



GNBHSC

**Greater New Bedford
Health & Human Services Coalition
P.O. Box 7567, New Bedford, MA 02742-7567**

*The Vision: A healthy environment where everyone experiences community, opportunity, access, safety and trust (COAST)**

The Mission of the GNBHSC is to channel our community into action to achieve a better quality of life for everyone. We

- 1. Provide information about resources and services in order to promote coordination and to encourage their use by the public*
- 2. Address needs and build on community assets*
- 3. Celebrate and reward community successes*

Steering Meeting: November 17, 2006, 1:00, RAPP Resource Center, 49 State St., Dartmouth, Pequot Bldg, Suite 105.

Attendees: Carl Alves, Camille Anderson, Jocelyn Andrade, Pamela Bouregault, Jean DeCoffe, Jacqueline Gomes, Liz Isherwood, Ron O'Connor, Marcia Picard, Dan Riding, Lorraine Rosa (via phonenumber), Tim Velho

Discussion Highlights:

David Weed unable to come today, and has rescheduled for 1/19/07.

Rotating Meetings provide the opportunity to better get to know one another and more area agencies. Members are asked to host a meeting. Howland Place is also still open to us.

Moore and Isherwood:

- **Street Sheet** – M&I has begun with print sheet.
- **Provider Guide** - A cover has been designed for the guide, containing mission and vision statements, and our website. Because hard copies become obsolete quickly, spaces for notes and changes will be provided. Each coalition member will receive a copy, and may also download and print as many copies as they wish right from the website. Copies can be available for the next Legislative Breakfast, with pictures of the 2006 event. The Coalition will have a template to update and print at our discretion into a pdf file. M&I will update the directory with additions and changes by the end of January. The website can then be built.
- **Website** – The home page will have the same design as the cover of the provider guide, and have an alphabetical list of agencies and topics. Other features include a *What's New button, committee section, editable activities calendar with hyperlinks, registration for new members, and a home button on all pages*. Initially, pictures will be provided from stock photography. The electronic Resource Directory will list programs under each agency. Short video clips about the coalition, agencies, programs and events can be listed. Pictures can be added to the events or calendar page, with individual agencies taking care of any needed releases. Carol has pictures of schools, city hall, and other area buildings that can be utilized. Utilizing a screening process, members will have a password to be able to update the site, in place of having a labor intensive blog. Staff will respond and manage this.

Marketing:

- **Launch** - In the spring, the Coalition may have an awareness event and press conference to launch the website. This can be done in a health fair format, inviting agencies, the Chamber of Commerce and the community.
- **June Annual Meeting** – Our subcommittees will be featured at the June annual meeting to generate interest in the coalition. The planning process needs to begin soon.

Finance:

- **Audit** provides one time opportunity to get on solid footing in light of increased funding. Consensus was for a comprehensive audit, due to the funding increasing from \$25,000 to 6 figures in 4-5 years. The one time cost is about \$2,000 with an independent CPA. This will provide us with a template to give to our donors that shows

what is being done with the money. All voted in favor of hiring Mr. Gordon to do a comprehensive audit. Carl is assembling receipts and invoices, tying up the loose ends.

- **Management of Funds** – An RFR can be made and sent to the various coalition agencies for management of expenses. Any unused money may be invested in various accounts and companies, but funders want it to go to services and activities. The web design and resource directory, staff time and meeting support, Advocates for Youth, and the strategic plan will be reported. The Community Foundation was suggested as a fiscal agent who could manage the funds and get check payments or cash card out in a timely manner to chairpersons. Subcommittee leaders need to come together to discuss the arrangement at the next steering committee meeting.
- **Independent Contractors** - Hiring independent contractors has to be done with 1099 forms, not stipends. The Coalition would like to hire a master's degree student and undergraduate to give a young person a learning/networking opportunity. They will work with Lorraine, man a public information kiosk at the mall, or at the hospital, attend the meetings, set things up, do minutes, fundraisers, and work with tasks. They will need a comprehensive list of are events to showcase our directory and field questions about GNB C.O.A.S.T., getting our word out. We also need to represent elderly and people with developmental disabilities. The kiosk will represent all the agencies and the coalition. Students can use information scripts. The coalition is an entity, representing the agencies. An RFR can be posted at UMD for freshman or sophomore students to stay 4 years, maybe through work-study for both pay and credit. A job description is needed. Dan will contact the UMD work study program.

Next Steps:

- Finalize costs (Moore & Isherwood)
- Update all information from the Resource Directory by mid-December. (Lorraine)
- Present new website at January 19th steering committee meeting (I&M)
- Contact the UMD Work Study Program (Dan)
- Representation of all subcommittee chairs at the next meeting to discuss the cash card and reimbursement (All chairpersons)
- Put David Weed on the January SC agenda (Lorraine)

Next Meetings:

- General Meeting: January 4, 2006, 9:00, Coastline Elderly Services
- Steering Committee: January 19, 2006, 1:00pm, RAPP Resource Center, 49 State St., Dartmouth, Pequot Bldg, Suite 105.

Steering Committee Agenda:

December 15, 2006, 1:00pm, RAPP Resource Center, 49 State St., Dartmouth, Pequot Bldg, Suite 105.

I. Set up Computer or Phone Line, Assign Minutes Taker

II. Advocates for Youth Update

III. Moore & Isherwood Update

IV. Marketing: Awareness event/Press conference, June Annual Meeting

V. Finances:

- Audit
- Management, Cash Cards, Reimbursements, Accounting

V. Student Contractors

VI. Other Business

VII. Next Meeting: January 19, 1:00pm, RAPP Resource Center, 49 State St., Dartmouth, Pequot Bldg, Suite 105