- “Location; facility.”
- “Different people than usual.”
- “Small group were good.”

### Other Comments:

- “I like the idea of work groups at planning meetings, but I think committee meeting separately and then reporting back to the group (team) may work better.”
- “It is frustrating that members walk of in the middle of a speaker’s presentation—when they know to block their calendar for OVFV and allow for travel time, etc, to next meeting, lunch, etc.”
- “Group work dwindled off.”



# One Voice for Volusia

*Connecting Our Community*

## **Planning Team Meeting Minutes**

**June 11, 2003, 9:00 a.m.**

**Volusia County Health Department**

Present:

Toni Barrett, Stewart Marchman Center  
Janice Cashell, Volusia County Schools  
Betty Davis, Council on Aging  
Annette Engel, Guardian ad Litem  
Senta Goudy, The House Next Door  
Lori Grant, United Way of Volusia-Flagler County  
Bill Holland, Department of Juvenile Justice  
Melanie Jordan, United Way of Volusia-Flagler County  
Jessica Kauffman, Volusia County Health Department  
Lynn Kennedy, Department of Children and Families  
Gloria Luther, Volusia County Health Department  
Janet Lyons, Daytona Beach Community College  
Calvin Martin, Community Based Care of Volusia and Flagler Counties  
Victoria McGuirk, "OUR" Children First  
Debbie Miller, MADD, Volusia County Chapter  
Lois Moltane, SEDNet  
Loriann Morris, Daytona Beach Police Department  
Gloria Preston, Department of Children and Families  
Sandy Rakes, Great Kids Explorer Club  
Luis Ramos, Daytona Beach Community College  
Deb Schlageter, Healthy Communities  
Nita Schmellick, P3 Community Foundation, Inc.  
Rachel Smith, Community Based Care of Volusia and Flagler Counties  
Barbara Stevens, PACE Center for Girls  
Joe Sullivan, Boys & Girls Clubs of Volusia and Flagler Counties  
Sharon Warriner, Workforce Development Board  
Barbara Wolfson, VSA Arts of Flagler/Volusia Counties  
Carolyn Wood, Act Corporation  
Rosalind Workman, PACE Center for Girls  
Carrie Garnett, One Voice for Volusia, Inc.  
Tammy King, One Voice for Volusia, Inc

The meeting was called to order at 9:00 a.m. by Co-Chair Lynn Kennedy and all present introduced themselves.

### **Recognize**

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Above and Beyond Award was given to Greg Milliken, Stewart Marchman Center, for his assistance in facilitating two focus groups for the One Voice Deltona Project. THANKS Greg!

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## Other

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Executive Director Carrie Garnett explained the One Voice for Volusia 2002-2003 Member Survey. All present were asked to complete and give an honest assessment of One Voice.

## Work

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**Review and Approval of Advocacy Paper:** Toni Barrett presented her advocacy paper on Co-Occurring Disorders. President Senta Goudy made a motion to send a copy of the advocacy paper to the Volusia Health Alliance, Mental Health Alliance and Community Alliance. The Group approved the paper with suggested changes.

Lori Grant presented her advocacy paper on Affordable Quality Child Care. The group approved the paper.

**Action Plan: Tasks for Today:** The planning team members broke into their respective ad-hoc committees and finalized the actions steps for their objective and set tentative completion dates for each. A representative from each committee reported back their action steps to the group.

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**Adjournment, Critiques and Membership Survey :** Lynn Kennedy asked for any updates and announcements and reminded all members to fill out meeting critiques and membership surveys. The meeting was adjourned at 10:45 a.m.

**Next Planning Team Meeting Date and Time:** August 13, 2003, United Way, 9:00 a.m. to 10:30 a.m.

**The results of the meeting critiques were:**

- 19 responses
- 16 responded that meeting was “productive”.
- 2 responded that the meeting was “Okay”, but feel it could be improved”.

**The next meeting could be improved by:**

- “More action”
- “Better seating arrangements—too hard to hear, see”
- “5 minute warning to wrap-up”

**What I liked about the meeting was:**

- “Reports back from sub-committees”
- “How everyone within the community came together, regardless of their agency.”
- “Begin movement”
- “Location and facility”
- “The multi-agency representation”
- “Small groups—progress in expanding partnership group—identified project to focus and expand to benefit many community agencies target groups”
- “Well organized--on track”
- “The communication and how things were presented”
- “The handouts are always great and Carrie is always organized!”
- “Networking”
- “Good space for small group meetings”

