



Action & Family Council Workgroup Planning

Action & Family Council Members

Date: October 26, 2023

Attendees

Council members present: Audrey Gonzalez, Chinita King, Makisha Binns, Kaelin Richardson, Wendy Williams, Gina Ruther, Shalese Bruya, Roberta Johnson, Krystin, Cassandra Stall, Mariah Tolson

Council members absent: Gina Harding, Carolyn Jason, Shamyra Brown, Jaqueline Chacon, Nicole Warren, Linda Eiland, Megan Burgess, Katie Manno, Emily Alvarez, Stephanie Kraft-Sheely, Shameka Brown, Misti Johnson

Agenda

1. Group agreements
 - a. Group agreements were reviewed with all Workgroup members as a refresher for the upcoming discussion.
2. Action Plan
 - a. Workgroup members reviewed the Action Plan and the schedule for the rest of the workgroup in regard to the Action Plan.
3. CQI (Continuous Quality Improvement)
 - a. Workgroup members reviewed the CQI information presented at the first Workgroup meeting this month.
4. SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goal setting:
 - a. Recommendation: Connect all staff and programs to support, resources, and professional development around special education, trauma-informed care, and mental health.
 - i. The above recommendation was split into four SMART goals.
 - ii. The Workgroup discussed the steps that would need to be taken to meet the goal, how the group will know when the goal is achieved, and how long the group believed it will take to meet the SMART goals.
5. Anticipated risks/barriers to meeting the goals.
 - a. What are the anticipated risks/barriers to meeting the goal of Recommendation 1?
 - i. There were several anticipated risks/barriers during the workgroup's discussion of Recommendation 1, which will be further explored in further Workgroup meetings.

Proposed solutions to the anticipated risks/barriers to meeting goals.



- b. Those present for the Workgroup were asked to think about solutions to the anticipated risks/barriers to the meeting goals proposed.
6. What organizations/agencies are needed for implementation
 - a. Workgroup members discussed the organization and agencies that would be need for the implementation of Recommendation 1 including private organizations, State entities, and others.

Before next meeting...

- Review Meeting Notes
- Review the progress of the start of the SMART goals last meeting by visiting the [Google Drive](#) workgroup folder.