



Brightmoor Retrospective of the Community Planning Process

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Table of Contents

Introduction	4
Planning Process	5
<i>GNI Core Goals</i>	5
<i>Planning Process Flowchart</i>	5
Partner Roles	7
<i>Key Partners in the Planning Process</i>	7
National Community Development Institute (NCDI)	7
NCDI Community Liaisons	7
NCDI Facilitators	7
NCDI Recorders	7
NCDI Interpreters/Translators	8
Detroit Youth Foundation	8
Technical Assistance Center (University of Michigan)	8
Skillman Foundation Work Group Advisors	8
<i>Key Roles within the Work Groups</i>	9
Resident Co-Conveners	9
Work Group Members	9
Host Agency	9
Planning Process Timetable	10
Entry and Recruitment	11
<i>Brightmoor Community Engagement Meetings</i>	11
<i>Focus Group Meetings</i>	12
<i>Stakeholder Meetings</i>	12
Community Large Planning Meetings	13
<i>Community Large Planning Meeting #1</i>	13
<i>Community Large Planning Meeting #2</i>	14
<i>Community Large Planning Meeting #3</i>	15
<i>Community Large Planning Meeting #4</i>	16
<i>Community Large Planning Meeting #5</i>	17
<i>Community Large Planning Meeting #6 (Follow-up)</i>	18
Work Group Retreats	19
<i>Work Group Pre-Meeting</i>	20
<i>Work Group Meeting #1</i>	21
<i>Work Group Meeting #2</i>	22

Work Group Meeting #3

Work Group Meeting #4

Work Group Meeting #5

Work Group Meeting #6

Action Planning Teams

Programs during Non-School Hours Team

Parental Involvement Team

Schools Team

Crime and Safety Team

Quarterly Meetings

Quarterly Meeting #1 – September 17, 2007

Community Quarterly Meeting #2 – “Kids Matter Here” Summit

Community Quarterly Meeting #3 – May 22, 2008

Community Quarterly Meeting #4 – September 15, 2008

Preparer’s Thoughts and Analysis

Introduction

In 2006, the Skillman Foundation embarked on a 10-year mission to improve the outcomes for children living in six neighborhoods in the city of Detroit. The intent was to accomplish this through a major community change initiative called Good Neighborhoods Initiative (GNI). This established effort now seeks to create and foster healthy, safe, and supportive neighborhoods that allow for the full development of children and youth.

The six Good Neighborhoods were identified based on a high concentration of children and young people living in low economic neighborhoods and the recognition that all neighborhoods possess assets that can be maximized to enhance the well-being of resident children. The neighborhoods selected were Chadsey/Condon, Vernor, Brightmoor, Cody/Rouge, Osborn and the Northend.

The foundation engaged two key partners to assist in the implementation of the Good Neighborhoods change initiative, The University of Michigan School of Social Work Technical Assistance Center (UM-TAC), and the National Community Development Institute (NCDI). Implementation of the Good Neighborhoods Initiative is modeled on the Skillman Foundation Theory of Change. The change process is based on three phases, namely Planning, Readiness and Transformation.

This retrospective focuses on the Planning Phase and presents an overview of the planning process within the Brightmoor Detroit community. The information contained in this retrospective is reflective only of the data available through files at the UM-TAC and/or content on the Bravelo website. The Bravelo website is an internet-based collaboration tool of the Good Neighborhoods work group.

The purpose of the Planning Phase was to engage residents and community stakeholders in a community-wide planning process that would result in a community goal and action plan that are community-owned and community-driven.

Planning Process

The planning process for the Good Neighborhood Initiative reflects the GNI core goals.

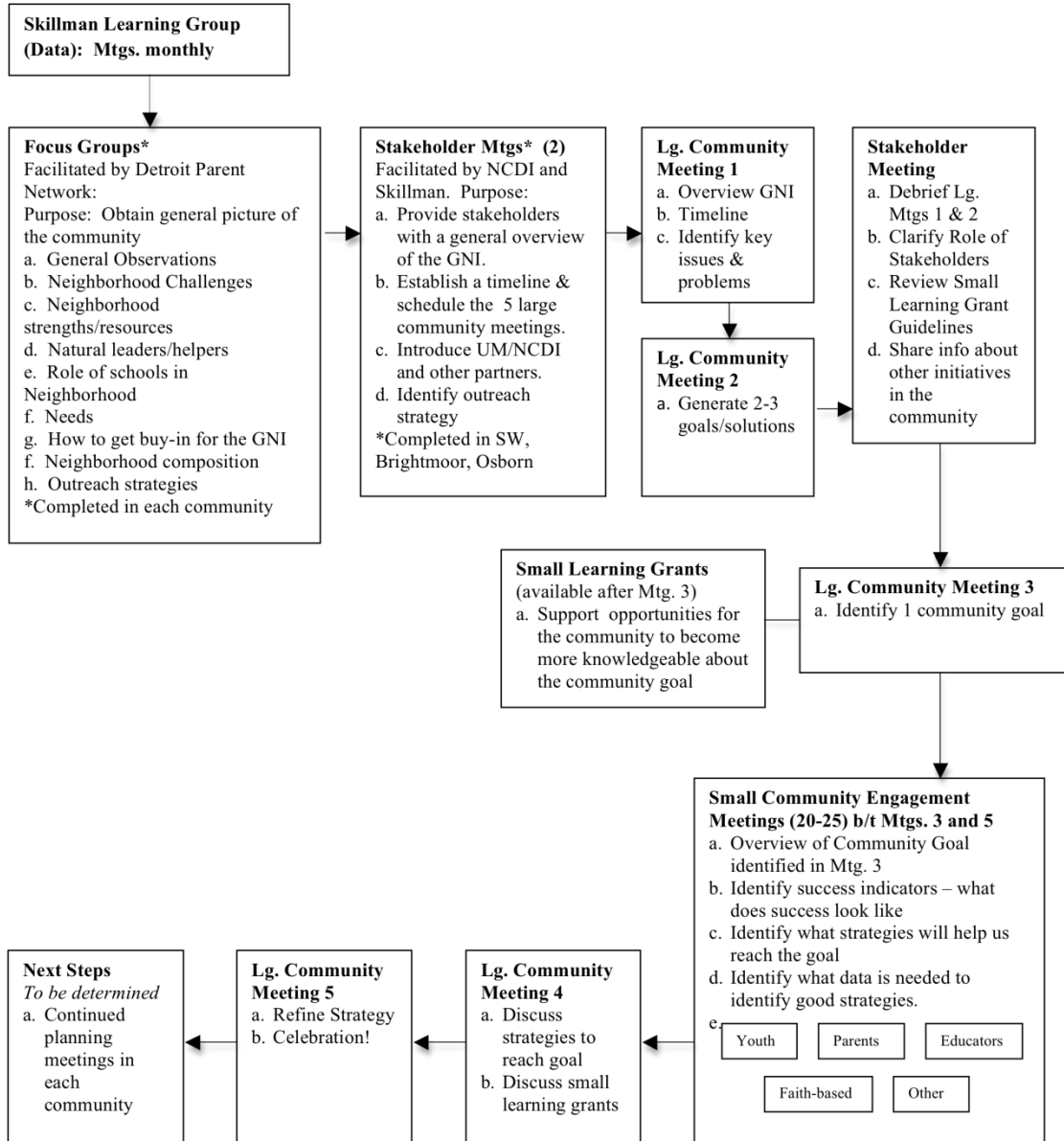
GNI Core Goals

- *Community Assets and Initiatives*: To maximize the assets, capacity, and impact of resources and institutions in targeted communities.
- *Natural Helpers*: To enable a cadre of “natural helpers” who are committed to providing services or supports for children.
- *Neighborhood-based Human Delivery System*: To establish effective neighborhood-based human service delivery systems for children, youth, and families.
- *Child-Friendly Spaces*: To improve the availability of child friendly spaces and the physical infrastructure of neighborhoods with large concentrations of children.
- *Youth Development Programs*: To increase opportunities for quality out-of-school time and youth development programs available to children and youth.
- *Public/Private Investments*: To increase public and private investments in neighborhoods to strengthen services and impact.
- *Income and Wealth Building Strategies*: To build the resiliency of children and families through income and wealth building strategies.