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- “Very organized”
- “Reporting back what committees accomplished. I really like the facility---good lighting, good big screen.”
- “U” arrangement--sharing of action plans”
- “Productivity!! Keeping it short, simple, and informative”
- “Carrie goes to each table to clarify info—keeping us on task—snacks are good—great room, enforcing the time”

**Other Comments:**

- “I’m unsure of the goal One Voice is seeking to accomplish. Therefore, I feel I am unable to judge the productivity of the meeting.”
- “Productive! Great idea for Lynn to ask members to commit to staying until each group reported! Thanks for the refreshments.”
- “Good meeting”
- “End on time—I hate to leave early but we have other commitments.”
- “Keep up the good work.”
- “Thanks for coffee and breakfast. It is so nice to know that coffee will be here for morning meetings.”



# One Voice for Volusia

*Connecting Our Community*

## **Planning Team Meeting Minutes**

**August 13, 2003, 9:00 a.m.**  
**United Way**

Present:

- Janice Cashell, Volusia County Schools
- Senta Goudy, The House Next Door
- Lark Sheilds, United Way of Volusia-Flagler County
- Bill Holland, Department of Juvenile Justice
- Amanda Newton, United Way of Volusia-Flagler County
- Lynn Kennedy, Promoting Safe and Stable Families at The House Next Door
- Gloria Luther, Volusia County Health Department
- Janet Lyons, Daytona Beach Community College
- Shawn Salamida, Community Based Care of Volusia and Flagler Counties
- Nita Schmellick, P3 Community Foundation, Inc./The House Next Door
- Barbara Stevens, PACE Center for Girls
- Joe Sullivan, Boys & Girls Clubs of Volusia and Flagler Counties
- Sharon Warriner, Workforce Development Board
- Carolyn Wood, Act Corporation
- Carrie Garnett, One Voice for Volusia, Inc.
- Rev. John Ferro, Dunamis Community & Outreach Ministries
- Pete Keirstead, A Family Focus
- John Kretzer, CHAIN
- Bobby Lambert, Volusia County Sheriff's Office/West Volusia PAL
- Jan Montgomery, U of F, Dept. of Children and Families
- Ray Salazar, United Way of Volusia-Flagler Counties
- Gary Wandelt, South Daytona Police Department/MADD

The meeting was called to order at 9:05 a.m. by Co-Chair Lynn Kennedy and all present introduced themselves.

Co-Chair Kennedy reviewed the agenda and the meeting objectives with the team and asked for a timekeeper. The group approved the agenda and objectives and Pete Keirstead volunteered to be the timekeeper.

### **Recognize**

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Senta Goudy reviewed the 2002-2003 Annual Report with the team and thanked everyone for working hard during the long strategic planning process. Several members made suggestions for the final annual report.

### **Work**

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Lynn Kennedy provided a brief overview of the 03-04 Strategic Plan. The team approved the plan for implementation.

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Carrie Garnett led the group through several tasks that needed to be completed to move forward on the approved strategic plan:

**Connecting Initiatives & Coalitions:** The team reviewed a draft list of coalitions in the community and submitted additions and changes. The members that worked on this objective during strategic planning will serve as an ad-hoc committee to work on this objective.

**Technical Support for Neighborhoods:** Team members were asked to sign up to serve on a team that will provide technical assistance to grassroots and neighborhood groups. The team discussed recruitment techniques that will be used to attract neighborhood groups. There was also a discussion on the use of the term “mentor” and the group decided that “technical assistance” was a better term to use. Pete Keirstead, John Kretzer, Nit Schmellick, Jan Montgomery, John Ferro, Barbara Stevens and Gloria Luther signed up to serve on the team.

**Engaging Youth:** Team members were asked to sign up if they were interested in participating in the listening sessions. Nita Schmellick, Joe Sullivan, and Barbara Stevens signed up to be on the committee and several other members signed up to participate in the listening sessions.

**Positive Parenting:** Team members were asked to sign up and join the Prevent Child Abuse Committee (the committee that will lead the “Grow Up With Me!” Campaign. Joe Sullivan, Jan Montgomery, and Barbara Stevens signed up.

**Member Directory:** Lynn Kennedy ask members to fill out a form if they are interested in being listed on the web-based membership directory. Members can also submit their information on-line.

**Election of Planning Team Co-Chairs:** Senta Goudy asked the group to nominate new Co-Chairs for the Planning Team. Planning Team Co-Chairs also serve on the Executive Committee that guides the corporate direction of One Voice for Volusia. Lynn Kennedy and Joe Sullivan were asked to serve and the team unanimously approved the nominations.

