YMCA / CDC/ CDD Workshop

Final Report
October 5 – 7, 2005
Blue Ridge Assembly Center
Asheville, N.C.

Prepared by
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National Association of Chronic Disease Directors,
Centers for Disease Control and Prevention,
and YMCA of the USA

January 2006

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Introduction

- ***But we've already discovered what works. And what works is to encourage people to exercise on a regular basis, and to eat good foods. It's called preventative medicine. An integral part of any health care plan is to encourage people to adopt the habits necessary to avoid disease in the first place. And that's what we're here to talk about, and that is what the YMCA does, and I'm grateful for that."***

George W. Bush
President

On June 20, 2002, President George W. Bush announced his *Steps to a HealthierUS Initiative*, calling on government officials, business leaders, communities, health care providers, churches and civic organizations, to come together as partners in helping Americans live longer, better and healthier lives. *Steps to a HealthierUS* identifies four key health-protection objectives for a healthier America: increased physical activity, responsible dietary habits, increased use of preventive health screenings, and healthy choices concerning alcohol, tobacco, drugs and safety. Through the initiative, partnerships and shared resources are promoted as local approaches to improving community health. In 2003, 12 awards were made to 24 communities across the United States for *Steps to a Healthier US* projects. In 2004 an additional 10 awards were made to 16 communities bring the total number of communities engaged in the Steps program to 40.

In 2004, the effort was expanded to include the YMCA of the USA (Y-USA) as a national partner. Health and Human Services Secretary Tommy G. Thompson announced $2 million in grants to the national office of the YMCA (Y-USA) to help build strong partnerships with local communities and promote better health and prevent disease among all Americans. The underlying assumption that local partnerships would help build sustainability and maximize resources was embraced by Steps communities and the Y-USA.

With almost 2,600 YMCAs in the country, this funding is designed to help strengthen the network of local YMCA chapters by developing and implementing strategies to work together with previously funded "Steps" communities. The partnership will use the best scientific and educational information available to reduce the burden of diabetes, obesity and asthma. The funds have allowed YMCAs in areas where there are funded Steps communities to apply for grants from the Y-USA.

"Partnering with the network of YMCAs throughout the country will allow us to broaden our efforts to improve the health of all Americans," former Secretary Thompson said. "With YMCAs' ability to reach up to 10,000 communities and their strong foundation

and vigor, we can reach more people and address the needs to increase physical activity, improve nutrition, and end tobacco use."

Health problems faced by residents point to the need for coordination of chronic disease prevention at all levels. The number of people with diabetes in the United States has nearly doubled in the past decade to 18.3 million. An estimated 10 million adults and 5 million children suffer from asthma, and the number of cases of obesity in the United States has increased more than 50 percent over the past two decades. *Steps to a Healthier US* focuses on diabetes, asthma, overweight and obesity because of their increasing prevalence in the United States and the ability of individuals to control and even prevent these diseases through exercise, diet and other healthy lifestyle choices.

The Steering Committee

The Steering Committee established for the first workshop continued its role as advisor and provider of technical assistance for the October, 2005 workshop. This was done for continuity, and to ensure a broad range of health and community organizations. Twenty national organizations are represented on the Steering Committee which provides a vital link between these national organizations and the local YMCA / Steps communities. Special efforts were made to ensure that minority groups were represented on the Steering Committee. (For a list of Steering Committee members, see Attachment 1.)

Five conference calls were held between April and September, 2005, with Steering Committee members. The discussions centered on developing workshop objectives, activities and outcomes for the workshop. A successful workshop would bring together YMCAs, Steps communities and local partners to increase networking between Steps and YMCAs; development of a YMCA/Steps application by each community; linkages between YMCAs/Steps and national partners; and a heightened understanding by all partners of what success means.

Through discussion, Steering Committee members spent a good deal of time reviewing results of the previous workshop evaluation. Specific areas for improvement were in workshop logistics, fitness opportunities, varied presentation methods, and more time for sharing success stories. Advice from conference call participants shaped the long-term collaborative relationship and leverage of resources among the Steps initiatives, YMCAs, and local and state health departments. Steering Committee discussions enhanced the understanding of the Steps communities and the YMCAs about the role each organization plays nationally and locally. Each organization shared strengths and resources that can contribute to chronic disease prevention and health promotion.

One main objective for the workshop was the preparation of an application for funds that would be completed by the local YMCAs with input from their Steps partners. The request for applications (RFA) was released by the Y-USA on August 31, 3005. The purpose of the RFA was to stimulate collaborative planning and the development of a work plan. For the October, 2005 workshop, the templates used in the previous year

were revised and made part of the participant binder. Breakout rooms were secured to allow for intense planning sessions by local teams.

Eligible YMCAs were located in areas where a Steps initiative had been funded in 2004. The 16 YMCA applicants will be awarded up to $10,000 for a six-month period beginning in January 2006. Each project requires a 25-50% matching investment from the local YMCA. Applications will be reviewed by a team made up of Steering Committee members and Y-USA staff. Based on a pre-determined system of scoring, applications receiving a score of 80 or higher will be funded. An applicant that has a score of less than 80 will receive technical assistance so they can improve their application and be re-scored. Y-USA staff, CDD and partner organizations assured participants that the goal is to provide guidance so that all applications will be funded.

The Workshop

The workshop was held at the YMCA Blue Ridge Assembly Center, Asheville, North Carolina. The Center is a full-service conference center situated on 1200 acres of woodland beautified by mountain streams, wildflowers, ridges, valleys and spectacular views. Many workshop participants had visited the center for previous YMCA events. The facilities offered an opportunity for participants to gather in a rustic atmosphere with exceptional facilities, services, and recreational opportunities.

Participants were housed in two buildings close to the main building. The accommodations provided the convenience and proximity necessary for this team centered workshop. All workshop sessions were in either the conference center or the main building. Meals were served buffet-style so that everyone could join tables of colleagues to continue discussions.

Blue Ridge Assembly is a year-round conference center founded in 1906 as a YMCA student conference center. The Assembly is listed in the National Register of Historic Places and serves 20,000 guests annually. Having the workshop at a YMCA facility allowed participants to see first hand how Y camps, family facilities, and conference centers can serve the community. Also, the Center was celebrating its 100th anniversary of service.

There were a total of 71 participants. Forty-nine were representatives of YMCAs or Steps to a HealthierUS programs; 10 were members of the Steering Committee, 4 were representatives from the Centers for Disease Control and Prevention, 2 public health chronic disease program staff from North Carolina and 6 Y-USA staff. All targeted communities were represented.

Workshop agenda needs to be mentioned and included as an attachment.

During the first day of the workshop, a cold front moved into the area and brought heavy rain. Although this limited the participants ability to take advantage of the facility and

YMCA mountain recreation, plans were made to adjust to the situation. All outdoor events were held indoors; including Frisbee golf and a networking social. To limit the number of outdoor walking trips necessary to get to sessions, all presenters moved to the main building following the first afternoon. Even morning stretching/Pilates was successful in the main lobby. The adjustments were appreciated by participants.

Pre-Workshop Questionnaires

Workshop planning began in April with Steering Committee members and initiation of conference calls to assess participants' needs and begin planning the workshop agenda. A pre-workshop questionnaire was sent electronically to YMCAs and Steps communities. A copy of the results is included in Attachment 2.

Response to the electronic questionnaire provided valuable information. A total of 10 responses were received from YMCAs. This represented 12 of the 16 eligible YMCA/Steps communities. This provided a 75% response rate for this group. Fourteen (14) of the 16 Steps programs responded which equals a 88% response rate. With an excellent overall response rate of 81% the pre-workshop information collected had a high degree of representation from the participating communities. The planners suggested the difference may be due to the fact that Steps programs are more familiar with such assessments and have seen the benefit of contributions. Among Y respondents:

57% said they already had a relationship with the local Steps program
29% said they did not already have but were interested in starting a relationship with Steps
4% did not answer

Among Steps respondents:
69% said they already had a relationship with the local YMCA
31% said they did not already have but were interested in starting a relationship with the YMCA

Responses from the YMCAs indicated that several participants already serve on local Steps Leadership Teams, helping with program delivery, and co-sponsor of programs in the community. YMCAs identified needs they hoped would be addressed at the workshop including demonstration of successful partnerships, and ideas about addressing barriers such as geography, and relative newness of the program.