Planning Process Flowchart

The flow chart that follows presents the planning process sequence of activities.

Planning Process Flowchart



Partner Roles

Implementation of the planning process was a joint effort of the Foundation and the contractual partners. The following lists present the roles played by each partner in the planning process.

Key Partners in the Planning Process

National Community Development Institute (NCDI)

- Coordinates the logistics for combined meetings, including location and resources
- Conducts orientation and training for resident co-conveners and host agencies
- Manages and maintains the GNI Work Group Bravelo Website (internet-based collaboration tool)
- Serves as lead facilitator during GNI combined meetings
- Develops agendas for GNI combined meetings in partnership with the GNI Team
- Provides community liaisons as the first points of contact and primary resources for work group questions, concerns and/or ideas
- Coordinates the work of, trains and orients the facilitators, recorders, and interpreters

The specific roles/responsibilities of NCDI resources are noted below:

NCDI Community Liaisons

- Ensure that host agencies/co-conveners have proper direction before meetings
- Review the minutes of each work group meeting
- Ensure that interim meetings are posted to the Bravelo calendar by the host agency
- Attend all of the work group Saturday meetings
- Are knowledgeable about the work group interim meeting schedules/process and attend as many as possible
- Share information with interested community members about the work groups
- Assist with necessary outreach to populate under-populated work groups

NCDI Facilitators

- Attend all meetings of their assigned work group
- Facilitate the work group meetings
- Keep the work group focused on the agenda and achieving meeting goals
- Work closely with the resident co-convener(s) to develop meeting agendas

NCDI Recorders

- Attend all meetings of the work group

- Take notes at all work group meetings
- Prepare minutes/reports of all meetings

NCDI Interpreters/Translators

- Attend all meetings of the work group
- Interpret for those who speak Spanish, Arabic or Hmong
- Assist with translation services as needed

Detroit Youth Foundation

- Attends the work group Saturday meetings
- Works with the NCDI team to ensure meaningful youth involvement
- Assists with youth recruitment efforts
- Provides youth-related information and resources to work groups

Technical Assistance Center (University of Michigan)

- Attends the work group Saturday meetings
- Provides information and data to work groups to help them make informed decisions
- Assists NCDI with ensuring that work group reports are completed and posted to Bravelo in a timely manner
- Provides demographic data at the community meetings to help the decision-making process
- Prepares youth to study the data of neighborhood needs and provide their perceptions
- Trains Facilitators who guide the “dream process” to help participants articulate their vision for the neighborhood
- Codes the dreams and ideas identified during the community meetings into themes which become the areas of work for the action planning teams
- Conducts technical assistance workshops for GNI communities
- Provides all work group participants with binders that include community demographics, assets, dreams and themes identified during the community planning process and tools to assist with the action planning process

Skillman Foundation Work Group Advisors

- Attends the work group Saturday meetings
- Regularly debriefs with NCDI about the progress of the work groups
- Provides monetary resources for the host agencies
- Stays abreast of and shares community information that is pertinent to the work group process (e.g., updates on the Mayor’s Initiative)
- Provides proper ‘signage’ of the work group location (if necessary) (not sure what this means)
- Ensures that childcare (if requested) is available to the work group

- **Note:** *Host agencies will receive a small grant from The Skillman Foundation to pay for associated costs of hosting the meetings*

Key Roles within the Work Groups

Resident Co-Conveners

Neighborhood residents who agree to co-convene the focus groups and small community engagement meetings:

- Attend all meetings of their work group
- Serve as the champions of the work group
- Call work group members to remind them of meetings
- Recruit additional work group members as necessary
- Work closely with the host agency to ensure that all logistics are handled, such as transportation for Saturday meetings and meeting space for interim meetings

Work Group Members

Neighborhood residents and stakeholders who commit to engage in the Good Neighborhoods change initiative:

- Attend all meetings of the work group
- Serve as core resources and a knowledge base for the work group
- Actively work to help move the planning forward, including doing research and assignments created during the work group process
- Recruit additional work group members as necessary

Host Agency

Neighborhood residents who agree to co-convene the focus groups and small community engagement meetings:

- Attends all meetings of their work group
- Identifies key individuals to serve on the event staff for Saturday meetings
- Coordinates and provides transportation for residents to the Saturday meetings
- Provides meeting space in the neighborhood for interim meetings (not on work group Saturdays)
- Provides refreshments for residents at interim meetings
- Ensures that flipcharts, markers, etc. are readily available for meetings held at their site
- Provides proper 'signage' of the work group location (if necessary)
- Ensures that childcare (if requested) is available to the work group

Planning Process Timetable

This is the timetable for planning in the Brightmoor neighborhood.

Type of Meeting	Time of Year	Number of Meetings	Number of Attendees
Community Engagement Meetings – Adult/Seniors/Stakeholders	June/July 2006	15	Recorded attendance ranged from 3 to 12
Community Engagement Meetings – Youth/Children	June/July 2006	5	Recorded attendance ranged from 5 to 11
Focus Group Meetings	November/December 2005	2	Nov: 24; Dec: 28
Stakeholder Meetings	April/ June 2006	3	April 7: “more than 50” April 13: “Approx. 50” June 7: “Approx. 50+”
Community Large Meeting #1	May 4, 2006	1	Unknown
Community Large Meeting #2	May 25, 2006	1	Unknown
Community Large Meeting #3	June 15, 2006	1	Unknown
Community Large Meeting #4	July 6, 2006	1	Unknown
Community Large Meeting #5	July 27, 2006	1	Unknown
Community Large Meeting #6 (Follow-up Meeting)	October 12, 2006	1	Unknown
Programs in Non-School Hours Action Planning Team	January 20, 2007 – current	unknown	22-37
Parental Involvement Action Planning Team	January 20, 2007 - current	unknown	12-22
Schools Action Planning Team	January 20, 2007 - current	unknown	12-24
Crime and Safety Action Planning Team	January 20, 2007 – current	unknown	9-16
Quarterly Community Meetings	September 2007 – current	4	Open to all community members, attendance varies

Entry and Recruitment

This section documents the process for introducing Good Neighborhoods into the neighborhood and the way participants were initially recruited to participate in the planning process. The plan for entry and recruitment focused on facilitating community engagement meetings, focus groups, and stakeholder meetings. The anticipated goals of these discussions were to gain community commitment to the change initiative, solicit initial input into community issues that impact the well being of children, and gain a commitment to help engage the community in the Good Neighborhoods process.

This section was written based on available information from the Bravelo collaboration website. The available documentation contained some of the discussion sessions but left unclear how initial stakeholders were identified and selected. The following reflects the documented community engagement meetings in the Brightmoor neighborhood.

