UNIVERSITY OF MICHIGAN
SCHOOL OF SOCIAL WORK

Southwest Retrospective of the Community Planning Process

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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 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 Southwest 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

1. *Community Assets and Initiatives*: To maximize the assets, capacity, and impact of resources and institutions in targeted communities.

2. *Natural Helpers*: To enable a cadre of "natural helpers" who are committed to providing services or supports for children.

3. *Neighborhood-based Human Delivery System*: To establish effective neighborhood-based human service delivery systems for children, youth, and families.

4. *Child-Friendly Spaces*: To improve the availability of child friendly spaces and the physical infrastructure of neighborhoods with large concentrations of children.

5. *Youth Development Programs*: To increase opportunities for quality out-of-school time and youth development programs available to children and youth.

6. *Public/Private Investments*: To increase public and private investments in neighborhoods to strengthen services and impact.

7. *Income and Wealth Building Strategies*: To build the resiliency of children and families through income and wealth building strategies.

Planning Process Flowchart

The flowchart that follows presents the planning process sequence of activities.

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

The following timetable represents the planning process in the Southwest Detroit neighborhood:

Type of Meeting	Time of Year	Number of Meetings	Number of Attendees
Community Engagement Meeting – Adult/Seniors/ Stakeholders	March 2006	Total of 29 community engagement meetings	Unknown exactly: may have been as few as 12 and as high as 32 adult participants.
Community Engagement Meeting – Youth/Children	March 2006	(not sure of the breakdown adults vs. youth)	Unknown exactly: may have been as few as 15 and as high as 29 youth participants
Focus Group Meeting	January 24, 2006 January 28, 2006	2	Unknown
Stakeholder Meeting	December 19, 2005 January 5, 2006 February 27, 2006 June 24, 2006	4	Unknown for first two meeting 24-Meeting #3 10-Meeting #4
Community Large Meeting #1	January 28, 2006	1	Unknown
Community Large Meeting #2	February 18, 2006	1	Unknown
Community Large Meeting #3	March 11, 2006	1	Unknown
Community Large Meeting #4	April 1, 2006	1	Unknown
Community Large Meeting #5	April 22, 2006	1	Unknown
Community Large Meeting #6 (Follow-up Meeting)	August 9, 2006	1	Unknown
Healthy and Safe Neighborhoods Action Planning Team	September 2006 through June 2007	8	Lowest # of Atendees:12 Highest # of Attendees: 21
School and Educational Improvement Action Planning Team	September 2006 through June 2007	8	Lowest # of Attendees: 10 Highest # of Attendees:18

Youth and Family Economic Well-Being Action Planning Team	September 2006 through June 2007	8	Lowest # of Attendees: 7 Highest # of Attendees: 13
Youth Programs Action Planning Team	September 2006 through June 2007	8	Lowest # of Attendees: 10 Highest # of Attendees: 35
Quarterly Meeting #1	September 25, 2007	1	Unknown
Quarterly Meeting #2	January 26, 2008	1	Unknown
Quarterly Meeting #3	May 8, 2008	1	Unknown
Quarterly Meeting #4	September 15, 2008	1	Unknown

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 Southwest neighborhood.

Southwest Community Engagement Meetings
- Twenty-nine (29) Community Engagement meetings were held in March 2006.
- Engagement meetings were small groups held in a range of areas around Southwest Detroit – schools, senior centers, churches, missions, etc. (Not all notes noted the location of the engagement meetings.)

- Themes from the adult meetings included better housing, better schools and better communities. Additionally adults wanted mentoring programs, a recreation center and more security. It was considered important to "learn from the past" to find success and avoid set-backs.
- Themes from meetings with childrent (4th and 5th graders) included no drugs, more parks, cleaner parks, more police stations, more restaurants, more recreation centers, cheaper cars, bigger houses, murals, more jobs/better pay, and more doctors.
- Themes from meetings with youth (13 years +) included keeping us busy, opportunities to allow us to help, and giving us positive things to do. Youth asked, "Do you really care about young people?" and asked for help for their familes, especially during difficult times. The young people asked to be protected from crime, gangs and predators. They asked for safe and better schools. a clean neighborhood, better public recreation facilities, and safe, accessible youth programs. They stressed that Spanish language and culture are important.

➢ **Observations:**
  ✓ Many suggestions, observations, goals and wants came from the small community engagement discussions.
  ✓ Not all notes from the engagement meetings gave the location of the meeting or the number of people present.
  ✓ A real effort was made to go to a variety of locations, have a variety of ages present, and schedule a number of different meeting times 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 attained from the community engagement meetings was used to form the community goals and action plans.
  ✓ Unclear attendance records. Names of individuals who attended the community engagement meetings were recorded on an excel spreadsheet. The categories of attendees were not quite clear, and not all attendees may have been recorded.

