



**Monday June 11, 2012 Executive Committee Meeting Minutes**

**11:00 a.m. – 12:00 p.m.**

**County Counsel Conference Room: 575 Administration Drive**

**Attendees (listed alphabetically)**

Efren Carrillo, Board of Supervisors District 5

Jerry Dunn, Human Services Department

Jill Ravich, District Attorney’s Office

Larissa Heeren, Human Services Department

Marla Stuart, Human Services Department (Project Manager)

Rita Scardaci, Department of Health Services

Steven Herrington, Sonoma County Office of Education

<b>Topic</b>	<b>Discussion</b>	<b>Decision</b>	<b>Next Steps</b>
<b>Welcome, Introductions, Agenda</b>	<p>Meeting began at 11:04 a.m.</p> <p>Discussion about the administration of this committee.</p> <p>The group agreed that no chair is necessary for the meetings. Marla will facilitate.</p> <p>The appropriate quorum for this committee is three.</p> <p>Meetings should be rescheduled when there is no quorum.</p> <p>When a member cannot attend, they will have the option of sending a delegate but are not required to. The delegate should be a consistent person.</p>	<p>Group consensus on these items:</p> <p>No chair is needed.</p> <p>Quorum is three.</p> <p>Members may send delegate if they cannot attend.</p>	None
<b>Letters of Support</b>	<p>A request for a letter of support from Upstream Investments has been received. The group discussed if this is an appropriate role for Upstream Investments Policy Committee and how we might go about providing such letters.</p> <p>Marla pointed out that we fund these organizations and that can be a challenge for us. Suggested that we provide information about who is on the Portfolio and what the criteria are.</p> <p>Jill agreed to keeping to the facts.</p> <p>Rita suggested taking a look at how Health Action does their endorsements. They worked with County Counsel on this. Also it should go to the full membership and empower someone to sign on behalf of them. It was recommended that Jerry sign them as Executive Sponsor.</p> <p>Marla suggests we CC the Policy Committee when we send the letter out.</p> <p>Efren raised the issue of receiving a letter when the BOS is trying to make tough funding decisions but agreed that a template letter stating the facts of an agency’s involvement with Upstream would be fine.</p> <p><b>Motion</b> to go forward on drafting a template for acknowledging involvement with Upstream.</p>	<p>Motion: Efren</p> <p>Second: Rita</p> <p>Unanimous vote</p>	Create template and send to County Counsel.

Topic	Discussion	Decision	Next Steps
<p><b>Draft Action Plan on Shared Measurement</b></p>	<p>Reviewed Proposed 2012-2013 and Timeline Draft Action Plan. We may be pilot testing some of these things but not implementing anything until we have gone to the BOS.</p> <p>Cross-sector measurement of shared outcomes is 3b on the Proposed 2012-2013 Timeline.</p> <p>This is a relatively new item.</p> <p>Overview</p> <p>This action plan will provide a mechanism for the community to:</p> <ol style="list-style-type: none"> <li>1. Track and use outcome information that: <ul style="list-style-type: none"> <li>• Is not currently available</li> <li>• Is relevant to understand the result of collective impact work.</li> <li>• Is tied to individual children, families and individuals for the purpose of understanding patterns of services and outcomes (but not to be used or reported individually).</li> </ul> </li> <li>2. Build a foundation for future, more complex, shared outcomes measurement.</li> </ol> <p><u>Input about the Action Plan included:</u></p> <p>Rita suggested that we re-word number 1 to more accurately reflect the goal of using existing data. Share and integrate data. A cross-sector measurement of existing outcomes and new measurements. Also that we humanize this project.</p> <p>In shared values, add 'to the extent allowed by law.'</p> <p>Steven on question 10. Add to questions we need to ask: What are the measurements and how do we use them?</p> <p>Efren noted that the business community is collecting data constantly but they don't understand what we are doing. What do the data and collective impact really mean? Does the data get us where we want to be? Are we going to have the follow up? This should be leading us to adaptability.</p> <p>Marla noted that the vision here is big and scary. It is important to be clear about what we will not achieve. The action plan is an internal document, not how to market what we are going. It will have an executive summary that is the marketing piece. This will be a one pager with about five paragraphs.</p> <p>The group recommended that staff work on the language and collapsing the comments included in the Action Plan document.</p> <p><u>Discussion of final products:</u> shared policies identifying how we collect data together, data warehouse (funding, defined, data identified, etc.), expectations for agencies that they report,</p>	<p>None</p>	<p>Update Draft Action Plan</p>

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	there is community awareness and an increased public understanding of our shared outcomes/collective impact.		
<b>Public Comment</b>	None	None	None
<b>Adjourn</b>	Adjourned at 12:00 a.m. The next meeting is July 18th from 10:30 a.m. to 11:30 p.m.	None	None

**Upstream Investments Executive Committee 2012 Meeting Schedule**

*July 18, 2012, 10:30 a.m. to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Rom 100A*  
*September 19, 2012, 10:30 to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Rom 100A*  
*October 24, 2012, 10:30 to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Rom 100A*  
*December 19, 2012, 10:30 to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Rom 100A*