Portfolio Review Committee Agenda

December 18 2013 1:00 p.m. to 3:30 p.m.
520 Mendocino Ave, Santa Rosa, Laurel Room

All supporting documents are available at www.SonomaUpstream.org and at the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours. For accessibility assistance with this agenda or supporting documents, please e-mail Info@SonomaUpstream.org or call 707.565.5800.

1:00   **Welcome, Introductions, Agenda ACTION ITEM**
Approve Minutes from November meeting

1:10   **Updates & Reports**
Update on portfolio activity since last meeting

1:20   **Applications to the Portfolio   ACTION ITEM**
Tier 2 Neighborhood Listening Project (Dan and Stephen)
Issue(s) for discussion: Literature Review, Evaluation
Tier 2 School Based Mentoring
Issue(s) for discussion: TBD

2:20   **Program Transfer Process DISCUSSION**
Discuss the process for transferring a program when one organization merges with or is acquired by another organization.

2:35   **Content and Purpose of Review Committee Meetings DISCUSSION**
Establish 2014 goals, purpose and structure

3:15   **Public comment**

3:30   **Adjourn**

Upcoming Meetings
January 15, 2014 February 19, 2014 March 19, 2014 April 16, 2014
May 21, 2014 June 18, 2014 July 16, 2014 August 20, 2014
September 17, 2014 October 15, 2014 November 19, 2014 December 24, 2014
All meetings will be held from 1:00 – 3:30 pm at 520 Mendocino Ave, Santa Rosa in the Laurel Room

Members (listed alphabetically)

Carlos Ayala, Sonoma State University
Carol Simmons, Child Care Planning Council
Dan Blake, SCOE
Jennifer O'Donnell, United Way
Julie Sabbag-Maskey, Human Services Department
Katie Greaves, Human Services Department
Leo Tacata, District Attorney's Office
Monique Chapman, Sheriff's Office
Rob Halverson, Probation Department
Stephen Jackson, SCOE

Staff (listed alphabetically)

Angie Dillon-Shore, Human Services Department
B.J. Bischoff, Bischoff Performance Improvement Consulting
Joni Thacher, Human Services Department
Oscar Chavez, Human Services Department

Not Present (listed alphabetically)

Alfredo Perez, First 5 Sonoma County
Robert Judd, Community Foundation
Serena Lienau, City of Santa Rosa

Public (listed alphabetically)

Beth Dadko, Department of Health Services

Topic	Discussion	Decision	Next Steps
Welcome, Introductions, Minutes, Updates	Angie welcomed the Committee. **Motion to approve the minutes.** B.J. is no longer under contract. We anticipate her contract will be renewed in January so that she can help train Cynthia King. B.J. will not resume her role as a Review Committee member until she has completed her second contract. B.J updated the committee on the Portfolio progress, Sonoma Valley session and renewal forms.	Motion to approve the minutes: Stephen Second: Carol Yes: 10 No: 0 Abstain: 0	None
Overview	**Oscar gave an overview of the Upstream Policy Initiative** • Leo would like information on the Shared Outcomes Workgroup.	None	Angie to follow-up with Leo.
Portrait of Sonoma	**Beth presented on the Portrait of Sonoma** **Discussion:** • How do we call out biases? • What are your suggestions for Sonoma *Tales of Two?* • Could we see the formula used to calculate the education index? • How can we frame the Portrait and use data to drive change?	None	Beth to send Joni the formula for the education index and information on tribal lands and First Nations. Joni will

Topic	Discussion	Decision	Next Steps
	• Will the data include tribal land? Will tribal land be identified? Is tribal land counted in the census? • Could we see numbers for First Nations populations as well? • We need to address how this fits with the Upstream and Health Action Indicators. Why are there so many measures? We need clarification around alignment.		send to Review Committee Review Committee will send additional questions and suggestions to Joni. Joni will forward to Beth.
Credible Sources	**The committee discussed the number of credible sources that should be included in a literature review.** • How many will we require? Is there a magic number of sources? • Do they need to show that they have conducted exhaustive research? What is exhaustive? Should they keep reading until sources start referencing each other or a common work? • What is credible? • The instructions refer to a credible number of studies. This is different than a credible number of citations. • Every outcome on their logic model should have a citation. • Many organizations are looking for information to support what they are already doing, not to find research to inform the development of their program. • The language on our score sheet and instructions under *Literature Review* should be changed to read *ALL criteria must be included.* • What if a Tier 2 or 3 is testing/evaluating new ideas, there may not be literature to back up their claims until their evaluation is complete. **The literature review should include a sufficient number of credible studies that support claims made in the logic model.**	None	Staff will change the wording on the instructions and score sheets, and post at www.SonomaUpstream.org
Evaluating and Evaluation	Carlos, Katie and B.J. led a discussion on how to evaluate and evaluation. **Research questions:** • Research questions should drive evaluation and set up data. • The questions are the organizing principles. • There should be coherency between questions, data and the logic model. **Data gathering methods:** • There must be coherency.	None	

