



Executive Committee Meeting Agenda

April 6, 2016, 9:00 a.m. to 10:00 a.m.

Family Justice Center, 2755 Mendocino Ave, Santa Rosa

All supporting documents are available at www.UpstreamInvestments.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 Upstream@schsd.org or call 707.565.8797.

9:00	Welcome, introductions, agenda, minutes ACTION ITEM	<i>Jerry Dunn</i>
9:05	Staff update	<i>Angie Dillon-Shore</i>
9:10	Progress Report Process Timeline	<i>Angie Dillon-Shore</i>
9:20	Upstream evaluation preliminary findings	<i>Oscar Chavez Angie Dillon-Shore</i>
9:55	Public comment	
10:00	Adjourn	

Upstream Investments Executive Committee 2016 Meeting Schedule

All meetings are from 9:00 – 10:00 am at the Family Justice Center

June 1,

July 6, September 7,

October 5, December 7



Wednesday, December 2, 2015 Executive Committee Meeting Minutes

9:00 a.m. – 10:00 a.m.

Family Justice Center

Attendees (listed alphabetically)

Angie Dillon-Shore, Human Services Department (Project staff)
 Beth Brown, Community Foundation
 Jerry Dunn, Human Services Department
 Jill Ravitch, District Attorney
 Helen Simi, Human Services Department (Project staff)
 Oscar Chavez, Human Services (Project leader)
 Stephan Betz, Department of Health Services
 Steven Herrington, Sonoma County Office of Education

Tim Reese, Community Action Partnership

Not Present (listed alphabetically)

Joni Thacher, Human Services Department (Project staff)
 Susan Gorin, Board of Supervisors

Topic	Discussion	Decision	Next Steps
Welcome, Introductions, Minutes	<p>Jerry welcomed everyone and reviewed today’s agenda.</p> <p>Motion to approve the minutes was made by Jill Ravitch, seconded by Steve Herrington. (Tim Reese was not present at the time of this vote.)</p> <p>Oscar welcomed and introduced DHS Director Stephan Betz to the Committee.</p>	<p>Move to approve the minutes: Yes: 5 No: 0 Abstain: 0</p>	None
Technical Assistance Update	<p>Angie provided an update on technical assistance (TA) provided by Upstream.</p> <ul style="list-style-type: none"> To date, 95 programs have been provided with TA. 90+ agencies have participated in Upstream workshops. These workshops have targeted outcomes to share learning from the Portrait of Sonoma (POS); understand “evidence-informed” programming; and increase the quality of Portfolio applications. Angie shared positive feedback from organizations who have received TA. At present, Upstream is providing 1:1 TA to 41 organizations concurrently. Receiving TA provides a variety of developmental benefits to program managers. The selection of programs receiving TA is targeted by using the POS to identify areas of high-need and neighborhoods with the greatest disparity. TA does not assist with program fidelity, but a fidelity chart must be submitted during 	None	None

Topic	Discussion	Decision	Next Steps
	<p>the Tier 1 application process.</p> <p>TA is currently at capacity and therefore, we need to set priorities for which programs will receive TA. Additional resources are required in order to meet the demands for TA timely. Besides Upstream staff, there is an outside consultant who provides programs with third party consultations for application to the Portfolio on a regular basis.</p>		
<p>Upstream and Health Action alignment</p>	<p>Earlier this year, consideration was given to integrating the Upstream Investments (UI) Executive Committee with the Health Action Steering Committee. Health Action (HA) sets a vision for our community, the POS defines the need and Upstream provides a way to address the need and move toward our shared vision.</p> <p>Since then, the HA Steering Committee and UI Executive Committee participated in 2 joint meetings to identify broad opportunities for future collaboration. The joint community approved common recommendations that focused <i>on adopting data-driven strategies, promoting active stewardship, and developing sustainable financial models.</i></p> <p>We will resume our regular Executive Committee meeting schedule; however, in the future we have outlined areas for continued alignment:</p> <ul style="list-style-type: none"> • Joint ad-hoc committee meetings between the HA Steering committee and UI Executive committee as necessary. • Sustained shared action plans to ensure continuous goal alignments. 	None	None
<p>Celebration of Success: Update to the Board of Supervisors</p>	<p>Upstream will be presenting an update of accomplishments to the Board of Supervisors for 2015.</p> <ul style="list-style-type: none"> • Update on Learning for Action (LFA) Evaluation of Upstream (November – June): <ul style="list-style-type: none"> • Key stakeholders will be interviewed, including all 5 Supervisors and members of Upstream Committees. • Ways Upstream has delivered community-wide impact: <ul style="list-style-type: none"> • Supporting organizational growth and program improvement • Stimulating funder adoption of upstream investing • Coordinating department outreach and integration of upstream principles • Promoting value of shared data through local partnerships • Engaging external stakeholders on state and national levels. <p>The Board will be informed of our next steps:</p> <ul style="list-style-type: none"> • August 2016 – Report to the Board on LFA Evaluation findings 	None	Upstream will send out a calendar appointment for 1/26 for Executive Committee members to attend BOS meeting once the agenda is set.