Brightmoor Community Engagement Meetings

- Community Engagement meetings were held throughout June and July of 2006.
- Engagement meetings were small groups held in schools, senior centers, churches, and missions.
- Themes from the adult meetings were better housing, better schools, and better communities, as well as “learning from the past” to find success and avoid set-backs.
- Themes from meetings with children (4-6) included wanting nice homes, nice schools and nice neighborhoods.
- Themes from youth (13+) meetings included wanting to be kept busy with positive things to do; wanting to help; being protected from crime, gangs, and predators; safe schools; a clean neighborhood; better public recreation facilities; and safe, accessible youth programs. Youth asked, Do you really care about young people? Youth expressed a need for help with their families during difficult times.

➤ **Observations:**

- ✓ Many suggestions, observations, goals and wants came from the small community engagement discussions.
- ✓ Not all engagement meetings notes specified the location of the meeting or the number of people present, making it difficult to gauge actual results.
- ✓ A real effort was made to go to a variety of locations, offer different meeting times, and include a variety of ages in order to gain diverse information.
- ✓ General themes were similar across age groups.

- ✓ It was unclear whether the information gained in the engagement meetings was delivered to stakeholders and presented at large community meetings.
- ✓ It was unclear whether the information gained in the engagement meetings was used to form the community goals and action plans.

Focus Group Meetings

- Two meetings held in November and December 2005
 - Facilitated by Detroit Parent Network
 - November meeting had 24 attendees w/ 16 signed consent forms
 - December meeting had 28 attendees w/ 14 signed consent forms
 - Attendees were asked to list:
 - Challenges
 - Strengths and Resources
 - Known “Community Activities
 - Natural Leader
 - Role of Schools
 - Services that were helpful to children and families in neighborhood
 - Community outreach strategies
 - The age of attendees at the children’s meeting ranged from 1 year to 51 years of age.
 - Years of residence in Brightmoor ranged from 3 years to 30 years.
- **Observations:**
- ✓ It is unclear whether some people attended both focus groups.
 - ✓ The 2000 Census data were used to show the Brightmoor population as 19,837.
 - ✓ If we assume that no person attended both focus meetings then 52 individuals (or 0.2% of the Brightmoor population) participated in the focus groups.

Stakeholder Meetings

- Three Stakeholder Meetings occurred in April and June of 2006.
- Facilitated by NCDI
- **Stakeholder Meeting #1** (April 7, 2006): Provided attendees with a history and overview of the Skillman Foundation, the vision and strategy of GNI, why Brightmoor was chosen, what was discussed at the Focus meetings, and an outline of community meetings. Attendee introductions were made and the April 13 meeting was planned.
- **Stakeholder Meeting #2** (April 13, 2006): Gave attendees a brief summary of what was discussed in the 1st stakeholder meeting. Available grants through Skillman were explained. A timetable for community meetings was given to stakeholders, along with

poll of who would be able to commit to any or all the scheduled meetings. Strategies were discussed for reaching the goal of 500 participants at the community meetings. (e.g., flyers, lawn signs, direct mailing, and advertising in local restaurants).

- **Stakeholder Meeting #3** (June 7, 2006): After a brief summary of previous two meetings, introduced Skillman team and stakeholder participants. Stakeholders went over what worked and what did not work at the first two community meetings, and how stakeholders could be of assistance at the meetings (example: help with registration). Stakeholders discussed remaining questions and concerns, and the roles of Stakeholders in the planning process, though no reference to what was discussed. Examples of community engagement were also shared by NCDI and possible engagement focus categories were discussed. Organizations at the meeting offered to hold community engagement meetings and participants agreed to assist with outreach for the community engagement process. Skillman shared other active community initiatives in and around the Brightmoor community (example: LISC Initiative). The meeting ended with a reminder of the next community meeting and stakeholders were charged with bringing more people to this meeting.

➤ **Observations:**

- ✓ There is no reference to a sign-in sheet or the stakeholders who attended the first two meetings – this raises uncertainty about the quality of actual numbers of attendance as well as who qualifies as a “stakeholder” – e.g., resident, business owner or a person who works in neighborhood.
- ✓ There is no follow-up with the stakeholders who attended the meetings and may have come to the community meetings.
- ✓ There is no reference as to whether the suggestions coming from the stakeholder meetings regarding grants and advertising for the community meetings or partnerships were considered.

Community Large Planning Meetings

The UM-SSW TAC prepared data presentations to inform community members of significant demographic data relevant to making decisions about the needs of their community. This information was provided at the first large planning meeting with the community.

Community Large Planning Meeting #1

- The first community meeting was launched at Leland Missionary Baptist Church on Thursday, May 4th, 2006 at 5:30 P.M. to 9:00 P.M.
- Actual attendance is not known; 86 people filled out evaluation forms at this meeting.
- Goals of this meeting were to 1) provide an overview of the Good Neighborhoods Initiative; 2) share information about why the Brightmoor community was selected; 3) introduce the community planning strategy and timeline; 4) form dialogue groups and brainstorm/prioritize key issues; and 5) delineate next steps in the community planning process.
- Presenters from NCDI and Skillman outlined the community planning process and what questions the discussion groups would give suggestions, goals and priorities for.
- Community members were assigned to 15 discussion groups.
- Ground rules were set for discussion groups (e.g., respect, limiting side conversations)
- Discussion groups were facilitated by N.C.D.I.
- During the closing session, a raffle was held and attendees were reminded of the dates for future community meetings.
- Over 50% of participants completing evaluation forms rated the experience of the first meeting “excellent” when assessing presentations, handouts, location, and the overall program.

➤ **Observations:**

- ✓ Notes did not indicate how many people attended the meeting.
- ✓ No reference to the number of residents, stakeholders and community leaders who came to the meeting. The link between the stakeholders meetings and the community meeting is missing.
- ✓ General meeting notes indicate 15 discussion groups. In individual discussion group notes, 13 groups gave feedback for goal recommendations and 14 groups for identifying key issues.
- ✓ The discussion groups generated many ideas for goals and key issues such as more homeownership, transportation, more structure for kids, and safe routes to schools.
- ✓ General positive evaluation feedback for the goals of the GNI.
- ✓ No indication of why people came to the meeting and how they heard about it.
- ✓ Number of children and youth at meeting not given.

Community Large Planning Meeting #2

- Meeting held on Thursday, May 25, 2006 at Leland Missionary Baptist Church.

- Meeting scheduled to start at 4:30 P.M and end at 8:30 P.M. with an hour for registration and dinner.
 - Meeting goals were to 1) brief new participants about the results of the first community meeting; 2) share demographic data; 3) reconvene discussion groups; 4) enjoy youth performance; and 5) select the three top community goals for the Brightmoor neighborhood.
 - Attendees were split up to 15 “table talk” groups.
 - Many notes regarding discussion of the goals for the community were taken at each table. Themes included Education, Safe Neighborhoods, Economic Health and overall Physical Health.
 - A poll was held to select the top three community goals. Notes did not indicate the results of the polling.
 - Raffle and Evaluation forms were available at the end of the meeting.
 - Evaluation forms were completed by 30 participants. The most common ratings for the meeting were “Very Good” and “Excellent”. Almost all (exact number not known) respondents stated that they had attended the previous community meeting and 83% stated that they “intend to stay involved in the GN project in some form or another.”
- **Observations:**
- ✓ No definitive indication of how many attendees at this meeting, nor a breakdown of residents, business owners and stakeholders.
 - ✓ Evaluation forms were very positive.
 - ✓ With no sign-in sheet, unable to find out how many attendees came to the first meeting, how many were new at the second meeting, or how many became invested to the Initiative after the first meeting.
 - ✓ Number of children and youth at meeting not given.