## **Plan**

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Lynn asked members if their were items to be added to the Planning Team agenda. Senta Goudy asked that a discussion of a collaboration with the Volusia County Juvenile Justice Council could be added to September's agenda. Senta Goudy and Carolyn Wood also shared information about a Children's Mental Health grant that is available and is being explored by a group of professionals in that field. The group may ask that One Voice be the fiscal agent for the grant. The team had an extensive discussion or this project. Those present agreed that the concept should be explored—an update will be on next meeting's agenda.

## **Share**

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Members share announcements and updates with the group.

**Adjournment and Meeting Critiques:** Lynn Kennedy asked all members to complete a meeting critique and the meeting was adjourned at 10:30 a.m.

**Next Planning Team Meeting Date and Time:** September 10, 2003, United Way, 9:00 a.m. to 10:30 a.m.

**The results of the meeting critiques were:**

- 17 responses
- 15 responded that meeting was “productive”.
- 2 responded that the meeting was “Okay”, but feel it could be improved”.

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**The next meeting could be improved by:**

- “limiting announcement time”
- “slowing down”
- “if a project is going to be brought forward for action, it needs to be on the agenda”
- “clearer directions”

**What I liked about the meeting was:**

- “very organized”
- “the SAHMSA grant possibility”
- “flow of information was free and clear-helpful information. Liked that it was to-the-point”
- “staying on task, being concise”
- “very organized”
- “candy! Thank you!”
- “was done in timely matter”
- “it’s organizational level”
- “handouts, visuals”
- “OVV has built a lot of connections and has more good projects lined up for the future”
- “setting, use of power point projector”

**Other Comments:**

- “well run meeting-very efficiently run”
- “no more candy in the morning! We should be an example by providing health snacks”
- “great about the potential grant app.”
- “save candy for the kids”
- “great job Carrie”

# One Voice for Volusia

*Connecting Our Community*

## Planning Team Meeting Minutes

September 10, 2003  
United Way

Start: 9:00 a.m.
End: 10:35 a.m.
Volunteers: 23
Volunteer Hours: 36

**Present:**

Name	Agency
Barrett, Toni	Stewart Marchman Center
Bauer, Marcia	Catholic Charities
Bledsoe, Maria	One Voice for Volusia
Burroughs, Jean	Volusia County Schools
Cardillo, Dee	Eckerd Re-Entry Program
Christen, Diana	Family Life Center
Cashell, Janice	Volusia County Schools, BRIDGES
Davis, Betty	Council on Aging
Dunlap, Elaine	East Central FL. Regional Prevention Center at Stewart Marchman
Engel, Annette	Guardian ad Litem
Ferro, Rev. John	DUNAMIS Community and Outreach Ministries
Garnett, Carrie	One Voice for Volusia
Goudy, Senta	The House Next Door
Hockenberry, Terry	The House Next Door
Holland, Bill	Department of Juvenile Justice
Kennedy, Lynn	Promoting Safe and Stable Families at The House Next Door
Luther, Gloria	Volusia County Health Department
Morris, Loriann	Daytona Beach Police Department
Preston, Gloria	Department of Children and Families
Salamida, Shawn	Community Based Care of Volusia and Flagler Counties
Salazar, Ray	United Way of Volusia and Flagler Counties
Stevens, Barbara	PACE Center for Girls
Sullivan, Joe	Boys and Girls Clubs of Volusia and Flagler Counties
Turan, John	Health Communities
Worsham, Pat	Informed Families

The meeting was called to order at 9:00 a.m. by Co-Chair Lynn Kennedy and all present introduced themselves.

Co-Chair Kennedy reviewed the agenda and the meeting objectives with the team and asked for a timekeeper. The group approved the agenda and objectives and Gloria Preston volunteered to be the timekeeper.

Co-Chair Kennedy asked those present to review the minutes. The minutes were unanimously approved as presented.

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## WORK

**Connecting Initiatives & Coalitions:** Dr. Betty Davis provided a report on the ad-com committee meeting that was held on September 4<sup>th</sup>. The committee finalized a list of coalitions, a criteria for coalitions and a survey that will be used to collect information for the final product: a coalition inventory. Survey forms were created for each coalition on the list and Planning Team members volunteered to take those surveys and ensure that they were completed by an appropriate member of each group and returned to One Voice by October 1. The information will be collated into an inventory in October.

**Technical Support for Neighborhoods:** Lynn Kennedy updated the Planning Team on the progress that One Voice is making on this objective. A special event on October 4<sup>th</sup> entitled NEIGHBORHOOD SOLUTIONS is being co-sponsored by One Voice. This event will serve as an introduction to the technical assistance that One Voice would like to provide to grassroots, neighborhood and faith-based organizations. Members interested in serving on the Technical Assistance Team were asked to sign up.

