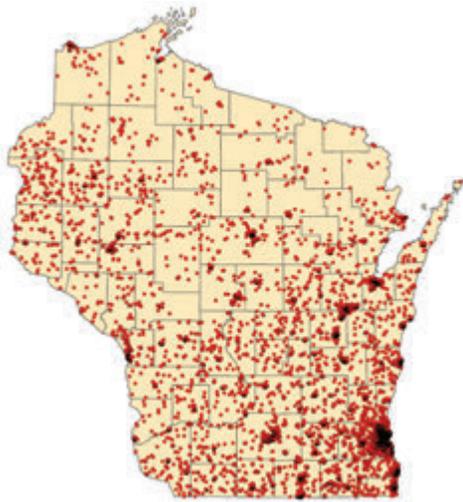


Community Partnership Meeting for Lead-Safe Housing Toolkit

Brought to you by the *Correcting Lead Hazards in Housing and Education* Subcommittees of the Wisconsin Childhood Lead Poisoning Elimination Plan



Dots represent locations where children have been found to be lead poisoned, 1996-2005.

Purpose: To foster partnerships that will create interagency collaborations for efficient and effective ways to create lead-safe housing for children under the age of six.

How? Bring together health, housing and family-serving agencies to:

- Review model programs for creating lead-safe housing;
- Examine strengths and challenges in current programs/communities;
- Review needed public policy and systems changes;
- Inform local decision-makers, the media and the public about the lead poisoning problem and the need for lead-safe housing;
- Lay the groundwork for establishing sustainable and effective local collaborations.

This toolkit can be used to plan a local or regional meeting to discuss strategies for reducing and eliminating lead hazards in older homes.

This toolkit includes:

- ☺ **Components of an Effective Partnership Meeting.** This section provides information on the components needed to help you build a planning committee with local leadership and the rest of the pieces of a successful meeting. Your meeting should include attendees who can affect change to eliminate childhood lead poisoning within your community.
- ☺ **Partnership Meeting Seven Month Planning Timeline.** The seven month timeline can be used as a guide for each of the planning stages leading up to the meeting. It includes the “what needs to happen and when” and “who needs to do it” for an effective Partnership Meeting.
- ☺ **Appendix of Resource Materials.** The toolkit includes an appendix of materials for each stage of the planning process, the actual meeting, and post meeting. These tools can be adapted to your needs. The materials provides samples and cover each of the following categories:
 - Budget
 - Speakers
 - Promotion
 - Folders
 - Publicity
 - Small group exercise
 - Evaluation

Questions? George Carns, Children’s Health Alliance of Wisconsin, GCarns@chw.org, 414/292-4003, or Reghan Walsh, Wisconsin Childhood Lead Poisoning Prevention Program, walshro@dhfs.state.wi.us, 608/261-9432.

Components of an Effective Partnership Meeting

This section describes the various components of an effective partnership meeting. Note that the topics in the *Components* and *Timeline* sections are color-coded and refer to the associated topics in the *Appendix*.

The key for the color-coded sections is as follows:			
Toolkit	Budget	Speakers	Promotion
Folders	Publicity	Small Group	Evaluation

Local Leadership

An effective partnership meeting must have one or more leaders from local agencies who take the lead to organize the event. These local leaders can identify other individuals and agencies that could participate in planning the partnership meeting. The spirit of partnership comes from dedicated individuals who understand the housing and lead poisoning issues of the area and are familiar with the local agencies and organizations that serve young children. These leaders may determine whether the partnership meeting should be local or regional in scope.

Planning Committee

The partnership meeting will be best coordinated if the committee is made up of people from a variety of public, private and non-profit agencies or organizations. These can be individuals involved in preventing lead poisoning, correcting lead hazards in housing, and/or serving families with young children. This assures that different perspectives are represented in planning the meeting topics and discussions. It is also beneficial in recruiting participants for the actual meeting.

Invitees

Invite partners to the meeting who are involved in housing, health care and/or serving families with young children. Think outside the box and involve agencies and organizations less commonly thought of as stakeholders in preventing lead poisoning.

The list could include:

- Landlords, members of Apartment Owners Associations
- Regional housing agencies and organizations, building inspectors
- Health and social service agencies and other organizations that serve families
- Tribal representatives
- USDA Rural Development Agency, others involved in rural housing improvement
- Members of local housing coalitions
- Local realtors – organizational representatives
- Builders/contractors/remodelers in organizations such as the Wisconsin Builders Association
- Regional and county child care facility inspectors, members of child care associations
- Staff of HeadStart programs
- Public school districts, such as school nurses, psychologists, etc.

Budget

A budget will need to be developed for the meeting. Funds or other resources will be needed for meeting expenses, such as the meeting facility, refreshments, lunch, folders/materials, stipends and/or travel costs for speakers, and promotional materials. Having multiple partners on the planning committee may help with sharing the costs of the meeting. Some partners may be able to donate the meeting space or audio-visual equipment. The Appendix contains a sample budget spreadsheet in the **Budget Materials** section.

Sample Meeting Agenda

Morning

- Welcome/Purpose of meeting
- Keynote Speakers
 - Status of Lead Poisoning in WI & Community
 - Family Affected by Lead Poisoning
 - Legislator/ Policymaker from Community
- Panel of Best Practices for Creating Lead-Safe Housing

Afternoon

- Panel of Strategies for Financing Lead Hazard Reduction
- Small Group Exercise – Strengths/challenges of current programs/community, Next Steps
- Rejoin Large Group/Call to Action – We can't do it all, we need YOU!

A more detailed sample meeting agenda is included in the **Folder Materials** section in the Appendix.

Speakers

Keynote Speakers. To present in-depth and up-to-date information on the status of childhood lead poisoning for your community, a member of the Wisconsin Childhood Lead Poisoning Prevention Program can be invited. This presentation can focus on demonstrating the pockets of high risk housing and other factors associated with lead poisoning for your community and statewide trends as well as current research findings. Consider engaging legislators or other policymakers as speakers. Including someone personally impacted by lead, such as a parent of a child who has been lead poisoned, is effective as well.

Panel Speakers. Depending on the decisions made about your meeting agenda, for the panels a blend of speakers with expertise from your community as well as outside of your area can be effective.

You will want to follow up with a confirmation letter to each speaker with more information about the meeting. Get a biography for each speaker to introduce them at the meeting. It is also useful to have prepared housekeeping announcements for the person providing that information at the beginning of the meeting. A template speaker confirmation letter, sample speaker biographies and housekeeping announcements are included in the **Speaker Materials** section.

Promotion

Promoting the event is critical for its success. There are a number of ways to conduct promotion, but the most important invitation is the one extended personally. There are sample promotion materials provided in the **Promotion Materials** section.

Examples of promotional efforts that can be implemented:

- Word-of-mouth – identify a point person/agency in each community in your area.
- “Save the Date” flyer can be distributed as plans begin to formulate.
- More detailed brochure that can be distributed once the agenda is set.
- Flyer can be included in folders or on a table at various meetings and conferences occurring prior to the meeting.
- Flyer can be included with Section 8 rental subsidy checks to invite landlords.

