

**Equity Institute Project
Meeting Notes**

Meeting Notes: Equity Institute Project

Date: Friday, January 27, 2017

Address: JFK Public Library, 505 Santa Clara St., Joseph Room, Vallejo

Time: 12:00 – 2:00 PM

Notes Taken by: Kristine Lalic

Attendees: Loretta Calloway; Jewel Fink; Shandi Fuller, MD; Lakethia Lake-Pascua; Kristine Lalic; Asundep Ntui; Allison Porter; Danita Taylor; Norma Thigpen; Susan Whalen; Wendy Loomas.; Askari Sowande

Agenda Item	Notes	Action Steps
1. Welcome/Introductions/Announcements	Susan provided a brief summary of the Equity Institute for Birth Outcomes Project and CityMatCH's role for the benefit of new attendees.	
2. Review Notes from the 12/6/2016 Equity Institute Meeting and Action Steps	<p>Previous meeting notes were unavailable. However, Susan and Lakethia provided the following updates:</p> <ul style="list-style-type: none"> • Lakethia explained the purpose of the “Checkbox” and provided updates from the internal workgroup (PPOR results, logistics (venue, meeting day/time, and sources of funding • Susan shared that she has started entering data into the Checkbox. If group members are interested, they can request the account login information to check what has been entered. <p>Members from the travel team attended the January 2017 webinar facilitated by the Kirwan Institute and hosted by CityMatCH which focused on implicit bias.</p> <ul style="list-style-type: none"> • Danita explained that implicit bias is underlying bias that might go undetected because it is not explicitly stated, or may be unconscious. <ul style="list-style-type: none"> ○ Danita provides structural racism training through the Government Alliance for Racial Equity (GARE). Lakethia suggested delivering GARE training for members of the community kick-off event. ○ Nazlin added that the “Racism & Power of Illusion” DVD is available for use via Solano County Public Health. 	