Steps participants who were already engaged with local Ys shared examples of common program outcomes in worksite, school, camp and community programs. Programs that did not have existing relationships noted the distance to the Y as one barrier. Another common reason was the short time that the Steps program had been in existence. Needs identified were: sharing model programs, success stories, sustainability, avoiding duplication of efforts, and sharing technical assistance.

Workshop Proceedings

The workshop began on October 5, 2005, in Asheville, North Carolina. Participants registered in the conference center and were invited to an evening reception. Leaders from the Y-USA, CDD, and the *Steps to a HealthierUS* program shared their hopes for the workshop and beliefs about the strength of the partnerships that were emerging at the local level. C Roger Hibbard, Executive Director of the Blue Ridge Assembly YMCA, welcomed the group to North Carolina and shared some of the history of the Center and the opportunities for fitness and fellowship.

On the first full day of the workshop, participants started with a morning stretching/Pilates session led by Steering Committee Member Linna Dossett. After breakfast, the opening session convened at the Conference Center. During the opening, C. Roger Hibbard explained the founding of the Center and its mission in service to the YMCA, community organizations, and families. Olson Huff, a YMCA Blue Ridge Assembly volunteer and local physician, shared his vision for the interconnection between health and science. His dedication to improving community health inspired participants. Carmelita Gallo from the Y–USA, Alyssa Easton from the CDC Steps program, and Ellen Jones from the Chronic Disease Directors shared a welcome and statement of commitment to the partnership from their respective organizations.

Sessions during the first day engaged participants in networking, completion of a resource inventory, and a work session to identify current strengths and gaps in program delivery at the local level. An overview of the RFA process was provided by Dennis Shepard. Two workshop participants from the previous year presented "lessons learned." These examples represented a YMCA perspective and Steps program perspective. Two fitness breaks were provided. In the morning, Steering Committee member Tawni Espinoza led a Take 10! Exercise for all. Later, all participants moved to the Pavilion for 9 holes of Frisbee Golf. This group exercise was led by CDC staff and steering committee members. Wellness prizes including a water bottle and walking socks were awarded. This informal activity helped participants meet others from distant areas as well as interact with the steering committee. After dinner on the first day, a hospitality event was hosted by the Steering Committee in the main lobby.

The second day of the workshop began with fitness stretching/Pilates in the lobby. Following breakfast, the second work plan building session convened. At this time, local teams were able to identify objectives for their application as well as technical assistance needs or partners that would need to be engaged in the application writing process. Steering Committee members assisted teams who were spread out over the main conference building. Teams were asked to share highlights of their plans with the larger group. Katie Armstrong and Frankie-Denise Powell helped teams understand the importance of completing a thorough resource inventory. A mid-morning session on evaluation and sustainability brought rich discussion from the group. Coleen Doyle, for the American Cancer Society, led a sharing session that elicited examples of overcoming barriers and working with non-traditional partners. The closing session allowed Alyssa Easton to share the hopes of the CDC for local sustained programs that are evidence based and built upon strengths of each community.

Evaluation

In order to be consistent with evaluation of the first Y/Steps/CDD Workshop, the Asheville evaluation focused on three distinct areas. First, it was important for the program staff to document accomplishment toward objectives and activities outlined in the Cooperative Agreement; secondly, it was important for the program staff to assess the success of the workshop based on the stated workshop objectives; and, finally, a separate evaluation was conducted among members of the Steering Committee to assess their perceptions about the planning and delivery of the workshop.

Success of the Workshop
With the help of Steering Committee member Sarah Strunk, from Active Living by Design, evaluations were completed and compiled electronically. The first question was designed to determine whether workshop objectives were achieved.

Responses from participants (on a scale of 1-5 where 1=strongly agree and 5=strongly disagree) were as follows:

My understanding of organizational assets has increased	3.5
I have identified collaborative opportunities/challenges	3.9
Work plan developed will strengthen collaborative actions	3.8
Heard about approaches that will build sustainability	3.4
I was able to network to enhance program	4.1
Workshop was relevant to my work	3.9
Work plan will be useful to my work	3.6
Sessions were beneficial	3.8
Instructors were knowledgeable	4.2
Teaching methods were effective	3.9
Material, handouts and AV were helpful	3.7
Physical facilities were appropriate	4.0
Workshop made me aware of opportunities	3.9

What was the most useful part of the workshop? In agreement with the Year 1 Workshop, participants found the opportunities for networking and working collaboratively on their work plans the most useful part of the workshop. Hearing from programs that were already underway was an added benefit.

What was the least useful part of the workshop? Steps participants were already familiar with logic models and one respondent found the evaluation and logic model session repetitive. Some groups needed more time to develop the work plan; others said there was too much time allotted for this activity.

Two ways I plan to use what I have learned during the workshop are: Participants plan to use what they learned during the workshop by: focusing limited resources toward defined projects, expand existing projects, will use work session templates, and integrating coaching into partnering. Other examples cited include strengthening

relationships at all levels between Steps and YMCAs, initiating new programs, and make contact with the state chronic disease director.

Other topics or speakers: Participants would like to hear the evaluation perspectives of existing programs, more about evidence based programs, and more success stories.

Additional Comments/Observations/Suggestions: A sample of common comments made by evaluation respondents include:

Well done!
Cost to travel from the airport was too high.
Very well done workshop – didn't mind the rain!
A good trip.
A great 3 days.
Needed dinner the first night.
Opening speeches were excellent! Also appreciated Mr. Shepard's leadership.

Steering Committee Evaluations

Ten members of the Steering Committee attended the workshop. Eight returned evaluation forms for a response rate of 90%. Steering Committee members were asked to rate pre-workshop information, overall logistics, lodging/travel arrangements, and overall workshop presentations according to a five-point Likert Scale with 5 = Strongly agree and 1=Strongly disagree. The average scores for these aspects of the workshop were as follows:

Pre-Workshop Information	**3.9**
Overall Logistics (Blue Ridge)	**4.3**
Lodging/Travel Arrangements	**4.3**
Overall Workshop Presentations	**4.1**

As with workshop participants, Steering Committee members were also asked a series of open-ended questions designed to determine the success of the workshop from their unique perspective as well as to identify ways that future workshops might be improved. Some of the Steering Committee's responses were quite similar to those of workshop participants. Responses are summarized below:

Additional Comments: "Enjoyed the workshop but the rain was difficult. Would've enjoyed a night in town with the group." "Pre-planning was fine but lack of CDC presence was noted."

What was the most valuable aspect of serving as a Steering Committee member? Some specific responses included: opportunity to help communities, facilitating the process, watching teams take ownership, and solidifying the importance of partnerships. Other comments included helping shape the agenda, active participation, seeing the YMCA/public health connection get stronger.

What was the most valuable aspect of the workshop? Similar to participants, Steering Committee members found the opportunities for networking, developing collaborative relationships, and having focused time for planning the most valuable aspects of the workshop. Other aspects mentioned as valuable included: the opening session that set the stage for new ideas, hearing other programs, and sharing sessions.

What changes, if any, would you suggest? The Steering Committee had several suggestions for improving the workshop in the future, including: more free time or exercise time during the days, a free evening, skill building sessions should come earlier.

What additional information or technical assistance needs did you identify among participants? Evaluation, recruiting local partners, and grant writing skills. Send a pre-workshop document. Show how chronic illness impacts the community. Technical assistance in overcoming distance barriers will be needed.

How do you intend to use the information and skills from the Workshop? Members of the Steering Committee said they would incorporate learning into local day camps, stronger collaboration with their local YMCAs, and plan to use handouts they received at the workshop. In addition, several steering committee members will stay in touch with each other and draw on each other's expertise.

What can Y-USA do to keep you engaged in this project? Monthly updates would help. Keep communication open between steering committee members. Offer grant opportunities to collaborate. A "Brag book" on projects.

