

**Illinois Suicide Prevention Alliance  
Education and Training Work Group**

**MINUTES**

Monday, August 4, 2008  
(rescheduled from July 25, 2008\*)  
9:00 a.m. – 10:00 a.m.  
Conference Call  
Dial 1-866-210-1669 / Passcode 1578195#

Attendance

Appointed Members	Present
Sherry Bryant, Chair	X
Glenn Steinhausen	X
Becky Markwell	

Guests	Present
Amy Ashland	X
Angie Brechlin	X
Carolyn Broughton	X
Christine Mitchell	X

IDPH Staff	Present
Jennifer Martin	X

\* Due to no quorum at the July 25, 2008 workgroup meeting, the meeting was rescheduled to August 4, 2008.

**I. Plan for Coalition Building Workshop - Venue, dates, budget, presenters**

Prior to the meeting, Sherry distributed the following materials from the 2007 training for the workgroup members to review and potentially revise for the 2008 training: 1) Request for Proposals (RFP), 2) mini-grant proposal evaluation rating tool, 3) application, 4) cover letter to RFP, 5) budget from 2007. 6) action steps template, 7) logic model, 8) inquiry checklist for tourism bureau to survey the hotels, 9) list of coaches and their tasks, 10) Plan for follow-up after the training, 11) training agenda and 12) summary of the projects.

**I. Venues / Dates**

- a. Sherry worked with the Springfield Convention and Tourism Bureau (<http://www.visit-springfieldillinois.com/>) to survey the availability and cost for local hotels to host the two-day event.
- b. Currently, the Northfield Center is available October 29 & 30 and Route 66 Conference Center is available November 6 & 7. The Hilton and Howard Johnson's are not available. Glenn recommended contacting the Hilton Garden Inn. Jennifer asked if the meeting location needed to be in the same facility as the hotel room. Though that is the ideal situation, the group was interested in seeing if any State of Illinois meeting rooms were available (though the group would still need to reserve a block of hotel rooms) -- Glenn mentioned he would not be available for the October 29 and 30 dates.

- i. Action Step - Christine will research other hotels, specifically the Hilton Garden Inn.*
- ii. Action Step - Jennifer will research State of Illinois meeting locations.*

**II. Budget**

- a. A budget will be developed. The workgroup will refer to the budget from the training last year. Some of the main budget items would be the cost of the hotel facility, food, speaker travel, training materials from Suicide Prevention Resource Center (SPRC), in addition to the seed money for each community.
  - i. Action Step – Sherry will talk with SPRC staff to verify cost of materials. She'll also begin discussion regarding SPRC doing the training or if they could coach the ISPA leadership.*

- b. Quotes from Northfield and Route 66 were shared. Northfield also provided menus/prices.
  - i. Action Step – Sherry will confirm the quotes – one item was different than what was quoted to her on the phone.*

III. Presenters / Agenda Need to identify agenda for the

- a. Presenters – The workgroup discussed inviting SPRC staff back to Illinois to facilitate the two-day workshop, however, the conversation converted to utilizing the state level leadership to present the material. (Carol, Sherry, Jennifer, Glenn and Angie). These people were part of the training develop in 2007 and have the expertise to present the material. In fact, SPRC staff encouraged this type of model – SPRC train/coach state partners, who in return have the capacity to host addition trainings. The workgroup felt comfortable with this idea. The workgroup also discussed the option of asking the active initial communities assist with the training.
  - i. Action Step – Sherry will talk with SPRC staff regarding SPRC doing the training or if they could coach the ISPA leadership*
  - ii. Action Step – Sherry will e-mail Carol to see what role she wants to serve.*
- b. Agenda - The workgroup decided to use the same agenda from the training in 2007. The agenda was forwarded to the group. The same agenda and application from 2007 will be utilized for the 2008 process.
  - i. Are we still looking at having a separate track for those who went through the initial workshop last year? Per Sherry, SPRC trainers could do advance training; however, it would require a full 5-day training. Another concern is that many of the initial communities didn't do much when they returned to their communities, so they wouldn't be ready for advance training.*
- c. Communities – The workgroup would like to see a list of communities that attending in 2007 and would like to outreach to them to see who would be interested in attending. Based on the interest, will determine if an advanced training is needed or if the agenda should be revised. Also, would like to encourage the initial communities to sit with the newer communities.
  - i. Action Step – Sherry will share a list of the 2007 communities to the workgroup members.*
  - ii. Action Step –outreach to these communities to identify their interest. Glenn, Angie and Sherry will divide the list, contact them to see what they have done and would they be interested in a refresher course. Let them know there will be funds available this time for their projects.*
  - iii. Action Step – will need to work with the presenters to finalize the agenda.*

There were 5 communities that applied last year but didn't attend the training (since the training date was rescheduled). Outreach to these communities will be made.

