



Wednesday July 18, 2012 Executive Committee Meeting Minutes

10:30 a.m. – 11:30 p.m.

County Office of the Administrator Conference Room: 575 Administration Drive

Attendees (listed alphabetically)

Efren Carrillo, Board of Supervisors District 5

Jerry Dunn, Human Services Department (Project Sponsor)

Jill Ravitch, District Attorney’s Office

Larissa Heeren, Human Services Department (Staff)

Marla Stuart, Human Services Department (Project Manager)

Megan Sirna, Human Services Department (Staff)

Rita Scardaci, Department of Health Services

Steven Herrington, Sonoma County Office of Education

Topic	Discussion	Decision	Next Steps
Welcome, Introductions, Agenda, Minutes	Because the minutes were not listed on the agenda as an action item, the committee will approve the minutes for June 11 and July 18 at the next meeting in September.	None	None
Letters of Support	The Letter of Alignment template is a formal recognition of an agencies involvement with Upstream Investments. They are available to organization who have submitted either a Resolution of Alignment and/or have a program on the Portfolio of Model Upstream programs. The template has been reviewed by Barbara Fitzmaurice from the County Counsel Office. Motion to approve the template Letter of Alignment.	Motion: Steven Herrington Second: Efren Carrillo Ayes: 5	Inform Policy Committee
Draft Action Plan for Shared Outcome Measurement	The objective of the Draft Action Plan on Shared Outcome Measurement is to develop, implement, and sustain the measurement of a few community-wide outcomes for children, families, individuals, and our community. This tracking will allow us to have a more sophisticated understanding of the interplay between and results from our services. The Draft Action Plan includes a list of final products, shared values, benefits of shared-measurement and a work plan for achieving the objective. Discussion: One of the deliverables listed in the Action Plan is ‘a funded and developed or selected electronic system.’ The County will either contract for the building of the electronic system or build it in house. That is something that a Shared Outcome Measurement work group would decide. There was discussion around who should own the system and Steven Herrington stated that it makes the most sense for the County to own it. Another aligned initiative is the partnership between the Water Agency and IBM. The members also suggested that the definition of ‘outcomes’ be clarified and preferably to	Motion: Efren Second: Steven Ayes: 5	Circulate document in accordance with Brown Act Present to Policy Committee

Topic	Discussion	Decision	Next Steps
	match the definition used by Health Action. Motion to circulate the document and present it to the Policy Committee. Steve Herrington to present.		
Agenda for Policy Committee Meeting	The group reviewed the agenda for the Policy Committee Meeting on August 2. <ul style="list-style-type: none"> • The Policy Committee asked, at the May meeting, about the possibility of going paperless for their meetings. A report on best-practices in paper reduction was discussed and the group suggested that staff create a PDF of the agenda packet and send it to members 72 hours before each meeting. Those who need paper copies may print their own or request them • . This item has been discussed and will be removed from the August 2nd agenda. • An updated indicators Report will be provided and discussed. • The Draft Action Plan for Shared Outcomes Measurement will be presented by Steven. 	None	None
Public Comment	None	None	None
Adjourn	Adjourned at 11:15 a.m. The next meeting is September 19th from 10:30 a.m. to 11:30 p.m.	None	None

Upstream Investments Executive Committee 2012 Meeting Schedule

September 19, 2012, 10:30 to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Room 100A

October 24, 2012, 10:30 to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Room 100A

December 19, 2012, 10:30 to 11:30 a.m. at the BOS Caucus Room, 575 Administration Drive Room 100A