



Quarterly Report to Steering Committee / Co-Chairs December 2004 through February 2005

The implementation of the Active Balanced Community grant for Fiscal Year 2004-2005 began December 1, 2004, following approval from the State Office of Juvenile Justice. Monthly reports are being submitted to the State; this quarterly report is provided as a formal avenue for keeping the Steering Committee Co-Chairs informed of activities, as well as to present challenges that may need to be addressed.

I. Committee Updates

A. **Balanced and Restorative Justice (BARJ).** [April Corie, Facilitator] The BARJ Committee has held two meetings of the full Committee (November 19, 2004 and January 14, 2005) At the December meeting, the objectives of the Committee were reviewed, and it was agreed that three Workgroups be established to work on the specific goals and objective areas:

1. Civic Engagement and BARJ Awareness
2. Victim Support
3. Minority Over-Representation / Gender-Specific / Special Needs

B. **Civic Engagement and BARJ Awareness Sub-Committee.** [April Corie, Facilitator] This Workgroup is chaired by Donna Cherba from the Monroe County Youth Center. Membership of this workgroup includes individuals from many community agencies, as well as victim and parent advocates. There have been three meetings of this workgroup: December 17, 2004, January 21, 2005, and February 18, 2005.

The first meeting served as the initial planning meeting. The workgroup determined that it would be important to eventually develop individualized presentations/trainings for increasing community awareness about restorative justice. It was decided that a small workgroup would develop a general BARJ training that would then be tailored for community agencies, law enforcement, and for youth. The workgroup also conducted an inventory of current volunteer and civic engagement opportunities for community youth. It was determined that Rusty Davis from the Volunteer Action Center would be a good addition to the team.

The second meeting was facilitated by Dr. Mark Creekmore who led the group in developing the first part of the logic model plan, the map of civic engagement and BARJ Awareness.

At the third meeting the workgroup reviewed the final version of the BARJ Power point presentation. The workgroup decided to schedule a BARJ training for the first week in April at the MCISD. This training will be open to the existing BARJ Speakers Bureau, new members, and any community member that may be interested in assisting in increasing BARJ awareness. The workgroup also identified that the Volunteer Action Center would be a logical place to centralize civic

engagement opportunities. The workgroup proposed that the Communications workgroup would be helpful in recruiting opportunities for volunteerism.

The next meeting is scheduled for March 18, 2005 from 10:00 to 11:30 at the Monroe County Youth Center.

- C. **Victim Support Sub-Committee.** [Sandie Pierce, Facilitator] This Workgroup is chaired by Barbara McKenzie from the Monroe County ISD. Representatives from the Monroe County Prosecutor's office, Probation Department, Monroe Community Mental Health, and victims / community encompass the membership. Follow-up will occur with Family Counseling and Shelter Services and law enforcement to recruit representatives.

The first meeting of the Sub-Committee was held on December 10, 2004. At that time, the goals and objectives were reviewed: Create a Victim Advocate Board, implement victim services, collaboration, evaluation. Members agreed that more information about needed about Victim Advocate Boards; Mike Opsommer from the Crime Victims Advocacy Council was invited to the January 14, 2005 meeting of the BARJ Committee to explain how the Victim Impact Panel was established in Ingham County. Mr. Opsommer volunteered to assist our Sub-Committee in this process.

The second meeting of Victim Support was held on February 11, 2005. Discussion was held about the current process that is followed by the Prosecutor's Office in informing victims of their rights. Discussion was also held about what resources law enforcement provides on the scene for victims. The material will be reviewed at the February 25, 2005 meeting. Discussion was also held about the services provided through dispute resolution. The Committee agreed that it would be helpful to hear from the agencies providing this service. Positive Mediation and SE Michigan Dispute Resolution were invited to the February 25, 2005 meeting.

Discussion was held about the need to get the word out about victims' rights, as well as about the philosophy of BARJ and the Active Balanced Community initiative. Members of the Sub-Committee volunteered to distribute brochures at the Bedford Trade Fair on March 12 and 13, 2005.

On February 25, 2005, Ron Brooks and other representatives from the SE Michigan Dispute Resolution provided an overview of their organization. They suggested that a local training be held regarding the mediation process. The Committee agreed that this would be beneficial. The training is 40 hours. It is recommended that the cost of the training is \$150 per person. For a local training, a minimum of 12 people is needed (maximum 27). The cost of this training would be part of the implementation grant. The target audience is staff at the Prosecutor's office, members of the ABC Committees, and interested community members who are interested in becoming a volunteer mediator. If approved, the training will be scheduled for April or May (Thursday afternoon, and all day Friday and Saturday) during two different weeks.

