

Executive Committee Members –

First, I wanted to inform you that the **next Executive Committee meeting has been scheduled for Wednesday, May 21<sup>st</sup>** at 9 a.m. in the DHS financial programs conference room. Second, I wanted to provide you with a recap of the action steps that were agreed upon at the January 2008 Executive Committee Retreat (including a brief update on progress as of March 2008):

#### **ACTION STEPS:**

- 1. Draft and send correspondence to VIPD and DOE representatives asking them to become part of the Executive Committee.**

Progress – Kim has drafted these letters and they will be sent by the end of March. Will follow-up to ensure participation by mid-April.

- 2. Develop a ‘Principles Document’ that will govern and explain the goals and objectives intended by the implementation of this project.**

Progress – John has submitted a draft for our review and approval. See attached.

- 3. Institute a ‘Point in Time’ Prevalence & Case Characteristics Survey/Study on a regular basis (next time 3/29/08).**

Progress – DHS is working on formalized a date for the next Point in Time survey. The survey will take place with revised questions (lessons learned from the first survey) to ensure consistency and accuracy.

- 4. Review a specified # of cases that were captured in the 6/29/07 survey for tracking of current status and outcomes. Implement a method to follow these cases over time as a way to track progress.**

Progress – TBD

- 5. Develop a Charter Implementation Agreement to be signed by all agencies participating in the Multi-Disciplinary Team.**

Progress – John has submitted a draft for our review and approval. See attached.

- 6. Develop Court Management Protocols and Post-Disposition (Case Mgmt. Reform) Guidelines.**

Progress – Rita, Irma, Wanda, Evril, Ada, & Carla Benjamin have volunteered to work together to draft these documents. This subcommittee will meet on

Friday, March 28<sup>th</sup> at 9am at DHS to begin work. If anyone else is interested in participating in the workgroup, please contact me.

**7. Conduct cross training for multi-disciplinary team and all social workers on how to work with the multi-disciplinary team.**

Progress – Training will happen within 30 days of approving aforementioned protocols and guidelines.

**8. Determine/prioritize resources for dual-jurisdiction youth (to be endorsed by Executive Committee and worked into DHS '09 budget priorities).**

Progress – TBD

Please let me know if you have any questions regarding these actions steps. As always, you can reach me via email at [carolynforno@hotmail.com](mailto:carolynforno@hotmail.com) or at 643-6166.