



Kids' Council Meeting Minutes

January 15, 2015

5:15 p.m. – 7:15 p.m.

344 Broadway, 2nd Floor Conference Room

Summary

Summary of Conversation Topics

- Shared understanding of the work of the Youth Council
- Shared understanding of the Community Engagement Team Strategic Plan and Making Connections: A Cambridge Outreach and Engagement Training program

Key Agreements

- Agreement to support the CET FY16 Recommendations

Next Steps

The group identified the following next steps (or commitments) during the meeting:

What	Who	By When
Save the proposed meeting schedule for 2014-15 (3 rd Thursday of the month unless otherwise noted): <ul style="list-style-type: none"> ▪ March 19, 2015 ▪ April 16, 2015 ▪ May 21, 2015 ▪ June 18, 2015 *Possible Retreat or CET Training (5:15 – 9:15 p.m.)	All KC members and affiliates	



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5:15 pm – 7:15 pm

344 Broadway, 2nd Floor Conference Room

Detailed Notes

Present:

Mayor Maher, Neal Michaels, Tina Alu, Charlotte Avant, Sally Benbasset, Andrea Collymore (left before meeting started), Jessica Daniels, Michelle Godfrey, George Halfkenny, Kathleen Kelly, Marc McGovern (left before meeting started), Ellen Semonoff, Jeff Young, Claude Jacob, Nancy Tauber, Lace Campbell, Linda Mindaye, Griffin Andres, Mary Gashaw, Stacey King, Carole Sousa, Jen Baily, Lei-Anne Ellis, Melody Brazo, Julia Hubbell, Nan Stone, Marlinia Antoine, Matt Nelson, Khari Milner, Skeyler Delva, Rihana Oumer, Olivia Scott, Kabir Uddin, Donna Claudio, Herman Manigo

Co-Chairs: *Mayor Maher and Neal Michaels*

Executive Director: *Nancy Tauber*

Content Manager: *Mike Payack*

Desired Outcomes:

- Shared understanding of the work of the Youth Council
- Shared understanding of the Community Engagement Team Strategic Plan and Making Connections: A Cambridge Outreach and Engagement Training program
- Agreement to support the CET FY16 Recommendations

Socialize, Network, and Eat:

5:15 pm – 5:30 pm

Call to Order:

5:30 pm – 5:50 pm

- Call to Order
 - Welcome & Introductions
 - Agenda Overview
 - Adoption of Minutes (November 20, 2014 meeting)
 - Since there was not a quorum, the members voting to support the minutes, and the Executive Committee will vote at the Feb. 5th meeting
 - Announcements

- Youth Council Events
- Martin Luther King day of Service – Many Helping Hands
- Public Comment - None

Cambridge Youth Council Update (Skyeler Delva, Olivia Scott, Kabir Uddin):

5:50 pm – 6:00 pm

- Events CYC is planning for this year:
 - Basketball
 - International Night
 - Race and the Media- February - 9th
 - Race and Police Systems – 3-5 on January 22nd at CRLS Media Café
 - Race and Education
- Race in Police
 - Police, youth and community members will be in attendance
 - Goal: Bridging the gap between the community and police departments in light of the recent events that have occurred.
 - CYC will report back to Kids’ Council and share what they have learned in order to make positive changes
- Mentoring Program - High school students will mentor 8th and 9th graders
 - Recruiting mentors and mentees
 - Develop a training manual and training session
 - Mentors and mentees will meet twice a month
 - Opening Ceremony is on 3-5 on Jan. 27th at CRLS

CET Presentation and Discussion:

6:00 pm – 7:10 pm

- CET Strategic Plan (see below)
- Making Connections: A Cambridge Outreach and Engagement Training program (see below)
- FY16 CET Recommendations (see below)
- Since there was not a quorum, the members voting to support the minutes, and the Executive Committee will vote at the Feb. 5th meeting
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Next Steps:

7:10 pm – 7:15 pm

- Nancy announced that the next Kids’ Council meeting is scheduled for Thursday, March 19th, 2015 (5:15 pm -7:15 pm) at 344 Broadway, 2nd Floor conference room.
 - At the March 19th meeting we will review the Finding Activities and Services in Cambridge Website project
 - EGOV Request (See below)

Adjourn:

7:15 pm

CET STRAGIC PLAN

Strategic Planning Process

The Community Engagement Team (CET) embarked on a strategic planning process in the fall of 2014. During early phases of the planning process, CET categorized their work into four roles:

- Community outreach and engagement
- Developing organizational capacity
- Policy/Systems change
- Developing community leaders