Topic	Discussion	Decision	Next Steps
	• There is a need to watch for introduced biases. • Methods should make sense for the problem/questions and be achievable. • Is what they proposed to do backed up by what they actually did? • Two of the most consistent problems are missing someone or using the wrong tools. • Data must be collected at two points in time. **Analysis** • Differential analysis talks about the data. Inferential analysis makes claims, including statistical testing, about the data. Inferential is less black and white and more grey. • What if your claim is that things didn't get worse? The status quo is maintained? Can that be a positive outcome? • Self report is acceptable for many of our purposes. • Do we push the rigor for renewals?		Staff will include a discussion on increased rigor for renewals to a future agenda.
Public Comment	None	None	None
Next Meeting/Final Comments	The next meeting will be on December 18 at 520 Mendocino Ave. How can funders use the Portfolio? • Develop a toolkit of suggestions for funders. • Some contracts require that a program is accepted to the Portfolio in the future. • Create learning circles. • Ask funders to fund T.A. • Give organizations outcomes driven language to present to funders.	None	None
Adjourn	Adjourned at 3:35 pm.	None	None

Update Report for the Portfolio Review Committee
December 2013

Total number of programs approved to date for tier placement on the Portfolio:

Tier 1: 21 programs

Tier 2: 26 programs

Tier 3: 18 programs

Total: 65 programs

Number of organizations implementing or funding programs on the Portfolio: 82 organizations

Programs added to the Portfolio since November 20, 2013

	Approval Date	Program	Submitting Agency
1	11/26/13	Triple P Positive Parenting	YWCA
2	12/4/13	Foster Youth Mentoring	Forget Me Not Farms
3	12/10/13	Project SAM	Recourse Mediation Services

Activity related to active submissions since November 20, 2013

	Submission Date	Program	Submitting Agency	Last Activity Date	Status
1	12/5/13	Neighborhood Listening Project	Listening for a Change	12/11/13	Committee decision needed
2	12/9/13	School Based Mentoring	Sonoma Valley Mentoring Alliance	12/9/13	Under review
3	12/11/13	Seneca Wraparound	Seneca Family of Agencies	12/11/13	Under review
4	12/11/13	Girls Circle	Jewish Children and Family Services	12/11/13	Technical assistance
5	12/11/13	Expressive Arts Peer Grief Support Groups for Youth	WillMar Family Grief and Healing	12/12/13	Under review
6	12/12/13	Interpersonal Psychotherapy	CPE	12/12/13	Under Review

Note: HSD staff also provide assistance to organizations preparing their applications. This assistance is reflected in the following table. The activity reflected here begins with a Portfolio submission.

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Applications in progress but not submitted:

	Program	Submitting Agency	Last Communication
1	Triple P *Renewal*	California Parenting Institute	12/10/13
2	Kid Scoop News	Kids Scoop News	12/11/13
3	Ceres Community Project	Youth Mentoring and Healthy Meals	10/25/13
4	Partners for Change Outcome Management System (PCOMS), Unconditional Care Model and Therapeutic Behavioral System (TBS)	Seneca Centers	10/25/13
5	Literacy Connection	Volunteer Center of Sonoma County	10/24/13
6	TBD	Sonoma Valley Teen Services	9/6/13

Submissions with no activity since November 20, 2013

	Submission Date	Program	Submitting Agency	Last Activity Date	Status
1	6/7/13	Triple P Parenting	Russian River Counselors	9/2/13	Awaiting info from applicant
2	4/15/13	Motivational Interviewing	Sunny Hills Services	5/16/13	Awaiting info from applicant
3	4/3/13	CYO-Street Outreach Program	Breakout Prison Outreach dba California Youth Outreach	5/15/13	Awaiting info from applicant
4	2/5/13	Head Start	Community Action Partnership	2/22/13	Awaiting info from applicant
5	9/24/12	HUD-Veterans Affairs Supportive Housing	Interfaith Shelter Network	9/31/12	Awaiting info from applicant
6	9/3/12	Health Kids Sonoma County	Redwood Community Health Coalition	12/14/12	Awaiting info from applicant
7	6/29/12	Play Therapy	Petaluma People Services Center	9/25/12	Awaiting info from applicant
8	12/20/11	Recreation and Parks Afterschool Program	City of Santa Rosa	9/12/12	Awaiting info from applicant
9	12/14/11	Recreation and Parks Neighborhood Services Sports Program	City of Santa Rosa	9/12/12	Awaiting info from applicant
10	6/20/11	The Toolbox Project	Dovetail Learning, Inc.	7/13/12	Awaiting info from applicant

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