

Appendix F

Background Documents

January 6, 2004

Dear _____,

You are invited to be a part of a very important meeting that will help shape the future of your community.

The United Way of the Coastal Bend, along with several other businesses and agencies are conducting a study to determine what community needs are throughout our 12-county region here in South Texas. The study team has gathered information from existing studies, community listening sessions, telephone surveys, and key informant surveys. The data gathered has been analyzed and summarized in an initial report as to the key needs for your community. The next step is to confirm the results of the analysis trends and information with each community. To accomplish this we need to hear directly from citizens and “key Informants” like you to help confirm the analysis, understand your needs and to hear your opinions. When the study is complete, many agencies, companies, and other entities will use its findings to make decisions about how communities in our region will be served over the next several years.

Why are you being contacted? You are invited to be part of a small group of individuals representing your community to participate in a *focus group meeting*. This is a *one-time meeting* where you and your fellow community members will be asked your opinions and confirmation of the analysis report based on the needs in your community. A trained group leader will conduct the meeting and take notes of your opinions. You do not need to do anything to prepare for this meeting, and our only expectation is that you come with a willingness to share your thoughts and opinions. The meeting will last no longer than one and a half hours. The following is the details for your community’s focus groups:

Date: January 20, 2004

Time: 2 P.M. – 3 P.M.

**Location: Brooks County Court House
100 E. Kleberg Avenue
Kingsville, Texas**

Please let us know you received this invitation, and if you will attend, by calling Beverly at (361) 882-2529, or sending an email message to bev@unitedwaycorpus.org. You may also call or email with any questions you have.

Sincerely,



Peter Masfrangelo
Executive Director
United Way of the Coastal Bend

Sponsoring Organizations

Area Agency on Aging
CHRISTUS Spohn Healthcare System
Coastal Bend Community Foundation
Coastal Bend Council of Governments
Coastal Plains MHMR
Corpus Christi Medical Center
Driscoll Children’s Hospital
Nueces County Community Action Agency
Nueces County MHMR
United Way of the Coastal Bend
Work-force 1

August 18, 2003

John Doe
12475 Hwy 35
Rockport, TX 78382

Dear Mr. Doe:

You are invited to be a part of a very important meeting that will help shape the future of your community.

The United Way of the Coastal Bend, along with several other businesses and agencies are conducting a study to determine what community needs are throughout our 12-county region here in South Texas. Part of this study will include hearing directly from citizens like you to understand your needs and to hear your opinions. When the study is complete, many agencies, companies, and other entities will use its findings to make decisions about how communities in our region will be served over the next several years.

Why are you being contacted? You are invited to be part of a small group of individuals representing your community to participate in a *focus group meeting*. This is a *one-time meeting* where you and your fellow community members will be asked your opinions about the needs in your community. A trained group leader will conduct the meeting and take notes of your opinions. You do not need to do anything to prepare for this meeting, and our only expectation is that you come with a willingness to share your thoughts and opinions. The meeting will last no longer than one and a half hours.

You may select one of two times scheduled for your community. The details for your community's focus groups are:

Option 1:

Date: September 9, 2003
Time: 5:00 p.m.
Location:
New Beginnings Ministries
123 S. Doughty
Rockport, TX

Option 2:

Date: October 8, 2003
Time: 10:00 a.m.
Location:
New Beginnings Ministries
123 S. Doughty
Rockport, TX

Please let us know you received this invitation, and which meeting you will attend, by calling Beverly at (361) 882-2529, or sending an email message to bev@unitedwaycorpus.org. You may also call or email with any questions you have.

Sincerely,



Peter Mastrangelo
Executive Director

United Way of the Coastal Bend

- | |
|---------------------------------------|
| Sponsoring Organizations |
| Area Agency on Aging |
| CHRISTUS Spohn Healthcare System |
| Coastal Bend Community Foundation |
| Coastal Bend Council of Governments |
| Coastal Plains MHMR |
| Corpus Christi Medical Center |
| Driscoll Children's Hospital |
| Nueces County Community Action Agency |
| Nueces County MHMR |
| United Way of the Coastal Bend |
| Work-force 1 |

UNITED WAY NEEDS ASSESSMENT COMMUNITY LISTENING SESSION SCRIPT

Introductory Question (5 minutes)

When you talk to others about your community, what is the best thing you are proudest of?

Identification of Greatest Needs (30 minutes)

(Indicate the chart with the last five target need areas) You see five categories of needs that face many communities. Think for a moment about this question: *“Which two of these present the greatest challenges for this community / county?”*

(Give each participant two colored dots) I’ve given each of you two colored dots. Please place your two dots on the two categories you feel are the greatest challenges for your community.

Now, I’m going to go around the table and let each one of you answer that question, and I’ll take your answers down on my computer.

Awareness

- (After each person identifies the two areas...)Why do you say that?
- What is being done right now in your community to address that need?
- (With regard to that need...)What programs exist that you know about?
- How do you know about that program or service?

Access / Barriers

- When you look at that list of categories, think of some of the services that exist in your community or county to address those needs. What are some barriers to services that people in your community face?
- How do you know those are barriers?
- What is being done to address those barriers?

Wishes (20 minutes)

- What improvements would make life in your community better for families?
- What improvements would make life in your community better for children and youth?
- What improvements would make life in your community better for older persons?

Closing (5 minutes)

Thanks for participating. Your comments will be considered with the input we receive from folks throughout the region. In a few months, we are going to have another meeting here to let you know what we found out in our conversations, and to give you more opportunities for comment before we complete our final report.