Focus Group Meetings

- Two (2) meetings were held in total, occurring in December 2005 and January 2006
- The meetings were held at the following locations: LASED Senior Center, 7150 Vernor, Detroit, MI and the Most Holy Redeemer Church, 1721 Junction St., Detroit, MI 48209.
- The meetings were facilitated by Detroit Parent Network.
- The December meeting had 20 attendees including 15 who signed consent forms
- January meeting had 26 attendees including 20 who 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
- Nearly 80% of the identified children of respondents were between 0-18 years of age, with a rough balance of boys and girls.
- Years of residence in Southwest ranged from less than 1 year to nearly fifty years with a median of 13 years.

- **Observations:**
  - ✓ The majority of individuals attending the first focus meeting came from the northern part of the community and were parents of Maybury Elementary, Earhart Middle School, and Western High students. The group was predominantly Spanish speaking and did not feel comfortable speaking in English if they were able. There were a few Caucasian individuals at the meeting as well as a few 3rd and 4th generation Mexicans who did not speak Spanish.
  - ✓ The second focus group meeting was held in the northern area of Southwest Detroit, although surprisingly most parents attending the meeting came from the southern part of Southwest Detroit.
  - ✓ Both focus groups expressed a need and desire for Parent Leadership Training.
  - ✓ The 2000 Census was used to show the following Southwest population information: Southwest Detroit's population consists of 78, 970 individuals, of whom 44,061 are from the Vernor neighborhood and 34,909 from Chadsey/ Condon.
  - ✓ Members of the following groups were not in attendance: Hubbard Farms, African-American, Appalachian-White, and Arab-Muslim communities.

Grandparents raising their children were under-represented (2 attended the focus groups).

✓ If we assume that no one attended both focus meetings then 46 individuals (or less than 1% of the Southwest population) participated in the focus groups.

Stakeholder Meetings

- Four (4) Stakeholder Meetings occurred in December 2005, and January, February and June 2006.
- The meetings were held at Alternatives for Girls, 903 West Grand Blvd., Detroit, MI 48208.
- The meetings were facilitated by NCDI.
- **Stakeholder Meeting #1** (December 19, 2005): Provided attendees with a history and overview of the Skillman Foundation, the vision and strategy of GNI, why Southwest was chosen, what was discussed at the Focus meetings, and an outline of community meetings. Attendee introductions were made and the January 5th meeting was planned.
- **Stakeholder Meeting #2** (January 5, 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** (February 27, 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 Southwest community (example: LISC Initiative). The meeting ended with a reminder of the next community meeting (March 11th) and stakeholders were charged with bringing more people to this meeting.
- **Stakeholder Meeting #4** (June 24, 2006): Provided a summary of the GNI process, including brief reports of the five community and three stakeholder meetings held so

far. Stakeholders were encouraged to continue conducting outreach and providing updates specifically for the stakeholders in the Chadsey/Condon community. The grant process for learning grants, small grants and the larger organizational grants was explained. There was an update of who received grants in Southwest Detroit.

➤ **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 Our Lady Queen of Angels Church (4200 Martin St., Detroit, MI) from 9AM to 12:30 PM on January 28th, 2006.
- Goals of this meeting were to 1) provide an overview of the Good Neighborhoods Initiative; 2) share information about why the Southwest 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 10 discussion groups.
- Eleven (11) themes emerged from the 10 discussion groups: education/literacy, jobs/employment, recreation, child care, empowerment/leadership, safety/crime, community and resident health and environment, family support, neighborhood

networking, resource and advocacy, and transportation.

- Ground rules were set for discussion groups (e.g.. respect, limiting side conversations).
- Dialogue groups were facilitated by NCDI.
- During the closing session, a raffle was held and attendees were reminded of the dates for future community meetings.

➢ **Observations:**
  - ✓ 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.
  - ✓ No indication of why people came to the meeting and how they heard about it.
  - ✓ Number of children and youth at meeting not given.
  - ✓ No participant evaluations of the meeting were found.