**Engaging Youth:** Maria Bledsoe reported on the development of the youth listening session process. Local universities have been contacted to provide guidance in the development of the process and an intern is being sought to assist with the project. Members interested in serving on the committee designing the process were asked to sign up and participate in the first meeting scheduled for October 8<sup>th</sup> at 10:30 a.m. at United Way (immediately following the Planning Team meeting).

**Positive Parenting:** Senta Goudy, chair of the Positive Parenting (Prevent Child Abuse) Committee, reported on the committee's progress and showed examples of the marketing materials that were created for the Grow Up With Me! Campaign. Members interested in serving on the committee were asked to sign up. Betty Davis, Ray Salazar, and Annette Engel volunteered to assist Carrie Garnett and Senta Goudy in developing a corporate sponsorship plan for the Grow Up With Me! Campaign.

**Review draft Memorandum of Understanding (MOU) with Volusia County Juvenile Justice Council:** Joe Sullivan presented a draft MOU that was created to outline the combining of the meetings of One Voice and the Volusia County Juvenile Justice Council. This proposal is closely aligned with the "Connecting Initiatives and Coalitions" Strategic Objective. Those present reviewed and discussed the draft and approved the proposal. The MOU was approved by the Juvenile Justice Council on September 5<sup>th</sup>. The final MOU will be signed by both parties and will go into effect in October 2003.

**Update on Children's Mental Health Grant:** Senta Goudy reported that the One Voice Executive Committee voted to move ahead with One Voice as the fiscal agent for the Children's Mental Health Grant that was discussed at the last planning team meeting. Toni Barrett provided information about another group that is working on a project that could conflict with the Children's Mental Health Grant, if awarded. A small committee is working on the application and an update will be provided at a future One Voice meeting.

**Red Ribbon Week Material:** Carrie Garnett shared the Red Ribbon Week Planning Committee's designs and plan for Red Ribbon Week 2003 (October 23-October 31). Those present were asked to sign up for materials that they would like to distribute and volunteer to take Red Ribbon material to various public locations.

## PLAN

Co-Chair Sullivan asked members for agenda items for the October meeting. A small committee will be meeting before each Planning Team meeting to develop the agenda. Any members with items to add to the agenda can email them to Carrie Garnett prior to the meeting.

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## SHARE

Members shared announcements and updates with the group.

## OTHER

**Adjournment and Meeting Critiques:** Co-Chair Sullivan asked all members to complete a meeting critique and the meeting was adjourned at 10:35 a.m.

**Next Planning Team Meeting Date and Time:** October 8, United Way, 9:00 a.m. to 10:30 a.m.

**The results of the meeting critiques were:**

- 18 responses
- 18 responded that meeting was “productive”.

**The next meeting could be improved by:**

- “sharing limited to one announcement”
- “already excellent”
- “hot food”
- “time limit should leave more time for announcements”

**What I liked about the meeting was:**

- “strategic objectives report out”
- “well structured”
- “snacks, opportunity to network”
- “informative-nice to hear about other agencies”
- “stay on agenda time frames”
- “time for member input”
- “many diverse topics covered, good participation, good handouts”
- “many good things going on in the community”
- “lots of info and evidence or progress”
- “visuals-great –things moved right along”
- “location; building”
- “excellent agenda and status reporting with action steps”
- “movement towards goals”
- “MOU approved—chair should have allowed DJJ staff to address objection”

**Other Comments:**

- “always good”
- “sorry I was late”
- “you always do a great job. Great to see Maria joined your team!”
- “enjoyed the sharing table”
- “One Voice needs to keep the dots connected”
- “thanks!”

