SECTOR SUB-COMMITTEES

Moved monthly HEAL Zone Collaborative meetings to quarterly.

Created 3 sub-committees with a lead volunteer for each:
- School & After-School Sector
- Retail Sector
- Community Sector

Input from each committee feeds monthly DOCC updates

TOOLS USED TO RECORD MONTHLY PROGRESS

- DOCC
- Sector meetings with HEAL Director and sub-committee leads
- Monthly check-in template for each sector
COMPLETING PROGRESS REPORT

HEAL Director, Coordinator and Evaluation Consultant meet to review DOCC and sector check-in templates to discuss major highlights with in reporting timeframe

Ask each other questions
- What’s missing? Who was involved? What barriers? What opportunities did we seize?

WRITING THE NARRATIVE

- Each of us takes a section
- Add context
- Make succinct, yet informative
- Focus on outcomes, not activities
- Tie to CAP
- Use partner voice
- Honest evaluation

CHECK-IN TEMPLATE SAMPLE

The “Item” column in the reporting template is based on the “objectives” column from the CAP.

The different colors are based on different topic-items within a given strategy.

The sub-committee leads are to communicate their reports to the HEAL Director by mid-month so that he can combine their responses into a cohesive report on the monthly DOCC call.
**LESSONS LEARNED**

The format is simple and serves as a reminder to us of strategies that may have been on the ‘back burner’

The format translates easily into the DOCC reporting requirements

We need to be more intentional about periodically revising the Left-hand columns to match our evolving CAP (as demonstrated by the Retail Example; Jaxx Market doesn’t exist any longer).

It’s utility is completely dependent on the Sub-committee Chair’s ability to get the completed document to the HEAL Director in a timely fashion.

**MOVING FORWARD**

We recognize that, moving forward, this document can serve as a stronger tool for the HEAL Director to identify and foster collaboration between the sub-committees, as to promote cohesion and avoid working in silos. He has the ability to see how each sub-committee’s ‘next steps’ may need support, or impact another sub-committee and can convene them as needed.