



Commission on Improving the Status of Children in Indiana

Committee/Task Force:	Equity, Inclusion, and Cultural Competence Committee		
Date of Meeting: (MM/DD/YYYY)	10/8/2019	Time:	1:00pm- 3:00pm
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	X	
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- phone	
Jill English	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		
Chris Paulsen	Indiana Youth Group		
Shirley Payne	Indiana State Department of Health		
Lun Pieper	Indiana Office of Court Services	X	
Adam Pitt	Indiana Department of Education		
Josh Riddick	Central Indiana Community Foundation		
Calvin Roberson	Indiana Minority Health Coalition	X	
Mark Russell	Indianapolis Urban League	X	
Dolly Serrant	Indiana Commission on Hispanic/Latino Affairs		
Dennine Smith	Indiana State Department of Health		
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	

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3. Staff/Guests			
Name		Organization	
Katie Wilson		IOCS	
Reba James		Choices Coordinated Care Solutions	
4. Updates/Old Business			
Topic	Main Points		Recommendations/Decisions
N/A			
5. New Business/Presentations			
Topic	Main Points		Recommendations/Decisions
Welcome and Introductions	<ul style="list-style-type: none">Group introduced themselves		None
Teams Training	<ul style="list-style-type: none">Demo for Teams- online platform that the Committee will use to share documents, upload meeting materials, share filesHave ability to have conversations with the entire Committee, chats between two or a group of people, and also to upload and modify documents by multiple people		Committee and Sub-Committees will begin using this platform to provide meeting materials and communicate.
Review of August 2019 Meeting Minutes	<ul style="list-style-type: none">Minutes were approved with no corrections noted		None

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Sub-Committee Chair Meeting	<p>Committee co-chairs met with sub-committee chairs/co-chairs to discuss:</p> <ul style="list-style-type: none"> • Roles and expectations • Action steps, deliverables, and the status of the sub-committees • Added a November Committee meeting and cancelled the December meeting • Extended meetings to 2 hours • 2020 meetings are scheduled for the 2nd Tuesday of odd months and sub-committees to meet in even months • Strategic plan tracker will be developed and kept updated on Teams in order to hold the group accountable to making progress on the timeline and achieving deliverables at present to the Commission <ul style="list-style-type: none"> • December Commission meeting deliverable will be a 1-2 pager from the common language sub-committee to include basic definitions • Future meetings will be 2 hours • 2020 Calendar was established 		

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Sub-Committee Report Outs and Discussion	<p>Common Language:</p> <ul style="list-style-type: none"> • Provided draft of the 1-2 pager of definitions as first deliverable, while working toward a more comprehensive common language document • Group had a lengthy discussion about what information to include, being cognizant of providing too much information to Commission • Group determined that defining equity, inclusion, and cultural competence should be listed first, followed by remaining definitions • Committee members suggested additional definitions to include in the more comprehensive document <p>Framework:</p> <ul style="list-style-type: none"> • Working on a checklist and a rubric to provide to Commission members which will include defining demographics • Exploring what data is currently being collected across state agencies • Discussed developing a tool for policy making and program development • Will also be looking at the Commission's recommendation template and provide feedback to ensure recommendation considers equity, inclusion, and cultural competence <p>Curriculum:</p> <ul style="list-style-type: none"> • Working alongside the common language sub-committee; split up terms and members are doing research • Developing a tool to evaluate if a particular curriculum is credible and determining the appropriate audience 		
		<p>Updated draft will be presented at November Committee meeting to finalize to present to the Commission in December</p> <p>Have meeting scheduled to determine what data is currently being collected across state agencies for consideration by this Committee</p> <p>Narrowing the resource list down as they research and identify recommended curriculum</p>	

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Updates from Commission	<ul style="list-style-type: none"> • A small group of Commission and Committee members are working to develop the next draft of the strategic plan • Biggest changes: <ul style="list-style-type: none"> ○ Objectives were updated ○ Guided discussion and philosophy information is included ○ Data points were added into each section to track the work being done 		

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6. Action Items (Include recommendations/queries for Executive Committee)					
Action	Responsibility		Due Date		
Send 2020 Calendar Invites	Brittany		10/8/20019		
Update Common Language document for November Committee meeting	Common Language Sub-Committee		11/12/2019		
Meeting to discuss current data collection across state agencies	Framework Sub-Committee		11/12/2019		
Narrow curriculum resource list to provide at least 10 resources on terms outlined by Common Language Sub-Committee	Curriculum Sub-Committee		11/12/2019		
Update Strategic Plan Tracker Document	Sub-Committees		Prior to Committee Meetings		
Develop conceptual outline and framework visual for Committee review	Co-chairs		11/12/2019		
Upload meeting agendas, meeting minutes, strategic planning tracker, templates, and charging documents to Teams site	Brittany		11/12/2019		
7. Adjournment					
Action			Time		
Adjourn			3:00pm		
8. Next Meeting					
Date: (MM/DD/YYYY)	November 12, 2019	Time:	1:00pm- 3:00pm	Location:	Indiana Minority Health Coalition, 3737 N. Meridian St. Suite 300, Indianapolis, IN 46208
Topics/Objective(s):	Review December Common Language deliverable; Sub-Committee Report Outs and Discussion, Updates from Commission				