Community Large Planning Meeting #3

- Community Meeting took place on Thursday, June 15, 2006 at Leland Missionary Baptist Church.
- Meeting time was from 4:30 P.M. to 8:30 P.M. including one hour for registration and a half hour for dinner.
- Meeting goals were to 1) finalize one community goal for the Brightmoor Community; 2) brief new participants on the results of the first two community meetings; 3) hear youth share insights about living in the Brightmoor Community; 4) give participants a clear understanding of the plight of kids in Brightmoor by telling their story through

demographic/statistical data; 5) initiate the discussion about proposed strategies for reaching the goal; and 6) share the community engagement and learning grant strategies.

- Kelley Gulley from NCDI presented the three educational attainment goal options that were crafted from the small group input.
 - After electronic polling, the highest percentage went to the goal of *“All Brightmoor youth will have access to and participate in a range of year-round programs during non-school hours that encourage academic growth and positive social development”*.
 - Over 70% of those polled indicated that they were willing to commit time, talent and/or resources to help the community achieve the goal.
 - Reminder was given for the next community meetings and the Learning Grants.
 - Raffle was held at the end of the meeting and evaluation forms were completed.
- Observations:
- ✓ No notes indicating the number of attendees, and who among the attendees were stakeholders, residents and business owners.
 - ✓ No notes for the evaluation forms.
 - ✓ No notes indicating participants’ attendance at the prior community meetings.
 - ✓ No information on how attendees heard about the meeting and why they came.
 - ✓ There were two young ladies who shared “youth insights” – the meeting may have benefited from a larger, more diverse panel of youth for this activity.

Community Large Planning Meeting #4

- Community Meeting took place on Thursday, July 6th, 2006 at Leland Missionary Baptist Church.
- Meeting time was 4:30 P.M. to 8:30 P.M. including one hour for registration and half-an-hour for dinner.
- Meeting goals were 1) brief new participants on the results of the previous community meetings; 2) answer questions posed in previous meetings; 3) reiterate the community goal and answer the questions *What does success look like?* and *What strategies should be implemented to reach success?*; 4) share information about the community engagement process; and 5) check in with the community about the Learning Grant applications.
- Briefing for new participants included reiteration of the Community Goal decided upon in Meeting #3: *“All Brightmoor youth will have access to and participate in a range of year-round programs during non-school hours that encourage academic growth and positive social development.”*

- Briefing of previous results from small discussion groups.
 - Discussion groups split up to 15 tables.
 - Discussion groups were asked the following questions: How do you see Brightmoor being different? Goals? Strategies? Main Strategy? Technical Assistance? Resources Needed? Define success?
 - Small groups shared their insights (unsure if this was with the larger group or just in the small groups).
 - Learning Grants Process and Deadline were discussed.
 - Closing activities included a raffle, evaluation form, reminder of future meetings and check-in on how effective participants viewed this meeting to be.
- Observations:
- ✓ No notes indicating the number of attendees, and who among the attendees were stakeholders, residents and business owners.
 - ✓ No notes for the evaluation forms.
 - ✓ No notes regarding participants' attendance at the prior community meetings.
 - ✓ No information on how attendees heard about the meeting and why they came.
 - ✓ 10 minutes were given to discuss the Learning Grants Process – unsure if this amount of time was actually used and if it was sufficient.
 - ✓ Number of children and youth at meeting not given.
 - ✓ Unable to find results of the Evaluation forms.
 - ✓ Questions for the small discussion groups varied. There were no agreed-upon leading questions to insure all tables were discussing the same topics, concerns, strategies and goals.

Community Large Planning Meeting #5

- Meeting held on Thursday, July 27, 2006.
- Meeting was 5:00 P.M. to 7:00 – with “celebration starting at 6:55 P.M.” Meeting included time for registration and dinner.
- Meeting goals were to 1) provide a general overview of accomplishments during the community planning process; 2) highlight key strategies that were suggested by the community throughout the planning process; 3) determine which are the critical strategies for reaching the goal; and 4) celebrate and share the success of our work.
- Briefing for first-time participants.

- A presentation of the key strategies suggested by the community was followed by a facilitated community discussion: Are there any other major strategies that should be considered? What's missing?
 - Critical Strategies Polling via a written survey asked: Where should we start?
 - The Learning Grants Process was presented to group.
 - Surveys were completed by 124 participants. The survey asked attendees to narrow down nine strategies to the top three. The three selected were Parent Involvement, Programs for non-school hours, and Schools. Churches and Neighborhood Improvement closely ranked 4th and 5th.
 - A celebration started immediately following meeting.
- **Observations:**
- ✓ This particular community meeting had was the least documented. There was no information about the discussion groups, the results of the polling via written survey, and achievement of meeting goals.
 - ✓ No notes indicating the number of attendees, and who among the attendees were stakeholders, residents and business owners.
 - ✓ No notes regarding participants' attendance at the prior community meetings.
 - ✓ No information on how attendees heard about the meeting and why they came.
 - ✓ Number of children and youth at meeting not given.
 - ✓ Unable to find results of the Evaluation forms.

Community Large Planning Meeting #6 (Follow-up)

- Meeting held on October 12, 2006.
- Meeting was held from 5:30 P.M. to 7:30 P.M. No dinner was served.
- Meeting goals were to 1) provide an overview and update of the Good Neighborhoods Initiative (GNI); 2) share information about those who have been granted *Small Grants*; 3) receive an update of results of the recent Youth Summit; 4) introduce formation of work groups to carry forward the GNI work; and 5) determine the expectations, process and criteria for work groups.
- Brief introductions from Skillman and NCDI on agenda and ground rules.
- Community residents presented "Community Highlights".
- Community Youth presented "Youth Summit" Report.
- Robert Thornton presented the "Small Grants" Awarded.
- NCDI presented a review of the Brightmoor Community Goals and Strategies and information about the concept of a *Work Group* including generation, implementation and integrating of an action plan.

- According to the agenda, small group discussions were held and the closing session included evaluation, announcements and closing remarks.
 - Results from the survey given at Meeting #5 were given to the group.
- **Observations:**
- ✓ No notes indicating the number of attendees, and who among the attendees were stakeholders, residents and business owners.
 - ✓ No notes regarding participants' attendance at the prior community meetings.
 - ✓ No information on how attendees heard about the meeting and why they came.
 - ✓ No notes for the results of the evaluation forms.
 - ✓ Number of children and youth at meeting not given.
 - ✓ No notes as to decisions made for upcoming or on-going meetings affiliated with the GNI.

