



## IIJIS Outreach Committee 2006 Plan of Action

#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS / COMMENTS
<b>Educational Materials Subcommittee</b>						
1	Continue to distribute information packets to and educate identified champions.	Educational Materials Subcommittee	Nov-03	Ongoing	Jun-05	June 05: Information packets were distributed at the IIJIS Summit.
2	Develop marketing pieces that illustrate return on investment and cost benefit analysis of IIJIS-related initiatives (projects).	Educational Materials Subcommittee	Nov-03	Ongoing		
3	Updating and issuing IIJIS e-newsletter annually	Educational Materials Subcommittee	Nov-03	Annually in June	May-04; Jun-05	Feb 06: Next E-Newsletter targeted for distribution in June 06
4	Create a process of gathering and maintaining information regarding state-wide, county-wide or local integration efforts for outreach publications.	Educational Materials Subcommittee	Sep-05	Apr-06 - Form to be developed		Feb 06: Form to be drafted and included on website. Email blast to all Champions and Counties asking them to visit website and fill out information.
5	Contact and work with university based programs focused on criminal justice that can lend assistance with information gathering for reports and publications.	Educational Materials Subcommittee	Jun-04	Ongoing		



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<b>Summit Planning Committee</b>						
1	Develop and issue proposal for 2nd IIJIS Summit which includes planning structure, budget, program, and timeline of activities.	IJ Summit Planning Committee	Jan-06	Mar-06		Feb 06: Plan to present proposal at 3-23-06 Board Meeting. Summit targeted for Spring 07 in Springfield, Illinois.
2	Establish a Program Development workgroup to planning content and materials for Summit including presentations and speakers.	IJ Summit Planning Committee	Jan-06	May-06 Workgroup to be formed; Jul-06 Action Plan to Board		
3	Establish the logistics workgroup to coordinate venue, travel, catering, etc.	IJ Summit Planning Committee	Jan-06	May-06 Workgroup to be formed; Jul-06 Action Plan to Board		Feb 06: Plan to have workgroups meet by May 06 and present action plans at the 7-20-06 Board Meeting.
4	Establish the Registration and volunteers workgroup for setting up participant registration, volunteer registration and coordinate setup.	IJ Summit Planning Committee	Jan-06	May-06 Workgroup to be formed; Jul-06 Action Plan to Board		Feb 06: Plan to have workgroups meet by May 06 and present action plans at the 7-20-06 Board Meeting.
5	Establish the publicity and promotions workgroup to look at media strategy, promo items and other media to advertise and market the event.	IJ Summit Planning Committee	Jan-06	May-06 Workgroup to be formed; Jul-06 Action Plan to Board		Feb 06: Plan to have workgroups meet by May 06 and present action plans at the 7-20-06 Board Meeting.
6	Establish the budget & financial planning workgroup to develop funding strategies for Summit including vendors and registration costs.	IJ Summit Planning Committee	Jan-06	May-06 Workgroup to be formed; Jul-06 Action Plan to Board		Feb 06: Plan to have workgroups meet by May 06 and present action plans at the 7-20-06 Board Meeting.



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#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS / COMMENTS
<b>IIJIS Outreach Committee</b>						
1	Finalize and submit Resolution to State Legislature for support of integration concept.	Implementation Board	Jun-04	Mar-05	Apr-05	05: Recommendation was tabled
2	Finalize and submit Resolution to Associations for support of integration efforts.	Implementation Board	Aug-04	Mar-05	Apr-05	05: Recommendation was tabled
3	Development of a Strategic Planning template for all Illinois counties to follow.	Planning & Policy Committee	Jun-04	Jul-06 - Template		June 05: "How To" Strategic Planning presentation was given at Summit.
4	Conduct Outreach Committee Meetings	Outreach Committee	Jan-06	Ongoing- quarterly	Mar-06	Mar 06: 1st mtg of 06 held 3/2. Next mtg to be scheduled after next Imp Board mtg
5	Draft Outreach Committee / Summit Wrap-Up Committee Report for Annual Report	Outreach Committee	Jan-06	Ongoing - annually	Mar-06	Mar 06: Report submitted to ICJIA 3/2.
<b>Media Strategy Subcommittee</b>						
1	Revise media strategy plan for engaging key stakeholders in the integration effort. Strategy should include media opportunities, public forums and budget.	Media Strategy Subcommittee	Sep-05	Ongoing		04: Media Strategy Plan created.
2	Work with Funding Committee to target public and private funders for outreach campaign.	Media Strategy Subcommittee	Jun-04	Ongoing		
3	Half hour cable show on Integration	Media Strategy Subcommittee	Nov-03	Ongoing		Aug 05: Show w/ Avy Meyers
4	Video for Presentations	Media Strategy Subcommittee	Nov-03	Ongoing		June 05: Video from IIJIS Summit to be leveraged and shown locally and statewide.
5	Develop stories and press clippings to support business case for integration	Media Strategy Subcommittee	Nov-03	Ongoing		
6	Work with IIJIS Staff to include educational and media materials about IIJIS on the website.	Media Strategy Subcommittee	Sep-05	Ongoing		Feb 06: Working to include Summit information on website.



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<b>Presentations Subcommittee</b>						
1	Contact and coordinate with existing justice forums and programs focused on IJ for possible IIJIS presentations	Presentations Subcommittee	Sep-05	Ongoing		
2	Maintain historical listing of presentations given to stakeholder groups.	Presentations Subcommittee	Sep-05	Ongoing		May 05: IIJIS Project Manager should track and maintain historical listing of presentations.
3	Maintain and update champion database on a regular basis	Presentations Subcommittee	Jun-04	Ongoing		
4	Develop and coordinate training for those volunteers or champions interested in giving presentation to other stakeholder groups.	Presentations Subcommittee	Sep-05	Jun-06		May 05: Suggestion to target justice association mtgs and train a rep from each association to give presentations and regular updates about IIJIS.
5	Regularly update IIJIS PowerPoint presentation	Presentations Subcommittee	Jan-06	Ongoing		May 05: Decision made to add in the IL Capital Shooting Incident to the presentation.
6	Meet with the leadership in the legislature and other major stakeholder groups	Presentations Subcommittee	Sep-05	Mar-07		Feb 06: Suggestion to hold a breakfast meeting w/ legislators in conjunction w/ 2007 Summit
	Follow up letter to Champions	Presentations Subcommittee	Jun-04	Ongoing	Jun-05 Summit	June 05: Follow-up letter revised and distributed at IIJIS Summit. Follow-up letter also distributed via email.
	List of constituents to be targeted within 1 year, including agencies and associations	Presentations Subcommittee	Oct-03	Jun-06		May 05: Targeted groups prioritized. Governmental agencies then local agencies