In summary, the suggestions from Year 1 helped make Year 2 a positive experience for all participants. Participants and Steering Committee members were especially pleased with the opportunities for networking and working collaboratively in teams, and YMCA staff and partners from Steps communities felt well-prepared to develop and submit a successful work plan.

Future Directions

The workshop served as a focal point for YMCA / Steps programs to work as a team to develop a work plan that to include with their application. Based on the hard work of the teams at the workshop, the expectation is that all 16 eligible community would submit an application for funding to establish or strengthen a collaborative partnership that would lead to additional services within the local community. Also, to show the strength of commitment from Steering Committee members, 16 members offered to serve as reviewers for the YMCA / Steps Collaborative applications.

The second year of the project is off to a fast start with the workshop and the application review process and awards to be made to the 16 communities. With increased funds made available form CDC, the project will continuing to work with the 24 YMCA / Steps communities funded in the first year. These communities will be eligible for additional

funding based on a new work plan and continued efforts to strengthen the partnership and sustain community focused activities in each community.

With the commitment of over 100 partners involved in this project, the quality and quantity of chronic disease prevention and health promotion services in these communities should create an opportunity to make a difference in the lives of the citizens who participate. The Y/Steps/CDD collaborative exemplifies the role of federal funding in local settings: mobilization of communities to identify barriers to optimal health and implementation of strategies to increase the years of healthy life for all residents.

ATTACHMENTS

Attachment 1

Y/Steps/CDD Steering Committee Members

First Name	Last Name	Title	Organization
Sarah	Strunk	Deputy Director	Active Living by Design
Margaret	Hawkins	Interim Director, Health Campaigns	AARP
Suzanne	Smith	Vice President, Cause Initiatives and Integrated Marketing	American Heart Association
Brian	Williams	Director of Government Relations	America Public Health Association
Mara	Donohue	Direction of Prevention	ASTHO
David P.	Hoffman	Chair, Legislative & Policy Committee	Chronic Disease Directors
Claire	Neal	Public Health Program Coordinator	Lance Armstrong Foundation
Amy	Winterfeld	Senior Policy Specialist	National Conference of State Legislatures
Dave	Ramsey	Consultant	Society for Public Health Educators
Laura	Segal	Deputy Director	Trust for America's Health
Colleen	Doyle	Director, Nutrition and Physical Activity	American Cancer Society
Emma	Green	Program Manager	NACCHO
Susan	Potts	MS, CTRS,National Partnerships	National Recreation and Parks Association
Paul	Tibbits	National Manager, Government Relations	American Diabetes Association
Kathleen	Nolan	Program Director, Health Division	National Governors Association
Gabriella	Garcia	Health Policy Analyst	National Governors Association
Frankie	Denise-Powell	Associate Professor	Drexel University, Couple & Family Therapy
Evaon C.	Wong-Kim	Associate Professor	California State University, Hayward, Dept. of Social Work
Darrell E.	Johnson	President and CEO	YMCA of Greater New Orleans
Pattie	King	ICC Southwest Region Leader	Gila River Indian Community/Hu Hu Kam Memorial Hospital
Linna K.	Dossett	Director-Total Health/Spec	YMCA of Greater Seattle
Tawny	Espinoza	Steps to a HealthierUS Project Coordinator	Mesa County (Colorado) Health Department
Dennis	Shepard	Project Manager	YMCA of the USA/Steps Initiative

Attachment 2

YMCA / Steps / CDD Workshop

October 5-7, 2005
Blue Ridge Assembly YMCA

Wednesday, October 5 (*Dresscode: Business Casual*)

7:00 - 8:30 PM **Welcome Reception – Brief Remarks**
Location: Washburn Auditorium
C Roger Hibbard, Executive Director, Blue Ridge Assembly YMCA
Carmelita Gallo, Director, Membership and Program Resources, YMCA of the USA (Y-USA)
Dennis Shepard, Program Manager, Y/ Steps Program, Y-USA
Tomas Rodriquez, Steps Program Consultant, CDC
Ellen Jones, Program Consultant, Chronic Disease Directors (CDD)

Thursday, October 6 (*Dresscode: Business Casual*)

7:00 – 7:30 **Blue Ridge Fitness Walk**
Location: Pavilion
Dennis Shepard, Program Manager, Y/ Steps Program, Y-USA
Morning Stretch
Location: Pavilion
Linna Dossett, Director, Total Health Initiative, YMCA of Greater Seattle

8:00 – 8:30 **Breakfast**
Location: Blue Ridge Center

8:30 – 10:00 **Opening Session: Drawing on Our Strengths**
Location: Washburn Auditorium
C Roger Hibbard, Executive Director, Blue Ridge Assembly YMCA
Olson Huff, Chair, Planning Oversight Committee of the North Carolina Partnership for Children, YMCA Member

Welcome and overview of local YMCAs
Carmelita Gallo, Director, Membership and Program Resources, Y-USA
YMCA of the USA Overview
Alyssa Easton, Deputy Director, Steps Program Office
Steps Overview
Ellen Jones, Program Consultant, CDD
Chronic Disease Directors Overview

10:00 – 10:15 **Take 10! Fitness BREAK**
Location: Washburn Auditorium
Tawny Espinoza, Steps to a HealthierUS,Project Coordinator, Mesa Co., CO.

10:15 – 11:15 **Success Stories from Year One: Opportunities and Challenges**
Location: Washburn Auditorium
Cathy Dehn, Project Coordinator, Steps to a Healthier Pueblo
Linna Dossett, Director, Total Health Initiative, YMCA of Greater Seattle

11:15 -12:00 **Networking and Resource Gathering**
Location: Region Room (Blue Ridge Center)
Leader/Facilitator:
Tomas Rodriguez, Steps Program Consultant, CDC

12:30 – 1:15 **Lunch**
Location: Blue Ridge Center

1:15 – 1:30 **Interim Report from Year One**
Location: Washburn Auditorium
Dennis Shepard, Program Manager, Y/ Steps Program, Y-USA

1:30 - 3:00 **Work Plan Building Session One**: **Strengthening Collaborative Actions that will Improve Partnership Coordination, Programs, Policy and Evaluation**
Location: Washburn Auditorium
Ellen Jones, Program Consultant, CDD

3:00-3:30 **Request for Applications (RFA)**
Location: Washburn Auditorium
Dennis Shepard, Program Manager, Y/ Steps Program, Y-USA

3:30 – 4:00 **Fitness BREAK/Frisbee Golf**
Location: Pavilion
David Ramsey, Consultant, Directors of Health Promotion and Education
Tomas Rodriguez, Steps Program Consultant, CDC

4:00 - 5:00	**Resource Inventory**: Coordination, Programs (including Training), Policy, and Evaluation Location: Washburn Auditorium Leaders/Facilitators: **Katie Clarke Adamson,** Director, Health Partnerships and Policy, YUSA **Frankie Denise – Powell,** Associate Professor, CA
6:00 – 6:45	**Networking Dinner** Location: Blue Ridge Center
7:00 – 8:30	**Hospitality Event Hosted by the Steering Committee** Location: Campfire at Amphitheater Campfire with S'mores

Friday, October 7 *(Dresscode: Business Casual)*

7:00 – 7:30am	**Blue Ridge Fitness Walk** Location: Pavilion **Dennis Shepard,** Program Manager, Y/ Steps Program, Y-USA **Morning Stretch** Location: Pavilion **Linna Dossett,** Director, Total Health Initiative, YMCA of Greater Seattle
8:00 – 8:30	**Breakfast** Location: Blue Ridge Center
8:30 – 12:00	**Location: Washburn Auditorium**
8:30 – 9:30	**Work Plan Building Session Two** **Ellen Jones,** Program Consultant**,** CDD
9:30 – 10:00	**Teams Share Plans as a Group**
10:00 – 10:15	**Take 10! Fitness Break** **Emma Green**, Program Manager, NACCHO
10:15 – 10:45	**Sustainability and Evaluation** Leader/Facilitator: **Goldie Mac Donald,** Team Lead, Surveillance & Evaluation, CDC
10:45 – 11:30	**Sharing Stories to Build a Greater Understanding of Ongoing and Potential Partnerships between YMCAs and Steps** Leader/Facilitator: **Colleen Doyle,** Director, Nutrition and Physical Activity, American Cancer Society

11:30 -12:00 pm	**Closing Session: Using Grants as a Catalyst for Change** **Alyssa Easton**, Deputy Director Steps Program *Steps Overview*
12:30 – 1:00 pm	**Lunch** Location: Blue Ridge Center
1:00 pm	**Adjourn** Shuttle to Airport

Attachment 3

Y/Steps Pre-Workshop Questionnaire

Do you currently have a working relationship with the YMCA in your area?
_69%_YES _31%_NO

If you don't currently have a working relationship with you local or State YMCA, do you want to establish one?
_100%_YES _NO

Have you heard of concrete examples of Steps/YMCA collaborative efforts?

