

Minutes: City of Phoenix – Neighborhood Services Department (COP – NSD)
Fight Back Alumni (FBA)
Joint FBA Committees' Meeting
(Communication and Networking; Professional Development)
Date: Saturday, February 26, 2005
Time: 9:00 a.m. to 11:00 a.m.
Location: COP – Personnel Building
135 North 2nd Avenue, Phoenix, Arizona 85003

Start Time: 9:00 a.m.
Adjourned: 11:05 a.m.

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WELCOME:

Attendees were welcomed by NSD personnel.

ANNOUNCEMENTS:

Mr. Victor Morrison-Vega accepted a position in Sacramento, California. At this time, his billet's responsibilities will be attended to by Ms. Amelia Hughes and Ms. Olivia Delgado-Carroll, and **they will report directly to the Neighborhood Services Director.**

NSD's personnel provided the refreshments for this session. Due to the current budgetary constraints, other arrangements will need to be made by FBA attendees, if refreshments are to be served in future sessions.

NSD HANDOUTS:

- ☞ Agenda
- ☞ FBA – Communication and Networking Committee – Action Plan – October, 2004 – **DRAFT**
- ☞ FBA – Professional Development Committee – Action Plan – October 23, 2004 – **DRAFT**
- ☞ FBA Website Prototype Content – **DRAFT**

SESSION CONTENT:

Mission Statements:

A review, of the FBA's and the committees' respective mission statements, was provided. The data reviewed is in the "Fight Back Alumnae Workbook."

Accomplishments/Action Plan Updates:

The FBA's combined accomplishments and each committee's respective action plan updates were reiterated.

Highlights:

- ☞ The "True Colors" seminar was successful and appreciated by all attendees.
- ☞ Both committees provided DRAFT action plans on October 23, 2004.
- ☞ The number of NSD training workshops/seminars/classes were reduced in number, as the redundancies in material were eliminated.
- ☞ The Communication and Networking Committee compiled data for the skills bank segment of the proposed FBA website.
- ☞ The DRAFT of the Professional Development Committee's "tool identification for Neighborhood Fight Back Program leaders/groups" will be reviewed and upgraded in the Saturday, April 2, 2005, meet date.
- ☞ NSD personnel will forward to each FBA member the list of mentors, which has already been provided to each Neighborhood Specialist.

FBA Website:

The balance of the combined alumni session was primarily dedicated to the review of the FBA's proposed website, under the auspice of the NSD. NSD personnel will examine the feasibility of all requests.

Mr. Thomas Gardner will serve as the NSD's COP IT (Internet Technology) interface. The review by all attendees yielded the following input by technical criteria and website content:

FBA Technical Criteria – Wish List:

- ☞ Provide FBA icon (e.g., fist with "FBA" engraved on a ring; English Bulldog).
- ☞ Provide two-click access to secure desired information.
- ☞ Design for multiple platforms to accommodate user population.
- ☞ Enable plain text, HTML (Hyper Text Mark-up Language), and RTF (Rich Text Format) capabilities.
- ☞ Design to please visually impaired ascetics (e.g.; use pleasing colors and large print).
- ☞ Split "Resource A to Z" into alphabetic segments.
- ☞ Alphabetize main and sub menus [e.g.; FBA (Fight Back Alumni) Home Page; Event Calendar; Related Websites; Resources A to Z; What Is New?; Who Are We?; etcetera].
- ☞ Provide dropdown submenus for each appropriate category.
- ☞ Provide links to key sites (e.g.; Noise Ordinances and Statutes: Airport; Barking Canines; Firecrackers; Entertainment; Construction; Vendor; etcetera).

- ☞ Define calendar event posting guidelines.
- ☞ Install sophisticated monthly event calendar (e.g.; click on date to retrieve relevant information about the event).
- ☞ Devise and implement a legal means for FBA personnel to copy and paste information from COP information currently available on an Adobe Reader only (e.g., expand capability via COP parameters or password).
- ☞ **Verify whether or not the Adobe Acrobat 7.0 offers a password-protection feature that enables one to control access to documents, as well as the manipulation of data.**
- ☞ Prohibit the presence of unscreened information.
- ☞ Provide all website information in English and Spanish.
- ☞ Edit all material to eliminate discrepancies in accuracy, spelling, grammar, context, style, and tone.
- ☞ Define all acronyms [e.g., NET (Neighborhood Enforcement Team), NSD (Neighborhood Services Department), FBA (Fight Back Alumni)].
- ☞ Use Alumni instead of Alumnae.