Folder and Other Materials

The folders for the meeting can include two types of information. On the right-hand side of the folder you can include handouts from speakers and other information pertinent to the meeting that day. On the left-hand side you can include other resource materials, such as a list of meeting attendees, recent media coverage of childhood lead poisoning efforts, list of area legislators by district, etc. These materials can be determined as the plans develop. A sample folder list and copies of the materials can be found in the **Folder Materials** section.

Other materials such as program pamphlets (e.g., *Look Out for Lead for Parents*), instruction manuals (e.g., *Lead Paint Safety: A Field Guide for Painting, Home Maintenance and Renovation Work*), and outreach materials such as stickers, paintsticks, etc., can be provided. Having colorful, attractive and informational displays can add dimension to the meeting. If the resources exist, providing the various materials on a CD will allow participants to copy and distribute after the meeting.

Publicity

Media publicity can make the public aware of the lead poisoning problem and what people locally are trying to do about it. A media advisory alerting the press to the event and any special guests who are speaking can build curiosity. Providing media outlets with a press release about the event with a quote from the local organizer can be an effective way to build interest and encourage the media to cover the event.

Displaying community-specific data can add dimension to any media coverage given to the event or the extent of the lead poisoning problem in your community. Follow-up phone calls to the media can encourage a reporter to attend your meeting. A one-to-one interview might also be arranged between a key spokesperson and a media reporter. A family who has been affected by lead poisoning and is willing to share their story often creates interest on the media’s part. The Appendix includes some sample publicity materials in the **Publicity Materials** section.

Small Group Exercise

To continue the discussion about how community partners can move forward to create lead-safe housing, the small group exercise conducted in the afternoon can be effective. The discussion can begin with the current strengths of and challenges facing the community, followed by

Small Group Exercise (continued)

sharing of ideas and solutions that can be implemented locally. Participants can finish this session by committing to action steps, such as starting a local lead poisoning prevention coalition. It's beneficial to have a small group facilitator and a note-taker. The facilitator can summarize key concepts on a flipchart, while the note-taker can capture more detailed information on notepaper. Sample instructions for the small group session and the facilitator, as well as items needed for the small group exercise are provided in the **Small Group Exercise Materials** section.

Evaluation

Evaluation is a critical part of developing an effective meeting and determining actions that follow. There are three types of evaluation that should be considered in the planning: process, outcome, and impact.

- **Process evaluation** is used to know if you are on track to achieving the various elements needed to host an effective meeting. Assign someone to monitor that the various activities are completed and to get the group back on track if needed. In addition, asking the meeting attendees if the meeting was useful and met their needs lets you know if you achieved your goals.
- **Outcome evaluation** is typically based on something happening as a result of the meeting. For example, did someone do something because of renewing their commitment to preventing childhood lead poisoning?
- **Impact evaluation** assesses whether the outcomes achieved made a difference on the problem you're trying to address. Impact evaluation is often difficult to see in the short run and usually is a result of a number of things happening to bring about change.

The following section of the toolkit, the Planning Timeline, can be used to monitor and evaluate the committee's progress on completing the necessary components for an effective meeting. The **Evaluation Materials** section provides a sample meeting evaluation tool for participants to complete at the end of the meeting. One idea that can be used for outcome evaluation: Participants address a postcard to themselves. Then they add a lead poisoning prevention action step that they will carry out in the next few months. The postcards are collected by the planning committee. Write encouraging messages, for example, "Did you reach your goal? Go for it!" on the postcards and mail to participants within a few months. If the message part is blank but the address is there, put an encouraging message such as "Did you take some action for lead poisoning prevention since we last met?" and mail the card. Following up afterwards with participants to see if they completed their action steps can assess outcomes. The **Evaluation Materials** section contains a sample postcard that can be used for this type of evaluation.

Community Partnership Meeting Seven Month Planning Timeline

Summary of month-by-month planning activities:

- Seven Months Prior: Organize regional or local partners for planning committee.
- Six Months Prior: Develop agenda and recruit speakers
- Five Months Prior: Make detailed arrangements for meeting space
- Four Months Prior: Begin meeting promotion and recruit small group facilitators
- Three Months Prior: Begin accepting registrations and develop media pieces
- Two Months Prior: Confirm meeting site and other details
- One Month Prior: Contact media outlets, compile folder contents and provide orientation for small group facilitators.
- One Week Prior: Prepare meeting materials and supplies and confirm all arrangements
- Day of meeting: Set-up, host meeting and tear down
- Post-meeting: De-brief, tally participant evaluations, send follow-up information

Detailed month-by-month activities:

Seven Months Prior – Organize regional or local partners for planning committee

- Compile leadership list, including email addresses for key local housing, health care, and family-serving organizations and public agencies delivering lead hazard control services or programs. (Local leaders)
- Identify and recruit partners from leadership list for planning committee and schedule initial meeting. (Local leaders)
- Distribute toolkit to planning meeting members in advance of initial meeting
Tool: **Community Partnership Meeting for Lead-Safe Housing Toolkit**

Six Months Prior – Develop agenda and recruit speakers

- Hold initial meeting with planning committee to review partnership meeting planning template, identify potential speakers and determine partnership schedule meeting date to be held in approximately six months. (Planning committee)
Tool: **Community Partnership Meeting for Lead-Safe Housing Toolkit**
- Create and approve basic meeting budget. (Planning committee)
Tool: **Community Partnership Meeting budget template**
- Compile list of potential outside funding sources and begin outreach. (Planning committee)
- Give assignments to committee members to contact potential speakers. (Planning committee)
- As speakers are confirmed, send a letter to confirm with meeting details. (Planning committee)
Tool: **Speaker confirmation letter template**

Five Months Prior - Make detailed arrangements for meeting space

- Contract for meeting space, audio-visual equipment, and lunch/snacks. (Local leaders)
- Compile an invitation mailing and email list. (Planning committee)
- Compile a list of state representatives, state senators, and local elected officials to be invited. (Planning committee)

- Develop Save-The-Date to be shared by email, posted on websites, and distributed by surface mail and at other meetings and conferences. (Planning committee)
Tool: Save-The-Date flyer template

Four Months Prior – Begin meeting promotion and recruit small group facilitators

- Send Save-The-Date flyer to each organization’s contacts. (Planning committee)
Tool: Save-The-Date flyer template
- Begin recruiting small group facilitators for small group discussion sessions. (Planning committee)
Tools: Facilitator and small group instructions
- If possible, secure on-line credit card payment option for meeting registration fees, if needed. (Fiscal Agent)
- Prepare meeting registration brochure for distribution. (Local leader)
Tool: Community Partnership Meeting brochure template

Three Months Prior – Begin accepting registrations and develop media pieces

- Deadline for fundraising for meeting expenses: funding secured by partners.
- Send out brochure to mailing list. (Planning committee)
Tool: Community Partnership Meeting brochure template
- Open Registration Period begins.
- Receive registrations and compile Excel list of meeting registrants. (Local leader)
- Prepare media announcements. (Planning committee)
Tools: Sample media advisory, sample press releases
- Determine meeting folder contents. (Planning committee)
Tool: Sample folder contents sheet
- Begin to prepare materials for the meeting folder, include local information when possible. (Planning committee)
Tool: Sample folder contents sheet