  - iv. Action Step – specifically outreach to the communities that applied but didn't attend the training.*
- d. Request for Proposals – The workgroup discussed the possibly of sending the initial communities a different letter of invitation. The workgroup also discussed the importance of sending the RFP to the Alliance members and distribute broadly. The letters will not be sent until the dates of the training are secure (and proposal to MHA is approved, see below).
- e. Follow up meeting at the end of the year – the workgroup would like to have a follow-up meeting in November 2009. It would be a one-day training fro 10a-2p, to minimize travel costs for the communities. This would be part of the process evaluation. Jennifer mentioned the contract in which this activity is funded under would end July 31, 2008. If they needed more time then they'd have to provide justification to the Mental Health Association in Illinois for an extension, then MHA would have to ask for an extension from the Illinois Department of Public Health (IDPH). This could be outlined in the proposal to MHA. - The workgroup also recognized they would need to prepare a progress report and have each community to the same.

IV. Proposal back to Mental Health Association in Illinois (MHA)

- a. Jennifer explained that MHA will need a more detailed proposal for each of the activities.

- i. Action Step – Sherry will prepare a proposal summarizing the training and outlining the objectives, agenda, RFP process, project expectations, follow-up meeting, evaluation, budget and a timeline. Any supporting documents will also be attached (e.g. application, RFP, etc.) The proposal will also include a recommendation to ask IDPH for an extension to allow this activity to be a one-year project.*

V. Evaluation

- a. As Jennifer discussed the need to include an evaluation component in the proposal back to MHAI, she also updated the workgroup on a conversation between her, MHAI and a potential evaluator. Currently, MHAI is brainstorming with an evaluator on ideas to accomplish Deliverable #2 – “Support research-based evaluation methods and technical assistance to plan for the replication of suicide prevention programming and efforts in Illinois according to outcome measures.” The evaluator was particularly interested in evaluating the coalition development training – review the capacity for doing suicide prevention activities in the particular communities and evaluate if the capacity has increased after the one-year project. The workgroup liked this idea and is willing to work with the evaluator. At this time, the idea is being developed; however, Jennifer will keep the workgroup updated.

II. Discuss Evaluation Sites and Process

- I. This agenda item refers to evaluating witch facilities to utilize for the training. This was covered in the over sections.

III. Identify Assignment of Tasks

- I. Sherry recapped the action steps listed above.

IV. Other – Mini-grants for school-based suicide prevention initiatives

- I. Prior to the meeting, Sherry distributed a draft RFP for the school-based mini-grants. Jennifer mentioned that Carol and she wanted to meet with each of the state agencies listed in the deliverables (e.g. Glenn with Illinois State Board to Education) to individually discuss their ideas for their respectable deliverables. Carol, Glenn and Jennifer will have that conversation prior to the workgroup developing a proposal for this activity.

- i. Action Step – Glenn, Carol and Jennifer will meet.*

V. Schedule Next Meeting Date

- I. The workgroup discussed meeting on a monthly basis. Glenn recalled that MHAI only budgeted for the workgroups to meet every other month by conference call, with the idea they’d meet the opposite months during the full Alliance meetings. Since the next Alliance is by video conference and this workgroup has a lot of work to do, they requested to meet more regularly.
  - i. Action Step – Jennifer will present the request to MHAI.*
- II. Proposed meeting dates for the remainder of 2008.
  - i. August 25 – 9:00 via conference call (AFSP will host the August meeting if MHAI can’t)
  - ii. Sept 12 – 9:00 via conference call
  - iii. Oct 6 – 9:00 via conference call
  - iv. Oct 24 – 9:00 via conference call
  - v. Dec 1 – 9:00 via conference call

**Next meeting** – August 25, 2008 from 9:00 – 10:00 via conference call.

Adjourned at 10:15 p.m.

*Minutes submitted by Jennifer Martin*