Community Large Planning Meeting #2

- Meeting started at 8:30AM and went until 12:45 PM with an hour for registration and breakfast. The meeting was held at Our Lady Queen of Angels Church on February 18th, 2006.
- 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 Southwest neighborhood.
- Attendees were split up to 10 "table talk" groups.
- Many notes regarding discussion of the goals for the community were taken at each table. There were seven (7) goal statements for the community to choose from.
- A poll was held to select the top three community goals. Notes did not indicate how many people voted for each goal. The final three goals selected were:
  - ○ Youth have positive development opportunities in their homes, schools and neighborhoods.
  - ○ All families live in a safe, clean and supportive environment.
  - ○ Eighty-five to ninety percent (85-90%) of children graduate from high school and are prepared for the next step in life.
- Raffle and evaluation forms were available at the end of the meeting.

➢ **Observations:**
  - ✓ No indication of how many attendees at this meeting, nor a breakdown of residents, business owners and stakeholders.

✓ With no sign-in sheet, unable to find out how many attendees came to the first meeting and how many are new attendees, i.e. how many became invested in the Initiative after the first meeting.
✓ Unable to find the results from the evaluation forms.
✓ Number of children and youth at meeting not given.

Community Large Planning Meeting #3

- This meeting was held on March 11, 2006 at Our Lady Queen of Angels Church.
- Meeting goals were to 1) finalize one community goal for the Southwest Community; 2) brief new participants on the results of the first two community meetings; 3) hear youth share insights about living in the Southwest Community; 4) give participants a clear understanding of the plight of kids in Southwest 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.
- Meeting time was from 9:00AM to 12:30 PM including one hour for registration and a half hour for breakfast.
- Kelley Gulley from NCDI presented the three educational attainment goal options that were crafted from small group input.
- The final three community goals:
  - Youth have positive development opportunities in their homes, schools and neighborhoods.
  - All families live in a safe, clean and supportive environment.
  - Eighty-five to ninety percent (85-90%) of children graduate from high school and are prepared for the next step in life.
- Participants received polling devices to electronically select their choice for the overall community goal. After the first round of polling, there was a tie between goal options 1 and 3, with goal option 2 slightly higher than both. Goal options were then paired during the second round of polling to measure the goals in comparison to one another. In the third and final round of polling, the community selected Goal Option#1: *"Youth have positive development opportunities in their homes, schools and neighborhoods."*
- Reminders were given for the next community meetings and the Learning Grants.
- Raffle was held and evaluation forms were completed at the end of the meeting.

➢ **Observations:**
  ✓ No indication of how many attendees at this meeting, nor a breakdown of residents, business owners and stakeholders.

- ✓ No notes for the evaluation forms.
- ✓ No notes for participants' attendance at the prior two community meetings.
- ✓ No information on how attendees heard about the meeting and why they came.
- ✓ Only two young people represented the interests of Southwest youth.
- ✓ As with the past two community meetings, the third meeting had presenter from Skillman and NCDI only and may benefit from residents and stakeholders as presenters.
- ✓ No data from the polling was found.
- ✓ Number of children and youth at meeting not given. [CC NOTE: this conflicts with "Only two young people …" above.]
- ✓ The notes from this community meeting were very brief (only 1 page -1 sided).

Community Large Planning Meeting #4

- This community meeting was held on April 1st, 2006 at Our Lady Queen of Angels Church.
- The meeting time was from 9:00 AM to 12:30 PM including one hour for registration and half-an-hour for breakfast.
- Meeting goals were to 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.
- New participants were briefed about the Community Goal chosen in meeting 3: *"All children have positive development opportunities in their homes, in their schools, and in their neighborhoods."*
- Results from previously-held small discussion groups were presented.
- Discussion groups split up into 25 tables.
- Discussion groups were asked the following questions: How do you see southwest 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).
- The Learning Grants process and deadline were discussed.
- Closing activities included a raffle, evaluation form, reminder of future meetings and check-in on how participants viewed this meeting as working.

➢ **Observations:**

   ✓ No indication of how many attendees at this meeting, nor a breakdown of residents, business owners and stakeholders.

   ✓ No notes for the evaluation forms.

   ✓ No notes about participants' attendance at the prior three community meetings.

   ✓ No information on how attendees heard about the meeting and why they came.

   ✓ Ten minutes was allotted to discuss the Learning Grants Process – unsure if that was the amount of time actually taken and whether 10 minutes were a sufficient amount of time.

   ✓ Number of children and youth at meeting not given.

   ✓ Unable to find results of the Evaluation forms.

   ✓ Questions for the small groups discussion varied, therefore answers and discussion varied from table to table. 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

▪ The meeting was held on April 22nd, 2006 at Our Lady Queen of Angels Church.

▪ The meeting was held from 8:00AM to 10:45 AM, with "celebration starting at 10:45AM." Meeting included time for registration and breakfast.

