

Spalding County Collaborative Authority for Families and Children, Inc.

Meeting Minutes

Spalding County Health Department

January 14, 2015 9:00 AM

Present: Regina Abbott, Stephanie Blokzkyl, Tammy Bradberry, Carmen Caldwell, Grady Caldwell, Patricia Cameron, Doris Christopher, Ruth Daniel, Sandra Dickson, Mother Eva Dickson, Will Doss, Anissa Freeman, Dewey Haley, Shelia Hall, Sharon Harvey, Anthony Hill, Cherry Hovatter, Kay Johnson, Keisha Johnson, James Johnston, Jessica Layfield, Sherry Maddock, Tracy McLean, Julie Moore, Molli Pruitt, Jillian Rafter, Eula Redding, Kim Stephens, Glorine Thurman, Cynthia Tidwell, Mamie Tomys, Joseph Walker, Jewel Walker-Harps, Marian Watkins, Jackie Williams, Toni Williams. (36)

Meeting was called to order by Chair Cynthia Tidwell. Prayer led by Grady Caldwell. Pledge led by Molli Pruitt.

Adoption of the December minutes deferred to the February meeting.

Chair Cynthia Tidwell acknowledged Immediate Past Chair Carmen Caldwell's outstanding leader for the past year.

Dr. Jerry Roberts, Jr., Field Foot and Ankle Clinic, was present to thank everyone for helping to make the first annual shoe drive a success.

Annetta Berry, Region 4 Georgia Family Connection Partnership Community Support Specialist, reviewed the Collaborative Responsibilities (copy attached) and facilitated the first quarterly strategy team work session with teams reporting out at the end of the meeting. (Note: some team report-out may not be recorded due to misplaced flip charts.)

Why come?

- Find partnerships
- Networking
- Find out what is in the community
- We care
- Relationship
- Find new solutions
- Disseminate information
- To learn
- To be a part of a community
- Create synergy
- Mini SWOTS
- Learn what the problems are
- Help to solve the problems
- This is the group that digs in

Benefit

- Makes work easier
- Collective impact
- More information
- More inclusive
- Not duplicating

Networking

- Get more people
- Need more time

Sharing

- Committees to cross collaborate thru committee chairs
- Information page on website (what would this look like?)

Create synergy

- Show enthusiasm
- Attend committee meetings

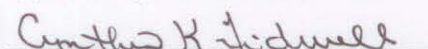
Learn

- Stats/data – sources of
- Organization fact sheets and/or announcements

The next meeting is set for February 11, 2015 at 9:00 a.m. at the Spalding County Health Department Training Room.

There being no further business, the meeting adjourned at 10:00 a.m.

Approved, Cynthia K. Tidwell – Chair



Respectfully Submitted, Regina Abbott – Coordinator





RESPONSIBILITIES OF A GEORGIA FAMILY CONNECTION COLLABORATIVE

As the local Georgia Family Connection Collaborative and member of the Georgia Family Connection statewide network, we agree to:

- set forth those acts and actions that are compatible with the best interest of the Georgia Family Connection statewide network and the communities we serve;
- embrace certain locally developed standards of conduct to which Collaborative members and staff adhere; and
- demonstrate certain characteristics—including inclusivity, diversity, neutrality, non-partisanship, and representativeness of the community—in order to safeguard the integrity of the Georgia Family Connection statewide network and achieve our mission of improving outcomes for children and families.

It is the responsibility of the Collaborative governing body to ensure that the organization engages in activities that help further its purpose, while protecting the integrity of the local organization and the Georgia Family Connection statewide network. The Collaborative governing body, at a minimum, is responsible for fulfilling the following specific duties:

- designating an elected chair who can take action on behalf of the Collaborative;
- ensuring diverse and inclusive Collaborative membership, to be accomplished in part by engaging at least five sectors from the community;
- meeting and communicating regularly in support of agreed-upon plans for improving outcomes for children and families;
- ensuring that decisions are made jointly and are documented in writing;
- ensuring that the appropriate processes are in place so the Collaborative can effectively maintain organizational integrity, addressing issues such as conflicts of interest, crises, etc. (e.g. code of conduct, policies and procedures, MOU/MOA, etc.);
- providing leadership and oversight for the Collaborative's work, including but not limited to, assessing the community; identifying priorities; developing, implementing, and sustaining plans for improvement; holding themselves accountable; governance; and administration and operations;
- providing oversight of the Georgia Family Connection fiscal allocation, ensuring compliance with fiscal agent policies and procedures, as well as Georgia Family Connection Partnership (GaFCP) and the Georgia Department of Human Services (DHS) contractual and reporting requirements; and
- supervising the salaried Family Connection coordinator or managing the paid coordinator contract, including provision of a written job description or a written and signed contract outlining deliverables.

The Collaborative coordinator or executive director, as staff to the Collaborative, possesses certain responsibilities that will preserve and enhance the work and integrity of the local Collaborative and the Georgia Family Connection statewide network. At a minimum, they are responsible for fulfilling the following specific duties:

- providing adequate time and attention as a salaried employee or paid contractor in order to fully meet the requirements of the Georgia Family Connection state allocation and the needs of the local collaborative;
- serving, in conjunction with the Collaborative Chair, as liaison between the Collaborative and GaFCP; and
- ensuring, in conjunction with the Collaborative governing body, that all Collaborative and fiscal agent policies and procedures are followed and that GaFCP and DHS contractual and reporting requirements are met in a timely manner.

Having read and understood all the responsibilities of the Collaborative governing body, the governing Board hereby agrees—as reflected in the Board’s minutes—to be responsible for the fulfillment of the duties set forth herein.

Cynthia K. Tidwell
Collaborative Board Chair signature

1/15/2015
Date

Cynthia Tidwell
Print name of Collaborative Board Chair

Spalding County Collaborative Authority
Collaborative name for Families + Children

Having read and understood all the responsibilities of the Collaborative coordinator or executive director, I agree to be responsible for the fulfillment of duties set forth herein.

Regina Abbott
Collaborative Coordinator signature

1/15/2015
Date

Regina Abbott
Print name of Collaborative Coordinator/Executive Director

Spalding County Collaborative Authority
Collaborative name for Families + Children