Work Group Retreats

The large community meetings were followed by six work group retreats, held at Wayne State University. The purpose of these retreats was to develop action plans based on the strategies identified at the large community meetings. In preparation for these meetings, the UM-SSW TAC created binders that included the following six sections:

Section 1 – Introduction

1. Contact information for GN resource people
2. The roles of action planning team members
3. A map of the Skillman Good Neighborhoods

Section 2– What We Know About Our Neighborhood Right Now

Includes: *(information was used during the community planning process)*

- Maps
- Community profile
- Preliminary list of community assets and resources (a “living document” that is updated as the learning grants are completed)
- Selected indicators of child well-being
- Summary of the neighborhood focus groups conducted during the community planning process
- Themes and strategies developed by the small groups during the neighborhood planning process, that lead to the development of your community goal and strategy areas for the action planning teams

Section 3– What We Are Learning About Our Neighborhood Right Now

- The learning grants that are being implemented in the neighborhood

Section 4 – The Planning Process

- Action planning team meeting matrix
- Overview of the action planning process
- Step by step guide to completing the action planning process

Section 5– Helpful References

- Useful website resources for planning and data

Section 6 - Documenting the Work of the Action Planning Team

- Section to insert your sign-in sheets and meeting minutes

Prior to the retreats, NCDI hosted a training for all of the partners to prepare for the working retreats. Presentation of the materials in the binders was a key component of the training. The agendas for the training and the work group retreats follow.

Work Group Pre-Meeting

<i>Pre-Meeting: Conveners, Host Agencies and Facilitators Training/Orientation</i>	
Task	Orientation/training for conveners and facilitators
Activities	<ul style="list-style-type: none"> ▪ Build community and establish supportive environment ▪ Provide overview of work group planning process and timeline ▪ Distribute information binders to convener’s and facilitators ▪ Conduct facilitation training
Guiding Questions	NA
Deliverables	<ul style="list-style-type: none"> ▪ Orientation/training meeting agenda ▪ Information binders for conveners and facilitators ▪ Facilitation workbook

<p>Main Agenda Topics</p>	<ul style="list-style-type: none"> ▪ <i>Opening Session:</i> Welcome, Introductions, Purpose of the Meeting ▪ Review of Work Group Roles & Responsibilities ▪ Review of the Work Group Process ▪ Work Group Meeting Standards ▪ <i>Closing Session:</i> Checking In, Next Steps
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Work Group Meeting #1

<p><i>Meeting #1: Organizational Meeting</i> <i>January 20th, Combined Meeting at Wayne State University</i></p>	
<p>Task</p>	<ul style="list-style-type: none"> ▪ Orientation for work group members ▪ Review work group planning process ▪ Define strategy area ▪ Develop work group action plan, including interim meeting dates ▪ Identify learning questions/data needs
<p>Activities</p>	<ul style="list-style-type: none"> ▪ Build community and establish supportive environment ▪ Provide overview of work group planning process and timeline ▪ Distribute information packets to work group members ▪ Define strategy area (i.e., develop common definition and state key components) ▪ Develop action plan to complete planning ▪ Identify information gaps and make research assignments (e.g., best practices, demographics and current programs) ▪ Debrief (conveners/facilitators only)
<p>Guiding Questions</p>	<ul style="list-style-type: none"> ▪ <i>What type of data do we need to make good decisions in this area?</i> ▪ <i>What are the key learning questions that we want to address in our work group?</i> ▪ <i>Who needs to join this work group to help us move things forward? How do we make sure that the youth voice is present?</i>

Deliverables	<ul style="list-style-type: none"> ▪ Information packet ▪ Strategy area definition ▪ Work group action plans ▪ Learning questions/ data needs
Main Agenda Topics	NA

Work Group Meeting #2

<p><i>Meeting #2: Data/Learning Meeting</i></p> <p><i>Date Set by Work Group Interim Mtg. Held in the Community</i></p>	
Task	<ul style="list-style-type: none"> ▪ Review of existing information ▪ Highlight key research findings
Activities	<ul style="list-style-type: none"> ▪ Build community and establish supportive environment ▪ Review outcomes of meeting #1 ▪ Review data gathered to address learning questions ▪ Summarize research findings (e.g.,) ▪ Identify information gaps and make research assignments ▪ Debrief (conveners/facilitators only)
Guiding Questions	<ul style="list-style-type: none"> ▪ <i>What are the information gaps that still remain?</i> ▪ <i>Who will take on homework assignments to bring forth additional information?</i>
Deliverables	<ul style="list-style-type: none"> ▪ Summary of research findings ▪ New learning questions/data needs

<p>Main Agenda Topics</p>	<ul style="list-style-type: none"> ▪ <i>Getting Re-Acquainted:</i> Meeting and Greeting Each Other; Welcoming New Members ▪ <i>Reviewing Outcomes of our First Meeting:</i> Our Function, Purpose, Process and Meeting Schedule ▪ <i>Getting Smarter:</i> Reviewing Data Gathered to Answer our Learning Questions/Highlighting our Research Findings ▪ <i>Answering our Guiding Questions:</i> What gaps still remain? Who will take on research assignments? ▪ <i>Looking Forward to our Next Meeting:</i> Combined Meeting at a Central Location; Homework Assignments; Checking-In
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Work Group Meeting #3

<p><i>Meeting #3: Service Delivery & Program Impact Meeting February 17th, Combined Meeting at Location TBD</i></p>	
<p>Task</p>	<ul style="list-style-type: none"> ▪ Develop initial list of implementation strategies (i.e., policies/programs/projects)
<p>Activities</p>	<ul style="list-style-type: none"> ▪ Review outcomes of meeting #2 ▪ Review data gathered to address learning questions ▪ Develop initial recommendations and rationale ▪ Identify information gaps and make research assignments ▪ Debrief (conveners/facilitators only)
<p>Guiding Questions</p>	<ul style="list-style-type: none"> ▪ <i>Based on our research, what are the key implementation strategies that we should consider?</i> ▪ <i>What are the main short-term and long-term priorities for our work?</i>

Deliverables	<ul style="list-style-type: none"> ▪ Initial list of implementation strategies ▪ Initial list of short term and long term priorities ▪ Summary of research findings ▪ New learning questions/data needs
Main Agenda Topics	<ul style="list-style-type: none"> ▪ <i>Greeting & Checking In:</i> Opening Icebreaker and Welcoming New Members ▪ <i>Reviewing Outcomes of our Second Meeting:</i> Summarizing Initial Data Gathered ▪ <i>Getting Smarter:</i> Reviewing Homework Assignments/Additional Data Gathered ▪ <i>Answering our Guiding Questions:</i> What should be our implementation strategies & Short/Long Term Priorities? ▪ <i>Looking Forward to our Next Meeting:</i> Interim Meeting in the Community; Homework Assignments; Checking-In

Work Group Meeting #4

<p><i>Meeting #4: Service Delivery & Program Impact Meeting</i> <i>Date Set by Work Group, Interim Meeting Held in the Community</i></p>	
Task	<ul style="list-style-type: none"> ▪ Identify short-term (by 12/07) implementation strategies (i.e., policies/ programs/ projects) ▪ Identify long-term (by 12/08) implementation strategies (i.e., policies/ programs/ projects)
Activities	<ul style="list-style-type: none"> ▪ Review outcomes of meeting #3 ▪ Identify and prioritize short-term and long-term implementation strategies with rationale ▪ Identify information gaps and make research assignments ▪ Debrief (conveners/facilitators only)
Guiding	<ul style="list-style-type: none"> ▪ <i>What are our final short/long term strategies?</i>