▪ 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 1st time participants.

▪ A presentation of the key strategies suggested by the community was given.

▪ A facilitated community discussion about the strategies included questions such as Are there any other major strategies that should be considered? and What's missing?

▪ A Critical Strategies polling was conduced via a written survey and asked, Where should we start?

▪ The Learning Grants process was presented to group.

▪ A celebration started right after meeting concluded.

➢ **Observations:**

✓ This particular community meeting had the least amount of notes or information on what exactly occurred. No information on the break-outs, the results of the polling via written survey, and whether the goals of the meeting were met.
✓ No indication of how many attendees at this meeting, nor a breakdown of residents, business owners and stakeholders.
✓ No notes for the evaluation forms.
✓ No notes for participants' attendance at the prior four 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.
✓ Not enough qualitative and quantitative data at this meeting in order to understand the meeting's accomplishments.

Community Large Planning Meeting #6 (Follow-up)

- Meeting was held from 5:30 P.M. to 7:30 P.M at Our Lady Queen of Angels Church on August 9th, 2006.
- 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".
- Ed Egnatios presented the "Small Grants" Awarded.
- Review of the Southwest Community Goals and Strategies presented by NCDI, as well as presenting the concept of a *Work Group* – a.k.a. action plan, implementation of the plan and integrating the Plan.
- According to the agenda, 15 Small Groups discussions occurred. Some tables had the same question and one table discussion was done in Spanish for Spanish speakers.
- According to the agenda, closing session included evaluation, announcements and closing remarks.

➢ **Observations:**
   ✓ No notes to the amount of attendance, and who among the attendees were stakeholders, residents and business owners.
   ✓ No notes for the evaluation forms.

✓ No notes to participants' previous attendance to the prior five community meetings.
✓ No information on how attendees heard about the meeting and why they came.
✓ Number of children and youth at meeting not given...
✓ No notes on the results of the evaluation form given at this meeting.
✓ 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 the included the following six sections:

Section 1 – Introduction

2. Contact information for GN resource people
3. The roles of action planning team members
4. 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

Pre-Meeting: Conveners, Host Agencies and Facilitators Training/Orientation	
Task	Orientation/training for conveners and facilitators
Activities	▪ 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	▪ Orientation/training meeting agenda ▪ Information binders for conveners and facilitators ▪ Facilitation workbook
Main Agenda Topics	▪ *Opening Session*: Welcome, Introductions, Purpose of the Meeting ▰ Review of Work Group Roles & Responsibilities ▰ Review of the Work Group Process ▰ Work Group Meeting Standards ▰ *Closing Session*: Checking In, Next Steps

Work Group Meeting #1

Meeting #1: Organizational Meeting
January 20th, Combined Meeting at Wayne State University

Task	■ 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
Activities	◤ 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)
Guiding Questions	◤ *What type of data do we need to make good decisions in this area?* ◤ *What are the key learning questions that we want to address in our work group?* ◤ *Who needs to join this work group to help us move things forward? How do we make sure that the youth voice is present?*
Deliverables	■ Information packet ■ Strategy area definition ■ Work group action plans ■ Learning questions/ data needs
Main Agenda Topics	NA

Work Group Meeting #2

Meeting #2: Data/Learning Meeting Date Set by Work Group Interim Mtg. Held in the Community	
Task	▪ Review of existing information ▪ Highlight key research findings
Activities	▪ 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	▪ *What are the information gaps that still remain?* ▪ *Who will take on homework assignments to bring forth additional information?*
Deliverables	▪ Summary of research findings ▪ New learning questions/data needs
Main Agenda Topics	▪ *Getting Re-Acquainted*: Meeting and Greeting Each Other; Welcoming New Members ▪ *Reviewing Outcomes of our First Meeting*: Our Function, Purpose, Process and Meeting Schedule ▪ *Getting Smarter*: Reviewing Data Gathered to Answer our Learning Questions/Highlighting our Research Findings ▪ *Answering our Guiding Questions*: What gaps still remain? Who will take on research assignments? ▪ *Looking Forward to our Next Meeting*: Combined Meeting at a Central Location; Homework Assignments; Checking-In

Work Group Meeting #3

Meeting #3: Service Delivery & Program Impact Meeting February 17th, Combined Meeting at Location TBD	
Task	▪ Develop initial list of implementation strategies (i.e., policies/programs/ projects)
Activities	▪ 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)
Guiding Questions	▪ *Based on our research, what are the key implementation strategies that we should consider?* ▪ *What are the main short-term and long-term priorities for our work?*
Deliverables	▪ 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	▪ *Greeting & Checking In*: Opening Icebreaker and Welcoming New Members ▪ *Reviewing Outcomes of our Second Meeting*: Summarizing Initial Data Gathered ▪ *Getting Smarter*: Reviewing Homework Assignments/Additional Data Gathered ▪ *Answering our Guiding Questions*: What should be our implementation strategies & Short/Long Term Priorities? ▪ *Looking Forward to our Next Meeting*: Interim Meeting in the Community; Homework Assignments; Checking-In

Note: The "th" in "February 17th" appears as a superscript in the original.

