

## ROMA Users Group (RUG)

Date: 9/14/2005

Members present:

Peg Davy	Steve Cormier	Tonya Mason-Whipple
Mike Rodriguez	Tony Alfaro	

General discussion on the Memo that MCAAA office sent out to the Executive Directors which had information on ROMA.

Mike first gave an update on where DHS was with various ROMA related issues including:

- 1) DHS didn't receive any questions from agencies that could be posted on the FAQ web page that will be maintained by MCAAA. DHS staff will compile FAQ's based on the feedback just received from NASCSP.
- 2) There will be no new National Performance Indicators, but some of the ones we have will be clarified.
- 3) The State has received instructions regarding the CSBG-IS report. Tony will post this information on the MCAAA web site. As to the ROMA Plan and paperwork, we are looking to get the instructions out to agencies ASAP but plans probably won't be due before Nov 1, 2005.

Steve handed out past evaluation sheets on ROMA trainings.

Mike will inform MCAAA on who from DHS will attend the upcoming quarterly meeting.

Minutes from last meeting were OK.

Discussion on a list of past participants training on ROMA; Mike will talk to Stacie on this issue:

- 1) Hold a conference call with MCAAA, HDC, and DHS regarding agency responses to the 9/12/05 Needs Assessment sent out by MCAAA.
- 2) By November, have a rough idea of how many sessions we need to have, what kind, where we hold them, etc. This is based on the Needs Assessment or on additional survey's of agencies.
- 3) By December, have a draft calendar that references the general area of where the session will be held. (Will hopefully learn what agencies might want to host a training session)
- 4) Once 2006 ROMA Training Calendar is set, post the calendar on the MCAAA web site.
- 5) About 45 days prior to the actual training nail down location, hotel, food arrangements, etc. Make sure agencies are clear on how payment /reimbursement method will work.

General discussion on the class sizes for future trainings and requirements for attending trainings:

- -Limit number of people per class, for 101 session limit to 20 people
- For 201 session, limit number to 25 people
- Group felt important to have participation certificates mailed to participants 2 weeks after taking the class
- Would it be possible to have MCAA maintain a database of participants by agency?
- Look to get session/reading material(s) out to participants early, versus handing them out at event.

The group also gave Steve feedback on how the session descriptors could be updated/enhanced.

Mike had earlier passed out the materials Cathy had prepared for the meeting.

The group inquires about possible chat room for the ROMA group.

184 people have attended ROMA training this past year.

Next Meeting: December 14, 2005 (Wednesday) ~ 10:30 to 2:00 pm

~ Location: DHS (FIA), 7109 W. Saginaw Highway, Lansing, MI 48917, Room 3B