



## **Kent County Emergency Needs Task Force 2006-2007 Update Report Development Outline**

The Kent County Emergency Needs Task Force has played a crucial role in coordinating emergency and basic needs services among providers, planners, and community policy makers since 1982. During the last 25 years, the Task Force has published an extensive, annual Update Report each spring. In 2005, the full report was replaced with a brief, hard copy brochure. These publications have served as Task Force assessment, planning and outcome reporting documentation.

As we enter the 2006-2007 ENTF operations cycle, the process for documentation will be primarily electronic and should reduce the annual late winter writing load. Task Force Subcommittees have a “home” accessible to all members and the community where operations and education information is maintained and shared.

The ENTF Website at <http://www.accesskent.com/Health/ENTF/> enables Subcommittees to continuously file update information, data, plans and accomplishments on-line while reducing writing activities to a brief presentation for sharing with the ENTF Coordinating Committee at the annual spring Update Review meeting. The following outline supports a standard format for the annual Coordinating Committee discussion and, at the same time, develops information necessary to publish the Kent County ENTF annual Update Report brochure.

### **Coordinating Committee Spring Report**

With less formal writing, communication at the ENTF Coordinating Committee’s Annual Review Meeting will be largely verbal, supported by a brief, overview document that will parallel the annual Update Report brochure format and provide talking points for Task Force Subcommittee chairs’ presentations. A majority of each Subcommittee’s data and assessment is stored in its on-line web page. The following points should be followed to offer consistency in the Coordinating Committee review process:

#### **Major Headings**

**Facts:** This is a brief narrative section or series of bullets that consolidate the Trends, Needs, Resources and Demographics information in the former report format. A selection of key indicator statements that provide focus on the committee’s concerns and highest need areas are important.

**2006 Accomplishments:** A series of summary statements describing achievement of the Agenda established in the prior year will describe what the Subcommittee has been able to do since the last ENTF Coordinating Committee review.

**2006-2007 Agenda (Work Plan):** Includes up to 5 key issues (former *Recommendations*) to be addressed during the coming year. By presenting these as “bottom-line” and measurable statements, a better focus on what is important can be used by Subcommittee member organizations and the community to participate in achieving and monitor desired results.

### Spring Update Review Report Format

Each Subcommittee should plan to use its own ENTF labeled stationary and keep the write-up to no more than 1 – 2 pages in total. Additional committee data, charts and other information formerly included in the large ENTF Update Report can be stored on the Subcommittee’s web site and shared during the spring Coordinating Committee review meeting as hand-outs supporting the presentation.

### ENTF Annual Update Report Brochure

The annual brochure publication will be developed from the written report outlined above. Heart of West Michigan United Way and Kent County ENTF staff will create and distribute brochure copies to Task Force members and the larger community subsequent to Coordinating Committee meeting with Subcommittee chairs at the annual spring ENTF review event. Brochure copy will be taken directly from the spring review report material.

### 2007 Completion Schedule

#### Complete By:

November 13	Subcommittee Leadership Group meets and completes the year’s ENTF strategy and update report development planning.
February 28	Subcommittees finalize 2007 work plans, outcome agendas, etc.
March 12	Mid-Winter Subcommittee Leadership strategy meeting. Decisions made on information to be presented and priority issues for the annual spring ENTF Coordinating Committee meeting.
April 13	Subcommittees submit final 1 - 2 page ENTF Update Summaries. United Way and ENTF staff draft 2006-2007 Update Report brochure.
May 31	KCENTF Coordinating Committee reviews 2006-2007 update information with Subcommittee Leadership and endorses Task Force plans to be presented in the draft annual Update Report brochure.
August 11	ENTF Update brochure presented to Kent County DHS Board
July-August	ENTF Update brochure presented to Kent County Commissioners.
July-August	ENTF Update brochure distributed.
Monthly	Subcommittees maintain their Kent County ENTF web pages.

## **ENTF Website**

The ENTF website at <http://www.accesskent.com/Health/ENTF/> is designed to provide a place to store and present information both generic to the Task Force as a whole and specific to each Subcommittee. Standard information sections have been included on each Subcommittee's home page for such items as the Subcommittee's mission and history; meeting agendas/minutes; rosters; flow charts; data/other information sites; strategic plans/annual outcome agendas, current happenings and similar information.

Subcommittees have the opportunity to add webpage components useful to each group's operations or provide information helpful to others. Subcommittee leadership will need to determine how each group will make decisions on what to include on its site, how it will want to use the site as a tool to facilitate operations management and how best to maintain current information. Emergency Needs Task Force and Kent County information technology staff are available to consult and assist on maintaining or revising web pages at Subcommittee request.

The County of Kent has invited the Emergency Needs Task Force to join its website as a service to Task Force Subcommittee members and the community while addressing the need for an easily accessible display of local collaborative initiatives and links. Kent County website management protocol requires a single point of entry for making site changes. In the case of the Emergency Needs Task Force, this is through the ENTF office. Committees can forward updates for review and publishing on the site to: [dschroeder@unitedwaycares.com](mailto:dschroeder@unitedwaycares.com). Additional site components can be arranged by contacting the ENTF office.