<p>3. Planning of 2017 meetings and next steps for further community engagement</p> <ul style="list-style-type: none"> a. Meeting location and time b. Refreshments c. Project promotion and communication/branding d. Speakers e. Content 	<p><u>Meeting location and time</u></p> <p><i>Travel Team Meetings</i> The travel team will meet between workgroup meetings. The travel team is not the decision-making group, but rather works on behind-the-scenes logistics to ensure the monthly workgroup meetings and community kick-off events run smoothly.</p> <p><i>Community group Meeting Location</i> Discussed the variety of options for meeting locations.</p> <ul style="list-style-type: none"> • JFK Library is available Monday and Wednesday from 10AM to 9PM; Tuesday and Thursday from 10AM to 6PM; Friday and Saturday 10AM to 5PM; and Sunday 1PM to 5PM. • The local high schools as well as the FRCs have limited availability during business hours and are not available during non-business hours. In addition, the high schools require payment for facility use by external parties. • Norma will contact the New Dawn Board of Supervisors regarding use of their facilities. • Jewel suggested adding the Tabernacle of David (1100 Road East, Vallejo) to the list of possible venues. <p>The workgroup agrees that either the public library or faith-based venue is a neutral environment where community members would feel comfortable.</p> <ul style="list-style-type: none"> • Sakari added that the library is accessible for those who utilize public transportation. Childcare facilities are also available at the library. <p><i>Workgroup Meeting Time</i> The workgroup agrees to change the meeting time to a weekday evening, from 5:30PM to 7:30PM. 2 hours is the preferred length for meetings. The next meeting will be held at the library.</p> <p><i>Workgroup Meeting Topic: Childcare</i> As there is a childcare room in the library, Lakethia asked Kristine to follow-up with the library staff regarding use of their childcare room.</p> <ul style="list-style-type: none"> • Loretta will add childcare to the budget • Sakari will share BIH's childcare consent form 	<p>Kristine will contact Juli Huston at JFK Library regarding available dates/times in Feb/Mar/Apr 2017.</p> <p>Norma will inform the team of available dates/times at New Dawn, if approved by BOS.</p> <p>Loretta will add childcare to the budget Sakari will</p>
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	<p>creating the booklet if needed.</p> <p>Susan asked who may be interested in becoming the financial agent for the Equity Institute Project. Workgroup suggestions included Fighting Back Partnership, NAACP (Jimmy Jackson), and New Dawn.</p> <ul style="list-style-type: none"> • Norma requests the following information, preferably in a 1 to 2 page format: blurb detailing the organizations who are participating, high reaching goals with 1 or 2 objectives, and details describing how it is a community-driven process <p>Workgroup explored the opportunity for incorporation. Though the application process requires some initial funding, it is a viable option for generating funds.</p> <p><u>Project Promotion and Communication/Branding</u> The workgroup reviewed the recruitment materials briefly.</p> <p>Susan asked who would volunteer to work on the flyers. Saraki will work with Kristine to make new flyers.</p> <p>Susan asked the workgroup to brainstorm ideas for a new name for the Equity Institute Project. Workgroup members will share their ideas with Susan. Susan will share ideas via Survey Monkey</p> <p>Kristine suggests using social media and “phone tree” method to promote monthly meetings and community kick-off events.</p> <ul style="list-style-type: none"> • Example of phone call script: “Hi Mr/Mrs/Ms (participant’s name), I met you at the (Name of Event) and wanted to make sure you know that we are having another event soon. We are meeting at (Location) from (Start time) to (End time). We would love to have you at the table and provide feedback for the work we are trying to do with the Vallejo community. We hope to see you there!” <p><u>Speakers</u> Lakethia asked the workgroup to think of individuals who may be appropriate speakers, emcees, or facilitators for future Equity Institute meetings.</p>	<p>Danita and Loretta will distribute the donation letters.</p> <p>Susan will work on providing the 1 to 2 page blurb for Norma.</p> <p>Norma will research the process of incorporation.</p> <p>Askari will share her social media toolkit.</p> <p>Sakari and Kristine will work on new flyer designs.</p> <p>Susan to send SurveyMonkey with possible project names.</p> <p>Norma has a contact with the school district; can recruit</p>
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	<ul style="list-style-type: none"> • Dr. Fuller • Vanessa Stallworth (La Clínica) <p><u>Content</u> <i>Activities</i> Jewel suggested inviting local Vallejo musicians to perform at the meeting. Askari suggests having activities so that it is an enjoyable event for participants.</p> <p><i>Agenda</i> The workgroup felt that the agenda draft is too formal and preferred using a program format instead.</p> <p>Ideas for the program includes: 15 min Introduction to Equity Institute Project 30 min “Unnatural Causes” clip (Details available here.) 5 min Healing Exercise (Loretta) 40 min Discussion, Panel, Q&A with Professional 25 min Risk Factors & Solutions 5 min Invitation to monthly meetings (Sign-up sheet for further contact)</p>	<p>students to conduct calls if needed.</p> <p>Susan will revise kickoff agenda</p>
<p>4. Review workplan: duties and action steps</p>	<ul style="list-style-type: none"> • Susan <ul style="list-style-type: none"> ○ Email short blurb about Equity Institute Project to workgroup ○ Prepare 1 to 2 page blurb for Norma ○ Add Sakari’s suggestions to 100 Partners Excel database • Loretta <ul style="list-style-type: none"> ○ Add “child watch” to budgets ○ Create a donation letter ○ Distribute donation letters with Danita ○ Work on Kaiser Permanente grant (Submit in July 2017) • Sakari <ul style="list-style-type: none"> ○ Share BIH childcare consent form with Loretta ○ Contact Omega Boys & Girls Club about childcare resources ○ Design new flyers with Kristine • Danita <ul style="list-style-type: none"> ○ Distribute donation letters with Loretta • Norma <ul style="list-style-type: none"> ○ Contact New Dawn BOS regarding facility use from February 	

	<p>to June 2017</p> <ul style="list-style-type: none"> ○ Research the incorporation process ○ Contact VCUSD about student volunteers for “phone tree” calls • Askari <ul style="list-style-type: none"> ○ Share social media toolkit • Kristine <ul style="list-style-type: none"> ○ Contact Juli Huston at JFK Library regarding available evenings in Feb, March, and April 2017 on 2/22, 3/22, 4/26 and possibility of childcare ○ Design new flyers with Sakari • Wendy <ul style="list-style-type: none"> ○ Contact GVRD about childcare resources • All Workgroup <ul style="list-style-type: none"> ○ Brainstorm new names for Equity Institute for Birth Outcomes Project 	
<p>Next Equity Institute Project Meeting</p>	<p>Date: February 22, 2017 Location: JFK Library Time: 5:30 – 7:30 PM</p>	