



Commission on Improving the Status of Children in Indiana

Committee/Task Force:	Equity, Inclusion, and Cultural Competence Committee		
Date of Meeting: (MM/DD/YYYY)	6/11/2019	Time:	1:00pm- 2:30pm
Minutes Prepared By:	Brittany Simmons	Location:	Indiana Minority Health Coalition, 3737 N. Meridian St. Suite 300, Indianapolis, IN 46208
1. Meeting Objective(s)			
2. Standing Members			
Name	Organization	In Attendance (x indicates present)	
Kenneth Allen	Indiana Youth Services Association		
Rhonda Bayless	Centers of Wellness for Urban Women	X- phone	
Yalonda Brown	Indiana Youth Institute		
Kristan Sievers-Coffer	Indiana Department of Education		
Brenda Graves-Croom	FSSA: Division of Mental Health and Addiction	X	
Valerie Davidson	Meridian Diversity Consulting, LLC	X	
Gregg Ellis	Child Advocates		
Elonda Ervin	Indiana State University		
Carol Franklin	Phoenix Family and Community Services		
Stephen Gill	United Way- System of Care		
Timike Jones	Indiana Coalition Against Domestic Violence	X	
Esther Lewis		X- phone	
Whitney McKim	Ireland Home Based Services	X	
Chris Paulsen	Indiana Youth Group		
Shirley Payne	Indiana State Department of Health		
Lun Pieper	Indiana Office of Court Services		
Adam Pitt	Indiana Department of Education		
Josh Riddick	Central Indiana Community Foundation		
Calvin Roberson	Indiana Minority Health Coalition	X	
Mark Russell	Indianapolis Urban League		
Dolly Serrant	Indiana Commission on Hispanic/Latino Affairs	X	
Dennine Smith	Indiana State Department of Health	X	
Jessica Strong	Hamilton Center		
Tashi Teuschler	Indiana Office of Court Services	X	
Latrece Thompson	Indiana Department of Child Services	X	
Adrian Warren	Radio One Indianapolis		
Julie Whitman	Commission on Improving the Status of Children	X	
MeLissa Williams	Indiana Native American/Indian Affairs	X	

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3. Staff/Guests			
Name		Organization	
Anne Bedwell		Indiana Native American/Indian Affairs	
Maria Deleon		Indiana Commission on Hispanic/Latino Affairs	
4. Updates/Old Business			
Topic	Main Points		Recommendations/Decisions
5. New Business/Presentations			
Topic	Main Points		Recommendations/Decisions
Welcome and Introductions	Brenda opened the meeting and welcomed the group		
Review of April 2019 Meeting Minutes	Page 2- revision from IMCH to IMHC		
Committee Changes	Introduced the new co-chair- Tashi Teuschler; Jane Seigel has officially retired 1 year time limit restriction lifted; work will be ongoing Will need one deliverable by the end of 2019		
Future Meeting Schedules	Discussion about meeting schedule		Large Committee to meet bi-monthly; Sub-Committees will determine their own meeting schedule between large Committee meetings Sub-committees to report to larger Committee at every bi-monthly meeting

<p>Sub-Committee Updates</p>	<p>Group development Discussion</p> <ul style="list-style-type: none"> • Forming- excited about task • Storming- defined how the team will work, uncomfortable with approach • Norming- resolve differences, appreciate differences, socialization, creation of norms, new tasks could cause group to go between storming and norming regularly • Performing- work supports the goal we are trying to achieve <p>Curriculum Sub-Committee</p> <ul style="list-style-type: none"> • Discussed charge of the sub-committee, no revisions made • Curriculums to include those specific to systems and broader concepts; differentiate skill building and awareness/knowledge • Evaluation tool- will have an example from Indiana University that DCS uses; collect additional evaluation tool • Starting off with a rubric and determine how we are going to evaluate it; MeLissa will share resources from IDOE with the sub-committee • End product- list of curriculum with trainers information; accessible for the Commission and sub-committees; where is this going to live, how can the Commission access; Julie is working with IT to create a TEAM site for the Commission, possibly in the next month or so; training will be set up for anyone who would like to attend; if the Commission approves materials, they will be on the Commissions website; consideration around keeping the information updated; not necessarily endorsing the curriculum; benchmarks and/or minimums to be included in the curriculum; identify objectives for each topic <p>Common Language Sub-Committee</p> <ul style="list-style-type: none"> • Focus on vulnerable youth (DCS, DOC, probation, FSSA) • Developed a plan of action • Create a database of terminology • Using resources that already exist (local, state, national) • Finding additional ways to explain a definition (books, videos, etc.) 	<p>Curriculum Sub-Committee</p> <ul style="list-style-type: none"> • Plan to meet monthly at the beginning to go through all of the materials • Looking for additional sub-committee members; send recommendations if the group knows anyone who may be interested; invite others who are not necessarily part of the larger Committee
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	<ul style="list-style-type: none"> Using google doc to collect information initially Potentially meeting on the 4th Friday, time has not been determined <p>Framework</p> <ul style="list-style-type: none"> 4th Friday @ 11am (July, September, November) Reviewed the charge and discussed the approach Checklist (1 page)- questions with matrix for Commission members to use Instructional reference toolkit- written description of each item on checklist page to provide clarity Visual of conceptual framework to tie it all together (potentially a flow chart) Question components: 1- data collection (client and staff level), what is currently being collected, what is desired but may not be collected currently, gaps in data collection, geographic information (county of service vs county of residence); 2- data reporting- uniform data reporting recommendations, family of origin, frequency and dose of service, type of services provided; 3- data evaluation Explicit ask- look at the recommendation form and provide feedback/improvements to the Commission 		

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Commission Update	<p>Can attend Commission meetings in person or via webcast</p> <p>Meeting Schedule: July 10, August 14, October 23, December 18 from 10am-12pm</p> <p>Need to know at least 2 weeks prior to the Commission meeting to get on the agenda</p> <p>July 18- screening of Resilience, state system focused, central library Indianapolis, 2:30-4:30</p> <p>July 19- ACES conference with Dr. Anda, who developed the ACES</p> <p>Annual report- formation of this Committee will be highlighted in the upcoming annual report</p>		
Burns Institute Presentation Debrief	<p>Presentation in place of May meeting on the History of Youth Justice</p> <p>Feedback from members included more relevant/Indiana specific data</p> <p>Focused on individual groups, but also common themes among all groups</p>		

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6. Action Items (Include recommendations/queries for Executive Committee)					
Action		Responsibility		Due Date	
Establish sub-committee meeting schedule and share with entire Committee		Sub-committee chairs			
Members who are not participating in a sub-committee to join one of choice		Members			
7. Adjournment					
Action				Time	
Adjourn				2:35pm	
8. Next Meeting					
Date: (MM/DD/YYYY)	August 13, 2019	Time:	1:00pm- 2:30pm	Location:	Indiana Minority Health Coalition, 3737 N. Meridian St. Suite 300, Indianapolis, IN 46208
Topics/Objective(s):	Sub-Committee Updates				