

## 708 Board Special Session - Needs Assessment Minutes

March 5, 2014, 6:30 pm

Board Room, Jo Daviess County Courthouse

Members present: Peg Murphy, Angela Birdsall, Randy Jobgen and Nicki Raaz

The meeting was called to order at 6:30 pm by Nicki Raaz. The minutes were approved as written.

Meeting was then turned over to Peg for discussion of the focus group partners and how best to elicit input from these groups. An on-line survey was suggested to gather initial information prior to bringing the groups together. Review of the Survey Monkey site: no cost for a 10 question survey of up to 100 people, incremental higher cost for more questions and more participants. During the focus group meetings participants would then prioritize needs identified by the on-line survey. Specific questions for an electronic survey were not identified.

The group looked at the form Elaine has developed for gathering data from the schools and there was agreement that this would identify school age youngsters, primarily those with developmental disabilities, but also referrals by the school for mental health or substance abuse follow up. It was decided to modify the form to identify students by gender. The 6 school districts identified in Jo Daviess County are: East Dubuque, Galena, River Ridge, Scales Mound, Stockton and Warren. In addition there is Northwest Academy in Hanover and the regional Northwest Special Education office in Freeport. The question was raised whether there would be duplication of numbers provided by these various offices.

Discussion of using a similar format for the areas of substance abuse and mental illness, and further discussion of dividing the focus groups related to the 3 categories of Board responsibility, i.e. developmental disabilities, substance abuse and mental illness.

Suggestion that the Needs Assessment process could focus on one category per year for the next 3 years, and then update one per year so each category would be updated every 3 years. Peg said she thinks the entire process can be completed this year and that identifying the unmet needs is relatively easy once the data is collected.

Discussion then moved to the specific questions to be asked to obtain the data and the format to be used to organize the data. The MMC site has some of the information needed but is broader in scope. On-line sources such as the census bureau will also have some of what is needed for this process. Fiscal year 2012 will be the time frame for the statistics since that is the last census data available.

It was decided that Randy will contact the Sheriff's office to find out what data can be obtained there. Nicki will explore mental health resources to gather similar information. Peg will continue to explore state and federal census and other websites. Assistance from ACHMAI has been offered but all agreed that the matrix provided by ACMHAI was more complex than needed.

Motion to adjourn at 7:55pm. Motion passed.