



January 17, 2013 Kids' Council Meeting Notes

5:15

Socialize, Network and Snack

5:30

Call to Order by Betty Bardige; Mayor Henrietta Davis is ill and cannot attend

- Letter from Mayor Davis

Today President Obama made clear that we can't wait any longer to act to prevent gun violence. It is time to make universal background checks a requirement. It is time to reinstate the ban on assault weapons and limit the size of magazine clips

In Cambridge, we will do our part to make sure to keep our children and families safe. Whether it is a gun buyback program or continued work on mental health, education and school security issues, we must take a comprehensive approach to help curb gun violence.

Let's join together to make our voices heard - to defend the rights of children in elementary schools, people going to the movies or studying at universities or just walking down the street.

I support both President Obama's and Governor Patrick's call to action plans. I also look forward to continued work with my colleagues on the City Council and School Committee as well as the City and School Administrations on addressing the many challenges that face us to protect our community and one another.

*Henrietta Davis
Mayor, City of Cambridge*

Welcome and Introductions

Announcements

- City Hall will be open on Monday, January 21st for the Inauguration of President Obama and a service day in celebration for Dr. Martin Luther King Jr.
 - More information can be found at City Hall

Adoption of Minutes from 11/15/2012 Kids' Council Meeting

- Small correction has been made in regards to the *Child Care Resource Center*.

5:40

Youth Involvement Subcommittee Update and Q&A

- YIS is dedicating their year to helping upper-school students with their transition to High School by tabling at events, creating 'drop-boxes' for upper schools and writing and facilitating workshops at youth centers full of insider tips and information they wish they'd known. Please like their Facebook @Cambridge Youth Involvement Subcommittee!

5:54

Community Engagement Team Review

The Community Engagement Team, a multi-agency collaborative, reaches out to under-served Cambridge families and connects them to community events and resources, develops community leaders, and supports agencies in working with a diverse community.

- Goal #1: Reach out to Families
 - Cambridge Families will be aware of and connected to services and activities that help them thrive and participate in community life.
- Goal # 2: Develop Community Leaders
 - New grassroots leaders will help shape community life to benefit underserved communities.
- Goal # 3: Support Agencies
 - Cambridge agencies will be effective in reaching out to diverse populations and providing them with the support they need to thrive.
- Goal #4: A Valuable Resource
 - CET will be seen as a valuable resource that helps shape priorities and policies

Community Engagement Team Structure

- CET EXECUTIVE COMMITTEE
 - **Purpose** - CET Executive Committee approves CET annual work plan. They evaluate the work of CET and uses findings for continuous improvement planning. They oversee CET performance measures and outcomes.
 - **Members** - Michelle Godfrey (Center for Families/CET), Carole Sousa (CET/Community Learning Center), Lei-Anne Ellis (Child Care and Family Support Division, City of Cambridge, DHSP), Jen Baily (Agenda for Children), Mina Reddy (Community Learning Center)
- CET STAFF
 - **Purpose** - Staff is responsible for the following:
 - Supervising and training outreach workers
 - Facilitating CET meetings, teams, and working groups
 - Providing technical assistance to providers and agencies; some examples:

- Design agency specific workshops on outreach techniques
 - Have outreach workers assist with special outreach projects or sit on an agency's advisory board or distribute program's flyers.
 - Data collection and report writing
- **Staff** - Carole Sousa (30 hours/week) and Michelle Godfrey (15 hours/week)
- **Supervisors** – Carole Sousa is supervised by the CET Executive Committee and Mina Reddy. Michelle Godfrey is supervised by the CET Executive Committee and Lei-Anne Ellis.
- CET OUTREACH WORKERS
 - **Purpose** - Immigrant and minority outreach workers are members of the community who provide information about community services and activities to a diverse group of Cambridge families.
 - **Staff** - 8 Outreach Workers represent the American-born Black, Bangladeshi, Ethiopian, Haitian, Somali and Spanish and Portuguese speaking communities.
 - **Supervisors** - Carole Sousa and Michelle Godfrey
- CET MEMBERS
 - **Purpose** - Network, collaborate, learn from, and share best outreach practices. Members can join working groups, which include the Networking Event Planning Team, Supervisory Team, and ABBOT. They can attend CET quarterly meetings and networking events, request technical, collaborate on special outreach projects, become a community site where CET Outreach Workers can post flyers.
 - **Members** - Members of the CET Executive Committee, CET Staff, CET Outreach Workers, and various partners throughout Cambridge representing city agencies and community based organizations.

Recommendations from Ad Hoc Working Group

Based on feedback from 11/15/2013 meeting (Suggestions included: partnerships, surveys, networking events etc.; Questions were on: data, evaluation, governance, professional development, CET Priorities etc.)

#1) In FY13, the Kids' Council and the CET commit to collaborate on 2 joint projects to address family engagement and outreach practices

- Project #1 - Asset and Needs Assessment/Survey for Kids' Council and CET members and City, Schools, and Community Providers
- Project #2 – Family Engagement Best Practices Networking Event in May

#2) The Kids' Council will support CET and the CET priorities (SEE BELOW) by:

- Leveraging resources of Kids' Council members and the agencies they represent
- Developing policy and budget recommendations
- Advocacy

#3) In FY14, the Kids' Council and CET will develop and implement an action plan based on...