- D. **Minority Over-Representation / Gender-Specific / Special Needs Sub-Committee.** [April Corie, Facilitator] This workgroup has met twice: December 13, 2004 and February 4, 2005. The next meeting is scheduled for Friday March 4, 2005 from 10:00 to 11:30 at the United Way. The workgroup consists of members from the Family Court, the MCISD, and Monroe CMHA.

This workgroup has several tasks. The first is to examine significant contact points within the juvenile justice system to determine if there is disproportionate minority

representation. Information on eleven separate contact points has been gathered and has revealed that indeed, Monroe County does have disproportionate minority contacts within the juvenile justice system. The workgroup will further examine these results at the next meeting and develop their recommendations to the Steering Committee.

The second task of the workgroup is to determine the existence and unmet need of gender specific programming in Monroe County. The workgroup is currently reviewing best practice models of gender specific programming to base their recommendations upon. A member of the workgroup is attending a three-day Gender Specific Programming Conference in April.

The third task for this workgroup is to examine the need for programming for special needs youth. The workgroup has reviewed several recent community needs assessments in an effort to identify unmet community needs. The workgroup plans to review best practice programs that have been implemented in other communities as part of their plan development at the next workgroup meeting.

- E. **Data Collection and Analysis Committee.** [April Corie, Facilitator] This workgroup is chaired by Laura Schultz with the American Red Cross. This Subcommittee held its first meeting on February 11, 2005. The next meeting is scheduled for April 8, 2005. The subcommittee consists of members from the Red Cross, MCISD, Family Court, Community College, and the County Planning Department.

This subcommittee identified fifteen different data points to track that relate to the four priority risk factors identified in the ABC Plan: economic deprivation, family conflict, academic failure beginning in late elementary and early onset of alcohol and drug abuse. The workgroup divided the responsibility for gathering data and developed a plan to retrieve the most recent information available. The subcommittee will meet in April to review the compiled report and compare it with baseline data gathered during the planning year. The subcommittee will continue to gather information twice annually, in January and July, noting that recommendations to the Steering Committee will be based upon trends observed.

- F. **Resource Assessment Committee.** [Sandie Pierce, Facilitator] The Resource Assessment Committee met on February 16, 2005. The purpose and objectives of the Committee were reviewed. Purpose: Analyze service needs and gaps and establish criteria to measure success. Objectives: 1) Explore best practices outside of Monroe County and enhance programs in place in courts, schools, youth center, agencies, and community, 2) Enhance (web-based system) and maintain the program and services directory for youth and families used by "First Call for Help" and 3) Use First Call for Help data collected for on-going analysis and evaluation of gaps in services.

At the meeting, the Committee reviewed the current First Call for Help directory and discussed ways to get the word out to agencies to make sure the information is up-to-date. Members of the HSCN will be asked to review their information to make sure it's current. It was noted that the United Way will continue to pursue the implementation of a web-based system and 2-1-1 referral line.

The Committee also discussed the objective for on-going analysis and evaluation of gaps in services and agreed that monthly or quarterly reports of this information from First Call for Help would be helpful, especially to identify those requests for service that have no service available.

Attendance at the meeting was four of 18 members. Discussion was held about merging this Committee with Data Collection and Analysis. Members agreed to make this recommendation to the Steering Committee.

- G. **Communications Committee.** [Sandie Pierce, Facilitator] The Communications Committee met on December 9, 2004 and on February 10, 2005. The goals and objectives of the Committee were reviewed: Goal: Build and maintain community awareness and involvement to make a positive difference in the live of youth and family. Objectives: 1) Identify appropriate information for public awareness and on-going recruitment efforts, 2) Maintain web site with up-to-date information on the plan activities and results, 3) Develop brochures, newsletters, and educational materials, 4) Create and conduct community events, and 5) Provide on-going information on plan progress for public through reports and publications. Members of the other Committees were informed of our goal through an informational memo.

The content of the web site was reviewed by Charlie Mahoney and Wendy Harless, and they have worked to update the information - moving much of what was there to a history button, entitled Planning Year. A demonstration of the changes was done at the February 10, 2005 meeting. Suggestions made by the Communications Committee will be incorporated. A demonstration of the revised web site will be included on the March 10, 2005 agenda for the Steering Committee.

Discussion was held about holding a community event. It was noted that Law Day in Michigan is May 1, however, it is most likely the Friday before, April 29, 2005. Last year, a breakfast was sponsored for people involved with the legal process, and members felt that another breakfast would be beneficial. It was also noted that the Be Their Hero Committee is sponsoring a Koffee Klub on April 29, 2005, featuring Chick Moorman, author of *Parent Talk*. Members agreed that it would be appropriate to co-sponsor this event. Follow up is occurring with Mark McClellan to ensure that April 29, 2005 is Law Day in Monroe County. The sponsorship cost for the Koffee Klub is \$500, plus the cost of the continental breakfast.