____YES ____NO

Would this be interesting to learn about?

____YES ____NO

YMCA Pre-Workshop Questionnaire

Do you currently have a working relationship with the Steps Initiative in your area?
_57%_YES _39%_ NO

If you don't currently have a working relationship with a Steps Initiative, do you want to establish one? _100%_YES __NO

At this point and with the limited information you have, are you interesting in applying for these funds? ___YES ____ NO

Have you heard of concrete examples of Steps/YMCA collaborative efforts?

____YES ____NO

Would this be interesting to learn about?

____YES ____NO

YMCA/Steps/CDD Pre Workshop Questionnaire
October 5-7, 2005

The Questionnaire
The Steering Committee assisted with revisions to a pre-workshop assessment that had been used in 2004 to assess current working relationships, potential barriers to partnership, and information / skills needs of Steps communities and YMCAs. The assessments were sent to all managers of programs expected to participate in the 2005 workshop.

Response
The response rate among Steps communities was 88 %. The response rate among YMCAs was 57%. Contributing factors to low response among Ys may have been the mailing time of the questionnaire (many Ys were finishing summer camps.) In addition, YMCAs may have taken longer to decide which person form their organizations would attend the workshop.

Results
Among Steps communities, 69% of respondents indicated they already had a relationship with their local YMCA. Approximately one third (31%), had not yet established a partnership. Where linkages existed, they were likely to relate to worksite, school, community health, and camp programs. Barriers mentioned by those who had not developed working relationships included distance to the YMCA and relative newness of the Steps program.
Among YMCA respondents, 57% said they had a working relationship with the Steps community. Many indicated they serve on the Steps Leadership Team or other committees. Collaboration is most often focused on program delivery and co-sponsorship of events or interventions.

Needs
Respondents from both YMCAs and Steps communities expressed a desire to see examples of successful programs and to hear from peers that have experienced the benefits of partnerships. The assessment also highlighted a need for concrete examples of how programs can be compatible, make the best use of resources, and expand existing programs to new audiences. Both groups mentioned wanting to hear discussion of reducing duplication of services and improving program sustainability. Comments asked for more ideas about how to engage new partners (including YMCAs and Steps partners), and the availability of technical assistance from the Y-USA and the Steps Program.

Attachment 4

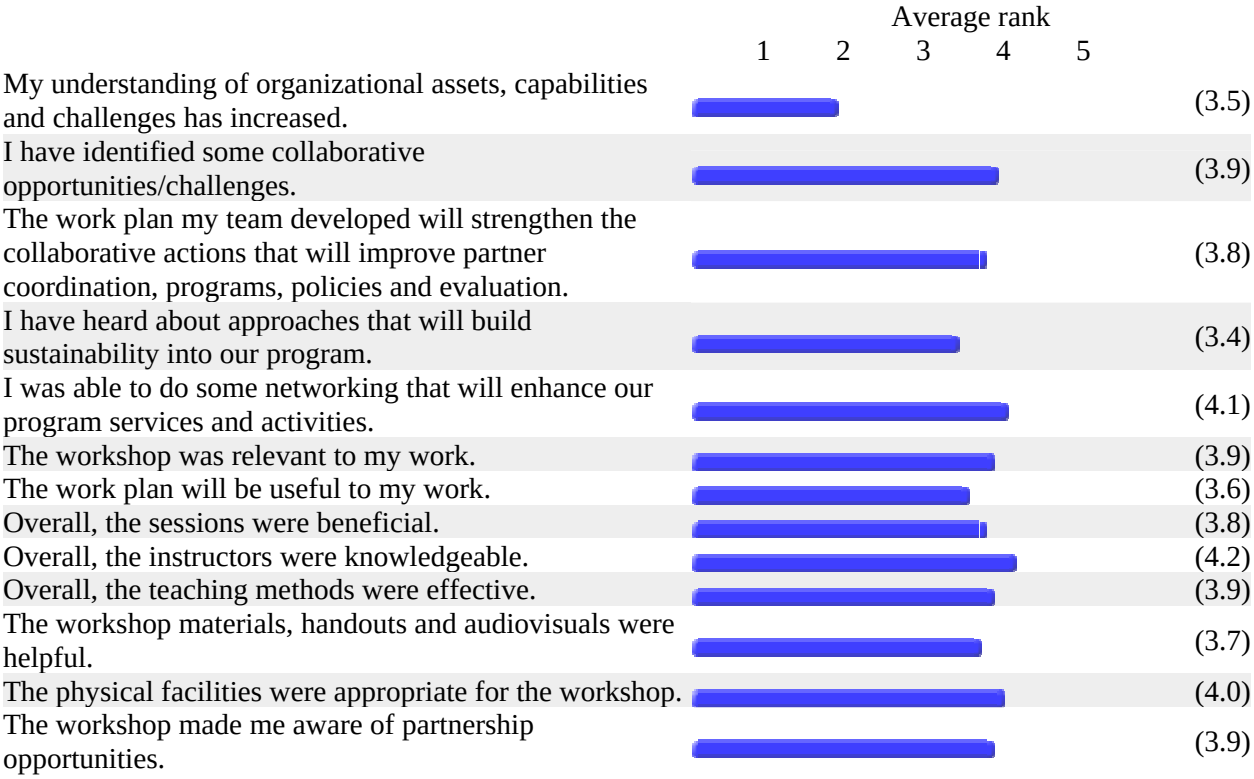
YMCA/Steps/CDD Workshop 2005 - Overall Evaluation

Workshop Objectives:
1. YMCAs and Steps communities will increase their understanding of organizational assets, capabilities and challenges.

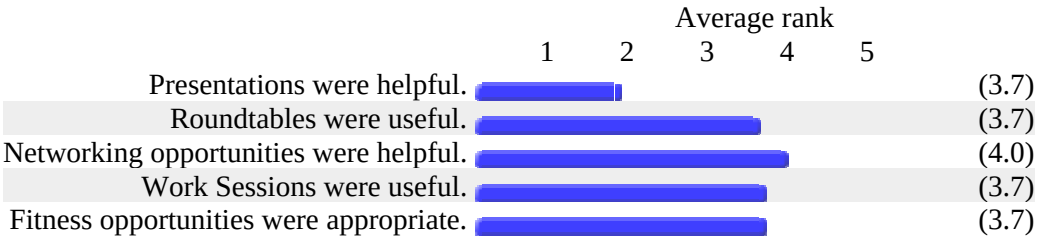
2. YMCAs and Steps communities will develop a work plan that strengthens the capacity for local programs, policies and evaluation to prevent chronic disease.

3. YMCAs and Steps communities will enhance their networks in order to improve program services and build sustainability into programs.

1. On a scale of 1-5, where 1=strongly disagree, 3=neutral and 5=strongly agree, please give your opinion regarding the entire workshop.



2. On a scale of 1-5, where 1=strongly disagree, 3=neutral and 5=strongly agree, please give your opinion regarding workshop content.



