

Item:

Discussion:

<p>1. Introductions/Check In</p>	<p>Present: Tonya Labbe (Co-Chair); Dianne Bouffard (Co-Chair), Margaret Degon; Catherine McAllister-Charles; and Melanie Swift.</p>	
<p>2. Review of Last Meeting</p>	<p>Review of the comments and suggestion made at the last meeting held on November 17th concerning the draft of the Family Brochure for the system of care.</p>	
<p>3. Today’s Agenda</p>	<ol style="list-style-type: none"> 1. Review draft of brochure; suggest changes; look at the format; and what pertinent information to include in the brochure for our population of focus. 2. Discussion of the development of a toolkit for our Family Service Coordinator and our Family Evaluators to provide for families. 	
<p>4. Today’s Discussion</p>	<p>The committee discussed suggestions made from November 17th’s meeting. A great deal of discussion surrounded the title of the brochure and the option of a tagline. It was decided after much discussion and tagline suggestions to just go with a title for the brochure. “Families in Systems of Care” was the final agreed upon title for the brochure. Pictures of families will go on the front of the brochure (we have a volunteer who has offered to take the pictures for the brochure). WE HAVE A FINAL DRAFT! HURRAY!</p> <p>The toolkit discussion turned out to be a very good brainstorming session. State and federal resources were discussed as were links to websites. The size of the toolkit was a concern as well. We discussed have one-page informational sheets for each organization, so that the amount of information would not be overwhelming for families. It was suggested by Margaret to develop a one-page fill in the blank for each organization to maintain consistency.</p> <p>Organizations suggested to include in the toolkit were: Transportation providers, Disability Rights Center, Children With Special Health Needs, MaineCare, Family Organizations, Advocates for Children, DHHS all three counties, KidsLegal of Maine, PineTree Legal, www.AccessMaine.org, possibly the “211” website, and such national resources as National Dissemination Center for Children with Disabilities (NICHCY).</p>	

<p>5. Wrap up</p> <ul style="list-style-type: none"> ➤ Review of meeting and assigned tasks, ➤ Set next meeting agenda 	<ol style="list-style-type: none"> 1. Meeting Minutes: Diane & Tonya 2. Draft of the brochure: Tonya <p>Our next meeting is on December 19, 2006, from 10:00 a.m. – 11:30 a.m.</p> <ul style="list-style-type: none"> • We will continue our discussion on the resource toolkit. • We will be having a presentation from Ray Cook, our Training Coordinator, on a Family Training Work Plan that includes a monthly and yearly calendar of events that parent may want to attend. • We will continue our discussion of creating a resource toolkit for families and review the one-page information request for organizations.

Parking Lot Items: Everyone please take a moment to view the THRIVE website at: www.thriveinitiative.org

Guiding principles for each committee:

- Each voice is valid and respected
- Members are respectful of one another
- Each person's reality is unique and valuable
- Expertise comes from many sources
- Process is the foundation for decision-making
- Meetings are focused and productive with a shared vision
- Transparency builds trust
- Trust builds relationships
- Leadership encourages collaborative strategies
- Participation is meaningful