



## **Executive Committee Meeting Agenda**

May 4, 2017, 1:00 p.m. to 2:00 p.m.

Family Justice Center, 2755 Mendocino Ave, Santa Rosa

*All supporting documents are available at [www.UpstreamInvestments.org](http://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](mailto:Upstream@schsd.org) or call 707.565.8797.*

<b>1:00</b>	<b>Welcome, Introductions, Agenda, Minutes ACTION ITEM</b>	<i>Oscar Chavez</i>
<b>1:05</b>	<b>Portfolio Update</b>	<i>Kellie Noe</i>
<b>1:10</b>	<b>Procurement Procedures Ad Hoc Committee Next Steps</b>	<i>Oscar Chavez</i>
<b>1:20</b>	<b>Upstream Investments and Health Action Integration</b>	<i>Oscar Chavez Matt Guy</i>
<b>1:45</b>	<b>Policy Committee May Agenda</b>	<i>Kellie Noe</i>
<b>1:55</b>	<b>Public Comment</b>	
<b>2:00</b>	<b>Adjourn</b>	

### **Upstream Investments Executive Committee 2017 Meeting Schedule**

*All meetings are from 3:00 – 4:00 p.m. at the Family Justice Center*

*June 22, July 27, September 28*

*October 26, December 28*



Wednesday, January 4, 2017 Executive Committee Meeting Minutes

9:00 a.m. – 10:00 a.m.

Family Justice Center

Attendees (listed alphabetically)

Barbie Robinson, Department of Health Services  
 Jill Ravitch, District Attorney  
 Joni Thacher, Human Services Department (Project staff)  
 Karen Fies, Human Services Department  
 Kellie Noe, Human Services Department (Project staff)  
 Oscar Chavez, Human Services Department (Project lead)  
 Shannon Torres, Human Services Department (Project staff)  
 Steven Herrington, Sonoma County Office of Education

Susan Gorin, Board of Supervisors  
 Tim Reese, Community Action Partnership

Not Present (listed alphabetically)

Beth Brown, Community Foundation

Topic	Discussion	Decision	Next Steps
<b>Welcome, Introductions, Minutes - ACTION ITEM</b>	Oscar welcomed everyone.  Motion to approve the minutes was made by Tim Reese and seconded by Steven Herrington.	Move to approve the minutes: Yes: All No: 0 Abstain: 0	None
<b>Staff update</b>	Oscar introduced two new members to the Committee: Kellie Noe, the new Program Development Manager for Upstream Investments, and Karen Fies, Director of Human Services.  Upstream staffing update: Leah Murphy will be transitioning from being the READY Analyst, to the new Upstream PPEA, focusing on evaluation work.		
<b>Portfolio update</b>	<b>Joni provided an update on the Portfolio and technical assistance.</b> There are currently 104 programs on the Portfolio. Since September, there have been 4 applications approved to the Portfolio: <ul style="list-style-type: none"> <li>• <b>Family Child Care Home Education Network – Tier 2 – Children &amp; Family Circle and River to Coast Children’s Services</b></li> <li>• <b>iDo26.2 - Tier 3 extension – Northern California Center for Well Being</b></li> <li>• <b>North Bay Organizing Project – Tier 3 – North Bay Organizing Project</b></li> </ul>	None	None

Topic	Discussion	Decision	Next Steps
	<ul style="list-style-type: none"> <li>• <b>School Smile – Tier 1 – Department of Health Services, Community Action Partnership, Santa Rosa Community Health Centers, St. Joseph Health</b></li> </ul>		
<b>Policy Committee Strategic Planning</b>	<p>An Ad Hoc Strategy Team was formed at the August 10<sup>th</sup> Policy Committee meeting to examine the LFA Systems Change Evaluation recommendation to revisit the Policy Committee mission, governance structure and purpose. Kellie shared a summary of the recommendations and next steps:</p> <ul style="list-style-type: none"> <li>• Recommendations <ul style="list-style-type: none"> <li>○ Embed Upstream principles in procurement procedures</li> <li>○ Update vision &amp; mission <ul style="list-style-type: none"> <li>▪ Focus on equity and Upstream principles</li> </ul> </li> <li>○ Deepen integration with Health Action <ul style="list-style-type: none"> <li>▪ Establish short-term priorities</li> <li>▪ Establish long-term priorities</li> </ul> </li> </ul> </li> <li>• Next Steps <ul style="list-style-type: none"> <li>○ Review procurement procedures</li> <li>○ Reconvene Shared Measurement workgroup</li> <li>○ Health Action and Upstream integration work plan</li> <li>○ Update vision, mission and governance structure</li> </ul> </li> </ul> <p><u>Discussion:</u></p> <p>The Committee members provided feedback regarding procurement procedures. Karen suggested changing the word from “embed” to ‘standardize’ for the procurement procedures. The goal should be consistency across departments.</p> <p>Barbie said that we should look at what the outcomes will be. What is the purpose? How can we measure success?</p> <p>Supervisor Gorin asked how the departments embed the procurement process? Each department may do things differently, with the same end goal.</p> <p>Oscar shared that there is still quite a lot we can do to better support the organizations that are in the Upstream Portfolio. How do we make it easier and support them in their work?</p> <p>Karen acknowledged that Human Services hasn’t fully embedded Upstream principles internally. How do we expect that from our contractors?</p> <p>Jill and Steve spoke about data information once it is collected. It would be beneficial to have a central place</p>		<p>Kellie &amp; Oscar will take all feedback back to Policy Committee Meeting in February.</p>

Topic	Discussion	Decision	Next Steps
	<p>for the information. If one organization has many funders, it would be nice if they only had to produce one type of report for everyone, instead of different information and reports for each funder.</p> <p>Tim added that the Upstream trainings and technical assistance have been helpful. It is very important for community-based organizations to have these trainings and assistance.</p> <p>Supervisor Gorin brought up the topic of homelessness, and if Upstream is looking at that. Oscar said the deeper issue is housing preservation, and what leads to homelessness. There are different organizations with pockets of money that need to be coordinating their work.</p>		
<b>Policy Committee February Agenda</b>	<p>Kellie shared the February Agenda for the Policy Committee Meeting. The group provided feedback. Agenda items include:</p> <ul style="list-style-type: none"> <li>• Board Approved Next Steps</li> <li>• Policy Committee Strategic Planning – Action Item</li> <li>• Shared Measurement Next Steps <ul style="list-style-type: none"> <li>○ Keeping Kids in School – Reducing Truancy</li> </ul> </li> <li>• Incorporating Upstream Principles into Procurement Procedures</li> </ul>		None
<b>Public Comment</b>	None	None	None
<b>Minutes/Adjourn</b>	Meeting adjourned 9:56 a.m.	None	None