3. What was the most useful part of the workshop?

#	Response
1	-Group work plan development process -Networking opportunties among YMCAs and STeps communities
1	Connecting with other Steps program staff, not necessarily about YMCA / Steps partnerships Connecting with Project Officer Presentations: Urgency of chronic diseases challenge...need to create the "buzz" about diabetes, obesity and asthma
1	Fitness opportunities were great - need to model more of these-all the time. Opportunitites to network always good. Learning about the vast resources, reach and expertise of the YMCA. Hearing about the Seattle Y program was inspirational - would be great if this could be finalized, and duplicated across the Y system everywhere.
1	I enjoyed the opportunity to meet and network with others within the YMCA. I found Linna Dossett's presentation from the Seattle YMCA and Alyssa Easton's presentation on Thursday moring to be particularly useful and interesting.
1	meeting other folks, hearing about existing ymca/steps partnerhsips
1	Meeting people from other Steps sites, and hearing stories about Steps experiences.
1	Networking and hearing what other communities are doing.
1	Networking and leaning about projects other community have done.
1	Networking and work sessions
1	Networking opportunities
1	opportunity to meet with grantees and discuss ideas for ways they can work together with YMCA's
1	sharing ideas
1	Talking with others; sharing ideas; merging the YMCA mission with the Steps goals and objectives.
1	The most useful was learning what was expected in the application, and how to do it.
1	the networking and the discovery of "possibilities"
1	The opportunity to network with other regions and share successes and try agains.
1	time with our local YMCA/Steps partner(s).

4. What was the least useful part of the workshop?

#	Response
1	"Take 10!" Fitness Break
1	Attempting to create a partnership with the YMCA in Alaska, a partnership the Steps project would not initiate given the geographic and programtic isolation. We are unlikely candidates for this effort. Sessions were very good. Attendance size excellent for it allowed ample opportunities to network. Location - outstanding
1	Difficult to maximize the work sessions since many of the decision makers who will be involved in our steps collaborative were not present at the workshop
1	essentially our local YMCA did not send the appropriate person, perhaps in the future more direction will be shared to ensure the ymca sites send an appropriate person (i.e., someone aware of community programs and w/ some level of decision making ability)
1	fitness
1	Having national representives intrupting our worktime as a community team

1	I felt like the facilitators that sat at our tables during the work plan sessions were intrusive and dominated the conversations.
1	I honestly can't think of one!
1	Learning so much YMCA history
1	Most Steps partners are aware and knowledgeable of Evaluations and Logic Models; so it was quite basic for us. The YMCA staff may not have as much exposure to health program evaluation, so this may be a bit too overwhelming for them. Maybe separating the group next time and tailoring the session as appropriate.
1	N/A
2	NA
1	Needed more time to actually work on our application, make use of technical assistance of steering committee members skills and experience. Would have been nice to actually draft out the application so that we could spend our "back home" time finalizing plan, working on budget and polishing up the application. We brought our laptops, thinking this was what may actually take place. It probably would have meant another 1/2 day but that's ok - we were all there, at the same time, foucsing on the same thing.
1	rooms with no tv's
1	The lodging was poor. I had mold and mildew in my room...no Air Conditioning..and a tropical system making landfall...also I was told by Adrian Bradley that there was not a charge for the conference, and there was. There was a very poor lack of communication on the planners part. Also, when I was notified to come to the desk for a payment issue...Adriann sent one of the YMCA participants..not one of the staff!! Caro Nason was listed as a YMCA particpant, and she is a STEPS community. She4 did not have to pay, but I did? I see a problem once again with record keeping and communication. I have attempted to contact Adriann several times, with no return in call. Again, I see a problem with communication.
1	The sharing of each potential program

5. Two ways I plan to use what I learned during the workshop are:

#	Response
1	-Support and Facilitate Plans for Tioga Project to work with its neighboring YMCA to develop a collaborative project -Support and facilitate impelementation of two YMCA-Steps collaborative projects in Luzerne and Fayette Counties
1	1- learnings were applied during a follow-up meeting on 10-13-05 2- integrating effective personal coaching into our project
1	1. I won't try to do too much as the funds are limited. 2. I will work closely with my Steps partner to ensure good communication.
1	1. Will use the Work Plan Template. 2. Will continue to partner.
1	Building additional community relationship Using the network I created to ask questions and to get ideas
1	Continue to explore ways of partnering with military resources: Armed Services Branch of the YMCA, USCG and National Guard. Expand our local and regional partnership with WIC to promote enhanced opportunities for physical fitness and nutrition , epsecially linking in evaluation Introduce frisbee golf and Take Ten to our local school district! Contact state Chronic Disease Director
1	Create an innovative project with the YMCA that meets both our needs. Invite the YMCA to

	become a representative/member of our Steps Leadership Team.
1	develop our grant application Develop our partnership for future collaborations
1	Develop our grant proposal Working on additional collaborations.
1	Enhance the "5 a Day at Work" program and the summer camp programs sponsored by the YMCA
1	In my existing programs at the YMCA and in new off-site programs
1	Increase communication with our YMCA, discuss opportunities for collaboration more.
1	Plan to pass on the information and materials that I gathered at the workshop to the appropriate people within our local association(s)
1	stay connected with our ymca rep work together to identify ways we can extend our partnership beyond this grant opportuity
1	Stay more involved with the Y-Grantee programs to insure they move forward
1	Strengthen relationships with our YMCAs
1	Work more closely with my local YMCA.

6. What other topics or speakers would you like included in this workshop in the future?

#	Response
1	Evaluation perspectives of 2004 and 2005 projects?
1	Include more evidence based resources for increasing PA and nutrition and how successful communities have been replicationg them.
1	It may be helpful to have less planning time during the workshop given that many participants probably need to involve others in this process who may not have been present at the workshop. It would be beneficial to hear of more "success stories" that have produced meaningful, sustainable collaborative efforts.
1	More lessons learned from Steps/YMCAs. More evaluation information.
1	More on what Steps communities are doing with their Y's. More in-depth discussion on integration and sustainability.
1	N/A
1	no suggestions
1	None
1	Provide more "real life" examples of successes and failures.
1	Sharing of more success stories/best practices.

7. Additional comments, observations or suggestions:

#	Response
1	A good trip!
1	great 3 days.
1	great retreat, too bad it rained most of the time :(
1	It was not good planning not to have any dinner planned the first night. We were pretty hungry by the time the evening reception came around.
1	N/A
2	None
1	Speech by Dr.Huff was one of the best practical applications of public health practice I have

ever heard--truly inspiring. Also appreciated Mr. Shepherd's leadership and the Keynote Speaker's (cannot remember name) opening Plenary on the hsitory and mission of the YMCA.

1 The lodging was poor. I had mold and mildew in my room...no Air Conditioning..and a tropical system making landfall...also I was told by Adrian Bradley that there was not a charge for the conference, and there was. There was a very poor lack of communication on the planners part. Also, when I was notified to come to the desk for a payment issue...Adriann sent one of the YMCA participants..not one of the staff!! Caro Nason was listed as a YMCA particpant, and she is a STEPS community. She4 did not have to pay, but I did? I see a problem once again with record keeping and communication. I have attempted to contact Adriann several times, with no return in call. Again, I see a problem with communication.

1 Very well done work shop. Didn't mind the "rain." Nothing like we get in Sitka!

1 We had to spend a LOT of money (and aggravation) to get to the site from the airport. It seems that a more appropriate method of transporting all of us who flew in could have been arranged! Also, could have used more networking/down time.

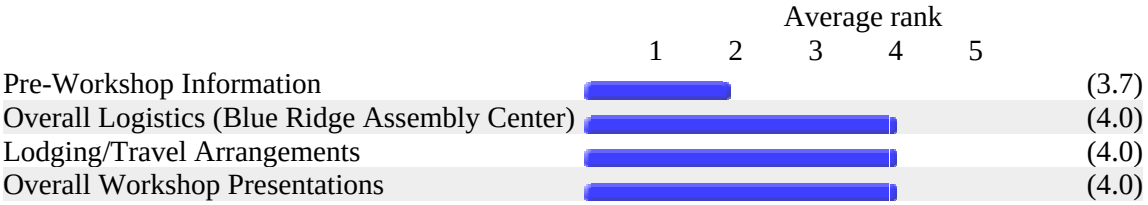
1 Well done!

Attachment 5

YMCA/Steps/CDD Workshop 2005 - Steering Committee Feedback

Please take a few minutes to provide feedback on the YMCA/Steps Workshop 2005. Thank you!