Per Webster's New Collegiate Dictionary the meanings are as follows:

"alumna... n, pl –nae...[L, fem. of alumnus]: a girl or woman who has attended or has graduated from a particular school, college, or university"

"alumnus... n, pl –ni...[L, foster son, pupil, fr. alere to nourish, more at OLD] 1: one who has attended or graduated from a particular school, college, or university; 2. one who is a former member, employee, contributor, or inmate <former juvenile delinquent, hoodlum ... of reform schools. – Newsweek>

FBA Website Content – Wish List:

NOTE: Please provide additional upgrades and revisions to Mr. Thomas Gardner by e-mailing thomas.gardner@phoenix.gov no later than March 3, 2005.

Publish relevant links under each site, as well as under "Related Websites:"

Fight Back Alumni (FBA) Resource Guide – Home Page

Committees

Delete Committees, as FBA and Committee information are also under "Who Are We?"

Event Calendar

Post the following here:

Seminars; Workshops; Meetings; Events;

Related Websites

Arizona, State of

- Arizona at Your Service www.az.gov/webapp/portal/
- Arizona Department of Environmental Quality www.azdeq.gov
- Arizona Department of Human Resources
www.hr.state.az.us/employment/
- Arizona Governor Janet Napolitano www.governor.state.az.us/
- Arizona State Agencies and Other Government Sources
www.azleg.state.az.us/othergovt.htm
- Arizona State Government Documents Search Interface
www.find-it.lib.az.us
- Arizona State Government: State of Arizona Government Agencies
www.govspot.com/state/az.htm
- Arizona: State and Local Government on the Net
www.statelocalgov.net/state-az.htm
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City of Phoenix

- City of Phoenix, Arizona – Official Municipal Website
www.phoenix.gov
- City of Phoenix, Arizona – Police Department
www.phoenix.gov/police/

Maricopa County, Arizona

- Maricopa County www.maricopa.gov
- Maricopa Count Human Resources
www.maricopa.gov/human_resources/jobs_index.asp

Neighborhood Website (No Fee)

- Neighborhood Link www.neighborhoodlink.com

Resources A to Z

- Brown Field Seminar (Define: Brown bag lunch for discussion. Refer to Event Calendar for session information.)
- CERT (Community Emergency Response Team) Training

- City Council representatives and districts
- Corporation Commission representatives
- Legislators – State and Federal
- Motorized Skateboard Operation
- Neighborhood Preservation/Zoning Violations – Top 8
- Neighborhood Services Department (NSD) Sponsored Workshops
- Seamless Service Directory and Information (Please add e-mail addresses).
- Speakers' Bureau (e.g., Speakers' available by topic and contact information; Post present information under "What Is New?" too.)

What Is New?

List the following:

- newly formed associations, block watch groups, and Phoenix Neighborhood Patrols (PNP's)
- new community-based programs

Who Are We?

- Fight Back Alumni (FBA) and Committees:
 - General Information
 - Action Plans
- Fight Back Alumni (FBA) FAQ's (Frequently Asked Questions)
 - Fight Back Alumni and Committee Minutes (e.g., Last two session minutes for joint and separate committee meetings)
 - Fight Back Alumni (FBA) Spotlight: Past and Present

The Professional Development Committee will meet on Saturday, April 2, 2005, between 10:00 a.m. and 11:30 a.m.: The Communication and Networking Committee will meet on Saturday, April 16, 2005, between 8:00 a.m. and 10:00 a.m. The FBA will meet as a whole on Saturday, June 11, 2005. Committee members will be notified of the day, date, time, and location for all sessions, prior to each meeting.

Upgrades are listed in green print.