



Wednesday, June 17, 2015 Portfolio Review Committee Meeting Minutes

1:00 p.m. – 3:00 p.m.

520 Mendocino Ave, Santa Rosa, Laurel Conference Room

Members (listed alphabetically)

- B.J. Bischoff, Bischoff Consulting
- Carol Simmons, Child Care Planning Council
- Jennifer O’Donnell, United Way
- Julie Sabbag-Maskey, Human Services Department
- Karin Demarest, Community Foundation
- Kate Pack, First 5
- Katie Greaves, Human Services Department
- Megan Sirna, Human Services Department
- Monique Chapman, Sheriff’s Office
- Serena Lienau, Violence Prevention Partnership
- Rebecca Wachsberg, County Administrator’s Office
- Rob Halverson, Probation Department
- Serena Lienau, Violence Prevention Partnership

Staff (listed alphabetically)

- Angie Dillon-Shore, Human Services
- Liz Parra, Human Services Department
- Joni Thacher, Human Services Department

Not Present (listed alphabetically)

- Carlos Ayala, Sonoma State University
- Ellen Bauer, Department of Health
- Rebecca Wachsberg, County Administrator’s Office

Public (listed alphabetically)

- Sally Walker, Social Advocates for Youth

Topic	Discussion	Decision	Next Steps
Welcome, Introductions, Minutes, Updates	Angie welcomed everyone and facilitated introductions. Motion to approve the minutes with correction. The motion to deny the CASA application to the Portfolio and refer for additional technical assistant was made by Katie.	Motion to approve the minutes: Yes: 10 No: 0 Abstain: 2	None
Updates & Reports	Angie provided an update of Technical Assistance since the last meeting, and provided a brief overview of the <i>A Funder’s Guide to Upstream Investments Policy</i> .	None	None

<p>Application to the Portfolio – Tackling Tough Skills Renewal</p>	<p>Tackling Tough Skills, Tier 2 Promising Practices Reviewers: Megan and Monique Recusals : Julie and Serena</p> <p>Monique: The literature review was not a traditional literature review. It was difficult to find the information in the required elements, but accepted because it contained the required information.</p> <p>The logic model was concise and it was easy to find the required elements, but did not include “job readiness skills” as an outcome. The manual was comprehensive and found that there were no issues with the evaluation.</p> <p>Megan: The literature review was used to evaluate the renewal, rather than as literature review. It does not include any research and the only source cited was written 15 years ago. There were also issues with the evaluation, as they were not representative of the sample.</p> <p>Sally Walker, SAY:</p> <ul style="list-style-type: none"> Sally expressed her appreciation for the reviewers’ feedback. She explained that she submitted the renewal, but that it had been put together by her predecessor at SAY. Sally would work with staff to discuss the literature review and evaluation plan <p>Discussion:</p> <ul style="list-style-type: none"> The logic model should include short-term outcomes. All long term outcomes listed on the logic model should be clearly articulated in the literature review. <p>A motion was made by Jennifer and seconded by Katie to recommend technical assistance on the literature review only.</p>	<p>Motion to recommend technical assistance: Yes: 10 No: 0 Abstain: 2</p>	<p>Staff will provide TA to impacted organization.</p>
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<p>Crosswalk Workgroup Update – Action Item</p>	<p>Kate reported on the process and progress of the clearinghouse review workgroup.</p> <ul style="list-style-type: none"> We will accept programs rated <i>promising</i> by The Center for the Study and Prevention of Violence Blueprints as Tier 2 Upstream programs. Organizations may apply with a fidelity chart. Indicate source of standards in fidelity chart, if replication and/or replicability are not included in the description for the Child Trends LINKS Database. We will accept programs rated <i>Near Top Tier</i> by the Coalition for Evidence-Based Policy clearinghouse as Tier 1 Upstream programs Crime Solutions meets Upstream clearinghouse requirements and will be included on the crosswalk as an acceptable clearinghouse. Criteria was set to include Measurement Tools listed on the California Evidence-Based Clearinghouse on the crosswalk. 	<p>Motion to approve the changes to the Crosswalk: Yes: 12 No: 0 Abstain: 0</p>	<p>Staff will finalize and distribute updated crosswalk.</p>
<p>Renewal Standards</p>	<p>Joni led a discussion of Tier 2 renewal standards by asking the committee members whether the renewal was intended to reaffirm the Tier 2 criteria or if the renewal should be a reapplication intended to demonstrate how the process has improved outcomes.</p> <p>Discussion:</p> <ul style="list-style-type: none"> How are we tracking program improvement at the renewal and demonstrating the process to improve outcomes? What kind of improvement? <ul style="list-style-type: none"> Programs to provide specific standards Need for additional data at the renewal Shifting programs to track outcomes Need for additional data at the second Tier 2 renewal. Tier 2 should include an evaluation and evaluation plan. Logic model should report on outcomes and measurement tools and include a progress report. When will the new renewal standard be implemented? Consideration needs to be made for how Tier 1 and Tier 3 applications and renewals will be impacted. 	<p>None</p>	<p>Staff will develop renewal standards and present at the next meeting.</p>

	Staff will develop renewal standards based on the committee’s input, will and present at the information at the next meeting for further consideration.		
Public Comment	None	None	None
Next Meeting/Final Comments	The next meeting will be held on July 15, 2015.	None	None
Adjourn	Adjourned at 3:00 pm.	None	None