Two Months Prior - Confirm meeting site and other details

- Contact panel speakers and keynote to determine their audio-visual needs; encourage PowerPoint presentations where appropriate and printed handouts. (Planning committee)
- Confirm meeting site requirements: audio-visual; room seating/tables; panelist tables; podium; flip charts and markers; parking, etc. (Planning committee)

One Month Prior – Contact media outlets and compile folder contents

- Send out media alerts to select media; follow-up with a phone call. (Planning committee)
Tools: Sample media advisory, sample press releases
- Send registration confirmation notice to meeting registrants. (Local leader)
- Complete meeting folders for all registrants. Complete a final version of the agenda for the folder. (Planning committee)
Tool: Sample folder contents sheet, sample detailed meeting agenda
- Recruit meeting set-up and registration volunteers. (Planning committee)

- Contact speakers to get biographies for introductions. (Planning committee)
Tool: Sample speaker introductions
- Confirm small group exercise facilitators and notetakers. (Planning committee)
- Meet or hold conference call with facilitators for orientation of the meeting purpose and small group exercise. (Planning committee)
Tools: Facilitator and small group instructions

One Week Prior - Prepare meeting materials and supplies and confirm all arrangements

- Prepare announcements for the opening session. (Local leaders)
Tool: Housekeeping/Announcements
- Prepare questions to prime group discussion. (Panel moderators)
- Provide final counts for lunch/snacks to caterer. (Local leaders)
- Print nametags and alphabetize. (Planning committee)
- Share list of participants with planning committee. (Local leaders)
- Assign participants to small groups. (Planning committee)

Day of Meeting - Set-up, host meeting and tear down

- Arrive early to set up registration table, displays, and resource materials. (Planning Committee)
- Pass out postcards during final session of the day and collect at end of meeting. (Planning committee)
Tool: Action step postcard
- Distribute resource materials to participants, pack the remaining. (Planning committee)

Post-Meeting - Debrief, tally participant evaluations, send follow-up information

- Pay bills and speaker expenses within 30 days. (Fiscal agent)
- Tally participant evaluations prior to debriefing meeting. (Planning committee)
- Hold planning committee debriefing meeting within 30 days. (Local leaders)
Tool: Planning committee debriefing meeting agenda
- Enter comments on action step postcards during debriefing meeting and mail to participants. (Planning committee)
- Send meeting notes to planning committee and participants within a few months of meeting date. (Planning committee)
- Make follow-up contact with participants to determine if they completed the action step on their postcard. (Planning committee)

Community Partnership Meeting for Lead-Safe Housing Toolkit

Appendix of Resource Materials

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Questions? George Carns, Children’s Health Alliance of Wisconsin, GCarns@chw.org, 414/292-4003, or Reghan Walsh, Wisconsin Childhood Lead Poisoning Prevention Program, walshro@dhfs.state.wi.us, 608/261-9432.

Community Partnership Meeting Budget

What is it?

A budget will need to be developed for the meeting. Funds or other resources will be needed for meeting expenses, such as the meeting facility, refreshments, lunch, folders/materials, stipends and/or travel costs for speakers, and promotional materials. Having multiple partners on the planning committee may help with sharing the costs of the meeting. Some partners may be able to donate the meeting space or audio equipment.

Attached is a sample budget to help you get started.

How do you use it?

- ☺ Decide what your expenses will be – Space rental, food, materials, speaker expenses, etc.
- ☺ Decide what sources of income you can generate to cover your expenses for the meeting. For example: Registrant fees, grant, other sources of revenue, donations, exhibitors, etc.
- ☺ Be creative about covering meeting costs if your budget is limited; seek in-kind contributions.
- ☺ Identify who will be the fiscal agent, i.e. collect the registration fees and pay the bills.

Community Partnership Meeting Budget Template

DATE, LOCATION

Budget

INCOME

Conference Fees	Amount	Projected	Total
Registrants	\$ 25	95	\$ 2,375
Full Scholarship	\$ -	5	\$ -
Speakers	\$ -	12	\$ -
Facilitators	\$ -	14	\$ -
Staff	\$ 25	6	\$ 150
Fees Subtotal		132	\$ 2,525.00
Other Revenue			

Other Subtotal

INCOME TOTAL **\$ 2,525.00**

EXPENSES

Food Costs	Per Partic.	Proj. #	Total
AM break	\$ 5.00	132	\$ 660.00
Lunch	\$ 9.00	132	\$ 1,188.00
PM break	\$ 5.00	132	\$ 660.00
Food Costs Total			\$ 2,508.00
Promotion			Total
Brochure Design	\$ -		\$ -
Brochure Printing	\$ 100.00		\$ 100.00
Postage	\$ 200.00-		\$ 200.00
Lists/Mail Management	\$ -		\$ -
Other Promotion	\$ -		\$ -
Promotion Total			\$ 300.00
Speakers			Total
Speaker Travel Expenses	\$ 125	4	\$ 500.00
Speakers Total			\$ 500.00
Other			Total
AV/Equipment	\$ 300		\$ 300.00
Supplies	\$ -		\$ -
Agenda & other copies	\$ -		\$ -
Room/rental charges	\$ 300		\$ 300.00

projector, lavalier microphone, 3 table microphones (1 comes with room), handheld wireless for audience

folders, nametags holders, pens

handouts, folder contents - agenda, etc

ballroom

\$125 average for mileage

Miscellaneous \$ -
Other Total
EXPENSES TOTAL

\$ -
\$ 600.00
\$ 3,808.00

INCOME minus EXPENSES

(\$1,283.00)

Need to find a way to cover these outstanding expenses

Community Partnership Meeting Evaluation Materials

What is it?

Evaluation is a critical part of developing an effective meeting and determining actions that follow. There are three types of evaluation that should be considered in the planning: process, outcome, and impact.

- **Process evaluation** is used to know if you are on track to achieving the various elements needed to host an effective meeting. Assigning someone to monitor that the various activities happen so that, if something is not getting done, effort can be put on that area. In addition, asking the meeting attendees if the meeting was useful and met their needs lets you know if you achieved your goals.
- **Outcome evaluation** is typically based on something happening as a result of the meeting. For example, did someone do something because of renewing their commitment to preventing childhood lead poisoning?
- **Impact evaluation** assesses whether the outcomes achieved made a difference on the problem you're trying to address. Impact evaluation is often difficult to see in the short run and usually is a result of a number of things happening to bring about change.

Attached are 3 tools: participant evaluation form, postcard (side 1 & 2), and planning committee debriefing agenda. The postcards are set up to print four cards to a page; print sides 1 and 2 back-to-back on cardstock paper and then cut the copies into four postcards per sheet.

How do you use it?

- ☺ When making announcements during the meeting, stress the importance of completing the meeting evaluation form so the planning committee can assess the effectiveness of the meeting to the participants.
- ☺ Pass out postcards during the last few minutes of the small group exercise. Ask participants to commit to something they will do in the next few months to address the issue.
- ☺ Collect postcards from the participants.
- ☺ Post-meeting, tally the responses from the participant evaluation forms and the postcards. Review them during the planning committee debriefing session.
- ☺ Write encouraging messages, for example, "Did you reach your goal? Go for it!" on the postcards and mail to participants within a few months. If the message part is blank but the address is there, put an encouraging message such as "Did you take some action for lead poisoning prevention since we last met?" and mail the card.
- ☺ Identify a way to follow up on the postcard actions to see if they were completed, e.g., send a group email to participants and ask them to reply with what they accomplished.