Questions	<ul style="list-style-type: none"> ▪ <i>What should be our approach to evaluation?</i> ▪ <i>How will we know if/when we are successful?</i> ▪ <i>Who are the potential (organizational) partners that should be part of the implementation strategies?</i>
Deliverables	<ul style="list-style-type: none"> ▪ In ranked order, up to 5 short-term priority recommendations ▪ In ranked order, up to 5 long-term priority recommendations ▪ Summary of research findings ▪ New learning questions/data needs
Main Agenda Topics	<ul style="list-style-type: none"> ▪ <i>Greeting & Checking In:</i> Opening Icebreaker ▪ <i>Reviewing Outcomes of our Third Meeting:</i> Summarizing List of Initial Short/Long Term Strategies ▪ <i>Getting Smarter:</i> Reviewing Homework Assignments/Additional Data Gathered ▪ <i>Answering our Guiding Questions:</i> What should be our implementation strategies & Short/Long Term Priorities? ▪ <i>Looking Forward to our Next Meeting:</i> Combined Meeting at a Central Location; Homework Assignments; Checking-In

Work Group Meeting #5

<p><i>Meeting #5: Community Education, Engagement, & Capacity Building</i> <i>March 17th, Combined Meeting at Location TBD</i></p>	
Task	<ul style="list-style-type: none"> ▪ Developing approaches to: <ul style="list-style-type: none"> ▪ Insure that the community takes ownership ▪ Keep the community engaged & Informed ▪ Provide training and assistance to natural leaders ▪ Provide technical assistance where needed ▪ Developing Presentation of our work to the GNI combined community

<p>Activities</p>	<ul style="list-style-type: none"> ▪ Review outcomes of meeting #4 ▪ Develop approaches to continue to move the work forward ▪ Develop strategy/plan for making presentation to the community at the final work group meeting ▪ Debrief (conveners/facilitators only)
<p>Guiding Questions</p>	<ul style="list-style-type: none"> ▪ <i>What are your ideas for ensuring that the community takes ownership and responsibility for implementing strategies to address our area of focus?</i> ▪ <i>What strategies should be implemented to keep the community engaged around our strategy area and to ensure that there is a community feedback mechanism in place?</i> ▪ <i>What’s the best way to keep the community informed about our work on this strategy and to share information across communities?</i> ▪ <i>What type of program is needed to support and develop natural community leaders in our strategy area?</i> ▪ <i>What type of technical assistance and training do we need and do community organizations need that are going to work in this strategy area?</i>
<p>Deliverables</p>	<ul style="list-style-type: none"> ▪ A community education, engagement and capacity-building strategy ▪ A presentation plan to present the final report to the community in the final work group meeting
<p>Main Agenda Topics</p>	<ul style="list-style-type: none"> ▪ <i>Greeting & Checking In:</i> Opening Icebreaker ▪ <i>Reviewing Outcomes of our Fourth Meeting:</i> Summarizing Final Short/Long Term Strategies ▪ <i>Getting Smarter:</i> Reviewing Homework Assignments/Additional Data Gathered ▪ <i>Answering our Guiding Questions:</i> What’s our strategy for community education, engagement, and capacity building? ▪ <i>Looking Forward to our Next Meeting:</i> Interim Meeting in the Community; Homework Assignments; Checking-In

Work Group Meeting #6

<i>Meeting #6: Administrative Capability & Next Steps</i> <i>April 21st, Combined Meeting at Location TBD</i>	
Task	<ul style="list-style-type: none"> ▪ Review and finalize work group strategy ▪ Celebrate our success
Activities	<ul style="list-style-type: none"> ▪ Review outcomes of meeting #5 ▪ Finalize and approve overall implementation strategy ▪ Identify unanswered questions ▪ Acknowledge and celebrate the hard work of the work group ▪ Present the work group strategy to the combined GNI community
Guiding Questions	<ul style="list-style-type: none"> ▪ <i>What resources do we need to get the job done, i.e., data, financial, human, etc.?</i> ▪ <i>How do we leverage the resources that we identify?</i>
Deliverables	<ul style="list-style-type: none"> ▪ Presentation of the Final report to the combined GNI community ▪ Celebration of Success!
Main Agenda Topics	<ul style="list-style-type: none"> ▪ <i>Greeting & Checking In:</i> Opening Icebreaker ▪ <i>Reviewing Outcomes of our Fifth Meeting:</i> Reviewing our Final Report ▪ <i>Preparing for our Presentation:</i> Final Preparation of the Presentation ▪ <i>Celebrating our Success:</i> Honor the work and the work will honor you! (Famous quote: Dr. Omowale Satterwhite) ▪ <i>Presenting to the Larger GNI Community:</i> Presentations to the Larger GNI Community and Next Steps

Action Planning Teams

Action Planning Teams were formed based on the goals and strategies outlined at the community meetings.

- Attendees voted on the four Action Planning teams: Programs during Non-school Hours, Parental Involvement, Schools, and Crime and Safety.
- Attendees from the Community Large Meetings were invited to join and form the Action Planning Teams based on interest and choice.
- Throughout the Action Planning Team Process, trainings were available for all members of Action Planning Teams. For example, on May 7, 2007, Dr. Larry Gant, Dr. Trina Shanks, and Kristin McGee held a workshop intended to meet other all those involved in an Action Planning Team as well as a template “action plan” and brainstorming session.
- Action Planning Teams also held “Report-Out” meetings for the whole community, in order for Brightmoor residents not involved in a certain Action Plan Team to hear and learn about each team’s progress and events.

Programs during Non-School Hours Team

- First recorded meeting for the Programs during Non-school Hours Planning Team was on January 20, 2007 at Wayne State University. The meeting was attended by 41 members, one facilitator, two co-conveners, and one recorder.
- From January 2007 to April 2007, the team met every third Saturday a month.
- From February 2007 to April 2007, members of the Programs Team decreased from 37 to 22 attendees.
- An action planning strategy was finalized during the February 17, 2007, meeting at Wayne State University.
- The four strategy areas selected for “Programs during Non-School Hours” were:
 1. Education
 2. Sports
 3. Health Education
 4. Life Skills
- The Action Planning Team formed objectives, short-term goals and long-term goals for each strategy area.
- Barriers to strategy goals were defined as accessibility, transportation, facilities and information.
- Resources identified as needed by the Programs Team were facilities, programs, program managers, volunteers, communication methodology, transportation and “mo’ money.”
- Participation was identified as needed by local churches, local business, city/county partners, funding partners, and coordination and communication among organizations.

- Goal Outcomes outlined by the Programs Team were:
 1. Students reading and solving math problems at grade level
 2. Increased character and confidence from the availability and accessibility of sports and enrichment programs
 3. Students living healthier and smarter
 4. Creating a pipeline of future leaders
 - It is known that other Parent Team meetings occurred but were not documented on Bravelo.
 - It is unknown whether small grants applications were submitted and awarded to this team.
- **Observations**
- ✓ While notes from the Programs group are nicely outlined and give the reader a clear understanding of what was discussed during the meeting, not all notes were dated and it is difficult to know when meetings occurred.
 - ✓ Little meeting information was documented on Bravelo and it is unclear whether all meetings were uploaded.