Work Group Meeting #4

Meeting #4: Service Delivery & Program Impact Meeting *Date Set by Work Group, Interim Meeting Held in the Community*	
Task	▪ 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	▪ 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 Questions	▪ *What are our final short/long term strategies?* ▪ *What should be our approach to evaluation?* ▪ *How will we know if/when we are successful?* ▪ *Who are the potential (organizational) partners that should be part of the implementation strategies?*
Deliverables	▪ 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	■ *Greeting & Checking In*: Opening Icebreaker
	■ *Reviewing Outcomes of our Third Meeting*: Summarizing List of Initial Short/ Long Term Strategies
	■ *Getting Smarter*: Reviewing Homework Assignments/Additional Data Gathered
	■ *Answering our Guiding Questions*: What should be our implementation strategies & Short/Long Term Priorities?
	■ *Looking Forward to our Next Meeting*: Combined Meeting at a Central Location; Homework Assignments; Checking-In

Work Group Meeting #5

Meeting #5: Community Education, Engagement, & Capacity Building	
March 17th, Combined Meeting at Location TBD	
Task	■ Developing approaches to:
	■ 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
Activities	■ 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)
Guiding Questions	■ *What are your ideas for ensuring that the community takes ownership and responsibility for implementing strategies to address our area of focus?*
	■ *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? ▪ *What's the best way to keep the community informed about our work on this strategy and to share information across communities?* ▪ *What type of program is needed to support and develop natural community leaders in our strategy area?* *What type of technical assistance and training do we need and do community organizations need that are going to work in this strategy area?*
Deliverables	▪ 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
Main Agenda Topics	● *Greeting & Checking In*: Opening Icebreaker ● *Reviewing Outcomes of our Fourth Meeting*: Summarizing Final Short/Long Term Strategies ● *Getting Smarter*: Reviewing Homework Assignments/Additional Data Gathered ● *Answering our Guiding Questions*: What's our strategy for community education, engagement, and capacity building? ● *Looking Forward to our Next Meeting*: Interim Meeting in the Community; Homework Assignments; Checking-In

Work Group Meeting #6

Meeting #6: Administrative Capability & Next Steps *April 21ˢᵗ, Combined Meeting at Location TBD*	
Task	▪ Review and finalize work group strategy ▪ Celebrate our success

Activities	▪ 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	▪ *What resources do we need to get the job done, i.e., data, financial, human, etc.?* ▪ *How do we leverage the resources that we identify?*
Deliverables	▪ Presentation of the Final report to the combined GNI community ▪ Celebration of Success!
Main Agenda Topics	▪ *Greeting & Checking In*: Opening Icebreaker ▪ *Reviewing Outcomes of our Fifth Meeting*: Reviewing our Final Report ▪ *Preparing for our Presentation*: Final Preparation of the Presentation ▪ *Celebrating our Success*: Honor the work and the work will honor you! (*Famous quote: Dr. Omowale Satterwhite*) ▪ *Presenting to the Larger GNI Community*: 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 4 (four) Action Planning teams: Healthy and Safe Neighborhoods, Schools and Educational Improvement, Youth and Family Economic Well-Being, and Youth Programs.
- 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 all those involved in Action Planning Teams, to introduce a template "action plan" and to facilitate brainstorming sessions.
- Action Planning Teams also held "Report-Out" meetings for the whole community, in order for Southwest residents not involved in an Action Plan Team to hear and learn about each team's progress and events.
- The Action Planning Teams participated in the 5 work group retreats at Wayne State University, listed above.

