**Calhoun Home Visiting Hub Thursday, December 10, 2015, 1:00-2:30 p.m. United Way LLA Conference Room**

**Meeting Minutes**

In attendance: Michelle Datema, Kristin Roux, Jill Wise, Jenny Rouble, Susan Clark, Susan Davis, Nicole Teumer

The purpose of the meeting was to prioritize the goals and potential strategies developed at the November meeting, as listed below.

1. **Outreach and Recruitment**
	1. **Revise decision tree**. Susan to work with Jamie Rugg to finalize the decision tree based on suggestions made today. Michelle to find out Jamie’s availability for the January meeting and if any additional training is needed on the revised decision tree for 2-1-1 call specialists.
	2. **Update brochure.** The group decided that there is value in the Hub brochure that included all available home visiting programs. Jenny to get synopsis of Community Unlimited to Susan. Susan to contact Shawn for a synopsis of Twenty Hands programing. A brochure supplement will be created and added to existing brochures.
	3. **Joint recruitment i.e. education of referral sources on the 2-1-1 procedure**. We are confirmed on the February agenda of the Pregnancy Care work group. This meeting will provide access to many of the OB providers in the county. Training sessions for Baby Basics is also a possible venue to training OB staff. Michelle to create a one page handout describing the purpose and process for referring to home visiting through the Hub. Michelle to bring the referral form to the next Hub meeting to decide if it still meets our needs
2. Coordination of services
	1. Joint professional development
	2. Transition between home visiting programs upon completion of one program
	3. Warm handoff of referrals
	4. Data collection across programs to monitor capacity and reach
3. Inclusion of new partners
	1. **Throughout the county –** referral tree and brochure to include Community Unlimited that serves the Union City and surrounding areas. Will continue to look for partners in areas outside of Battle Creek.
	2. Early On
	3. Parenting Education - Love and Logic, Nurtured Heart
	4. Schools/Child care centers
	5. Faith-based organizations
4. Next meeting - January 14, 2016 1:00 to 2:30 United Way