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	<ul style="list-style-type: none"> January 2017 – Present updated 3 year work plan for Board approval. <p>This will lay the foundation for the report to the Board in June on the LFA evaluation results.</p>		
A Funder’s Guide to Upstream Investments Policy overview	<p>Angie provided an overview of the Upstream Funder’s Guide to broaden the view of the Portfolio Review Committee and align the priorities of programs, reviewers and funders.</p> <p>The guide is geared towards a broad audience from the leadership in organizations, including the County, to review committees.</p> <p>There are 5 primary components of the Funder’s Guide:</p> <ol style="list-style-type: none"> Align priorities Incorporate principles Use of the Portfolio Capacity building Practical tools. <p>Takeaways:</p> <ul style="list-style-type: none"> Funders have the ability to be the strong catalyst for change. We need to be aligned with funders in order to drive the changes in process and practice that we are committed to. We provide strong support and encouragement to build funder capacity. Funders are welcomed to attend Upstream Boot Camps, which are highly informative. Funders are asked to help grantees strengthen their infrastructure, including their capacity to evaluate. The benefits and uses of the Portfolio are outlined. Funders are informed of the rigorous process of getting on the Portfolio. Funders and grantees need to recognize that being on the Portfolio is not appropriate for all programs and is not an end in itself. RFP take into consideration a programs acceptance on the Portfolio in varying degrees from allowing additional points to taking it into consideration. We want to provide ways for upstream principles and tools to be incorporated into grantees’ programs. Some ways to incorporate: donor recommendation; RFP language; proposal requirements; application scoring; review committee selection; and contract development and monitoring. <p>Dr. Betz posed the question: How do evidence-based practices translate into the customer experience or interactions with clients? Jerry will discuss with Joe from the CDC to gain insight on the impact on client/customer relations.</p>	None	None

Topic	Discussion	Decision	Next Steps
	<p>Tim raises a question with reference to pages 46-47 of the Funder’s Guide: Does CAP need o submit a new Resolution of Alignment? Are these being completed to engage the organization’s board members and executive level leaders? Because the answer is “yes,” Tim will update their Resolution of Alignment for adoption by CAP’s board members.</p> <p>How many new Tier 1 programs apply to the Portfolio per month? 1 out of 3 or 4 per month are Tier 1 applications. This is a normal number to expect because many local programs, although doing great work, do not rise to the national level of a clearinghouse program.</p> <p>Tim emphasizes the value of programs on all Tier levels. The greatest value to an organization’s staff is gained through the process of applying for the Portfolio.</p> <p>Additional Announcement: Oscar announced that an MOU was taken to SRCS to provide support around the Local Control Accountability Plan. Since Upstream is at capacity for providing TA, Upstream will work with SRCS to build their own internal capacity, leading to their ability to move towards more evidence-informed practices. Once an organization is able to obtain the data, Upstream helps them to understand how to utilize and include that data in creating their work plan. A crucial element to meeting this objective is to work in partnership with larger entities with more robust budgets to drive this institutional and cultural change (HSD, DHS and Criminal Justice).</p>		
Public Comment	None	None	None
Minutes/Adjourn	Meeting adjourned at 9:50 a.m.	None	None