



**Coordinating Council for Children, Youth and Families**  
**February 16, 2017 Meeting Minutes**  
 5:15 p.m. – 7:15 p.m. 344 Broadway

**Summary of Conversation Topics**

- Cambridge Youth Council Presentation
- Find It Cambridge Update
- Find It Here Presentation and Discussion

**Next Steps**

The group identified the following next steps (or commitments) during the meeting:

<b>What</b>	<b>Who</b>	<b>By When</b>
2016-2017 Meetings <ul style="list-style-type: none"> <li>○ Thursday, March 16, 2017</li> <li>○ Thursday, May 4, 2017</li> </ul>	All Family Policy Council members and affiliates	

**Present:**

*Neal Michaels, Hector Acevedo, Tina Alu, Naia Aubourg, Ron Benham, Manikka Bowman, Lace Campbell, Marly Ciccolo, Tony Clark, Luba Feigenberg, Liz Hill, Claude Jacob, Brent Larrabee, Lori Likis, Maria McCauley, Matt Nelson, Rihana Oumer, Mike Payack, Geeta Pradhan, Bridget Rodriguez, Ellen Semonoff, Nancy Tauber, Rory Millar, Makayla Durant, Rosa Munson Blatt, Dwayne Green, Elaina Wolfson, Holly grad student at Harvard*

**Co-Chairs:** Mayor Simmons and Neal Michaels

**Executive Director:** Nancy Tauber

**Content Manager:** Mike Payack

**Socialize, Network and Eat**

**5:15 pm – 5:35 pm**

**Call to Order:**

**5:35 pm – 5:53 pm**

- Welcome & Introductions
- Adoption of Minutes (November 17, 2016 meeting)
  - Liz Hill moved to adopt minutes for the September 16, 2016 meeting
  - Ellen Semonoff seconded motion
  - Motion carried - minutes adopted

- Public Comment
  - No public comment
  
- Announcements
  - Neal Michaels provided an update on the City’s study of early childhood and early childhood care and education. Result is development of three working committees of Birth-Third Grade Partnership
    - Neal co-chairing working committee on children’s health
      - Looking to increase coordination
      - Increase physical fitness and healthy eating opportunities
      - Study home visits in Cambridge and increase coordination
      - Study early childhood mental health – needs assessment
    - Nancy Tauber is co-chair of family engagement and partnership subcommittee
    - Liz Hill is on the third subcommittee, looking at quality, accessibility and affordability
  - Matt Nelson announced open Statewide Police Exam
    - CPD is actively looking for Cambridge participants
      - CPD will host test prep
    - Test registration deadline is March 1
  - Nancy and Ellen Semonoff announced that the CPD are holding a youth focus group to discuss the hiring of CPD’s new Police Commissioner
    - What are the qualities you want to see in the police commissioner?
  - Geeta Pradhan made two announcements
    - Cambridge Community Foundation’s Centennial Gala
    - Releasing Report called Boomtown Hometown on March 1st
  - Claude Jacob announced the upcoming White Ribbon Day on March 1
    - Matt Nelson announced that public pledge will take place on February 28 at CRLS in coordination with STARS program
  - Maria McCauley announced that Roxanne Gay will be speaking at CRLS on Friday evening

***CYC Presentation of Current Initiatives:***

**5:53 pm – 6:26 pm**

- Books for Success!
  - Provide CRLS students a sustainable system for acquiring test prep books
  - Component of the Opportunity to Achieve Gap, where students with lower resources can now have a chance to achieving a higher score on those tests
  - We incentivized bring in test prep books by holding a raffle!
  - Set up the books in the school’s CCRC office, fully equipped with a system of borrowing the books!
- FAFSA Scholarship Workshops

- Met with Emily Singer on how we can have every student fill out the form
- Provide additional education on how the FAFSA can also get you loans
- Workshops with the Workforce Program on advocacy on scholarships for seniors
- Cambridge Raw Perspectives
  - Continuing our popular Facebook page, by continuing to bring thoughtful yet controversial content
  - One post recently garnered a lot of attention, causing a lot of debate in the comment section
  - We discussed how we can make sure we monitor our comment section, and how to approach something like this if it was to happen again
- 8th Grade Night
  - One of the many CYC traditions, where we collaborate with CRLS's STARs and the Mentoring Program
  - After the main group assembly, all the 8th graders go to the STARs room, where we share out advice on how to start of high school strong!
- MLK Day of Service
  - Helped set up bags for the MLK Day Helping Hands Service Day, and collected the bagged canned goods from the houses
  - Collected over 300 bags
  - Publicized event and recruited over 20 youth to participate in drive
- Amending the AV10 Policy
  - In progress of amending the flawed AV10 policy at school, where if a student is 1 minute late to class, it would be recorded as an unexcused tardy.
  - This means students are not given any leeway if they are late by unpredictable public transit conditions
  - We are currently proposing forming a minute system where instead of being marked tardy, it would record how many unexcused minutes a student has missed from class
  - The threshold would be a maximum of 320 minutes
- CYC is creating a document that explains what Honors, CP and AP, and the New Leveling Up Policy mean.
  - The CYC asked members of the Family Policy Council to review their draft Leveling Up policy document and provide feedback in small groups
- CYC's Washington, D.C. trip is coming up in a couple weeks
  - The CYC will represent Cambridge at the National League of Cities Conference

***Find It Here Presentation and Discussion***

**6:26 pm – 6:57 pm**

- Nancy announced that there will be a Find It Launch/Thank You Party at Google, April 26, 5:30-7:30 PM
- Hector Acevedo provided Find It website highlights
- Tina Alu discussed piloting Find It Here at the CEOC and Center for Families

- Neal Michaels announced that this is an opportunity to recommend funding for the Find It Here training
  - Ron Benham moved to make a recommendation to the City Manager to include \$8,00 to fund the Find It Here project in the City’s FY2018 budget
  - Claude Jacob seconded motion
  - Motion passed – the Family Policy Council recommends that the City Manager include funding for Find It Here in the City’s FY2018 budget
- See below for Find It Here project proposal.