PLANNING COMMITTEE DEBRIEFING MEETING
Community Partnership Meeting, DATE OF MEETING, LOCATION OF MEETING

AGENDA

DATE

Numbers/Budget

Total attendees?

How did we do on our budget?

Evals

Will be compiled soon (is it too soon to have this done?)

Need to record all comments from post-cards (what's this?)

Keynote/Plenaries

Did they work?

Sessions

Moderator Evaluation

Panel Session

Small Group Sharing

Speakers

Reimbursements

Thank-you letters

Do it Again?

What worked?

What didn't work?

How do we follow-up to see if initiatives are happening?

What did people hear from attendees?

Lead Hurts Kids!



Fix the Old Houses to Prevent Exposure.

Lead Hurts Kids!



Fix the Old Houses to Prevent Exposure.

Lead Hurts Kids!



Fix the Old Houses to Prevent Exposure.

Lead Hurts Kids!



Fix the Old Houses to Prevent Exposure.

To Eliminate Lead Hazards in Housing in my community, here's my next action step:

To:

To Eliminate Lead Hazards in Housing in my community, here's my next action step:

To:

To Eliminate Lead Hazards in Housing in my community, here's my next action step:

To:

To Eliminate Lead Hazards in Housing in my community, here's my next action step:

To:

Community Partnership Meeting Folder Materials

What is it?

The folders for the meeting can include two types of information. On the right-hand side of the folder you can include handouts from speakers and other information pertinent to the meeting that day. On the left-hand side you can include other resource materials, such as a list of meeting attendees, recent media coverage of childhood lead poisoning efforts, list of area legislators by district, etc. These materials can be determined as the plans develop. If the resources exist, providing the various materials on a CD will allow participants to copy and distribute them after the meeting.

See the sample Folder Contents and Sample Meeting Agenda that are attached. For copies of the other resource materials, contact Reghan Walsh, 608/261-9432, walshro@dhfs.state.wi.us.

How do you use it?

- ☺ Begin to determine materials to include in the folders about two to three months into the planning process
- ☺ Because printing these materials may add extra costs to a limited budget, be creative and pursue in-kind contributions for printing by various agencies on the planning committee.
- ☺ Identify who will collate the materials and prepare the folders for the meeting.

DATE

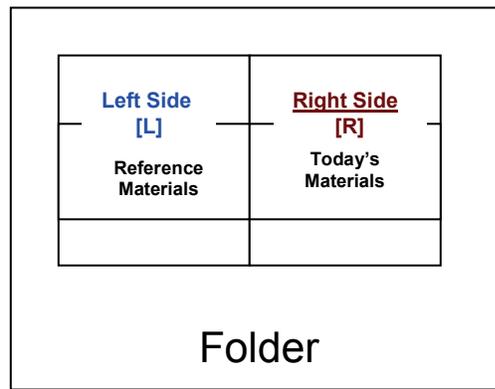
FOLDER CONTENTS

Meeting Materials (Right Side)

- ρ Meeting Agenda
- ρ The Status of Lead Poisoning in the Your Community
- ρ Wisconsin map indicating locations of where children have been found to lead poisoned
- ρ Instructions and Questions for Group Sharing Session
- ρ Meeting Evaluation

Reference Materials (Left Side)*

- ρ Meeting participants contact list
- ρ Sample Community Partnership Meeting Newsletter article
- ρ Window and Surface Cleaning Instructions – English and Spanish
- ρ Instructions for Using a Lead Check Swab
- ρ Visual Triggers of Lead Hazards
- ρ Instructions for Cleaning with a HEPA Vacuum & Safe Bag Removal
- ρ Getting an Official Proclamation For Childhood Lead Poisoning Prevention Week in Your Community



*The reference materials are included on the enclosed CD for your convenience. Also, included on the CD are GIS maps of area cities.

Community Partnership Meeting for Lead-Safe Housing

Sample

Thursday, June 21, 2007, Radisson Paper Valley Hotel, Appleton, Wisconsin

AGENDA

- 9:00 am** **Welcome/Creating Lead-Safe Housing in Northeast Wisconsin**
Jim Lincoln, President, Fox Cities Housing Coalition
- 9:15 am** **Status of Childhood Lead Poisoning in Northeast Wisconsin**
Jeff Havlena, Wisconsin Childhood Lead Poisoning Prevention Program
Legislative Action for Addressing Lead Hazards (invited, not confirmed)
Representative Steve Wieckert, Wisconsin Assembly District 57
Why the Message About Lead Poisoning Must Be Heard
Marnie Ficociello, Mother of six children, Marathon County
- 10:15 am** Break
- 10:30 am** **Effective Practices and Lessons Learned for Addressing Lead Hazards**
Tom Clippert, Jeri Driekosen, Jon Halverson, Kevin King, Joel Matt, Mike Mokler
Topics to be discussed are a local rental inspection program, using lead-safe work practices, exterior inspection program, making properties lead-safe.
- 11:30 am** Lunch
- 12:30 pm** **Strategies for Lead Hazard Reduction Funding**
Bill Bielefeldt, Marcia Fernholz, Jeff Havlena, Terry Maier, Laura Roy, Caryn Stone
Strategies include combining with other communities to get the numbers, targeting high-risk pockets of prevalence, allocating local CDBG dollars for lead-hazard reduction such as developing a revolving loan program.
- 1:45 pm** Break
- 2:00 pm** **Local Partnerships Group Sharing Session**
Facilitated small group discussions to examine strengths and challenges in current programs and local communities, identify needed policy and systems changes, and foster inter- and intra-community partnerships to develop on-going regional collaboration.
- 3:45 pm** **Call to Action – We Can Do it Together**
Lisa Schneider, Housing Partnership in the Fox Cities
Report out from small group discussions and identify next steps.
- 4:15 pm** End
-

Community Partnership Meeting Promotion Materials

What is it?

Promoting the event is critical for its success. There are a number of ways to conduct promotion, but the most important invitation is the one extended personally.

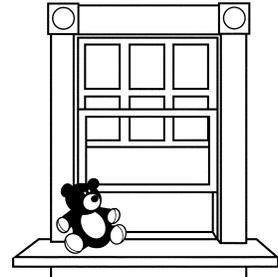
Attached are a sample Save-the-Date flyer and Meeting brochure.

How do you use it?

- ☺ Show your excitement about the meeting and extend an invitation personally to those you think would benefit from attending the meeting.
- ☺ Send a Save-the-Date flyer to all your contacts as soon as the date is set for the meeting, even if the agenda is simply a draft at that time.
- ☺ Include the flyer in meeting folders for other health, housing and family-serving organizations or put out on display or information tables at those meetings.
- ☺ Post the flyer on your websites and request that pertinent agencies create a link on their webpage to it.
- ☺ Include the flyer with monthly rental subsidy checks that go to Section 8 rental property owners.
- ☺ Create a detailed brochure (see template attached) with all meeting information and a registration form. Post the brochure on websites, send out by email, and provide at meetings and conferences.
- ☺ Send the brochure out several times to your target audiences with an email that includes any meeting updates to entice participation.

