

**Illinois After-school Partnership**  
**Capacity Building Work Group Meeting Minutes**  
**February 10, 2005**

**MEMBERS IN ATTENDANCE:** Laura Menard, Chestnut Health Systems, Dave Robisch, DHS, Curtis Peace, ISACCN, Cindy Roope, Adams County Health Department, Amy Tippey, 21<sup>st</sup> Century Schools, Marcie Johnson, M.A.K.E. I.T, Carole Franke, I-KAN ROE, Derrick Brownlee, Department of Youth Services

**STAFF PRESENT:** Jennifer Becker-Mouhcine, Hester Richardson

**Overview of Goals:** Jennifer went over the capacity work group action plan for 2005. She reviewed the Workforce Development Products, Evaluation Products, and Provider Networking Products and their goals and benchmarks for the coming year. The first few months will be focused on shaping the professional development handbook, and gathering as much information and resources as possible so that we could put it into the handbook. February through April we will be also concentrating on the survey and collecting the data through various means. The second part of the year we will be writing and compiling the handbook, and looking more at peer networking and mentoring systems. As far as the evaluation products, the group had started some work in determining evaluation capacity. In the meantime, the Outcomes work group is ready for a new phase of work, so will be able to pull together resources for evaluation capacity and help the Capacity Work group with this piece. They will be utilizing the survey tool this group develop to capture information on capacity from other sectors of providers to help inform their work. The group agreed that the outcomes workgroup could funnel information to the capacity building workgroup on this particular issue.

**Professional Development Products:**

The group split up the possible components for the workforce development handbook, and volunteered to work in sub-groups on the various components. Below is a chart of what each member decided to work on. The groups agreed to meet amongst each other to develop a proposed outline for their section and to begin compiling information to include. The group agreed that a month would be a good time frame for this first piece project.

<b>Possible Components for Workforce Development Resource Product</b>	<b>Members</b>
* General information on the field of after-school and after-school in Illinois * References/other resources	Laura Menard, Carol Franke
* Training Needs and Trends	Amy Tippey, Marci Johnson
* Resources on how to assess training needs	Dave Robisch, Carol Franke, Cindy Roope
* Requirements for Staff and description of Staff Roles and Responsibilities in... --- Licensed Programs --- Licensed Exempt Programs --- School District Programs --- Other major statewide programs	Curtis Peace, Marci Johnson, Derrick Brownlee, Cindy Roope
* Recommendations for Professional Development Plans for Individual Staff and Organizations	Curtis Peace, Cindy Roope
* Career Pathway Example * Worker Competencies Examples	Derrick Brownlee, Dave Robisch, Curtis Peace

**Workforce Survey:** The web version of the individual staff survey is ready to go. A paper survey is being made for people who do not have access to the Internet. The Partnership will be creating an information blurb to go along with the link for folks to distribute through email, newsletters, etc. Along with email distribution, the group discussed upcoming conferences to either have a table out for paper surveys, or even possibly hold a workshop to talk about our work and implement the survey. We reviewed a list of conference Curtis had provided and others suggested some additional conferences. The list of upcoming conference is attached to the end of these minutes. Derrick Brownlee offered to put the link to the survey on his website at the Department of Youth Services, and perhaps other organizations could do the same. The program level survey is being completed for the web and should be done soon. For now, program administrators will be instructed to contact Jennifer for more information on the program/site survey.

### **Training Provider Meeting**

The group was given a list of the training providers being contacted for the inventory. We discussed the following as possible agenda items/goals for the meeting:

- Present the group of trainers with a list of training needs we have identified through our survey, through Teen REACH benchmark assessment process, and other sources
- Have trainers talk about what they do and which needs they feel they address
- Map out by geography where training is available according to the various needs
- Identify gaps in training by topic/need address as well as by geography
- Discuss possible ways to fill those gaps, including how program expertise by practitioners can be utilized, as well as by expansion of existing training.
- Discuss additional resources or systems needed to fill those gaps
- Discuss opportunities to continue communication across training providers

Since we want to have some results from our survey to share with the group, this meeting will likely take place in May. We will continue outreach to the trainers to invite them to participate.

**NEXT CAPACITY BUILDING WORKGROUP WILL BE MARCH 17, 2005**

**See attached list with Upcoming Events & Conferences**

## **Upcoming Events & Conferences for Possible Survey Distribution:**

### **February 2005**

#### **Feb 27 & 28<sup>th</sup>, 2005**

PSO/ICCA Insights Conference  
Itasca, IL –Wyndham Hotel  
Target Audience: Early Childhood Professionals  
Contact: 773-561-6557

### **March 2005**

#### **March 4<sup>th</sup>, 2005**

Tools for Working with Special Needs Youth”  
Lake County After School Coalition  
Crowne Plaza  
Mundelein, IL  
Contact: Carol Bercos: 847-548-8470

#### **March 5, 2005**

Celebrating young Children  
Danville Area Community College Early  
Childhood Conference  
Danville, IL  
Target Audience: Early Childhood Professionals  
Contact: Gladys Davis 217-443-8725

#### **March 9 & 10, 2005**

Coalition for Community Schools Conference  
Chicago, IL

#### **March 12, 2005**

Pathways to Professionalism  
Urbana, IL (Holiday Inn)  
Target Audience: Family Child Care Providers  
Contact: ChildCare Resource Service 800-325-5516

#### **Conference in March, Date to Be Announced**

Spring Conference  
Stephenson County  
Target Audience:  
Contact: Jeanne Anderson 815-484-9442 Ext  
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### **April 2005**

#### **April 1 & 2**

Illinois School-Age Child Care Network and  
MOST  
National Louis University  
Wheeling, IL  
Contact: Curtis Peace, 800-649-1766

#### **April 16, 2005**

Little Egypt of Illinois AEYC  
Ullin, IL (Shawnee Community College)  
Target Audience: Early Childhood Professionals  
Contact: Ruth Smith 618-634-3347

#### **April 23, 2005**

Ready to Learn Conference  
Bettendorf, IA (Mississippi Bend Area  
Education Agency)  
Target Audience: Early Childhood Professionals  
(IL & IA)  
Contact: Loretta Wuerdeman 563-324-1302 or  
800-369-3778

#### **April 23, 2005**

Young Learner Conference  
Champaign, IL (Parkland College)  
Target Audience: Early Childhood Professionals  
Contact: ChildCare Resources Service 800-325-5516

#### **April, date to be Announced**

ChildServ Conference  
Waukegan, IL (ChildServ)  
Target Audience: Spanish-speaking childhood  
professionals  
Contact: Maria Elena Jonas 847-263-2200

#### **April 28 & 29**

ICEA conference