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# One Voice for Volusia

*Connecting Our Community*

## Planning Team Meeting Minutes

October 10, 2003, 9:00 a.m. to 10:30 a.m.  
United Way

Start: 9:05 a.m.
End: 10:30 a.m.
Volunteers: 24
Volunteer Hours: 34

**Present:**

Name	Agency
Barrett, Toni	Stewart Marchman Center
Bauer, Marcia	Catholic Charities
Bledsoe, Maria	One Voice for Volusia
Burroughs, Jean	Volusia County Schools
Clayton, John	Council on Aging
Dunlap, Elaine	East Central FL. Regional Prevention Center at Stewart Marchman
Engel, Annette	Guardian ad Litem
Garnett, Carrie	One Voice for Volusia
Goudy, Senta	The House Next Door
Grant, Lori	United Way of Volusia and Flagler Counties
Holland, Bill	Department of Juvenile Justice
Jaynes, Joe	Volusia County Council
Kennedy, Lynn	Promoting Safe and Stable Families at The House Next Door
Kretzer, John	CHAIN
Lambert, Bobby	Volusia County Sheriff's Office
Lenk, Dr. Linda	Volusia County Schools
Luther, Gloria	Volusia County Health Department
Miller, Debbie	One Voice for Volusia
Morris, Loriann	Daytona Beach Police Department
Shields, Lark	United Way of Volusia and Flagler Counties
Southerland, Brian	Act Corporation
Stetzko, Donna	The House Next Door
Sullivan, Joe	Boys and Girls Clubs of Volusia and Flagler Counties
Thomas, Shannon	Act Corporation
Wandelt, Gary	South Daytona Beach Police Department, MADD
Wolfson, Barbara	Very Special Arts Volusia
Woods, Pam	Volusia County Schools

The meeting was called to order at 9:05 a.m. by Co-Chair Joe Sullivan and all present introduced themselves.

Co-Chair Sullivan reviewed the agenda and the meeting objectives with the team and asked for a timekeeper. The group approved the agenda and objectives and John Kretzer volunteered to be the timekeeper.

Co-Chair Sullivan asked those present to review the September One Voice for Volusia minutes. The minutes were unanimously approved as presented. The Juvenile Justice Council minutes were not available for review and will be reviewed and approved at the next meeting.

## WORK

**Connecting Initiatives & Coalitions:** Carrie Garnett provided a brief update on the progress of the Connection Coalitions committee. 24 coalition surveys have been submitted so far and 17 are still out. The surveys are being entered into a database as they are coming in and the information will be compiled and presented to the committee for review.

**Technical Support for Neighborhoods:** Lynn Kennedy provide an update on a recent event sponsored by the Volusia County Sheriff's Office, One Voice for Volusia and the Communities in Action Coalition. The event was titled: Neighborhood Solutions: Safe, Clean and Drug-Free. Participants heard neighborhood success stories from one local and one Orlando community. The event was attended by over 25 individuals and 9 neighborhood groups received mini-grants funded by One Voice for Volusia and the Volusia County Sheriff's Office. Co-Chair Kennedy also reported that the Technical Assistance Team was meeting directly following the Planning Team meeting and members were encouraged to join the team.

**Engaging Youth:** Maria Bledsoe provided a brief update on the progress of the Engaging Youth Objective. It was also reported that the committee that was formed to design the focus group process was meeting directly after the Planning Team meeting—members were encouraged to participate.

**Positive Parenting:** Senta Goudy reported on the current activities of the Positive Parenting Committee. Ms. Goudy called attention to the CAPS kids (Child Abuse Prevention Silhouettes) that are in the front lobby of United Way. The silhouettes will be traveling around Volusia and Flagler County with information cards about preventing child abuse in an effort to raise awareness about the problem. The committee is also working on developing a corporate sponsorship packet to support the Grow Up With Me! Campaign.

**Expanding Partnerships:** Carrie Garnett reported that One Voice is working on a partnership with local law enforcement for some of the upcoming underage drinking reduction strategies.

**Red Ribbon Week Materials Distribution:** Carrie Garnett asked the members present to pick up the red ribbon week materials that they committed to distributing and pick up enough supplies for their own staff and clients.

**Juvenile Justice Council Items/Report from the Department:** Senta Goudy, chair of the Volusia County Juvenile Justice Council, reminded those present that the meeting was the first jointly-held meeting between the Juvenile Justice Council and One Voice. Bill Holland provided a comprehensive update on new DJJ programs and the current status of all DJJ Branches.

## LEARN

Senta Goudy provided a Media 101 Training for those present and shared the newly developed Media Action Kit that was passed out.

## PLAN

Co-Chair Kennedy asked members for agenda items for the October meeting. Any members with items to add to the agenda can email them to Carrie Garnett prior to the meeting.

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Suggestions for the next agenda:

- Some youth involvement at the next meeting (Toni Barrett volunteered to assist.)
- A presentation on the underage drinking project
- An update on Healthy Volusia

Carrie asked those present to approve a proposed 2004 meeting schedule (second Wednesday of every month except July at 9:00 at United Way.) The group approved the schedule.

## SHARE

Co-Chair Kennedy Members shared announcements and updates with the group and encouraged the members to utilize the "Network Zone" at upcoming meetings.

## OTHER

**Adjournment and Meeting Critiques:** Co-Chair Kennedy asked all members to complete a meeting critique and the meeting was adjourned at 10:30 a.m.

