

**Participants:** Daniel Parker, Gina Salazar, Emily Erickson, Jessica Smith, Laurice Lincoln, Connie Stevens, Susan Latton, Robin Mathea, Emilie Braunel, Mandy Myszka, Deb Ramacher, Molly McGregor, Barbara Katz, Lynn Hrabik, Harriet Redman, JoAnn Stephens, Connie Dunlap, Hugh Davis, Darryl Hall, Kara Van Vooren, Paula Tran Inzeo, David O'Connor, Vicki Davis, Martin Salas, Sharon Fleischfresser, Joe Hameister, Cheri Sylla

These notes/agenda's as well as other documents for these groups can be found on the Wisconsin Statewide Medical Home Initiative Website:

<http://www.wismhi.org/wismhi/About-Us/System-Integration/Family-Leadership-Team>

**Welcome and Thank You:** Susan Latton thanking everyone for work throughout 2015 and providing feedback on survey.

## **Resource Mapping Workgroup Updates / Discussion**

**Review of Family Leadership Survey:** Walk through of survey.

Hope to send survey out early in 2016.

Family Voices website will host compiled information from the survey.

Discussed difference between family leadership and family engagement and "what is family leadership"

- The resource mapping workgroup came up a list of characteristics (see previous notes in Wisconsin Statewide Medical Home Initiative Website: from July 15 meeting notes <http://www.wismhi.org/-wismhi-files/PDF/Family-Leadership-team/7.15.15CharacteristicsActionPlanning.pdf>)
- Suggestion to include this list of characteristics with the survey to better assist those filling out the survey.
- Discussion of time line for taking the survey. Should we have shorter window or longer window (longer window would allow to send questions to organization staff so they can send feedback to person filling out survey for organization).
- Discussed putting together a pdf of the survey to go out with email of survey so that it could be sent to staff members in organizations to provide feedback and to allow the person filling out survey to see entire list of questions BEFORE filling out the survey online.
  - Need to ensure pdf clearly states the survey should be entered by one person from organization using online survey link.

- Discussed need to have a section in survey or email of “benefit to participants” explaining importance of the survey and benefit to families in Wisconsin and organizations supporting them.
  - Discussed having resource mapping workgroup have personal invitation / connection in follow up to any organizations who did not respond.

## **Cultural Diversity Workgroup Updates / Discussion**

### **Survey of organizations needs assessment (summary and discussion)**

- Overview of survey. Survey will be conducted by phone interview. Organizations will receive in advance the interview to review.
- Current draft has 6 parts (part 1: knowledge of diverse communities)
  - Recommendation was made to revise the racial and ethnics description to match federal definition list.
  - Suggestions on including fathers as a people group.
  - Suggestion of breaking out people with disabilities (ex: adults / children / mental health / physical).
  - Question of including higher socioeconomic status.
  - Suggestion of looking at Race to Top report to identify groups of people.
  - Suggestion looking at trauma as group.
- Part 2: organizational philosophy, part 3: What we do, part 4: Who we are, Part 5: How we work, Part 6: moving forward
  - Discussed “who we are question #9 and need to have a follow up question or some type of modification as the questions are very subjective and feeling of wanting to dig deeper into that question.
  - Suggestion to better tie together section 1 groups and section 4 question #9. (ex: review the groups in section 1)
  - Suggestion of changing Section 4 to the front.
  - Suggestion of Military status.

## Future Meeting Planning

- Future meetings.
- Hold Feb 22<sup>nd</sup> meeting with Eileen Forlenza in Madison.
- April 20<sup>th</sup> full day meeting together at Country Springs.
- Planning team will receive doodles for meeting planning approx every two weeks to continue work on the survey and plan future meetings.
- The Family Leadership Activity Survey will be posted on the [WisMHI](#) website.
- Please contact Susan if you are willing to be an interviewer for the Cultural Assessment Phone Survey.
- Draft survey will be posted on the [WisMHI](#) website.
- Cultural Assessment is undergoing heavy revisions due to conversation from previous meeting.