Healthy and Safe Neighborhoods Team

- The health and safety recommendations are focused on making sure that all Southwest residents are healthy and safe. They include a medical home for all residents, a clean community, reduced crime, improved street lighting, and community involvement.
- Objectives of the action planning team recommendations are to strengthen the relationship between city services and the community to meet the community's priorities; to increase beautification and support revitalization projects (e.g., demolish abandoned buildings, remove graffiti, stop illegal dumping); and to ensure all residents have a medical home where they can receive physical and mental health treatment.
- Most of the 20 or so individuals who attended the February 17, 2007 Work Group Retreat were new to the process/team. At the following retreat on March 17, 2007 only 13 individuals attended, with 1 individual as a new member. This demonstrates a flux in membership.
- The action planning team met 8 documented times between September 2006 and June 2007.
- The action planning team met 6 times to develop their action plan.
- Although small grants were available to this team, it is unclear whether the team received a small grant or what it may have been used for.
- At the beginning the Healthy and Safe Neighborhoods Action Planning Team was unsure of the resources and gaps in services regarding health and safety, crime, and community beautification in Southwest Detroit.
- The Healthy and Safe Neighborhoods Team noted several issues that need to be addressed to implement their projects: language barriers, transportation, and hours of operation.

- ➢ **Observations:**
  - ✓ Some meeting notes do not provide information about attendees' roles in the community and identified only the Host Agency Representatives, Facilitator and the Recorder.
  - ✓ There is no information about receipt of small grants.
  - ✓ It is unknown whether the team met for additional meetings.
  - ✓ This was the only action planning team that wanted to identify and expand resources to include deaf and blind citizens. Additionally, the team wanted to ensure that alternative forms of healthcare would be incorporated into the community health system plans.
  - ✓ Although team was formed for Health and Safety Action Planning, the first needs that the team felt needed to be addressed were related to education.

School and Educational Improvement Action Planning Team

- The School and Educational Improvement Action Planning Team decided on four (4) sub-groups of the team: Curriculum, Human Resources, Physical Resources and Pending Category.
- The team's recommendations are to create community services learning opportunities, increase in-school attendances, increase security in schools, create technology instruction, and strengthen and heighten parent involvement in schools.
- The team seemed to have a consistent group of individuals present at all meetings. Some meetings had increases in attendance.
- The action planning team met 8 documented times between September 2006 and June 2007.
- The action planning team met 6 times to develop the action plan.
- Although small grants were available, it is unclear whether the team received a small grant or what it may have been used for.
- The team noted that children are attending schools outside of the Detroit School District. They also noted that Chadsey is the highest priority to keep open due to the fact that they have 9 language programs.

  - ➢ **Observations:**
    - ✓ There is no information about receipt of small grants.
    - ✓ It is unknown whether the team met for additional meetings.
    - ✓ Members of the team noted that both the number of children being educated in the US and their drop-out rates are higher than ever before.
    - ✓ Additionally, members noted that at no time in history have we imprisoned more children than we do today.

Youth and Family Economic Well-Being Action Planning Team

- The Youth and Family Economic Well-Being Action Planning Team has two sets of core values: (1) integrity and fidelity; and (2) success by meeting the long-term goals listed below.
- The overall goals of the team are to promote programs that enhance the economic well-being of youth and families, and to create and foster partnerships with businesses and organizations to create better opportunities for youth. Youth need to be connected to specific jobs interests and job opportunities, educated in career preparation and life-skill training, and employed in meaningful work experiences.
- The short-term goals for team are: 1) Communication, 2) Employment, 3) Nutrition, 4) Schools (including Literacy Funding, Nutrition, Peer Pressure classes & Mentoring), and 5) Financial Planning & Development.
- The long-term goals for the team are: 1) Self Sufficiency and Family Unit, 2) Commitment to Community, 3) Intergeneration, 4) Education/Training/Life Skills, and 5) a comprehensive/broad/universal approach.
- The team met 8 documented times between September 2006 and June 2007.
- The team met 6 times to develop the action plan.
- Although small grants were available, it is unclear whether the team received a small grant or what it may have been used for.

  - ➢ **Observations:**
    - ✓ Most meeting notes did not include the number of attendees or an evaluation of success of the meeting.
    - ✓ There is no information about receipt of small grants.
    - ✓ It is unknown whether the team met for additional meetings.

Youth Programs Action Planning Team

- The goals of the Southwest Youth Programs Action Planning Team are to provide better tutoring, provide before- and after-school programs, assess and utilize existing programs, and create new programs that enhance and create opportunities for youth.