Parental Involvement Team

- The first recorded meeting for the Parent Involvement Team was on January 20, 2007 at Wayne State University. The meeting was attended by 14 members, one facilitator, and one recorder. The team was named at the first meeting.
- A second meeting was set after the first meeting, but no scheduled meeting times were put into place.
- From January 2007 to April 2007, Parent Team attendance ranged from 12 to 22 members. The February 17th and March 9th had the highest attendance with 22 and 19 members respectively. The team met a total of six times during this period.
- An action planning strategy was finalized during the March 9, 2007 meeting at the Brightmoor Community Center.
- The Vision of the Parent Team was defined as follows: “Increased parental involvement will lead to academic growth and positive social development of the children in the Brightmoor community.”
- The three strategy goals for the Parent Team were:
 1. Promote inter-agency collaboration
 2. Establish personal contact with parents
 3. Develop communications/marketing plan

- The primary barrier to achieving the strategy goals was identified as a lack of parental involvement in the schools, church activities, after-school programs and community activities. The Team also outlined “Structural and Personal” challenges in the Brightmoor neighborhood such as changes in school administration and population decline.
- Resources identified as needed by the Parent Team were staff, volunteers, time, money, research, materials, equipment, technology, partners, natural supports, collaborative parents and parent-serving entities.
- Participation was identified as needed by agencies, decision-makers, resident groups, block clubs, schools, Head Start centers, churches, neighborhood associations, parks and recreation, transportation (Smart/DDOT) and local businesses.
- Goal Outcomes outlined by the Parent Team include:
 1. More parents engaged in activities involving their children
 2. Circulation of manuals for agencies and parents detailing activities in the local area
 3. Increased parental attendance at all events
 4. Increased collaboration between non-profit organizations, schools, faith-based and other organizations in the area
 5. Children will feel safer, more secure, and more valued.
- It is known that other Parent Team meetings occurred but were not documented on Bravelo.
- It is unknown whether small grants applications were submitted and awarded to this team.

➤ **Observations**

- ✓ There were few notes and meeting minutes for this Action Planning Team.
- ✓ Compared to the other Action Planning Teams, the Parent Team was smaller in size but attended most consistently by regularly returning members.
- ✓ Little meeting information was documented on Bravelo and it is unclear whether all meetings were uploaded.

Schools Team

- The first Schools Action Planning Team met on January 20, 2007 at Wayne State University. The meeting was attended by 12 members, one facilitator, one co-convenor, and one recorder. The team was named at the first meeting.
- A meeting schedule was set for five meetings from January through April, 2007.
- During this time attendance ranged from 12 to 24 members. The February 10th and March 3rd had the highest attendance with 23 and 24 members respectively. The team met six times during the period. While the membership for this team was large, many

appeared to be absent from the meetings.

- An action planning strategy was finalized during the February 17th meeting at Wayne State University.
- The Vision of the Schools Team is not documented clearly but the targeted strategy areas offer clear team goals.
- The three strategy goals for the Schools Teams were:
 1. School and Community Partnerships with increased school accessibility
 2. Higher Academic and Social Standards
 3. School-based Extra Curricular Activities
- The School Team outlined 29 strategies to reach the goals, including 16 short-term and 13 long-term strategies.
- Barriers were not formerly outlined but the following themes emerged in meetings: School closings, graduation rates, school test scores, transportation and need for school uniforms.
- Resources identified as needed by the School Team were broken down for each of the 29 strategies and include: Web designers, money, business research results, community design teams, technology for community use, media, new Detroit, neighborhoods, printing company, distribution company, implementation team, meeting locations, youth foundation, community staff (outreach), project management team, research grants, time, volunteers, research/catalogs on school uniforms, code of conduct, banners, trophies, certificates, phone bank, transportation, existing school list, parent organizations, U of M technical assistance, stakeholders, community maps, in-kind support, a database, juvenile justice/police support, churches, mentors, legal Assistance, Mayor's office, block clubs and Skillman.
- Participation was identified as needed by the community, media, technology, local businesses, schools, project teams, Skillman, TAC, students, parents, school staff, volunteers, donors, student council, administration of school districts and private/charter schools, families, service providers, residents, after-school providers, alumni, law enforcement, and youth.
- Long-term goal outcomes *themes* outlined by the Schools Team were:
 1. Residents will support those businesses that support the community resulting in growth, change and partnerships.
 2. Increase compliance of wearing school uniforms
 3. Increase School Attendance
 4. Increase School Attendance (from Birth to High School)
 5. Increase Test Scores
 6. Increase Awareness of Available After-School Programs
 7. Increased Transportation Resources

- 8. Decrease Gang Activity
- 9. Greater Parent Participation

- Other team meetings occurred but are not documented on Bravelo.
- It is unknown if this team submitted grant applications or was awarded small grants.
- The team organized one event for the Brightmoor Community , namely a Fashion Show for School Uniforms.

➤ **Observations**

- ✓ While attendance varied across meetings, members did meet in sub-groups and sent representatives to the large group meetings.
- ✓ The number of people involved in this Action Planning Team remained consistent over time, losing some membership for reasons not known but gaining new members at the large meetings.
- ✓ The team outlined perhaps too many (29) goals and strategies. While the goals were specific and clear, condensing them might have helped the small groups accomplish the goals.

Crime and Safety Team

- First recorded meeting for the Crime and Safety Team was on January 20, 2007 at Wayne State University. The number of members at the meeting was 9, with one facilitator and one recorder. The team decided on its name at this meeting.
- A second meeting was planned but a meeting time was not scheduled.
- From January 2007 to March 2007, members of the “Crime and Safety” increased from 9 to 16 attendees – with March 17th, the Wayne State Meeting, being the largest recorded. According to notes, the team met five times during this period.
- The team’s strategy plan was finalized during the March 17 meeting at Wayne State University.
- The vision of the Crime and Safety Team is “Keep Brightmoor Bright!”
- The team’s three strategy goals (with sub-goals) were:
 1. Youth crime prevention (Health Matters, Jobs, Substance abuse prevention, Brightmoor Clinic)
 2. Environmental concerns (Abandoned homes, Illegal dumping)
 3. Parent involvement in crime prevention and safety (Outreach, Partnerships)
- Barriers to strategy themes were not clearly outlined by the team but notes indicated they included a new commander in the Police Department, lack of connection between local police and the neighborhood, and limited stakeholder involvement.

- Resources identified as needed by the team include: Grants/funding, volunteers, assessment teams for youth services, facilities to house programs, staff, equipment for police and CB patrol, training and training facilities, and smoke detectors.
 - The notes suggested that participation was needed by churches, schools and principals, the police commander and department, Detroit school public safety officials, Skillman officials, community leaders, parents, youth, and volunteers.
 - Long-term goal outcomes outlined by the Crime and Safety team were:
 1. Complete job training for youth
 2. Clean drug screening from youth
 3. Youth be educated and employed at a living wage
 4. Zero tolerance for illegal dumping and unsafe abandoned buildings in the community
 5. Infrastructure in place to address all of our pressing environmental concerns
 6. Reduce by 95% the reported crimes on children going to and from, before and after school activities
 - The number of convened team meetings is unclear but it is known the team created an action plan and moved forward with the implementation of the short-term goals.
 - It is unknown if this team submitted grant applications or was awarded small grants.
- **Observations**
- ✓ This team was small but maintained a good member retention rate.
 - ✓ Notes outlined the concerns and needs regarding crime and safety but did not clearly delineate what resources and participation were needed to achieve the goals.

Quarterly Meetings

Quarterly community meetings were hosted consistently. The purpose of these meetings initially was to report on the work of the action planning teams and gain community agreement on the action plans. Once that occurred, the remaining quarterly meetings focused on reporting the progress and activities of the action teams and preparing for community governance.