Save-the-Date

Community Partnership Meeting for Lead-Safe Housing



look out
FOR LEAD

Date: XXXX

Location: XXXX

Who's invited: Community members who serve the public as community leaders, housing and building inspectors, contractors, rental property owners, housing and weatherization agency staff, public health nurses and environmental staff, WIC program staff, HeadStart program staff, agency staff that work with families with young children, educators, concerned citizens.

Purpose: To prevent and eliminate lead-dust hazards that poison children under the age of six, we want to foster intra-community partnerships to develop ongoing regional collaborations. We will review best practices using effective real life examples; examine strengths and challenges in current programs/communities and find solutions; review needed public policy and systems changes; educate local decision-makers; and lay the groundwork for sustainable and effective local collaborations.

Tentative Agenda:

- 9:00 Welcome/Purpose of meeting
- 9:30 Keynote Speakers
Status of Childhood Lead Poisoning in Our Community

Invited Legislative Action for Addressing Lead Hazards

Why the Message about Lead Poisoning Must be Heard
- 10:15 Panel of Best Practices for Addressing Lead Hazards in Old Properties (with Q & A session)
- 11:30 Lunch
- 12:15 Plenary
- 12:35 Strategies for Financing Lead Hazard Reduction
- 2:00 Local Partnerships Group Sharing session
- 3:45 Call to Action - We can do it together!
- 4:15 End

For more information: Contact XXXX at XXXX.

Who Should Attend: Housing and weatherization agency staff, health officers, public health nurses and environmental health staff, housing and building inspectors, property owners, HeadStart staff, home visitor program staff, educators, day care inspectors, community leaders, elected officials, concerned citizens

Community Partnership Meeting for Lead-Safe Housing

Date: **DATE**

Location: **LOCATION**

Purpose: The purpose of this meeting is to gather health, housing, property owners and other community partners together to discuss how to provide lead-safe housing for families with young children.

We will:

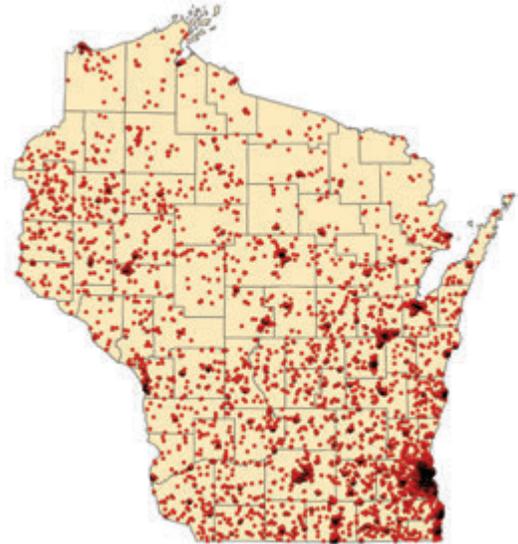
- 4 Learn about effective practices and lessons learned for addressing lead hazards
- 4 Discuss strategies for financing lead hazard reduction
- 4 Examine strengths and challenges in current programs and local communities
- 4 Identify needed public policy and systems changes
- 4 Foster inter- and intra-community partnerships to develop on-going collaboration

Hosted by:

XX

With support from:

XX
XX
XX
XX
XX
XX
XX
XX
XX
XX



Red dots represent location where children have been lead poisoned, 1996-2005.



Community Partnership Meeting for Lead-Safe Housing

DATE, LOCATION

AGENDA

(subject to change)

- 9:00 am **Welcome/Creating Lead-Safe Housing in Community**
- SPEAKER
- 9:15 am **Status of Childhood Lead Poisoning in Community**
- SPEAKER
Legislative Action for Addressing Lead Hazards
- SPEAKER
Why the Message About Lead Poisoning Needs to Be Heard
- SPEAKER
- 10:15 am Break
- 10:30 am **Effective Practices and Lessons Learned for Addressing Lead Hazards**
- SPEAKER
Topics to be discussed are a local rental inspection program, using lead-safe work practices, exterior inspection program, making properties lead-safe.
- 11:30 am Lunch
- 12:30 pm **Strategies for Financing Lead Hazard Reduction**
- SPEAKER
Strategies include combining with other communities to get the numbers, targeting high-risk pockets of prevalence, allocating local CDBG dollars for lead-hazard reduction such as developing a revolving loan program.
- 1:45 pm Break
- 2:00 pm **Local Partnerships Group Sharing Session**
Facilitated small group discussions to examine strengths and challenges in current programs and local communities, identify needed policy and systems changes, and foster inter- and intra-community partnerships to develop on-going regional collaboration.
- 3:45 pm **Call to Action – We Can Do it Together**
- SPEAKER
Report out from small group discussions and identify next steps.
- 4:15 pm End
-

Panel Speaker Names and Affiliation

Effective Practices and Lessons Learned for Addressing Lead Hazards

- SPEAKER
- SPEAKER
- SPEAKER
- SPEAKER
- SPEAKER
- SPEAKER

Strategies for Financing Lead Hazard Reduction

- SPEAKER
- SPEAKER
- SPEAKER
- SPEAKER
- SPEAKER

Meeting Location

ADDRESS 1

ADDRESS 2

CITY, Wisconsin ZIP

Telephone: PHONE #

Fax: FAX #

Parking ?

Meeting Time

Registration at 8:30 am

9:00 am – 4:15 pm

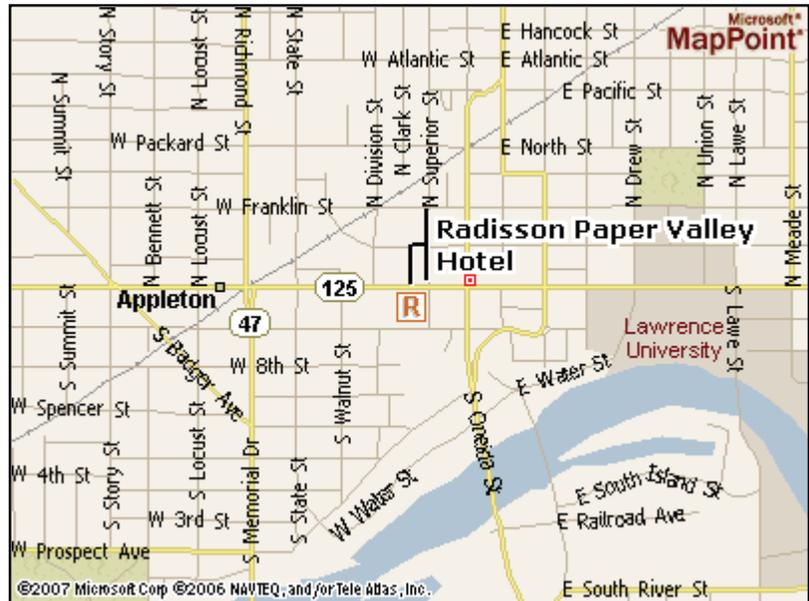
Meeting Fee

\$25 covers materials, breaks and lunch. Registration form is on the next page.

Questions

For more information about this regional partnership meeting, contact PERSON, ORGANIZATION, PHONE NUMBER, EMAIL or PERSON, ORGANIZATION, PHONE NUMBER, EMAIL.

