



**NOTICE OF A REGULAR
VINEYARD CARES COALITION MEETING
November 14, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard Cares Coalition will hold a regularly scheduled Vineyard Cares Coalition meeting on Thursday, November 14, 2024, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

- 1. CALL TO ORDER/ICEBREAKER**
- 2. APPROVAL OF MINUTES**
Approval of _____ Meeting Minutes
 - 2.1. Approval of 10/10/24 Coalition Meeting Minutes**
- 3. BUSINESS ITEMS**
 - 3.1. Review of Boo-A-Palooza**
 - 3.2. Review of the Mental Health Night**
 - 3.3. Vineyard Elementary Red Ribbon Week Review**
 - 3.4. Workgroup Training**
- 4. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS**
 - 4.1. Guiding Good Choices: Facilitator Training and Scheduling**
 - 4.2. Coalition Celebration**
- 5. ADJOURNMENT**

The next meeting is on 12/12/2024.

This meeting was notice due to the possibility of more than two (2) CTC Commission members being present.

This meeting may be held in a way that will allow a coalition member to participate electronically.

The public is invited to participate in all public meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Julia Tateoka at least 24 hours prior to the meeting by calling (801) 687-7705.

I, the undersigned, hereby certify that the foregoing notice and agenda was posted at Vineyard City Hall, on Vineyard City and Utah Public Notice websites, and delivered electronically to staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON: 11/07/24

CERTIFIED (NOTICED) BY: /s/Julia Tateoka

JULIA TATEOKA, VINEYARD CARES
COORDINATOR



Vineyard Cares

Coalition Meeting

10/10/2024, 6-7:30pm

Conducting: David Pearce

Attendance:

Objectives:

At the end of the meeting, coalition members will be able to

- Understand their role in their workgroups
- Know their responsibilities for the Mental Health Night

Agenda:

- 6:00pm: Welcome & Icebreaker: Congratulations to the winners of the survey answers
- 6:15pm: Recognition for workgroup survey & workgroup meetings
 - Community Outreach, Youth Involvement & PR Workgroup
 - Kena (lead), Jane and David Pearce, Ashlynn, DoK
 - Resource Assessment & Evaluation Workgroup
 - Bryan (lead), Katie, Manda, Eric
 - Bryan also working to integrate/implement 4 points from *The Anxious Generation* on a wider, community level
 - Risk & Protective Factors Workgroup
 - Lee (lead), Gary, Wendy, Polly, Lacey
- 6:45pm: Reconvene & discuss upcoming events
- 7:15pm: Wrap Up

Upcoming:

- RAD Collaborative
 - We agreed to move forward and apply to participate here in Vineyard
 - Police also have responsibility to perform the checks, but didn't know until recently
 - Julia to follow up on the process
- Boo-A-Palooza – Oct. 21st, 5:30-7:30pm @ Vineyard Grove Park
 - Dave, Jane, and Lee volunteered to help- will be there at 5pm to set up
 - Julia to decide on theme and decorations
- Mental Health Talks – Oct. 23rd, 7-8:30pm @ Utah Valley Home Builders Association (HBA building)
 - Review of what worked/what didn't last time we held this event
 - 5-6 confirmed for panel

- Julia will facilitate discussion and have QR code available for question submission
- Vendors
- Marketing- Lee and David will contact respective stakes to announce to LDS church youth groups
- Raffle Prizes
- Refreshments
- Take Back Day – Oct. 26th, sponsored by DEA

Next Meeting: 11/14, 6-7:30pm



Activity: CTC Workgroup Responsibilities

Match the task to the correct workgroup by drawing lines between them!

Workgroup	Task
Risk & Protective Factor Assessment	Identify gaps in existing services
Resources Assessment	Identify opportunities to educate and involve the community
Community Outreach & Public Relations	Foster team building and recognition activities
Funding	Brainstorm ways that youth can be involved in CTC
Community Board Maintenance	Develop a strategic funding plan
Youth Involvement	Recommend priority risk and protective factors



Community Board Orientation

The 6 CTC Workgroups

One of the variables in the Community Board’s success is to have an organizational structure that supports the various functions of the CTC process. The recommended Community Board structure includes six workgroups:

- The Risk & Protective Factor Assessment Workgroup
- The Resources Assessment & Evaluation Workgroup
- Community Outreach and Public Relations Workgroup
- The Funding Workgroup
- Community Board Maintenance Workgroup
- The Youth Involvement Workgroup

The Risk & Protective Factor Assessment Workgroup

Role

The Risk & Protective Factor Assessment workgroup collects and reviews youth survey and public data to help the community board select priority youth outcomes, and priority risk and protective factors. This group also monitors changes in community-level outcomes over time.