Meetings and focus groups were held in September, October and November with various stakeholders to solicit feedback regarding priorities for each of these roles. The following groups provided input:

- The full CET membership (n=27)
- CET sub-committees/sub-groups including:
 - American Born Black Outreach Team
 - Networking event planning team
 - CET outreach workers (n=10)
 - The CET Executive Committee
- The Kids' Council (n=29)
- Groups of residents from Cambridge impacted by CET including:
 - African American parents (n=4)
 - Immigrant parents (Windsor Street) (n=8)
 - Immigrant parents (North Cambridge) (n=3)

The priorities identified by these groups were synthesized into a report by the Institute for Community Health for a December planning retreat attended by the CET Executive Committee and 3 senior outreach workers. The goal of the retreat was for this group to come to consensus on 3-5 priorities or objectives for each of the roles.

The newly defined goals and objectives were presented to the CET membership in mid-December for feedback, which was incorporated into a final version. The next step is to identify activities and timelines for each objective. The various CET teams – American Born Black Outreach team (ABBOT), Networking Event Planning team (NEPT), Outreach Worker team, Training Planning team and Executive Committee- will draft activities and timelines to be presented to the CET membership in March 2015 with the first year activities then being incorporated into the CET work plan for FY2016.

Goals and Objectives: July 2015-June 2018

	Community Outreach/Engagement	Developing Organizational Capacity	Policy/Systems	Developing Community Leaders
GOALS	All Cambridge families have the support they need to thrive, and participate in shaping community life.	CET has a clearly defined portfolio of services available for agencies seeking to build their community engagement capacity.	CET has an influence on the creation and implementation of city-wide policies and/or systems related to racial equity and community and family engagement.	CET outreach workers are skilled and valued city employees who have the necessary resources to serve as community leaders.
OBJECTIVES	<ul style="list-style-type: none"> Continue developing relationships with the Cambridge Public School Department (CPSD) personnel and increase collaboration btwn CET & CPSD. 	<ul style="list-style-type: none"> Examine the format, structure, schedule, content, and evaluation of networking events and implement changes as indicated. 	<ul style="list-style-type: none"> Determine the scope of CET's role in policy/systems work. 	<ul style="list-style-type: none"> Explore ways to support the outreach worker position such as providing dedicated office space, business phone number, etc. and implement as is feasible.
	<ul style="list-style-type: none"> Continue to support underserved communities in sharing their opinions and advocating for their needs with city leaders. 	<ul style="list-style-type: none"> Review CET's technical assistance offerings, including who receives it, who delivers it, and what boundaries frame it. Update TA Guide based on the outcome of the review. 	<ul style="list-style-type: none"> Establish the priorities and/or the topics that CET will address for both racial equity and community/family engagement. 	<ul style="list-style-type: none"> Provide more skill-based job training and opportunities to practice leadership skills for outreach workers.
	<ul style="list-style-type: none"> Continue to serve as a liaison between underserved communities and the city systems, linking residents to resources, events and each other. 	<ul style="list-style-type: none"> Institutionalize the city-wide training program. 	<ul style="list-style-type: none"> Implement the activities that arise from these discussions about topics and priorities. 	<ul style="list-style-type: none"> Redefine the role of the ABBOT outreach worker, identify the resources needed to further define and coordinate ABBOT's work, and implement changes.
	<ul style="list-style-type: none"> Strengthen the connection between ABBOT outreach worker and the community, ABBOT, and the other CET outreach workers. 	<ul style="list-style-type: none"> Make strategic connections between CET's organizational capacity building services: networking events, technical assistance requests and trainings. 		<ul style="list-style-type: none"> Create a vision and plan for outreach worker career paths.
	<ul style="list-style-type: none"> Continue to deliver workshops in residents' native languages and expand workshop offerings to include new topics. 	<ul style="list-style-type: none"> Develop and implement a plan for follow-up with participants after CET events, activities and trainings. 		<ul style="list-style-type: none"> Expand the outreach worker role by increasing the number of hours funded for both outreach workers and managers. Include full-time OW position(s) in the budget.