For more information about childhood lead poisoning, go to the *Lead-Safe Wisconsin* website at: <http://dhfs.wisconsin.gov/lead>.



Registration Form

Community Partnership Meeting for Lead-Safe Housing

LOCATION

DATE

Fee: \$XX.00

To Register:



Step 1: Complete this Word-fillable form or print out and complete by hand.

Name

Address

City State Zip

Phone

Email

Job Title and Agency:

Method of Payment

Check enclosed – payable to AGENCY

Credit or Debit card

Card number:

Expiration date:

Name on card:

Billing address for card (if different than above):



Step 2: Send completed form to AGENCY:

4 By Fax at FAX NUMBER

4 By email at E-MAIL ADDRESS

4 By post to ADDRESS

Refund Policy: No refunds can be made after DATE, when the meeting count must be given to the CATERER.

Community Partnership Meeting Publicity Materials

What is it?

Media publicity can make the public aware of the lead poisoning problem and what people locally are trying to do about it. A media advisory alerting the press to the event and any special guests who are speaking can build curiosity. Providing media outlets with a press release about the event with a quote from the local organizer can be an effective way to build interest and encourage the media to cover the event.

Displaying community-specific data can add dimension to any media coverage given to the event or to the extent of the lead poisoning problem in your community. Follow-up phone calls to the media can encourage a reporter to attend your meeting. A one-to-one interview might also be arranged between a key spokesperson and a media reporter. A family who has been affected by lead poisoning and is willing to share their story often creates interest on the media's part.

See attached sample media advisory, pre- and post-event press releases and newsletter article.

How do you use it?

- ☺ Contact local newspaper/television health reporters before the meeting to suggest a feature article on childhood lead poisoning prevention and the objectives of the meeting. Go to the local newspaper website and see what kind of guidelines they have for feature articles.
- ☺ Supply the media outlets with a list of key people that could be interviewed about the lead poisoning problem in the community at any time before, during and after the meeting.
- ☺ Craft and send out a media advisory and a pre-event press release about 3 days before the event. The intent is to generate interest on the part of media to attend the event.
- ☺ Put an article about the meeting in your agency's newsletter. If there's time include a notice of the meeting before the event and an article about the event afterward.
- ☺ Work with the local health officer or newspaper/television editorial board to publish an Opinion/Editorial piece about the meeting and the community's responsibility to address the lead poisoning problem.

Contact: Jim Lincoln, (920) 731-9781, Ext. 201

For Immediate Release

Local and State Partners Will Meet to Create More Lead-Safe Housing

Appleton- Lead hurts kids; stopping exposure before it happens is the best prevention. On June 21, the Fox Cities Housing Coalition is bringing together local and state partners to discuss ways to provide more housing for families with young children that is safe from lead hazards. Invited to attend the meeting is Wisconsin State Representative Steven Wieckert, R-Appleton, who has proposed to the Legislature a bill that would create a low interest loan program for replacing windows in homes built before 1950.

Lead exposure can have detrimental consequences for children. Elevated lead levels can cause hearing loss, lowered IQ, learning disabilities, behavioral problems and even death. Since children are more vulnerable to toxins in the body, it is important that communities and families alike, take steps to make their environments safe.

Lead based paint in homes and daycares are the most common sources of lead poisoning in children. A child may be at risk of lead poisoning if they spend extended periods of time in buildings or homes that were built before 1978. Paint from those buildings can contain lead, and the risk of ingestion by children increases if they're not maintained properly or if they are being renovated. A child may also come in contact with lead through their cloths, toys and jewelry.

The goal of this meeting is to discuss with community members, property owners, housing authorities, and health professionals ways they can do more to protect children from lead exposure and make sure the housing is safe for families with young children in Northeast Wisconsin. "Ensuring that all children have homes free of lead hazards is a top priority," expressed Jim Lincoln, President of The Fox Cities Housing Coalition and host of this meeting. "We should do all we can to protect the safety of Wisconsin's future."

-More-

If you would like more information about this meeting contact Jim Lincoln from the Outagamie County Housing Authority at (920) 731-9781 Ext. 201 or jlincoln@outagamiehousing.us. If you would like facts about lead in Wisconsin you can visit dhfs.wisconsin.gov/lead or call 1-800-LEAD-FYI for information on how to protect children from lead poisoning.

Thursday, June 21, 2007

Contact: Jim Lincoln, President, Fox Cities Housing Coalition, (920) 731-9781 ext. 201

MEDIA ADVISORY

State Representative and Mother to Address Audience at Northeast Regional Partnership Meeting for Lead-Safe Housing

On Thursday, June 21, 2007, at 9 am the Fox Cities Housing Coalition is hosting a meeting at the Radisson Paper Valley Hotel in Appleton to address lead-safe housing in Wisconsin. The event will gather together community members, property owners, housing authorities, and health professionals to discuss methods for providing safe housing for families with young children in Northeast Wisconsin.

Even though the number of cases of lead poisoning has declined in the last decade, in 2006, 2,114 children were diagnosed with lead poisoning in Wisconsin. High levels of lead can have serious consequences for children including learning disabilities, a lower IQ, behavioral problems, hearing loss and even death. Dust from chipping and peeling lead-based paint in homes built before 1978 is the most common source of lead poisoning for young children.

Invited to attend the meeting is Wisconsin State Representative Steven Wieckert R-Appleton, who has proposed to the Legislature a bill that would create a low interest loan program for replacing windows in homes built before 1950. Also, Marnie Ficociello, of Marathon County, a mother of six children, three who were poisoned by lead during renovation work on their home, will stress to the audience the need to have children tested for lead poisoning.

A variety of speakers will address topics such as Effective Practices and Lessons Learned for Addressing Lead Hazards and Strategies for Lead Hazard Reduction Funding. The panel sessions will be followed by a group sharing session where participants can discuss strengths and challenges in existing programs.

For more information, visit dhfs.wisconsin.gov/lead.

Where: Radisson Paper Valley Hotel
333 West College Avenue,
Appleton, Wisconsin 54911

When: Thursday, June 21, 2007
Starting at 9 am
Ending at 4:15

Directions: From US Highway 41, take the College Avenue Exit (Exit 137) east onto State Road 125, College Avenue. Follow College Avenue for 2.8 miles. The Radisson will be on your right at 333 West College Avenue.

Newsletter Article

Northeast Regional Partnership Meeting for Lead-Safe Housing

The Fox Cities Housing Coalition hosted a conference Thursday, June 21, 2007, intended to inform the northeastern counties of Wisconsin about lead-safe housing. Even though the number of cases of lead poisoning in Wisconsin has been steadily dropping, there were still 2,114 cases reported in 2006. In order to meet Wisconsin's goal of eliminating lead poisoning in the state by 2010, communities will have to work together with health specialists, and housing agencies to coordinate their efforts.

"Ensuring that all children have lead free homes is a top priority," expressed Jim Lincoln, President of The Fox Cities Housing Coalition, "We should do all we can to protect the safety of Wisconsin's future."

Lead poisoning is a serious issue for children because they are far more vulnerable to toxins in the body than adults. The age group most affected by lead poisoning are the children under age 6, with the majority of lead poisoning cases being reported at age 2. High levels of lead in the blood can cause a number of health related and social problems including learning disabilities, lower IQ's, loss of hearing, behavioral problems, and even death. It is important for parents to have their children tested, because while these problems may seem obvious, some children show no symptoms.