- Kids' Council Vision of Successful Family Engagement in Cambridge
- Kids' Council Criteria used to choose the Area of Focus
- Outcomes from the Asset and Needs Assessment/Survey and Networking Event
- Feedback from the CET and Kids' Council members

Community Engagement Team Priorities:

In order to increase family engagement in Cambridge, CET would like the Kids' Council support in two priority areas:

1. Increase the number of CET outreach workers

Currently CET reaches out to families from seven underserved communities of Cambridge. Hiring additional outreach workers would enhance family engagement by allowing CET to outreach to additional underserved communities not currently served by CET and/or to increase the number of outreach workers per community thus reaching more families and/or deepening our connection with families in these communities.

2. Develop city-wide certification training program for outreach workers across city (not just CET):

Although training and support has been provided to outreach workers, and others whose job it is to outreach and engage underserved families in a variety of agencies, CET has determined that offering a comprehensive, high quality, and replicable training program is crucial to the success of family engagement and outreach efforts in the city. Family engagement will be enhanced by training outreach workers (not just CET) in effective outreach and family engagement practices to underserved communities, enabling them to reach out to more families in the community. As a result of the training program, participating organizations will integrate new family engagement and outreach practices into their current operating practices. In addition, outreach workers would have been trained in a variety of key core competencies and have a certificate, which would be a step in a career ladder for them.

Budget Costs:

Proposal 1: \$37,000

1. Increase number of CET outreach workers by 2
2. Plan and implement city-wide certification training program

Proposal 2: \$71,000

1. Increase number of CET outreach workers by 6
2. Plan and implement city-wide certification training program

6:05

Group Discussion *Key Discussion Points and Questions below:*

Certification Program

Certification Training Program is estimated to cost \$20,000. The idea is for 14 three-hour sessions.

The cost of the certification program seems too low. Is there a breakdown of what this will cost?

The cost is an estimate – based off of information from CHEC, Community Health Trainings (and others?). It is low, however, it is a start. It could be a stage 1. It would also be a good demonstration of what can happen, so that we can apply for funding that will take the training program to the next level. Also it is a pilot for what worked and didn't work.

Also, not starting from complete scratch, and not working in a vacuum. There is curriculum and resources that have already been developed. CET has been thinking about this for a while (including thinking about who the people are that are being trained, competencies etc.)

Evaluation? This estimate does not include evaluation (pre nor post), which is important. Should add another \$10,000 for evaluation

Other agencies? Can CET train staff of other agencies in outreach work to coordinate efforts and take up some of the work done by CET?

The provider survey will help figure out what other agencies are doing. (There are a lot of customizable models that will work for the different needs). Including other agencies is also part of the motivation for the city-wide training, so that we are all on the same page and can have common themes.

Tracking and documenting asks and needs? CET would like to do this more formally and combine the data with what we are hearing. The provider survey will help in asking these essential questions (i.e. what are you doing well? What do you need help with?)

Outreach Workers

The proposal breaks down to \$8,500 for each additional outreach worker

What is the difference in terms of CET capacity between 2 outreach workers and 6 outreach workers? More communities? Addressing more issues? Deepening depth with current communities?

In late spring, CET goes through a process of evaluation, (what do we need/what communities need what the most) which will inform that answer for FY14. Kids Council could be part of that.

It could be hiring outreach workers for new communities, additional outreach workers for communities with only one outreach worker.

More outreach workers or more hours for current outreach workers? Could also look at the increase from 2 outreach workers to 6 outreach workers in hours and not people (still increasing time in the community). Although, CET can't afford to hire full time staff, can combine the increase in capacity between new people, new communities, more time.

Outcomes? Can also frame the request in terms of outcomes: i.e. this amount of money would increase this amount of literacy; leadership development etc.

Current Overextension? Is there a feeling of frustration of being overextended currently – and for these actions to be taken ASAP; or is this a vision for the future?

Both. I.e. with Family Liaison work -- CET wishes they had more people. Two outreach workers per community is ideal: can make more strategic decisions; it is nice to have a partner; work isn't halted when one is sick or goes back to their country for a few months; one can work with newcomers from that community and another with American born/raised (i.e. with the Haitian community).

Increase in demand? How will CET manage as word of mouth spreads and the profile of CET is raised? The number also reflects what CET believes they can manage --- there is only so many of us now, this is our scope. But it is an exciting challenge!

6:40

Group Work

7:15

Announcements, Evaluation and Goodbye

- Pros: Good timing and staying on track; CET review and discussion; Small tables; YIS T-Shirts; Feedback for CET
- Deltas: Although like small tables – hard to know which way to turn
- NEXT MEETING: THURSDAY, FEBRUARY 28th at 344 Broadway 2nd floor conference room at 5:15pm

Next Steps

- Update Ad Hoc Working Group's Draft Work Plan and CET Proposal based on feedback from January Kids' Council meeting
- Kids Council and CET members create draft of Providers' Survey and begin planning the Family Engagement Best Practices Networking Event