



# Notes

# HPFCE Steering Committee

1/8/2020

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## Henrico Partnership for Family and Community Engagement

HPFCE Steering Committee is comprised of leaders from each workgroup who report on ongoing progress in relation to goals, as well as other members who help make decisions about the purposes and future directions of the partnership. Steering Committee members also present progress on activities, goals, and outcomes at partnership meetings. The committee is led by the HPFCE Director, and meets every month.

### Meeting Notes

#### 1. Announcements

- The partnership continues to investigate new strategies on more partnership involvement.
- Sherry shared website development status
- Shawn Rozier stated that the partners should identify the projects that they want to implement in their work plans.

#### 2. Discussion Questions

**What should we start doing as a steering committee to get all partners involved in collaborative opportunities?**

Based on questions/suggestions from previous meetings, following suggestions were made:

Workgroups will become Focus Areas 1-4 (Current: Phil/Chad=1, Mike/Leslie=2, Judy/Krishawn=3, Shawn=4)

Ex:Focus Area 1

Partners choose Focus areas and are fluid members based on projects and skills/interest/talents they bring

Choose Projects (short-term then decide if it's long-term initiative)

Steering Committee Members guide and record

#### **Should the Partnership Meeting time be changed?**

Poll for what time would be best. Even months are already at Trinity – keep face to face at Trinity for Steering Meeting. Suggestion to keep 2<sup>nd</sup> Wednesday and to alternate between 9-12 and 1-4 in order to meet partners' scheduling needs

Do we want to do Zoom calls for Steering Committee?

Yes, on even months and IF we miss the Zoom meeting then we can meeting an hour before the partnership meeting.

### **How do we keep Partners engaged?**

To Do: look over past attendance records and identify who we would like to come back. Steering Committee reaches out to them and finds out why they left, was it time, projects, workgroups, jobs, etc.... Ask them why they disengaged and what they would like to see happen in the Partnership.

It was discussed People moving through workgroups – working to maximize their skills on projects. Members joining in the Steering Committee for their projects.

Chad concerned that it would become a partnership meeting. Krishawn that members come to us when there's a problem or we need to help get them unstuck direction or clarity. Launch new projects.

Mike will get in touch with David Neff to discuss whether it is necessary to bring him in for consultation

- **Krishawn**- Many of the new partners are not aware of what other partner organization are doing and are also unaware of their own role in the partnership. Previously, the main objective of the partnership was motherhood/fatherhood and rites of passage.

The Partnership must develop strategies that provide collaboration between all partners.

Suggestion to provide a project so partners can see the benefit from becoming involved in the Partnership.

Write and update partners on events and additional way to collaborate.

- **Chad**-New partners are defaulting to a table that may not be beneficial to them. This may leave new partners unsure of where they belong and does not see the benefit of attending future meetings. Suggestion for potential partners to participate in an onboarding process and complete small intake/application to find the workgroup best suited for their organizational needs.

Committee should map out a system of resources for partnership.

- **Leslie**- We should reinstate objectives and goals from previous meetings and take a look at the framework to stay on task. Questions directed to the group should be documented on a sticky note and placed in a parking lot for future discussion.
- **Phil**-Potential partners should be assigned to a steering committee member. The member will follow up with potential partner to find out how the partnership can best serve them and find the work group best suited for their organization needs. This will be an additional step to the intake application.
- **Shawn**-Emphasized the importance of having a designee from each partner organization attend the meetings.
- **Tammie**- Change from two presenters to one presenter. The presenter will have 30 minutes to provide information on their organization and state how the Partnership can assist them and what resources they can provide to the partnership. Ice breakers may be presented to get the partners engaged and actively participating in the meetings.

### **3. Objectives for next meeting**

- Follow up on MOU's for Partnership.
- Continue discussion on Partnership engagement.