1. On a scale of 1-5, where 1=poor and 5=excellent, please give your opinion regarding the following aspects of the workshop.



2. Additional comments regarding ratings above:

#	Response
1	Rain, rain, go away, Come again some other day, We want to go outside and play, Come again some other day.
1	I enjoyed the workshop, hospitality, and the opportunity to network with the other participants.
1	It would have been nice to have had an opportunity to see Asheville or Black Mountain by having one evening free. Transportation to eat out or see somethin in the community we are visiting would be wonderful to work into the agenda. This would also be a great time for networking.
1	The pre-planning was fine, but the lack of CDC presence was a disruption.
1	There seemed to be travel logistics confusion. Could have used additional e-mail correspondence.

3. What was the most valuable aspect of serving as a Steering Committee member?

#	Response
1	The opportunity to help our community develop healthy lifestyles.
1	Facilitating the process by which participants took ownership of and gave leadership to their own proposals.
1	It helped solidify the importance of community relationships and partnerships to have the outside experts represented, such as the CDD, CDC, YUSA, etc.
1	It was especially gratifying to see how the YMCA/Public Health connection is becoming stronger. I certainly hope that this connection can continue to be strengthened.
1	Listening to presentors and networking.
1	N/A
1	Networking opportunities, learning from others experiences
1	participation of all other members
1	The opportunity to provide input to the development of the meeting

4. What was the most valuable aspect of the workshop?

#	Response
1	The opportunity to listen to the projects that have been and those that are being planned for the future.
1	Hearing of other successful programs and collaborations
1	Presentations and time to work on the grants. I liked the healthy food options and physical activity breaks.
1	Spending time with the local contact.
1	The combination of "the charge" (keynote speaker) and the success stories.
1	The opportunities for sharing information were especially helpful. A lot of good information was exchanged informally during mealtimes. I think having the small group tables with no assigned seating was very useful.
1	The sharing of folks information on their project.
1	work sessions

5. What changes, if any, would you suggest?

#	Response
1	An opportunity to have free-time or exercise time during the day.
1	A smaller meeting room. People seemed to share more in the smaller meeting room; this may have been a function of it being the second day of interaction.
1	Could have used more planning time.
1	Free evening on the second day.
1	Introductions of folks in the beginning of the meeting. I missed a discussion on the kinds of ice cream that folks ate....
1	More time to explore the area where we are visiting
1	The format was fine. The skill building sessions on the last day were probably not as effective as if they had come earlier, perhaps during or following the first proposal planning session.

6. How do you intend to use the information and skills from the Workshop?

#	Response
1	To conduct a day camp which will teach and promote a healthy lifestyle, plus provide programming for a worksite wellness program.
1	Continued collaboration with our local YMCA.
1	Fine tune grant writing skills
1	I especially like the handouts in the binder, and have shared them with several colleagues and with my organization.
1	I intend to contact a few other sc members about resources and mutual research interests.
1	Implement new partnership and program to expand physical activity opportunities to our community
1	planning with partners
1	Provided more information on how the local YMCAs work.
1	Reference.

7. What additional information or technical assistance needs did you identify among participants?

#	Response
1	None at this time.
1	evaluation, recruiting local partners with resources
1	Grant writing skills need work in all areas. Actual program content, including "how to" in your own community.
1	I think the discussion between the two potential partners would be enhanced if there was a "pre-workshop" document. This standardized brief questionnaire might help planners be better prepared to address specific issues between the partners.
1	Just being there for a resource helps.
1	none noted
1	Some information about the impacts of obesity, asthma, diabetes on community and individual health would have been nice, as well as some examples of how the social, political, built environment affects these disease entities.
1	Wanting to figure out how the collaboration would work in their communities, especially if there was a large distance between locations. I think the participants were able to seek out ways to make it work based on previous program examples.

8. What can Y-USA do to keep you engaged in the project?

#	Response
1	We plan on applying for the grant. We may need assistance in the future.
1	Communicate on a regular basis. Everyone is back to day-to-day routines.
1	Continue to partner with CDC, CDD, and enhance work with AHA, ADA, and other chronic disease partnerships.
1	Continuing networking
1	monthly updates on the type of activities that grantees are doing.
1	Offer continued grant opportunities for communities to collaborate. Offer resources to communities.
1	Send periodic updates about the progress of the projects, even those that are struggling. Ask for my input and help to solve problems.
1	Updates on the previously funded projects. A "brag book"/progress reports.

Attachment 6a

YMCA-Steps-CDD Workshop
Steering Committee Minutes
April 7, 2005 / 3pm EST
Present

Dennis Shepard	Y-USA
Katie Adamson	Y-USA
Carmelita Gallo	Y-USA
Margaret Hawkins	AARP
Mara Donohue	ASTHO
Ema Green	NACCHO
Linna Verhei	Seattle YMCA
Frankie Denise Powell	Drexel University
Tomas Rodriguez	CDC
Dave Hoffman	CDD, NY State Health Department
Ellen Jones	CDD Consultant

I. Review of January Workshop Information — Ellen Jones

In preparation for the January 2005 YMCA/Steps/CDD workshop, 24 national organizations worked together as a Steering Committee to plan and conduct sessions aimed at improving collaboration among local YMCAs, funded Steps communities, public health, and national partners. The workshop provided technical assistance to YMCAs writing applications for $10,000 grants from the Y-USA.

More than 90% (82) of invited participants attended the workshop in Houston January 5-7, 2005. Steering Committee members assisted with presentations, sharing sessions, and networking opportunities. Participant evaluations scored an average of 3.97 on a 5 point scale. Lower scores were given to logistics and higher scores generally given for information and networking sessions. The Steering Committee average evaluation score was 4.0 on a 5 point scale. Evaluations reflected an overall sense of accomplishment related to networking, proposal preparation, and shared goals at the local level.

II. Update on Applications, Reviews and Awards Dennis Shepard

Dennis Shepard thanked the 18 Steering Committee members who reviewed applications for funding. Reviewers were given one or two applications along with scoring instructions. The initial score range was 65 - 97. As agreed, scores of 80 or above were awarded $10,000. Lower scores (N=5) were offered technical assistance and revised applications all scored 80 or higher. The final score range was 80-97. The Michigan Intertribal Council decided to split the award of $10,000 for 2 projects with different focus areas. Thus, a total of 25 applications were funded. All submitted projects received awards. As set forth in the RFA, grantees were awarded $5,000 in March, and will receive $2,500 upon completion of the June progress report and the final $2,500 following the October progress report. The total award total is $10,000.

Applicants were required to document a match of 25-50% of total program costs. All applicants met the minimum requirement. Some were as high as 150- 180% match. The commitment evidenced through match funds will assure sustainability. Applications showed great innovation in using these grant funds to create innovative plans for program resources and sustainability.

Dennis Shepard is preparing a summary of funded programs.

III. Plans for Next Workshop: October 5 – 7, 2005 Dennis Shepard

The group was asked to continue to serve on the steering committee as plans are made for the next workshop. All participants agreed; several others not on the call have already agreed by telephone and email.

Logistics for the next workshop were discussed. Most of the new Steps communities are east of the Mississippi River. The location at the Blue ridge conference center will demonstrate the YMCAs capacity for conferences and retreats in a setting that offers many opportunities for physical activity.

The CDC recently announced 10 new Steps communities (3 state, 2 tribes, 5 cities). These funded communities will be the target group of YMCA Steps communities for the next workshop. Initial plans are being made for a total of 16 communities.

Tomas Rodriguez explained that CDC goal for the workshop is to give new communities same opportunities as last year. Several of the current collaboratives (YMCA and Steps) will be invited to come and present to this new group. The new Steps communities have met once and will meet in June along with existing Steps communities. Participants have been invited to submit an abstract for a proposal to present at the meeting. The Y-USA will submit a presentation abstract to CDC for this meeting.