**Next Planning Team Meeting Date and Time:** November 12, United Way, 9:00 a.m. to 10:30 a.m.

**The results of the meeting critiques were:**

- 15 responses
- 14 responded that meeting was "productive".
- 1 responded that the meeting was "ok, but feel it could be improved"

**The next meeting could be improved by:**

- "pass out business cards and talk more to people"
- "agenda timing adjustment"
- "allowing more time from JJ Council Presentation, Don't minimize the valuable input of DJJ and the programs made available through DJJ"
- "more realistic time lines"
- "agenda a report from Juv. Justice staff, with an outline of report from DJJ staff"
- "more people using the Network Zone"
- "starting on time attendees will get used to being on time if they need to!"
- "more time for DJJ information-w/handouts"
- "more time from JJ Council and CBC participation"
- 

**What I liked about the meeting was:**

- "Senta did a good job with a tight/matter of fact presentation on managing PR/Media"
- "Good information sharing"
- "networking"
- "very informative"
- "media presentation"
- "good knowledge sharing and news on the work of One Voice"
- "media advocacy 1010 presentation; announcements by group"
- "media 101 was valuable presentation"

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- “keep on time, very good info”
- “good meeting!”
- “great time keeping on target, good pace”
- “learning session excellent”
- “media presentation/JJ update”

**Other Comments:**

- “good job, as always!”
- “great room set up, great participation addressing significant issues”
- “lack of DJJ secretary at mtg./need to work on blending business of these groups”



# One Voice for Volusia

*Connecting Our Community*

## Planning Team Meeting Minutes

November 12, 2003, 9:00 a.m. to 10:30 a.m.  
United Way

Start: 9:05 a.m.
End: 10:45 a.m.
Volunteers: 18
Volunteer Hours: 30

**Present:**

Name	Agency
Barrett, Toni	Stewart Marchman Center
Bledsoe, Maria	One Voice for Volusia
Cardillo, Dee	Eckerd Re-Entry
Cashell, Janice	Volusia County Schools/BRIDGES
Davis, Betty	Council on Aging
Dunlap, Elaine	East Central FL. Regional Prevention Center at Stewart Marchman
Ferro, John	Dunamis Community and Outreach Ministries
Garnett, Carrie	One Voice for Volusia
Goudy, Senta	The House Next Door
Holland, Bill	Department of Juvenile Justice
Odgers, Karen	Stewart Marchman Center
Kretzer, John	CHAIN
Luther, Gloria	Volusia County Health Department
Miller, Debbie	One Voice for Volusia
Ramos, Luis	Daytona Beach Community College
Southerland, Brian	Act Corporation
Stevens, Barbara	PACE Center for Girls
Sullivan, Joe	Boys and Girls Clubs of Volusia and Flagler Counties
Wandelt, Gary	South Daytona Beach Police Department, MADD
Alexa & Billy	Two Youth Guests from Stewart Marchman Center

The meeting was called to order at 9:05 a.m. by Co-Chair Joe Sullivan and all present introduced themselves.

Co-Chair Sullivan reviewed the agenda and the meeting objectives with the team and asked for a timekeeper. The group approved the agenda and objectives and John Kretzer volunteered to be the timekeeper.

Co-Chair Sullivan asked those present to review the October Joint minutes and the September Juvenile Justice Council minutes. The minutes were unanimously approved as presented.

## **SPECIAL AGENDA ITEM: YOUTH PARTICIPATION**

Two youth from Stewart Marchman's Residential Adolescent Program (RAP) attended the Planning Team meeting and shared their experiences and ideas with the members present. The youth talked about how their idle time, lack of positive activities in the county and negative peer groups influenced their drug use. Members asked the teens questions and thanked them for sharing.

## **WORK**

**Membership Development/Expansion:** Carrie Garnett asked each member present to identify the sector that they represent and the sector they feel needs to be represented better at One Voice on a chart that was passed around. The final chart will be used for a targeted membership drive beginning in January 2004.

**Connecting Initiatives & Coalitions:** Carrie Garnett reported that the Connecting Coalitions/Initiatives Ad-Hoc committee is meeting on November 13 to continue their work on the coalition inventory.

**Technical Support for Neighborhoods:** Debbie Miller reported that the Technical Assistance Team is now being called Project T.A.N.G.O. (Technical Assistance for Neighborhood and Grassroots Organizations). The committee is on track with the strategic plan timeline and is meeting directly after the One Voice Planning Team meeting.