Marnie Ficociello from Marathon County spoke of the exposure her family of eight had to lead while they renovated their home built in the 1890s. She emphasized that lead poisoning does not just affect inner city rental properties. Ficociello pointed out that it can happen to anyone and it is silent. She stressed that now she knows from firsthand experience that care should be taken when dealing with lead, and she wants others to avoid her family's experience by taking the proper precautions.

Exposure to lead can come from many different sources including cloths, toys and jewelry, but the main source of lead contact among children is in homes and daycares that were built before 1978. If a child spends an extended amount of time in any building built before that time they may be exposed to lead in the form of paint chips and dust particles that come from the paint. While adults are not as sensitive to the exposure of lead, the contact they have with lead can still affect their children. Dust accumulated on clothing at work can easily become a hazard to children as they touch you and put their hands in their mouth.

Another factor that affects the poisoning of children by lead is their socio-economic standing. Families who cannot afford to replace windows that have lead based paint, or cannot have the lead based paint removed from the walls are much more likely to have children with lead poisoning. The partnership meeting discussed different ways to get funding for the reduction of those hazards. Another solution to this problem is in the proposal to the assembly made by State Representative Steve Wieckert. Representative Wieckert, who attended the meeting on Thursday, has proposed legislation to create a low interest loan program for landlords so that windows with lead based paint can be replaced and reduce the risk of lead contact for the tenants.

The Effective Practices and Lessons Learned speakers talked about important preventative measures including a local rental inspection program that would help to identify lead hazards and make them safe before they can cause lead poisoning. During the talk about Lead Hazard Reduction Funding, speakers discussed the importance of identifying high risk areas and distributing CDBG (Community Development Block Grant) money towards the reduction of lead hazards with a revolving loan program. Payments to this type of loan are put right back into the fund and are used to make more loans for those that need them.

For more information about the Community Partnership Meeting or how to prevent childhood lead poisoning, call the Wisconsin Childhood Lead Poisoning Prevention Program, 608/266-5817, or go to Lead-Safe Wisconsin website, dhfs.wisconsin.gov/lead.

Community Partnership Meeting Small Group Exercise Materials

What is it?

To continue the discussion about how community partners can move forward to create lead-safe housing, the small group exercise conducted in the afternoon can be effective. The discussion can begin with the current strengths of and challenges facing the community, followed by sharing of ideas and solutions that can be implemented locally. Participants can finish this session by committing to action steps, such as starting a local lead poisoning prevention coalition. It's beneficial to have a small group facilitator and a note-taker. The facilitator can summarize key concepts on a flipchart, while the note-taker can capture more detailed information on notepaper.

Attached are the instructions for the group facilitator and the participants, and a list of things the facilitator will need for this exercise.

How do you use it?

- ☺ Estimate how many participants will attend the meeting. Then divide that number by 8, which gives you the number of small groups you'll have.
- ☺ Recruit the number of small group facilitators and notetakers needed. People experienced in facilitation can often be found at community organizations and local colleges.
- ☺ Meet with the facilitators and notetakers to familiarize them with the purpose of the meeting and review the objective of the small group exercise. This can be done through a conference call.
- ☺ Review the suggested list of discussion questions for the small groups that are included on the instructions sheets. Alter them if the planning committee wants to explore other topics.
- ☺ Collect all the notes from the small group discussions so they can be typed up and shared with the meeting participants.

INSTRUCTIONS FOR SMALL-GROUP FACILITATORS

- First have the group do quick introductions – who you are; agency you represent; current involvement with lead poisoning, if any.
- Have the group quickly pick a person who will report back to the large group.
- Mention that your role will be informal facilitation and to write main points on the flip-charts. A note taker has been assigned to your group and will take detailed notes on a notepad. (What you will do is cut off monopolizers, elicit input from the mild, set aside stuck issues, keep things flowing, stay on time and on task.)
- You have a limited amount of time to get to all of the questions, but encourage participants to be specific, where possible, in describing local examples and circumstances. You should help to advance the goal which is to develop local partnerships and new ideas to address lead hazards in old housing.
- Let the group know up front that your job may be to cut discussion off and to keep an eye on the clock.
- If you want, you can tell the group to take 2-3 minutes to look at the four questions included in the instructions for the small group and jot down some ideas before starting the discussion. Also if you think the group is struggling to get started, suggest doing a round robin for each person's perspective on the first question and so on.
 1. What opportunities do you see in your community for forming new partnerships with key organizations that will help to eliminate childhood lead poisoning?
 2. What opportunities do you see in your community and program for using current resources more efficiently and effectively?
 3. What opportunities do you see for new fundraising/grant-writing for your program and community partnerships?
 4. What opportunities do you see for focusing your program primarily on older, high risk homes in your community?
- Make sure that if the discussion includes challenges that currently exist, collect those challenges and identify any actions that can be taken to overcome those challenges.
- At this point, you want your group to have an atmosphere where ideas come out, let the group share their experiences and start to develop partnerships.
- Facilitate the discussion. Be careful not to “lead” the group at this point. Sharing information is what we want, but we also need for them to be focused on those four questions.

DATE

FACILITATOR PACKET CONTENTS

- Flipchart and Markers
- A notepad and pen for the note-taker
- Instructions for small groups
(1 copy; they have one in their folder)
- Instructions for facilitator
(1 copy for your use)

NOTE: AT END OF THE MEETING

Collect materials from the note-taker and bring back to registration table.

INSTRUCTIONS FOR SMALL GROUPS

Goal: To advance the process of developing local partnerships or ideas to address lead hazards in old housing.

Please discuss the following questions:

- 1) What opportunities do you see in your community for forming new partnerships with key organizations that will help to eliminate childhood lead poisoning?
 - 2) What opportunities do you see in your community and program for using current resources more efficiently and effectively?
 - 3) What opportunities do you see for new fundraising/grant-writing for your program and community partnerships?
 - 4) What opportunities do you see for focusing your program primarily on older, high risk homes in your community?
- Do quick introductions – who you are; agency you represent; current involvement with lead poisoning, if any.
 - Each group should quickly select one person to serve as the spokesperson for presenting the group's efforts to the large group.
 - You will have a facilitator and note-taker to capture your thoughts on the flip chart and notepaper. They will serve to keep things moving along and ensure full participation and maximum creation of valid ideas and keep an eye on the clock.
 - Today you are going to discuss and develop ideas based on the questions specified in the above goal to increase efforts to eliminate childhood lead poisoning. We would like you to share your experiences with the rest of the group and discuss possible action ideas on how individual communities or grouped communities can work together to reduce lead hazards in homes.
 - Be open to all ideas.
 - You have a limited amount of time to get to all of the questions, but we encourage you to be specific, where possible, in describing local examples and circumstances.
 - **Process questions? Ask your facilitator.**

**Community Partnership Meeting
Speaker Materials**

What is it?

