

Council Meeting
2-13-04
Summary

Attending: Alida Millham, Sue Smith, Scott AndersEn, Peter Michaud, Leo Sanfacon, Andre Paquette, Gil Schohan, Jim Carroll, Jim Pilliod, Bob Rovella, Nancy Porosky, Katy DeCarteret, Mary Alice Warner.
Guest: Christine Corrigan, Linda King **Staff:** Judy Buswell, Alan Robichaud.

Introductions

Alida introduced and welcomed Christine Corrigan from New Hampton as a prospective Council Member.

1. Approval of Minutes of January 9, 2004 meeting.

This item was not discussed. Defer to the next meeting.

2. Additions/Amendments to the next Agenda

Sue Smith asked that the order of agenda items be altered to discuss the Work Groups organization first.

3. Executive Committee Report

Alida Millham reported on the February 4 meeting indicating that this council meeting would be mostly devoted to the restructuring of committees to workgroups and the need for the workgroups to interpret the goals the Council has selected for this year into action steps. The Committee also had an update on numerous grant activities in which Council staff is involved, one being the development of a Youth Attendant Program through the Sheriff's Office for which a proposal should be coming out in the next few days. Others involve prevention, mentoring, cross-training in co-occurring disorders, etc.

4. Workgroup discussion

Sue Smith distributed and reviewed a one page description of function and process steps to realign Council structure to Council goals. (See attached description). Handouts included Workgroup Assignments by Goals; Work Plan Template; Progress Note Form, and a Status Report form which Alan will use to report back to the Council on a Quarterly basis as a sort of Report Card on Council Progress.

Workgroup Point Persons and Recorders (Scribes) were determined and first meetings were set up. *[Note: It will be very helpful if workgroups can determine a regular meeting time for the workgroup during their first meetings and notify staff.]*

First meetings were scheduled as follows:

Workgroup	Date / Time / Place	Point Person	Scribe
#1 Comprehensive Balanced and Restorative Justice System	To Be Determined	Leo Sanfacon	Gil Schohan
#2 Promote Asset-Based Community Development	To Be Determined. Either Feb, 23 or 24 at 6:30 or 7:00 PM	Dick Wallace (to be confirmed with Dick upon his return)	Christie Corrigan
#3 Promote Strength-Based Prevention Practices	Thursday, March 11 3:00 PM Jim Pilliod's home	Jim Pilliod/ Nancy Porosky (alternate)	Scott AndersEn
#4 Integrated Community Justice Infrastructure	Thursday, February 26 8:30 AM One Mill Plaza	To Be Determined	Bob Rovella

Alan should attend at least the first meeting of each workgroup to update members on the status of various projects, groups and grants so workgroups do not work at cross purposes and to determine how to prioritize their work.

5. Data Reports

Andre Paquette distributed the latest data report generated by the JJAC subcommittee on data. This report # 2004-002 contains a summary analysis of the four preceding reports and includes recommendations for further study and data collection. Council members are asked to review each of these reports as they are distributed and direct any questions or recommendations to Andre. These reports serve as the basis for an evolving Belknap County Juvenile Integrated Information System and will continue to be a main focus of Workgroup #1.

6. BARJJS (Balanced and Restorative Juvenile Justice System)

Leo Sanfacon gave an overview of this effort that now will be wrapped into the activities of Workgroup #1. This workgroup will continue to meet with targeted community leaders to determine level of understanding and use of the system of services on Belknap County. They will assess how the current network of providers are utilized by various referral agencies and promote the concept of graduated sanctions in order to maximize utilization of available resources. Where barriers and misunderstandings exist in referral and communication mechanisms, this workgroup will make recommendations through the Council.

7. New Futures – Linda King

Linda King of New Futures gave a presentation on what New Futures is, how it is funded, and the policy impact of its work. She gave the Council a quiz on relevant facts regarding alcohol use in New Hampshire. Linda congratulated the Council on their complex work and invited members to sign up for the next series of Community Leadership Institute sessions. There will be one offered in Concord on May 20. For further information and to sign up, please contact Linda directly at 431-1770 or email at lking@new-futures.org.

8. Request for Presentation to Council

Rich Irving has requested to make a presentation to the Council on youth development through sports and extra-curricula activity. The Council discussed this request and referred it to the appropriate workgroup. It was the consensus of the Council that the *Strength-Based Prevention Practices* was the appropriate workgroup to address this item.

Action: Alan will address this request for placement on a future agenda of the workgroup.

NEXT MEETING	
Date: March 12, 2004	Time: 8:00 Am to 10:00 AM
Place: To Be Determined	

Attachment – Workgroups (See next page)

Belknap County Citizens Council on Children and Families
February 13, 2004

Workgroups

1. Workgroups are based on the 4 Goals identified in our 2004 Action Plan. The key words here are Workgroup and Action.
2. Each council member will work on at least one of the goals i.e. workgroups. Preliminary assignments have been made, but can be changed. Members can also work on more than one workgroup.
3. Each workgroup needs to have a point person. This person will facilitate the workgroup meeting and represent the workgroup on the Executive Committee.
4. Each workgroup needs a scribe to complete the workgroup Progress Note of the meeting.
5. Each workgroup needs to set up their first meeting date/time/place. AI will attend the first meeting of each workgroup.
6. The agenda for the first workgroup meeting is:
 - a. Designate point person and scribe
 - b. Review/revise objectives (see handout, refer to pages 17-19)
 - c. Start to develop the workplan: strategies/timelines/performance measures/outcome indicators/resources needed (see handout, refer to pages 16-23)
 - d. Schedule the next meeting(s)
 - e. Complete Progress Note (see handout) for meeting and submit to Council staff
7. Agenda for subsequent meetings:
 - a. Continue to review/revise objectives
 - b. Continue to develop the workplan
 - c. Take action
 - d. Schedule next meeting(s)
 - e. Complete Progress Note and submit to Council staff.
8. As a workgroup meets an objective, new objectives related to the goal are to be developed.