CET FY'16 FUNDING PROPOSAL

Item	Annual Amount
CET Co-Coordinator – 3.5 hours/week	\$5,063.00
Full-Time Outreach Worker-Program Assistant	\$41,808.00
Increase of 2 Hrs. Per 8 Outreach Workers for 43 Wks.	\$10,368.00
Evaluation Program Assistant	\$4,128.00
Making Connections Trainers	\$2,167.00
Consultants	\$4,740.00
Outreach Worker Training	\$500.00
Materials and Supplies	\$3,500.00
Printing	\$2,950.00
TOTAL	\$75,225.00

CET FY'15 FUNDING – FY'16 FUNDING

Item	Annual Amount
Training	\$10,600.00
Savings from Eliminating One 19.5 Outreach Worker	<u>\$12,577.00</u>
TOTAL	\$23,177.00
CET FY'16 Funding Proposal	\$72,225.00
“Savings” from FY'15 Budget	-\$23,177.00
TOTAL	\$52,048.00

FINDING ACTIVITIES & SERVICES IN CAMBRIDGE

Overview

The goal is to make sure families, youth, and those who support them can easily find the activities, services and resources they are looking for in Cambridge. To this end, the Kids' Council is working with Code for Boston to develop a new and improved technology to replace the Cambridge-Somerville Resource Guide. This platform will be straightforward to support and update. It will be engaging and use current technology both for residents and service providers. It will also be easy-to-use as a single point portal which can be translated into many languages. We will begin by building a prototype website that is accessible from phone, computer, and tablet.

Background

The Kids' Council has been developing recommendations to make it easier for families and providers to access the many resources available in Cambridge. Last year, they interviewed over 220 parents and providers to find out what type of information families are seeking, and who and where they go to find information. They also asked participants about challenges they face and suggestions for improvement. After analyzing the data, it became clear that families and those working with them would like a new and improved technology to find what they are looking for when they are looking for it. This is a priority for the Kids' Council, as well as the Early Childhood Task Force, Income Insecurity Task Force, and STEAM Initiative.

This summer 14 stakeholders came together for a one-day workshop to start the process of co-producing a new and improved website. The stakeholders were Cambridge residents and representatives from the city, schools, and community based organizations. They were asked to look at the current landscape and attitudes toward services within Cambridge, and then come up with the “perfect” solution: an easy-to-use, single point portal which can be translated into many languages. The remainder of the day was spent figuring out how to make that aspirational solution a reality.

The next stage was to work with Cambridge stakeholders to gather feedback from residents and service providers in order to understand what their needs and take the “build with, not for” approach. We developed a survey based on the activities and discussions that took place during the workshop, and we were extremely pleased that over 1,250 people took it. The valuable insights we have gleaned from the survey have informed us of our technical needs, possible pitfalls, language and accessibility issues, and so much more.

Next Steps

Based on the survey results, we will begin by building a prototype website that is accessible from phone, computer, and tablet. While it is not necessary to have a native App at this point, we do need to include a phone system with voice-assist or live-assist for calls. While many people prefer to use technology, there are many in Cambridge who will be able to access activities and services much more easily if they are able to interact with a person directly. To increase accessibility even more, both the website and phone should be multilingual, and languages should be prioritized based on language feedback from the survey, school demographics, and census data. While the prototype is being created, we also need to establish a Memorandum of

Understanding so that those who would like to be a part of this project are clear about the expectations.

The open-source Ohana API platform will help us accomplish our goals because the service providers will be able to update and manage their information, while the users will be able to find activities, resources, and services in Cambridge. For more information about Ohana API, check out the following:

<https://www.youtube.com/watch?v=KLXZ4nGJkYc>
<http://ohanapi.org/>

EGOV Project Request #1 (FY15)

In order to begin this project, we need help designing and developing the website using the Ohana API. We are requesting funds to hire a consultant(s) for a total of 300 hours. The Department of Human Services can contribute \$15,000, and we are asking for \$15,000 in EGOV funds. The work would include:

- Taking Cambridge data to build front end of prototype with Ohana API
- Test the prototype with residents and providers
- Rework the prototype based on the feedback
- Design and implement protocols for updating website data.
- Work with providers to find out how best to keep the website updated and a template that would work best for providers.
- Deploy the website.

EGOV Project Request #2 (FY16)

Once we deploy the website, we will need to maintain it. The following costs will be necessary:

One-Time Costs:

ITD (\$26,000)

- Usability testing of the site (\$20,000)
- Equipment (\$6,000)
 - laptop
 - 3G/4G tablet
 - printer
 - external keyboard
 - external mouse
 - mobile access point
 - secondary monitor
 - display adapter (HDMI, DVI and VGA)
 - iconography/fonts/graphics
 - stock photos

Annual Costs:

ITD (\$2,000)

- Hosting and Domain Registration (\$1,200)
- Service fee for mobile access point (\$800)

Est. ITD Employee Hours:

- 80 hours
 - Maintain site integrity and usability
 - Security review of site and protocols (SSL)

Est. Other Employee Hours

- Part time staff to maintain site content (DHSP and/or Library)
- Part time staff to answer phone (DHSP and/or Library)