



Leading Together: Convening of Family-Led and Family-Supporting Organizations

Leading Together Planning Team Meeting Meeting Minutes January 8, 2016

Participants: Hugh Davis, Vicki Davis, Connie Dunlap, Patricia Erving, Darryl Hall, Lynn Hrabik, Barbara Katz, Laurice Lincoln, Kristine Litzelman, Tim Markle, Robin Mathea, Molly McGregor, Gail Nahwahquaw, David O'Connor, Daniel Parker, Hector Portillo, Deb Ramacher, Harriet Redman, Teofilo (Martin) Salas, Gina Salazar, Kayla Sippl, Julia Stavran, Joann Stephens, Cheri Sylla, Kara Van Vooren.

Reminder: Supporting materials from *Leading Together* can be found on the Wisconsin Medical Home Initiative Website: <http://www.wismhi.org/wismhi/About-Us/System-Integration/Family-Leadership-Team>

Workgroup Updates:

Resource Mapping Workgroup:

- Overview and update on survey
 - Reviewed changes made to survey based on this group's feedback after the 12/21/15 planning team meeting.
 - The resource mapping workgroup created a list of *Family Leadership characteristics* rather than trying to define Family Leadership. In the survey introduction the Family Leadership characteristics list will be referenced with a link to where the document is hosted on the Wisconsin Medical Home Initiative website.
- Distribution timeline:
 - **Survey testing:** Goal of having a few organizations test the survey prior to sharing the survey link broadly with family serving and supporting organizations. If you are interesting in testing the survey, please contact Molly McGregor (mmcgregor@chw.org) by **1/15/2016**. For those willing to test the survey, the workgroup would request that you complete the survey by 1/29/2015.
 - Following survey testing, the workgroup will make any edits based on the testing stage. Broader survey distribution is expected to begin in early February. The survey will be open for 4 weeks.

Additional comments or recommendations from the group:

- For those interested in testing the survey, the responses you provide will be saved and you will not be asked to re-complete your entries. If additional questions are added based on the test survey feedback, you will be contacted to provide additional information specific to the updated areas of the survey.
- Logistics: The survey will be completed online. The workgroup may also send the survey as a PDF so respondents can capture information from others within their organization. If a PDF is sent, we will be sure to make clear that the responses need to be collected in survey monkey.

Cultural Diversity Workgroup

- Update on survey development: some from this workgroup have been critically thinking about the content of this survey. Previous versions this group has reviewed have been closely based on the Georgetown's National Center for Cultural Competence (NCCC) organizational assessments. Some from the cultural diversity workgroup have been critically thinking about our needs in Wisconsin and are considering how this survey might be adapted to better meet the workgroup needs. As this evolves, additional options will be provided to the workgroup and planning team.



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- Discussion around *Other demographics* category, considering the extent of what to include. Many agreed that thinking broadly is appreciated (specific examples shared include: social economic, family makeup, LGBT community, single parents/guardians/grandparent, same sex, foster families, engaging fathers).
- **Survey logistics:** This survey will be conducted by phone interview. Members from the cultural diversity workgroup will be conducting the phone interviews with all organizations that participate in *Leading Together*.
- **Survey Testing:** Workgroup members, who are interested in conducting the phone interviews, please connect with Susan Latton (Susan.Latton@dhs.wisconsin.gov). This workgroup would also like to complete a test on this survey. If your organization is interested in and willing to participate in a phone interview, please contact Susan Latton (Susan.Latton@dhs.wisconsin.gov).

Additional comments or recommendations from the group:

- Logistics: The workgroup hopes to have the survey available in March.
- The interviewer will be provided with a survey “script” to help guide the conversation. The interview will be responsible for collecting the responses, but will not be required to evaluate the information.

Future Meeting Planning:

- Next *Leading Together* meeting is April 20, 2016. Dr. Barbara Stroud will facilitate our time together. Some potential topics for our time together include:
 - Understand and moving forward with data obtained in phone interview survey conducted by the cultural diversity workgroup.
 - Integration of family leaders within our work.
 - Considering organizational levels of cultural competency, and areas of cultural competency growth.
- A doodle will be sent to determine reoccurring monthly planning team meetings to begin March.
- Upcoming planning team meetings:
 - 1/19/2016 10a.m.-12p.m.
 - 2/2/2016 1:30p.m.-3:00p.m.