Plans for the Next Fiscal Year **Dennis Shepard/Katie Adamson**

The workshop will be in Asheville, N.C October 5 - 7. Timing this year will allow more opportunities for planning. The RFA will follow shortly after the workshop. As in the past, reviewers will be recruited from the steering committee. It is expected that projects will be funded by the end of January, 2006 for a 9 months project period. The funded projects will extend the reach and sustainability of the Steps communities through strong collaborative projects in the funded communities. The collaborative will have funded 40 projects over 2 years in an effort to improve local sustainability for the *Steps to a Healthier US Initiative*.

Efforts to continue funding for existing projects have met with some success. In April, 300 YMCA administrators participated in the Washington DC YMCA Advocacy Days. A priority message was the need for continued funding for the Steps initiative and an increase of $5 million. The Chronic Disease Directors (CDD) and Research 2 Prevention (R2P) were also supportive.

Linna Verhei suggested future workshops include more information about program funding from federal, state, and other sources so that programs can actively pursue promising funding opportunities.

The group suggested the next call be held in May.

Attachment 6b

YMCA-Steps-CDD Workshop
Steering Committee Minutes
June 14, 2005/4PM EST
Present

Welcome
Dennis Shepard welcomed the group and initiated the roll call at approximately 4:05pm.

Steering Committee Attendance

Dennis Shepard	Adrienne Bradley
Katie Adanson	Kristin Hurdler
Carmélite Gallo	Stacey Paradis
Margaret Hawkins	Julie Brown
Mara Donohue	Darrell Johnson
Emma Green	Clarie Schmidt
Linna Verhei	David Ramsey
Frankie Denise Powell	Brian Williams
Tomas Rodriguez	Ellen Jones
David Hoffman	Gabriella Garcia
Evaon Wong-Kim	
Sarah Strunk	

Update on current YMCA/Steps Community Collaboration

Dennis has accepted 25 applications and everything looks wonderful. Interim reports are June 15th and some have been received. They look wonderful so far. Applicants have received their 1st award check and the 2nd award check should be sent to applicants by June 20th. Their 3rd and final check will e sent at the end the project year. Thanks again to each of you for your help. .

Linna stated that her project is really growing faster than anticipated. She just attended a meeting this morning and they are in need of funding to expand services. The biggest highlight is they have taken on a new age group 12-14 year olds and eventually would like to add another age group. The public response is huge. They are looking at how to

expand to a county further north because of their affiliation with the tribes. They also had a pediatric/obesity conference.

Dennis stated that a final decision hasn't been made about next year's funding for current projects. CDC Steps had a reduction in funds this year so funding is very tight. Still working on what will be funded next year. The new 16 YMCA / YMCA communities will be funded with $10,000 each. Not sure if there will be any funding available for the current 25 YMCA / Steps communities.

Workshop Logistics

Julie stated that the next workshop will be at the Blue Ridge Assembly and it is a YMCA facility established in 1906 as a student conference center. There are hotel style accommodation and very beautiful. The campus is located on 1200 acres about 15 miles east of Ashville, NC. Transportation to and from the airport is no problem. Hopefully everyone received the map Julie e-mailed this morning showing the location. There will be sleeping rooms in 4 different facilities. The rooms are in the Weatherford Hall, Blue Ridge Center, Asheville Hall and Abbott Hall. The general sessions with be in the Washburn Auditorium in the Washburn Center. Once the agenda is done we'll determine how many breakout rooms we'll need. All meals are buffet style in the Blue Ridge Center so we won't e able to have working lunch. There are specific times for breakfast, lunch and dinner. There are quite a few activities, everything from swimming, hockey to volleyball. It is defiantly gilded towards outdoors. There will be some issues with cell phones since this is rural area. We'll make sure your office has the main number so they can contact you.

Workshop Program

Dennis stated we have a fairly good model to go my and ask Ellen to provide information for the workshop planning.

Ellen reminded them of their role based on the last workshop. Reviewed the purpose and goals of the last workshop. Also, wanted to remind us that from last year the charge indicted Steering Committee provided guidance for workshop planning, make sure the objectives and goals for the workshop were met, and help with evaluation. It seems reasonable to use the similar workshop format along with some fining tuning. We'll continue to work on effective collaboration between Y-USA. CDC Steps, CDD, YMCAs, and local Steps communities through the project in an effort to build long term relationships. Lastly to help everyone better understand the STEPS community and YMCAs each member will be important in helping establish an understanding of the roll each national organization plays in helping al organizations improve their program.

The goal and objectives for the workshop last year were written to create a fabric of integration between STEPS Community, YMCAs and national organizations aimed at chronic disease prevention and health promotion. The workshop was design to help STEPS funded communities and the local YMCAs as well as the public health

communities represented by the Chronic Disease Directors and their local staff with their shared roll in preventing chronic diseases.

There were 5 objectives last year.

Increase participants understanding of organizational assets capabilities and challenges among the partners

Identify celebrative opportunities

Develop a work plan

Identify approaches that would statically build sustainability in to the Y STEPS program

Develop networking capabilities that will enhance program services and actavties.

Might want to cut these down to 3 objectives based on the input from participants of the last workshop.

Questions:

Sarah: Are there any information on how the participation's felt about the amount of materials that they had to asset within two day?

Ellen: Yes, there were 2 perspectives based on the evaluations. Some said it was to slow. Some other comments were that they liked to network, wanted shorter presentations, more posters, go little faster, more attention to recreational opportunities, and to make sure we had healthy food options.

Dennis stated that there will be 16 communities represented instead of 24 we had last year. Also we want a couple of current YMCA / Steps communities to attend so they can share opportunities and challenges with the new communities.

Last year's started on Wednesday evening with a reception and welcome from Y-USA, CDC and CDD .Thursday morning the opening session was 3 hours and provided an overview of Y-USA, YMCAs, and CDD.
Then a brief talk about organizational assets, challenges, and opportunities.
Lunch
Workplan building session 1
Then continued with a roundtable dinner in the evening.
Friday, networking breakfast, Workplan building session 2
Lunch
Closed, with brief talk about sustainability on a state and local level

Ellen Jones will pull together a draft agenda which will be e-mailed to the Steering Committee.

Next Request for Application

Dennis stated that like last year, the Request for Applications will go out to the 16 communities late August or early September. The applications will be due around the 1st week of November with awarding being made in early January, 2006. This will give this year's project participants nine months for implementation compared to six months for this year's projects

Other

Dennis needs two things. Review notes to make sure we captured all the important information from the call

Think about how we'll figure how ways communities can sustain collaborations so the community will continue to benefit after the projects are completed.
Please place workshop on dates on your calendar. We want all the Steering Committee members to participate in the workshop.

Next Conference Call

Dennis: Last week in July, 3rd week of August and the 2nd week in September.

Dennis: Adjourned the meeting at 4:50pm with a thank you to all.

Attachment 6c

YMCA-Steps-CDD Workshop
Steering Committee Minutes
July 25, 2005, 12:30PM EST

Welcome

Dennis Shepard welcomed the group and initiated the roll call at approximately 12:35 pm.

Steering Committee Attendance

Dennis Shepard	Adrienne Bradley
Carmélita Gallo	Stacey Paradis
Margaret Hawkins	Julie Brown
Clarie Schmidt	Linna Verhei
Frankie Denise Powell	Ellen Jones
Julie Brown	Colleen Doyle
Dave Hoffman	Sarah Strunk
Kathy Gallagher	Nancy Williams
Rich Hamburg	
David Ramsey	

Update on current YMCA/Steps Community Collaboration

Dennis Shepard provided an update on current Y/Steps activities. Twenty-four (100% of eligible communities) in 2004 met application requirements and received an award of $10,000. Communities are implementing projects based on objectives and logic model build into their plan. With a small amount of resources, these communities established collaborative relationships that have leveraged resources to increase capacity and create sustainable activities.
Steps communities met with national partners including representatives from the YMCA in Denver in June. Several of these communities will be paired with YMCAs at the 2005 Y/Steps/CDD workshop.

Charge to the Steering Committee

The group accepted the charge set forth to the Steering Committee:

1) Provide guidance to the conference planners to assure conference goals are met and actively participate in the workshop.

2) Provide input in the development of an evaluation process for the conference and assist with the analysis of data collected from participants.