The Committee discussed the other objectives. Brochures will be distributed at the Bedford Trade Fair, Celebrate Children, and other events. Letterhead will be created. The vision and mission of ABC will be added to the back of business cards for the ABC Co-Coordinator. The brochure will be reviewed and updated, as needed. The action plan for the Committee will be developed at the next meeting scheduled for March 17, 2005.

2. Contract Status / Budget Revision

Lawanda Jarrett informed Charlie Mahoney that the contract for Monroe was signed by all parties, except the FIA Director, on February 18, 2005. The last signature was expected to be obtained on February 22, 2005, after which the signed contract will be mailed. It is anticipated that the contract will contain the revised budget (eliminating the support for the 2-1-1 software):

	<u>Original Budget</u>	<u>Revised Budget</u>
Personnel	\$ 41,300	\$ 41,300
Supplies / Operating	28,850	17,860
- Public Awareness / Materials	7,000	10,510
- Workgroup Meeting Support	3,600	3,600
- Logic training/community events	3,250	3,750
- Web based 2-1-1 software	15,000	-0-

Equipment		3,500		5,000
- Computer hardware/software	3,000		4,000	
- Cell phone allowance	500		1,000	
Travel		2,715		2,715
- Mileage - 5,479 miles x .328	1,797		1,797	
- Coordinator training	918		918	
Consultant / Contractual		23,635		33,125
- Evaluator @ 10%	10,000		10,000	
- Web master / maintenance	2,610		3,600	
- Logic training support	-0-		2,000	
- Civic engagement support	-0-		1,500	
- Phase I interactive resources	-0-		5,000	
- Special projects	11,025		11,025	
Totals		\$100,000		\$100,000

Budget reports have been submitted to the State each month. The process with the County has been established so that the billing is submitted to the County prior to the end of the month. The County then issues a check in that month. The County's records and the United Way's records then reflect the same expenditures each month. To date, the County has not received any reimbursement from the State.

A signed letter (sub-contract) has been received from Wendy Harless for the work that she will be doing for maintaining the web site. Signed agreements with Mark Creekmore have not yet been received.

Although the budget was just revised, the Co-Coordinators have discussed and are recommending that consideration be given to including a line item for paying the community representatives a stipend for participating in meetings (\$25 per meeting). This will need to be discussed by the Co-Chairs and/or Steering Committee.

3. Evaluator

Two meetings have been held between the Evaluator and the Co-Coordinators to discuss the evaluation component of the grant. Mark Creekmore conducted a logic training for Committee members on January 7, 2005. The training provided a standardized format for all Committees to use in developing their action plans - resource identification, activities to be completed, desired outputs, and desired outcomes.

Mark Creekmore is currently developing an awareness survey for our use at the Bedford Trade Fair. This survey will ask about awareness of ABC, as well as general attitudes toward restorative justice. He is also developing a pre and post-test to be administered to law officers who attend the training being coordinated by Deputy Plath the beginning of March.

4. Challenges / Questions for Executive Committee

- The Resource Assessment Committee is recommending that their Committee be merged with the Data Collection Committee. This is a change in the implementation plan. What's the process for handling this recommendation? The Steering Committee meets quarterly - changes to the plan need to be approved prior to implementation?

- The Communications Committee is planning to co-sponsor a breakfast on Law Day. The sponsorship fee is \$500, plus breakfast. The money is available in the budget. Does this need to be approved by the Co-Chairs? The Steering Committee?
- Materials. For events such as Celebrate Children, the Co-Coordinators have discussed purchasing some items that have the ABC name imprinted to give away. Items that cost \$1.50 would total over \$750 for 500 pieces. The idea of purchasing coffee mugs or desk folders for the Steering Committee has also been discussed. These items can be \$5 to \$10 each. What level of approval is needed?
- The Victim Support Committee would like to print some cards with telephone numbers of agencies that provide support. If we have the design approved by the Communications Committee, is other approval needed as long as we stay within the \$10,510 budget line item? The Victim Support Committee is also recommending mediation training (\$1,800 - \$4,050 for the training, plus the cost of lunch for four days.)
- Coordinator training. \$918 is in the line item for training. Who needs to authorize attendance? Is it okay to attend out-of-state conferences if it's within the line item?
- In general, these questions seem to encompass decision-making. Does this topic need to be included on the agenda for the March 10, 2005 meeting of the Steering Committee so that all members and the Co-Coordinators understand the process.

5. Is It Working?

This question applies to the sharing of the coordination duties for the Active Balanced Community initiative. The Co-Coordinators regularly meet or talk to discuss what is going on within the Committees. The division of the workload seems to be equal, and to date, there have been no issues that have arisen. It is working for the Co-Coordinators. Are there questions / concerns that the Co-Chairs feel need to be addressed?

Respectfully submitted,

April and Sandie

April Corie, Co-Coordinator
Sandie Pierce, Co-Coordinator