Quarterly Meeting #1 – September 17, 2007

- Meeting occurred at Rosedale Park Baptist Church, from 5:30 P.M. – 8:00 P.M.
- Dinner was served before meeting started.
- The meetings goals were to:
 1. Provide an overview and update of the Good Neighborhoods Initiative (GNI)
 2. Hear presentations from the four Brightmoor GNI Action Teams

3. Hear the community voice about how we work together for children in the Brightmoor community
 4. Share next steps in the GNI process
- Robert Thornton from the Skillman Foundation and Kelley Gulley from N.C.D.I. did introductions.
 - Each Action Planning Team gave a report on the implementations and progress of each action agenda item.
 - Attendees were asked to give examples of a “Community voice on how we work together for children in the Brightmoor community.” The following are the three questions asked of the attendees and the themes of the responses:

1) What type of leadership development programs would you like to see in the community?

- Parent and youth leadership opportunities should happen quarterly.
- Find successful leaders to teach what they have learned.
- Conduct peer mediation training in schools.
- Do training on public speaking, especially for youth to build their skills in this area.
- Job preparation training is needed in the community, especially to help young people realize how to dress and conduct themselves in interviews.
- Reach out to the block clubs and the Brightmoor leadership group (Brightmoor Alliance) to train those who work in the block clubs.
- We need a regular program like Leadership Detroit where people attend monthly training until they complete the program.

2) What are your suggestions for keeping the community informed about and involved in the GNI?

- Advertise on Comcast which is used by much of the community
- Put computers in the schools and make sure to include information about the GNI in churches, libraries, police stations and throughout the community
- Burn information on a disk (DVD) for people who don't have access to the Internet
- Have a monthly calendar placed throughout the community so that everyone knows when meetings are scheduled
- Have a newsletter distributed to every household in the community
- Purchase bulk mailing lists that include every household in the community (some have found this ineffective because addresses on the lists are inaccurate)
- Use the voices of Brightmoor community leaders in advertising on Comcast, the radio, TV and other outreach areas

- Have PSA's (public service announcements) on the radio, at Save-A-Lot and at local gas stations
- Send flyers for community events home with children's report cards

3) How should we go about establishing a community-based governance process for the GNI?

- Delegate the responsibility of governance to those in the community
 - Create a board of directors with Brightmoor residents who are members of the Action Teams and represent different geographical areas within the community
 - Connect the governance group with the Brightmoor Alliance
 - Review Brightmoor participation in programs every three months
 - Identify to what extent programs in the community are used by people who live in Brightmoor
 - Create a measurement tool box to help follow our progress
- In the closing session, attendees received "giveaways" and were asked to think and talk about the next steps.

➤ Observations

- ✓ Information about this community meeting came from the agenda plans and condensed notes on the Community Voice questions. Meeting minutes and PowerPoint presentations by the teams were not found on Bravelo. It is not known how many attended, how the meeting progressed, and how it was evaluated.
- ✓ The themes of the Community Voice responses are clear, reasonable in terms of ability to implement and creative. Unfortunately, due to the scarcity of notes it is not known whether the themes were acted on and implemented.

Community Quarterly Meeting #2 – "Kids Matter Here" Summit

- Summit was held at the Detroit Science Center on a Saturday from 9 AM to 4 PM. Children and families were encouraged to attend. Doors opened at 9 AM for attendees to visit booths and the meeting started at 10 AM. Booths were set up on the main floors to be visited throughout the day.
- Breakfast and lunch were provided free to all attendees.
- According to the Skillman Foundation website, there were more than 2,000 attendees.
- The summit was counted as a quarterly community meeting for all the neighborhoods. Each neighborhood reported on its planning process outcomes, progress and action planning themes.

- The opening session from 10 AM to 12 PM included welcomes from NCDI, Skillman, and City Year. The Keynote speaker was John F. Barros of the Dudley Street Initiative in Boston. Nominated presenters from each of the neighborhoods spoke about past, current and future plans, implementations, and success. Music and dance groups from the neighborhoods performed between presentations.
- Two rounds of workshops were available after lunch. Each round of workshops lasted 45 minutes, with a 15 minute break between sessions. Activities for younger attendees were held during the workshops.
- The workshops offered included:
 - Fight foreclosures head on
 - Coming together: How to form a neighborhood alliance
 - Connecting families: The story of a neighborhood newsletter
 - Building neighborhoods with block clubs
 - Making your home energy efficient
 - Youth united: How to start a youth council
 - Churches united: How to start a faith-based coalition
 - Residents take charge: Community Connections Grant Program
- The closing sessions included Action Planning Team sign-ups for all the neighborhoods, information and sign-up for Leadership Academy, youth surveys, and meeting evaluation forms.

➤ **Observations**

- ✓ Notes for the summit came from agenda (created before the summit), logistical plans and a press release on Skillman website.
- ✓ No information was available to assess the number and types of organizations with booths at the summit.
- ✓ While the workshops were beneficial to residents and families of the neighborhoods, only one workshop was youth-led and targeted young people. It may have been confusing for some attendees, as the title of this summit was “Kids Matter Here” and the event was framed as a “Youth Summit.”
- ✓ Closing session information was missing, including the results of the Action Planning Team sign-ups, Leadership Academy, youth survey, and evaluation forms.

Community Quarterly Meeting #3 – May 22, 2008

- This meeting occurred on Thursday from 6:00 to 8:30 PM at Rosedale Park Baptist Church.
- Dinner was available for all attendees.
- The meeting goals were to:
 1. Celebrate the Brightmoor community for successful implementation of short-term priority projects
 2. Hear progress reports from the four Good Neighborhoods Action Teams
 3. Determine how to move forward our work with a unified voice for children
 4. Encourage families to sign up their children for summer activities and events

5. Share next steps in the Good Neighborhoods journey.
 - A welcome and overview were provided by Robert Thornton from Skillman and Omowale Satterwhite from NCDI.
 - Updates and presentations were given by each of the action planning teams.
 - A presentation on “Unified Voice for Children” was given by University of Michigan School of Social Work. The presentation included a PowerPoint presentation and handouts.
 - The presentation was followed by a community discussion of questions to consider regarding a unified voice. The questions posed to the attendees were:
 1. What kind of process should we now establish to speak with a unified voice?
 2. How should we build on the success of our action teams as we move forward?
 3. Who wants to be involved in meetings about this over the summer?
 - Closing session included collecting notes from the table talk discussions, highlighting the next steps, giveaways, completing evaluations of the community meeting and giving out family/youth resources for the summer.
- **Observations**
- ✓ While agenda notes and unified voice PowerPoint and handouts were available, the notes from the table talk discussions and the evaluation of the meeting were not.
 - ✓ Since all notes were from the meeting’s planning stages it is unknown whether the meeting achieved its plans and goals.

Community Quarterly Meeting #4 – September 15, 2008

- **Observations**
- ✓ No information regarding the meeting’s agenda, minutes, attendance records or evaluation results were found on Bravelo or in the Technical Assistance Center’s files.

Preparer's Thoughts and Analysis

The process of retrieving and analyzing the progress notes for the Brightmoor neighborhood planning phase has been fascinating and inspiring. This retrospective shows the great amount of time, preparation and thoughtfulness this community and its partners dedicated to the overall community goal, which is a tribute to the supporters and members of this community.

It is unfortunate that not all work was documented in a way that can be accessed for the retrospective. As I personally attended some of the events outlined, I know there was much more information, analysis and evaluation done but not documented or posted on Bravelo. The inability to access or use Bravelo was a regular theme at meetings I attended in other neighborhoods. While interns and staff of the Technical Assistance Center offered training and support in using the website and uploading documents, I personally did not see residents and stakeholders using the web service.

The Brightmoor retrospective may serve as an example of what is working in this new community-based initiative (GNI), including its successes and needs for improvement in the future.