3) Provide advice for establishing a long term collaborative relationship that will leverage of resources among Steps, YMCAs, and local and state health departments.

4) Enhance the understanding of the role Steps Communities and YMCAs plays nationally and locally and how this can contribute to the success and sustainability of chronic disease prevention programs.

Workshop Goals and Objectives

Based on suggestions from the Steering Committee, the goals and objectives from the 2004 Workshop were revised as follows:

Goal 1
Create a fabric of integration between Steps communities, YMCAs, and national organizations focused on curbing chronic disease and associated risk factors.

Goal 2
Acquaint Steps-funded states and communities, YMCAs, and the public health community with their roles in a shared learning system that will inform collaboration and partnership at the local and national level.

Objectives

- *YMCA/Steps communities will increase their understanding of organizational assets, capabilities, and challenges.*
- *YMCA/Steps communities will develop a work plan that strengthens the capacity for local programs, policies and evaluation to prevent chronic disease.*
- *YMCA/Steps communities will enhance their networks in order to enhance services and build sustainability into programs.*

Pre-Workshop Questionnaires

A pre-workshop questionnaire will be mailed to all individuals who register. The assessment will be tailored to either YMCA or Steps participants. The purpose of the assessment is to determine the current level of collaboration, specific instructional and networking needs, and expectations of the participants. The assessments are in electronic format and will be compiled prior to the workshop.

Workshop Agenda

The Steering Committee reviewed the draft Workshop agenda. Suggestions made included the development of a fitness opportunities handout with a variety of physical activity offerings for participants, a resource room, and an informal (outdoor) networking event that will be sponsored by the Steering Committee. The group liked the presentations and speakers identified to date and suggested that we include information from last year's grant recipients. A revised agenda will be included with the notice for the August conference call.

Evaluation

A suggestion was made to use the same evaluation forms that were used in the 2004 workshop. There was one form for Steering Committee members and one for workshop participants. The group approved this strategy for 2005. Sarah Strunk offered to help determine if the format for the evaluation was compatible with software to create an electronic version of the evaluation. This would allow participants to choose either a pencil/paper evaluation to complete on-site, or a log-on to complete an electronic evaluation after the workshop.

Other Business

Registration information has been sent to invited guests. Individuals will need to make their own transportation arrangements from the airport to the Blue Ridge Assembly YMCA facility. The YMCA will arrange transportation from the closing session to the airport. Julie Brown will forward a flight schedule so that people can begin to make travel plans.

Invitation letters will be mailed along with the agenda, registration form and the general information letter. The Steps communities will pay their own travel costs. The Y-USA will cover travel costs for local YMCAs, the Steering Committee and invited guests. Lodging is approximately $74 and the meals rate is approximately $60.

Time and date of next conference call

The next call is August 29th at 12:30 PM, EST. The call was adjourned at approximately 1:20 PM.

.

Attachment 6d

YMCA-Steps-CDD Workshop
Steering Committee Minutes
August 29, 2005, 12:30PM EST

Welcome

Dennis Shepard welcomed the group and initiated the roll call at approximately 12:35 pm.

Steering Committee Attendance

Dennis Shepard	Adrienne Bradley
Margaret Hawkins	Ellen Jones
Suzanne Smith	Julie Brown
Claire Schmidt	Linna Dossett
Susan Potts	Colleen Doyle
Dave Hoffman	Sarah Strunk
Frankie Denise-Powell	Tawny Espinoza
Emma Green	Thomas Rodriguez

Finalize Workshop Agenda and Activities

Ellen Jones provided an update of the workshop agenda. Major sessions have been confirmed. The networking opportunities afforded by the Workshop will be enhanced if Steering Committee members also serve as session and activity leaders. Volunteers / recruits will be identified in the next two weeks. The Steering Committee was pleased with fitness breaks and activities identified. Mornings will begin with a fitness walk. The groups suggested an alternate activity like stretching or Pilates. Ellen agreed to determine if this is feasible. Steering Committee members liked the idea of being assigned to specific teams for work sessions. This seems to limit side conversations and make the most of planning time. All Steering Committee members are asked to send materials from their organizations that may be used for the Resource Room as follows:

Blue Ridge Assembly YMCA
Attn: Kristen Kimbrel (hold for YSteps/CDD)
84 Blue Ridge Circle
Black Mountain, N.C. 28711
828 669-8422

Registration Update

Adrienne Bradley provided an update on registration. Approximately 20 registration forms have been received. A second reminder was sent to YMCA and Steps program managers who have not yet registered. Steering Committee members who have not registered should complete registration forms as soon as possible.

Workshop Evaluation

Based on suggestions from the Steering Committee, the hard copy evaluation forms from 2004 were revised and will be used as electronic evaluation forms following the 2005 workshop. Special thanks to Steering Committee member Sarah Strunk for helping with this task. Participants will be reminded to complete evaluations at the workshop and also through an email.

RFA Review Process

Dennis Shepard reviewed the status of the RFA process. The process will be similar to the last one with applications being developed by YMCAs / Steps communities at the workshop and upon their return to communities. The applications will be reviewed by members of the Steering Committee so they can provide the communities with technical assistance to insure the communities implement community focused services and to ensure that all communities have a funded application.

RFA Timeline

RFA emailed to YMCAs	8/31
Applications due	11/11
RFA review	11/18 – 12/7
Assemble reviews	12/12 – 12/16
Additions/revisions	12/16 – 1/2
Award notices emailed	1/10/06

Travel Information

For those who have not made travel arrangements, please contact Carol Bandu via e-mail at cbandu@besttravel.com or phone at 877-359-9622 as soon as possible. For transportation to the Blue Ride Assembly from the airport, please contact Special Occasions at 888-288-9915 prior to your arrival or stop by their location near the baggage area “airport ground transportation”. Please keep in mind the cost is

approximately $42 per single passenger. We will have transportation available for departure on Friday October 7th from the Blue Ride Assembly to the airport.

Next Call

September 19, 2005 at 12:30PM EST
Call in information: 888-765-3648, ID 237059#.

Attachment 6e

YMCA-Steps-CDD Workshop
Steering Committee Minutes
September 19, 2005, 12:30PM EST

Welcome

Dennis Shepard welcomed the group and initiated the roll call at approximately 12:35 pm.

Steering Committee Present

Dennis Shepard	Adrienne Bradley
Tomas Rodriguez	Ellen Jones
Dave Ramsey	Mara Donohue
Emma Green	Colleen Doyle
Kathy Winslow	Linna Dossett
TawnyEspinoza	Amy Winterfeld
Stacy Paradis	Julie Brown
Frankie Denise-Powell	

Finalize Workshop Agenda and Activities

Ellen Jones reviewed the agenda draft dated 9/16/05. Steering Committee members have agreed to serve as facilitators, leaders for fitness break, and session moderators for the workshop. All sessions have been finalized with the exception of those led by CDC staff (due to Hurricane Katrina.) A final agenda will be included in participant binders.

All Steering Committee members are reminded to send materials from their organizations that may be used for the Resource Room as follows:

Blue Ridge Assembly YMCA
Attn: Kristen Kimbrel (hold for YSteps/CDD)
84 Blue Ridge Circle
Black Mountain, N.C. 28711
828 669-8422

Update on YMCA/Steps Participation

Adrienne Bradley provided an update on registration. Approximately 52 registration forms have been received. All YMCAs have registered. All but 3 Steps communities have registered. Tomas Rodriguez and Adrienne Bradley will encourage Steps programs to register as soon as possible.

Logistics

For those who have not made travel arrangements, please contact Carol Bandu via e-mail at cbandu@besttravel.com or phone at 877-359-9622 as soon as possible. For transportation to the Blue Ride Assembly from the airport, please contact Special Occasions at 888-288-9915 prior to your arrival or stop by their location near the baggage area "airport ground transportation". Please keep in mind the cost is approximately $42 per single passenger. We will have transportation available for departure on Friday October 7th from the Blue Ride Assembly to the airport.

Other Business

Ellen Jones agreed to send a summary of comments from pre-questionnaires to the Steering Committee next week to help with presentations and networking.