Tasks

- Review risk and protective factor and youth outcome data from the Youth Survey
- Collect needed public data and prepare it for review
- Recommend priority risk and protective factors
- Present recommendations to Community Board and Key Leaders
- Reassess risk and protective factors and youth outcomes every 2-3 years
- Report progress and findings, verbally and via a written report
- Design and implement an evaluation of changes in community-level outcomes

Membership

Members of this workgroup should have experience or expertise in data collection and analysis, for survey data as well as public data sources. It’s important to ensure representation from all major public data sources, including schools, law enforcement, public health, and social services.

Workshops for this Workgroup

Phase 3: Community Assessment Workshop

Phase 5: Evaluation Planning Workshop

(continued)

The Resources Assessment & Evaluation Workgroup

Role

The Resources Assessment & Evaluation workgroup is responsible for identifying current community services that address the priority risk and protective factors, identifying service delivery gaps, and recommending solutions. This workgroup also designs and oversees monitoring and evaluation of the programs & policies implemented under the Community Action Plan.

Tasks

- Develop an inventory of existing programs, policies, and practices that address the priority risk and protective factors
- Assess the existing programs regarding the extent of their implementation and any evaluation of their effectiveness
- Identify gaps in existing services
- Recommend tested, effective programs, policies, and practices to fill the gaps
- Report accomplishments and findings, verbally and via a written report
- Participate in the development of the Community Action Plan
- Design and oversee an evaluation of the implementation of the Community Action Plan programs and policies

Membership

Members of this workgroup should have knowledge of community resources for children, youth and families. The group should represent all of the community's major service providers. Other community experts should be involved as needed.

Workshops for this Workgroup

Phase 3: Assessing Community Resources Workshop

Phase 5: Implementation Planning Workshop
Monitoring Program Implementation & Outcomes Workshop
Observation Workshop

(continued)

Community Outreach and Public Relations Workgroup

Role

The Community Outreach & Public Relations workgroup is responsible for involving stakeholders, promoting the Communities That Care system, and educating and updating key leaders and the community about the work of the community board.

Tasks

- Maintain contact with stakeholders and Key Leaders
- Identify opportunities to educate and involve the community
- Work with the media
- Identify opportunities to celebrate success
- Create opportunities for receiving input, promoting benefits, and announcing outcomes
- Develop and maintain a distribution list for the Community Action Plan and other community board materials
- Create opportunities to promote the Social Development Strategy broadly in the community

Membership

This workgroup consists of community board members with interest and expertise in community mobilization, public relations, and media.

Community Board Maintenance Workgroup

Role

The Community Board Maintenance workgroup builds and sustains a healthy and effective community board.

Tasks

- Establish communication and reporting protocols
- Establish decision-making protocols (bylaws and operating procedures)
- Develop a process for recruiting and educating new community board members
- Foster team-building and recognition activities

Membership

This workgroup should consist of community board members with expertise and interest in organizational development and team building. Other community experts should be involved as needed.

(continued)

The Funding Workgroup

Role

The Funding workgroup identifies funding needs and manages the acquisition of public and private funds to support the community coordinator, community board, and the action plan programs, policies, and practices.

Tasks

- Identify resources to aid the CTC process
- Develop a strategic funding plan
- Identify and communicate with potential funders
- Write, or facilitate the writing of grants, proposals, or help with raising funds

Membership

This workgroup should consist of community board members with knowledge of local, state, and federal funding, including philanthropic sources. Other community experts should be involved as needed.

Workshops for this Workgroup

Phase 5: Funding Workshop

The Youth Involvement Workgroup

Role

The Youth Involvement workgroup recruits youth for all aspects of the CTC effort. It works with other workgroups to identify meaningful opportunities for young people, skills and training needed by young people, and appropriate recognition.

Tasks

- Identify and engage existing youth groups
- Brainstorm ways that youth can be involved in CTC
- Recruit youth involvement in community board and workgroups and in specific tasks and activities
- Coordinate skills development and recognition of involved youth

Membership

This workgroup should consist of community board members with expertise and interest in youth involvement. Other community experts should be involved as needed.