Keynote Speakers. To present in-depth and up-to-date information on the status of childhood lead poisoning for your community, a member of the Wisconsin Childhood Lead Poisoning Prevention Program can be invited. This presentation can focus on demonstrating the pockets of high risk housing and other factors associated with lead poisoning for your community and statewide trends as well as current research findings. Consider engaging legislators or other policymakers as speakers. Including someone personally impacted by lead, such as a parent of a child who has been lead poisoned, is effective as well.

Panel Speakers. Depending on the decisions made about your meeting agenda, for the panels a blend of speakers with expertise from your community as well as outside of your area can be effective.

You will want to follow up with a confirmation letter to each speaker with more information about the meeting. Get a biography for each speaker to introduce them at the meeting. It is also useful to have prepared housekeeping announcements for the person providing that information at the beginning of the meeting.

Attached are a template speaker letter, sample biographies and a list of possible housekeeping announcements for the beginning of the meeting.

How do you use it?

- ☺ Review the suggested meeting topics as outlined in the Sample Meeting Agenda (see Folder Materials section, page 12). Brainstorm other topics to address the community's needs or the needs of the agencies and organizations represented on the planning committee.
- ☺ Develop a list of potential speakers with expertise on the topics. If there are gaps, consult with other agencies to identify potential speakers
- ☺ Make a phone call or send an email to the potential speaker to explain the intent of the meeting and ask them to present their knowledge and expertise.
- ☺ Follow the phone call or email with a confirmation letter to verify their commitment and provide them with the complete details of the meeting
- ☺ Get a short biography from the speaker to use for introductions the day of the meeting.
- ☺ Use the sample housekeeping announcements (attached) to give you an idea of the information that the first speaker ought to share with the members of the audience.

DATE

«Speaker_FName» «Speaker_LName»
«Organization»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «Sal» «Speaker_LName»:

I'm very pleased to welcome your participation in our Community Partnership Meeting on **DATE** at the **LOCATION**.

You are scheduled for the following:

SESSION
Date(s) & Time(s): «date6» from «time6» «date5» from «time5» «date4» from «time4»
Title: «title6»

You will be co-presenting in this session with XX others. Please plan for YY minutes for your presentation. We would like to leave 10 minutes at the end for questions from the audience. If you have any questions about the description or content, please contact me.

We talked about your presentation including the following points to express to the audience:

- 4
- 4
- 4

To acknowledge your contribution we are pleased to waive the registration fee for the conference. If you would like to have your mileage reimbursed, let me know so we can make arrangements. Also, if you have a PowerPoint presentation or handouts that you would like to use that day, please contact me as soon as possible.

Sincerely,

NAME
Ph:
Fax:
Email:

Introductions for Panel Speakers

10:30 AM Session – Effective Practices and Lessons Learned for Addressing Lead Hazards

1) Jeri Dreikosen – Ms. Dreikosen is a Public Health Nurse with the Sheboygan County Division of Public Health. She is certified as a Lead Hazard Investigator and played a large role in the development and implementation in the HUD grant that was received by the City of Sheboygan.

3) Jon Halverson – Mr. Halverson is the President of Lead-Safe Services, Inc. of Larsen, WI. He is certified as a Lead Abatement Supervisor and Lead Risk Assessor, which allows him to perform lead investigation and abatement activities across the state. Mr. Halverson also serves as a member of the Correcting Lead Hazards in Housing Subcommittee.

4) Kevin King – Mr. King is a Neighborhood Development Specialist with the City of Green Bay. He has a wealth of experience working with owner-occupied property rehabilitation using lead-safe work practices.

5) Mike Mokler – Mr. Mokler is President of Mokler Properties, primarily in the Oshkosh area. Mike is also the President of the Wisconsin Rental Housing Legislative Council and has been instrumental in developing a window replacement bill for the state legislature.

12:30 PM Session – Strategies for Lead Hazard Reduction Funding

1) Bill Bielefeldt – Mr. Bielefeldt is with the City of Racine, Housing Department. He is a member of the Correcting Lead Hazards in Housing Subcommittee on the state level and the CLEAR Out Lead Committee at the local level.

2) Marcia Fernholz – Ms. Fernholz is the Director of Environmental Health with the City or Racine Health Department. She is also the chair of the CLEAR Out Lead Committee and played a very important role in developing and implementing a HUD grant that was recently awarded to serve Kenosha County and the City of Racine.

3) Jeff Havlena – You heard from Jeff this morning. He is the Surveillance Manager with the WI Childhood Lead Poisoning Prevention Program.

4) Laura Roy – Ms. Roy is the Housing Coordinator with the City of Appleton, Community Development Department. In her department, she is responsible for.....

5) Caryn Stone – Ms. Stone is the Community Services Specialist with the Wisconsin Dept of Commerce, Div of Housing and Community Development. Ms. Stone works with communities with CDBG - Small Cities grants for housing and community development. She especially likes working with communities who are trying to creatively develop new affordable housing. Caryn is also committed to working with communities to increase awareness of lead-based paint hazards and ways to eliminate lead-based paint hazards. As such, she also serves as a member of the Correcting Lead Hazards in Housing Subcommittee of the WI Childhood Lead Poisoning Elimination Plan.

Speaker Introduction

If someone is introducing a speaker they have not met before the day of the meeting, it is helpful to provide an introduction that includes the pronunciation of unusual names and has the text double-spaced in 14 point font size.

Marnie Ficociello (FE-CA-**CHEL**-LO) lives in Poniatoski (PAN-A-**TUSK**-E), a town in Marathon County in Northern Rural Wisconsin. She and her husband have 6 children, ages 10 to 1. They renovated a 19th century building, which housed a general store, tavern, and boarding house, into a 7-bedroom family home. Unfortunately, several family members became lead poisoned from the activity. Marnie shared her experiences with the media during Childhood Lead Poisoning Prevention Week in October 2005 and at the Look Out for Lead Conference in Madison. We are very glad to have her here today to share her story and message about lead poisoning. Please welcome, Marnie Ficociello.

Housekeeping and Announcements:

The bathrooms are located...

Cell phones – Out of courtesy to our speakers and your neighbors, I ask that you please turn off the sound mechanism.

The folder – let's take a look

The folder contents list is first. Behind that is the agenda. Our agenda is packed, but exciting, let's try to keep on time.

The materials on the right side are for the meeting today. A very important piece is the last one, the meeting evaluation. This meeting, if shown to be valuable, will be a model to be replicated in other parts of the state, so getting your feedback is critical.

Then on the left side are materials you may use after the meeting, such as instructions for using a HEPA Vacuum, Lead Check Swabs, Window and other surface cleaning. These materials, along with some GIS maps for area cities indicating the association of lead poisoning and old housing, (unfinished sentence). Note, there is a sample news article about this meeting that you could get into your local paper or organization newsletter. It is also included on the CD so you can tweak it with your information.

Following our keynote and a break this morning is a panel discussion on Effective Practices and Lessons Learned. The lunch will be set up outside this room and we will return to this room to eat. Then after lunch we will have another panel session, this time on Strategies for Financing Lead hazard Reduction. Then our final two sessions after the break is your chance to be interactive, through group discussion and group reporting at the end of the day.

Also, please notice there are a number of exhibits around the room. Educational and outreach materials and other information are available on the tables. Please take the opportunity to check them out during our breaks.

Then after your presentation you introduce Jeff Havlena, Steve Wieckert and Marnie Ficociello as a group. Here are the introductions...