- The short-term goals for the team are to*: (1) create jobs for youth; (2) develop youth mentors for younger youth (older youth will run recreation programs for younger youth ages 5-12); and (3) increase youth and community participation in the Motor City Neighborhood Makeover.
- The long-term goals for the team are to*: (1) create a community surveillance program and group neighborhood watch program; and (2) create a comprehensive after-school youth center in every neighborhood.
- The action planning team met 8 documented times between September 2006 and June 2007.
- The action planning team met 6 times to develop their action plan.
- Although small grants were available, it is unclear whether the team received a small grant or what it may have been used for.
- The team had the following questions at one of the their initial meetings in January 2007: 1) Do data demonstrate a driving need for tutoring or other after-school programming; and (2) do data confirm low literacy rates, limited English usage among parents, and a lack of bilingual and ESL teachers.
- Furthermore, the team noted that funding for youth programs seems to be an issue in Southwest Detroit.
- In a March 2007 meeting, the team noted that they need more community involvement on the team.

- ➢ **Observations:**
    - ✓ Most meeting notes did not include the number of attendees or an evaluation of success of the meeting.
    - ✓ There is no information about receipt of small grants.
    - ✓ It is unknown whether the team met for additional meetings.

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
- Held on Tuesday, September 25, 2007 from 5:30 to 8pm at Western High School. Time was allotted for dinner and registration between 5:30 and 6pm.
- The meeting had four goals: (1) To provide an overview and update of the Good Neighborhoods Initiative (GNI), (2) to hear presentations from the 4 Southwest Action Teams, (3) to hear the community voice about how we work together for children in the Southwest (Vernor and Chadsey/Condon) community, and (4) to share *next steps* in the GNI process.
- The meeting was led by Sharnita Johnson, Program Manager of the Skillman Foundation, and Kelly Gulley, Executive President of NCDI.
- The four Action Planning Teams reported on their progress since the last community meeting (April 21st, 2007 at Wayne State University).
- Towards the end of the meeting a discussion of community voice was held. The following topics were addressed during this discussion:
    - ○ *What type of leadership development programs would you like to see in the community?*
        - ▪ Computer skills, electrical, plumbing, heating
        - ▪ Learning programs in the community
        - ▪ Spanish classes
        - ▪ Opportunity to share time with children
        - ▪ Manual Skill training
        - ▪ Leadership training for parents

- Help young people with substance abuse programs
- Vandalism prevention
- More job training programs, mentor programs and college prep classes
- Skill trade teaching, including automotive skill training and automotive design
- Add a water park to this neighborhood
- Foreign language skills, utilize the skills of the people that speak other languages to help teach others, teach each other about their culture
- Practical problem solving, leadership programs
- More organizations that collaborate within the church
- Connect mentors with mentor programs for young men
- Partner to take children out of the ghetto
- More GED and ABE training
- Stair step mentoring programs, beginning with "top" seniors to "bottom" children

- *What are your suggestions for keeping the community informed about and involved in the GNI?*
  - Newsletter
  - Existing group/participants notify neighbors
  - System of transportation and stipends for churches to provide transportation
  - Adult advocates and youth council
  - Grass roots liaison, leadership program, board of commissioners, skilled trades training, surveys within the community, embrace youth
  - Distribute flyers via young people
  - Community ambassadors going and knocking on doors to inform people of community activities
  - Children need to have more direction, e.g., how to dress appropriately
  - Families need to be informed by way of a phone bank about school meetings, e-mail, flyers, and general communication improvement
  - Youth involvement, flyers for youth, and more involvement with organizations
  - Better communication within the community; people are disillusioned because of lack of support. Need more families to get involved regardless of race.
  - Utilize the media, i.e., newspaper, radio, and TV, to increase parent involvement.

- *How should we go about establishing a community-based governance process for the GNI?*
  - SW Detroit extends to Outer Drive; Schaefer has been forgotten.
  - Identify individuals and reward them for their participation.
  - Go back to our past; find who the elders are so they can participate. Utilizing agencies and organizations' membership.
  - People who work in the various programs should live in and care for the community.
  - Form neighborhood advisory committees, with a stipend for those who participate.
  - Turn to our elders for participation input and leadership.
  - Review sign-in sheets for those who attend and participate in meetings regularly.
  - Skillman is doing a good job with benefiting the children of the community.

- The meeting was adjourned with a discussion of next steps and giveaways were handed out to residents.

➢ **Observations:**

✓ Information of this community meeting came from the agenda plans and condensed theme notes on the "Community Voice" questions. Notes from

the actual meeting, including powerpoint presentations from the Action Planning Teams, were not found on Bravelo. The absence of notes also prevents knowledge of the number of attendees, what actually occurred other than what was planned in the agenda, and evaluation of the meeting.

