



CSA Meeting Minutes

Mission: Inspire the human service agencies throughout Pendleton County to make a positive difference in the lives of those in need of our community by collaboration, partnership, leveraging existing services and eliminating duplication of services.

Vision: Witness the collaborative efforts of human service agencies, faith-based organizations, and generous businesses make it possible for families who reside, labor, worship, and do recreation in Pendleton County to do so with access to necessary resources, a sense of protection and safety, and a feeling of empowerment, so that they may, in turn, join the collaborative effort of all citizens to improve the quality of life in Pendleton County

Location: Pendleton County Public Library **Date:** 02-25-2015

Agenda Item:

Welcome, Sign In, Eat

Welcome Back and Welcome New Members!

- Discussion on use of acronyms, buzz words and its effect on communication (i.e. DOA can mean different things in different organizations)
- Review of last month's CSA Meeting, including purpose of CSA and Action Teams
- CSA will meet every other month (even months) and Action Teams will meet on subsequent months (odd months)

Break Into Action Teams

- Each participant selected 1st choice of groups and broke into groups (Substance Abuse, Health, Education). *Note: You are encouraged to attend any group in which you have an interest.*
- Each group determined a Chair person and Secretary for meetings
- March Meeting Dates/Times were determined:
 - Substance Abuse Action Team will meet with Champions Coalition on 2nd Thursdays of each month (Next Meeting = 3/12 at 10am at Pendleton County Cooperative Extension Office)
 - Health Action team will meet 4th Wednesdays at 9:00am at the Pendleton County Public Library on odd months. (Next meeting is 3/25 at 9am at PCPL). If monthly meetings are needed, they may meet after CSA on even months.
 - Education Action Team will meet 4th Wednesdays at 10am at the Pendleton County Library on odd months. (Next meeting is 3/25 at 10am at PCPL).



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- Chairpersons/Secretaries were determined:
 - **Substance Abuse Action Team/Champions Coalition**
 - Chair: Kenna Knight
 - Secretary: Debbie Young
 - **Health Action Team**
 - Chair: Becky Messmer
 - Secretary: Darlene Wright
 - **Education Action Team**
 - Interim Chair: Douglas Beard
 - Interim Secretary: JoEllen Mitchell

Next Steps for March Meetings

- Determine goals for groups, specifically SMART goals
- SMART goals were discussed. Goal Worksheet was distributed (and is attached). SMART goals include:
 - S = Specific
 - M = Measurable
 - A = Attainable
 - R = Relevant
 - T = Time Based
- Each group will spend 10 minutes at April meeting discussing the goals that were established. Discussion was presented on determination of SMART goals
- Meet in March and determine 2015 goals (1-2 goals, or as many as feasible for group in 2015)

Participant Updates

Participants were encouraged to share current initiatives within their organizations.

Upcoming Meetings (Please mark your calendars!)

Champions	March 12, 2015 at 10am at PC Cooperative Extension Office
Health Action Team	March 25, 2015 at 9am at PC Public Library
Education Action Team	March 25, 2015 at 10am at PC Public Library
CSA Meeting	April 22, 2015 at 9am at PC Public Library

Reminders:

- Bring flyers/information and place on the back table
- Be sure to pick up flyers/information on your way out



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- If you need speaking time on future agendas, please email Debbie Young at debbie.young@ky.gov

Members present included:

Doug Beard, Neil Belcher, Linda Bray-Schafer, Andrea Bussell, Janet Fields, Cheri Figgins, Ella Frye, Mark Hall, Michele Hamilton, Brittany Jackson, Laura Johnson, Kenna Knight, Becky Messmer, Shelley Meyer, Gary Mitchell, JoEllen Mitchell, Jason Moore, Mike Moore, Jared Perkins, Amy Razor, Jim Thaxton, Darlene Wright, Barbara Yates, Debbie Young