**Next Steps:**

- Next meeting: March 16, 2017 at 344 Broadway

**Adjourn:**

6:57 pm

- Ron Benham moved to adjourn
  - Ellen Semonoff seconded the motion
  - Motion passed – meeting adjourned

**Find It Here Proposal**

Find It Cambridge is a new website that serves as a one-stop-shop to find activities, services, and resources in Cambridge; however, we know that developing a resource-rich website is not enough. We need to help those who live and work in Cambridge learn how to use the website and access the resources they need. Here is a proposal to establish “Find It Here” places and training throughout Cambridge.

**Find It Here**

1. Find It Training for All
2. Find It Here at the FRC
3. Find It Here at CEOC and Center for Families
4. Find It Finders

**1) Find It Training**

Goal: Organizations will better serve the people who already come to their organization by providing information and referrals using Find It

- Find It Basic Training: Review of the features of Find It and how to use it to (1 hour)
  - Any organization serving Cambridge residents can request *Find It Basic Training*
  - Staff will complete surveys for us to evaluate training
- Find It Plus Training: A more comprehensive training that includes Find It Basics and training around relationships and customer service using components of the CET (Community Engagement Team) Making Connections Training (approximately 6 hours)

- Agreements
  - Organization will also receive the following:
    - Tablet
    - Find It Referral Notepads
    - *Ask me about Find It* buttons
  - Organizations agree to the following:
    - Keep their information on Find It up to date and accurate
    - Report errors or inaccuracies they find on Find It
    - Encourage those who are not on Find It to be on Find It
    - Complete surveys for us to evaluate training and Find It
    - Meet with Find It and Making Connections ahead of time to plan training

## **2) Find It Here at the FRC**

Goal: Provide families with information and referral using Find It Cambridge.

- Staffing
  - Find It Manager and Center for Families staff will have office hours at the FRC
- Translation
  - Pilot Microsoft Translator Live (translates conversations across devices-  
<http://translator.microsoft.com>)
- Training
  - *Find It Basic Training*
- Supplies
  - Find It Referral Notepads
  - Find It Flyers (after school options, etc.)
  - *Ask me about Find It* Buttons
  - Laptop
  - Printer
- Hours need to be dependable and advertised
  - January hours are 9-11am Tues, Thurs, and Fri
  - February-June 9-1 on Tuesdays (tentative)
- Marketing
  - Be clear about the purpose – It is a place for information and referral, case management is not included
  - Use social media and established channels in the city (websites, listserves, CCTV, Chronicle, etc...)
- Evaluation
  - Log interactions
  - Optional Demographics Survey

## **3) PILOT-Find It Here at CEOC (11 Inman St. and Rindge Towers) and Center for Families**

Goal: Provide those who come to CEOC (Cambridge Economic Opportunity Committee) and Center for Families with information and referral using Find It, as well as provide follow-up

support. Staff will use the Find It website to assist individuals who contact them in person and by phone They will also show all individuals on how to use the Find It website.

- Simple Referrals: Staff will provide contact information for the appropriate resource(s) and encourage them to re-connect with CEOC and Center for Families if they need additional assistance or if resource contact information is incorrect or not working.
- Additional Support: Staff will be available to assist individuals in reaching out to the referral agency and providing appropriate follow-up as needed.
- Staffing
  - Many of CEOC and Center for Families staff members are long time Cambridge residents and employees who are familiar with the multitude of resources and speak many languages.
- Training
  - *Find It Basics* training for CEOC and Center for Families staff (completed)
- Supplies
  - Tablet
  - Log sheets
  - Find It Referral Notepads
  - *Ask me about Find It Buttons*
- Marketing
  - Use social media and established channels in the city (websites, listserves, CCTV, Chronicle, etc...)
- Evaluation
  - Log interactions
  - Optional Demographics Survey
  - Integrate into the CEOC and Center for Families database. (Details TBD)
- Agreements
  - Organization will also receive the following:
    - Find It Training
    - Tablet
    - Find It Referral Notepads
    - *Ask me about Find It Buttons*
  - Organizations agree to the following:
    - Keep their information on Find It up to date and accurate
    - Report errors or inaccuracies they find on Find It
    - Encourage those who are not on Find It to be on Find It
    - Participate in Find It training
    - Log interactions
    - Complete surveys for us to evaluate training and Find It
    - Provide staff with supervision and support
    - Meet with Hector and Nancy regularly to review pilot

#### **4) Find It Finders (Continuation of the Google Grant)**

Goal: People who attend identified events and opportunities in Cambridge during the summer will be able to get information and referrals from the Finders and learn more about the website. Events will include Book Bike, Library events, bike workshops, pools, etc.

- Staffing
  - Find It Manager
  - MSYEP (Mayor’s Summer Youth Employment Program) Supervisor
  - MYSEP Interns
- Training
  - Find It Plus Training
- Supplies
  - Tablets
  - T-shirts, etc...
- Evaluation
  - Log interactions
  - Optional Demographics Survey

**FIND IT HERE COST**

20 Tablets	\$4,000
Find It Plus Training	\$2000
Supplies	\$2000
<b>TOTAL</b>	<b>\$8,000</b>