Quarterly Meeting #2

- This meeting was actually the *Kids Matter Here Summit* held on January 26, 2008 from 9-4 PM at the Detroit Science Center.
- The summit was counted as a quarterly community meeting for all the neighborhoods. A report-out was given for all the GNI neighborhood outcomes, progress, and action planning themes.
- According to the Skillman Foundation website, there were more than 2,000 attendees.
- The summit was held on a Saturday. 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 for all attendees to visit throughout the day.
- Breakfast and lunch were provided for free to all attendees.
- Opening session was from 10 AM - 12 PM and 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 outlined the past, current and future successes, implementations, and plans. During the presentation, music and dance groups from the neighborhoods performed.
- Two rounds of workshops were available in the afternoon. Both rounds of workshops lasted for 45 minutes, with a 15-minute break between sessions. Children and youth activities for younger attendees were held during the workshops.
- Workshops were:
    - Fight FORECLOSURE 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 evaluation forms.

  - ➢ **Observations:**
    - ✓ Notes for the summit came from the agenda (created before the summit), logistical plans and a press release on Skillman website.
    - ✓ Information on the number of booths and agencies/organizations with booths was not found.
    - ✓ While the workshops were beneficial to residents and families of all the Good 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".
    - ✓ Unable to find information on the results of the Action Planning Team sign-ups, Leadership Academy, Youth Survey and evaluation forms (all the closing session activities).

Quarterly Meeting #3

- This meeting was held on May 8, 2008 from 6 to 8:30pm at the Our Lady Queen of Angels Church. Time was set aside for dinner and registration between 6 and 6:30pm.
- The meeting had five goals: (1) To celebrate Chadsey/Condon and Vernor for their collective success; (2) to hear progress reports from the four Action Teams; (3) to determine how to move forward our work with a unified voice for children; (4) to encourage families to sign up their children for summer activities and events; and (5) to share *next steps* in the Good Neighborhoods journey.

- Welcome and overview from 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 a University of Michigan School of Social Work representative. It included a powerpoint presentation and handouts for the attendees.
    - The presentation highlighted the following:
        - What does "unified voice" mean?
            - It means the entire neighborhood working together to achieve the community goal.
            - It means involving everyone in Vernor and Chadsey/Condon in achieving the community goal.
            - It means continuing to learn and implement ways for Vernor and Chadsey/Condon to work on behalf of children.
            - It means everyone in the neighborhood connecting with each other and with the strengths and resources of Vernor and Chadsey/Condon to reach the community.
        - How can a "unified voice" be implemented?
            - There is no one way for a neighborhood to create a unified voice.
            - Many examples exist. Four examples of how other neighborhoods have done it:
                - Selecting a lead partner
                - Convening a voluntary task force
                - Appointing a Board of Directors through community-wide elections
                - Using a local foundation
- The presentation was followed by community discussion of a unified voice. The following questions were posed to the attendees: (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 the notes for the agenda, Unified Voice Powerpoint and hand-outs given to the attendees are available, the notes from the table talk discussions and the evaluation of the meeting are not available.
> - ✓ Since all notes were from planning stages prior to the meeting, it is difficult to know whether activities followed and achieved the agenda goals.

Quarterly Meeting #4
- The meeting occurred on September 15, 2008.
- No information regarding the meeting's agenda, minutes, attendance records or evaluation results were found on Bravelo.

Preparer's Thoughts and Analysis

The process of recording, documenting and analyzing the events and meetings of the first two years of the Skillman Good Neighborhoods Initiative makes it evident that the groundwork for the GNI is solidly laid. The Skillman Foundation and Stakeholders have held numerous meetings that educate the residents of Southwest about the Initiative. They have publicized the progress of the Action Planning Teams and the neighborhood in numerous media and in languages spoken by Southwest residents (Arabic, Spanish and English). Many residents and stakeholders have come together and have an invested interest in ensuring that the youth of Southwest Detroit grow up in a safe and healthy neighborhood. Unfortunately, it is unclear due to the deficiency in attendance records whether a majority of community members are ready to take on this change.

There seemed to be a deficit of information on Bravelo about the number of meetings and what happened at the meetings. The notes taken at meetings were inconsistent in quality. Some meeting notes included attendance information, date and time of meeting and even provided details about what was said or not said a meeting, while a majority of the notes did not provide this information. Since I attended many of the meetings where notes were taken but not preserved, I believe the issue is that notes were not uploaded to Bravelo. There also seemed to be a lack of evaluation information about whether residents and stakeholders found the meetings to be helpful or stimulating and what could be improved upon at the next meeting. This lack of information on Bravelo may demonstrate that the community residents found Bravelo to be cumbersome or not relevant to their community change process.