**Engaging Youth:** Maria Bledsoe reported that the Engaging Youth committee is meeting directly after the Planning Team meeting. Ms. Bledsoe referred members to a one-page description of the focus group project and asked for more volunteers to facilitate the focus groups or to sponsor a group of youth.

**Positive Parenting:** Senta Goudy reported that the Positive Parenting timeline is currently on track. The Prevent Child Abuse (Positive Parenting) committee will be meeting again on December 2, 2003, 2:00 p.m. at United Way.

**Community Education:** Carrie Garnett asked members to volunteer to be listed on a Speaker's Resource Directory that will be made available to the public as part of One Voice's Community Education objective.

**Underage Drinking Reduction Project Overview:** Maria Bledsoe provide a detailed overview of the Reducing Underage Drinking Project currently being implemented by One Voice. Handouts were provided that detailed the "WE ID" campaign and the Youth Leadership component of the project. Members were also asked to sign up for the Write Now letter to the editor campaign. Several members shared ideas and suggestions about the project.

**Juvenile Justice Council Items:** Senta Goudy, chair of the Volusia County Juvenile Justice Council, introduced Karen Jensen to the group. Ms. Jensen is the Partnership Coordinator with DJJ and provides support and information to the JJ Council. Ms. Jensen reported reminded those present that the Circuit 7 Board will meet on November 21 and that she hopes to have information about the upcoming Juvenile Delinquency grants at the next meeting.

**Department of Juvenile Justice Report:** Bill Holland provided an update on Circuit 7 items, including:

- The facility that was once Volusia House is now being operated as a vocational/technical program by First Step Adolescent Center.
- A 48-bed facility in St. Johns County will be serving 10-14 year old boys.
- Volusia Regional Detention Center is currently below capacity.
- Circuit 7 Probation is losing JPO positions due to vacancies.

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## PLAN

Co-Chair Sullivan asked members for agenda items for the December meeting. Several members suggested that the Planning Team to something special for the Holidays at the December meeting.

Janice Cashell and Gloria Luther volunteered to be greeters for the December meeting.

## OTHER

Co-Chair Sullivan asked members to share any announcements that they had.

**Adjournment and Meeting Critiques:** Co-Chair Sullivan asked all members to complete a meeting critique and the meeting was adjourned at 10:45 a.m.

**Next Planning Team Meeting Date and Time:** December 10, 2003, United Way, 9:00 a.m. to 10:30 a.m.

**The results of the meeting critiques were:**

- 14 responses
- 13 responded that meeting was “productive”.
- 1 responded that the meeting was “ok, but feel it could be improved”

**The next meeting could be improved by:**

- “too much time spend on ten drinking project—another ‘just say no’ campaign”
- “timeline/more time for announcements, 1 minute limit”
- “hot food”
- “x-mas time”
- “putting ?? on each quarter”
- “cross off items on the agenda after we completed them”
- “treats! Xmas”

**What I liked about the meeting was:**

- “joint meeting DJJ”
- “I enjoyed listening to the youth, they provided some very useful feedback to questions asked”
- “who’s who, movers/shakers, info”
- “John raising “the question” regarding the connection/translation of government services”
- “timeline and compliance with the timeline”
- “keep on time/very good info”
- “lots going on and group present were able to add info that was helpful”
- “nice new coffee maker-yum!”
- “good information, colorful info packets”

**Other Comments:**

- “great”
- “need more time for announcements”
- “Wish we’d had greater attendance for Maria’s report especially. Could we call a few folks to see why?”
- we still need to bring this to the streets”

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# One Voice for Volusia

*Connecting Our Community*

Draft

## Planning Team Meeting Minutes

December 10, 2003, 9:00 a.m. to 10:30 a.m.

United Way

Start: 9:05 a.m.
End: 10:30 a.m.
Volunteers: 33
Volunteer Hours: 46.75

**Present:**

Name	Agency
Bledsoe, Maria	One Voice for Volusia
Cardillo, Dee	Eckerd Re-Entry
Cashell, Janice	Volusia County Schools/BRIDGES
Clayton, John	Council on Aging
Fraser, Rick	Workforce Development Board of Volusia and Flagler Co.
Garnett, Carrie	One Voice for Volusia
Goudy, Senta	The House Next Door
Hawes, Debra	MADD
Hoodiman, Beth	GP&P
Holland, Bill	Department of Juvenile Justice
Jaynes, Joe	Volusia County Council
Jensen, Karen	Department of Juvenile Justice
Keirstead, Pete	A Family Focus
Kisseloff, Nancy	STARS Support Group
Kretzer, John	CHAIN
Long, Barbara	Clerk's Office
Luther, Gloria	Volusia County Health Department
Mercado, Josephine	Hispanic Health Initiative
Mobley, Ray	A Family Focus
Moltane, Lois	SEDnet
Morrone, Esperanza	Samaritan Ministries
Ramos, Luis	Daytona Beach Community College
Salamida, Shawn	Community Based Care of Volusia and Flagler Counties
Schmellick, Nita	P3 Community Foundation
Stevens, Barbara	PACE Center for Girls
Sullivan, Joe	Boys and Girls Clubs of Volusia and Flagler Counties
Sylvia, Tim	United Way of Volusia and Flagler Counties
Thomas, Shannon	Act Corporation
Vickery, Lorraine	Samaritan Ministries
Wallace, Wayne	Department of Children and Families
Wandelt, Gary	South Daytona Beach Police Department, MADD
Waskewicz, Mev	Volusia County Schools
Wick, Carol	PACE Center for Girls
Wingfield, Melvin	First Step Adolescent Services

The meeting was called to order at 9:05 a.m. by Co-Chair Joe Sullivan and all present introduced themselves.

Co-Chair Sullivan reviewed the agenda and the meeting objectives with the team and asked for a timekeeper. The group approved the agenda and objectives and John Kretzer volunteered to be the timekeeper.

Co-Chair Sullivan asked those present to review the November meeting minutes. The minutes were unanimously approved with one noted change.

## WORK

**Membership Recruitment Activity:** Members present reviewed a list of current One Voice for Volusia members and created a list of missing sectors. Individuals volunteered to make contact and recruit some of the missing members and recruitment packets were provided.

**Strategic Objective Update:** Carrie Garnett provided a written update on the strategic plan with a brief verbal overview. A draft of the coalition directory was also included in each meeting packet. An invitation will be sent to the chairs of each group in the inventory to request their participation in an exploratory meeting in January.

**Juvenile Justice Council Items:** Senta Goudy, chair of the Volusia County Juvenile Justice Council, reported that the Council will be working on a County Plan and anyone interested in participating should stay for a brief meeting at the end of the Planning Team meeting. Karen Jensen reported that the JJ Prevention Grants should be announced in the next two weeks and have a February 2004 due date.

**Department of Juvenile Justice Report:** Bill Holland provided an update on Circuit 7 items, including:

- The facility formerly known as Volusia House has re-opened as a moderate risk vocational program and currently has 3 youth enrolled.
- There will be an invitation to bid released for electronic monitoring services.
- A contractor has been selected to coordinate victim notification services.

## PLAN

Co-Chair Sullivan asked members for agenda items for the January Meeting (will be a joint meeting with the Board of Directors).

## SHARE

All members present were asked to fill out a "Share a Success" card detailing a way that they had made a difference for kids in 2003. Members passed their cards around and took turns reading the success stories out loud.

## OTHER

Co-Chair Sullivan asked members to share any other announcements that they had.

**Adjournment and Meeting Critiques:** Co-Chair Sullivan asked all members to complete a meeting critique and the meeting was adjourned at 10:30 a.m.

**Next Planning Team Meeting Date and Time:** January 14, 2004, 9:00 a.m. to 10:30 a.m. **LOCATION:** TO BE ANNOUNCED

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### **The results of the meeting critiques were:**

- 19 responses
- 19 responded that meeting was “productive”.

### **The next meeting could be improved by:**

- “more explanation regarding the overall purpose of One Voice”
- “larger facility”
- “a youth presenter”
- “larger room”
- “outline of DJJ report provided—maybe get more volunteers to planning meeting”
- “larger room”
- “bigger room”
- “larger room—group is expanding”

### **What I liked about the meeting was:**

- “well run and organized, time was not wasted and the facilitators kept up focused and on task”
- “topics were pertinent and timely”
- “the sharing”
- “positive and productive”
- “good food, keep on time, very good info”
- “share a success was an efficient way to a boast and brag”
- “good agenda, good timeline”
- “personal success stories/great planning”
- “the sharing time”
- “meeting many other agency representatives”

### **Other Comments:**

- “agenda item—Gov. Budget will be releases by meeting. Discuss effect on children’s programs”
- “first time attendant—I look forward to future involvement”
- “if committee grows—more time for meeting”
- “How can DCF more actively participate in the group?”
- “Maria and Carrie very effective and efficient”
- “thanks for the hot food”
- “good turnout—moving meeting could be a problem”
- “thanks to staff for their help all year, Merry X-mas”
- “I am happy to be here”
- “thanks for the food beverage snacks”
- “thanks for all the hard work”