



Wednesday, June 20, 2012 - Portfolio Review Committee Meeting Minutes

1:00 – 3:30 p.m.

Westwind Blvd – Wilbur Wright Conf Room

Attendees (listed alphabetically)

Carol Simmons, Child Care Planning Council

Christina Rivera, County Administrator’s Office

Dr. B.J. Bischoff, Bischoff Performance Improvement Consulting

Elisabeth Chicoine, Department of Health Services

Julie Sabbag-Maskey, First 5 Sonoma County

Leo Tacata, District Attorney’s Office

Larissa Heeren, Human Services Department

Monique Chapman, Sheriff’s Office

Marla Stuart, Human Services Department (Project Manager)

Robert Judd, Community Foundation

Serena Lienau, City of Santa Rosa

Stephen Jackson, Sonoma County Office of Education

Susan Castillo, Health Services

| Topic   | Discussion  | Decision   | Next Steps                     |
|---|---|--|--------------------------------|
| <p><b>Welcome,<br/>Introductions,<br/>Agenda, Minutes</b></p> | <p>Larissa facilitated the meeting because Marla was not available. Larissa welcomed the group and mentioned that meetings will start when 8 members (a quorum) are present.</p> <p>Introductions.</p> <p>Approval of minutes.</p> <p><b>Motion</b> to approve May 16, 2012 minutes with the following corrections to punctuation:</p> <ul style="list-style-type: none"> <li>• Page 2: ‘Manor’ should read ‘manner.’</li> <li>• Page 3: ‘Evolution’ should read ‘evaluation.’</li> </ul> <p>Update on the action items listed on the May 16<sup>th</sup>, 2012 minutes: New PDF fillable forms, score sheets now have yes/no for tier recommendation, new form for putting items for discussion on the agenda. BOS Code of conduct is final but did not get it in time for discussion at this meeting. Will bring to next meeting along with response from County Counsel on whether or not the committee members are required to leave the room when recusing themselves.</p> | <p>Motion: Robert Judd<br/>Second: Stephen Jackson<br/>Ayes: 9 Nos: 0<br/>Abstain: 0<br/>Absent: 2 (Susan Castillo and Elisabeth Chicoine)</p> | <p>Add item to July agenda</p> |

| Topic                                | Discussion  | Decision   | Next Steps  |
|--------------------------------------|---|--|---|
| <b>Reports</b>                       | Susan Castillo and Elisabeth Chicoine arrived.<br>Report on Portfolio submission activity.  |  |   |
| <b>Applications to the Portfolio</b> | <p>If the reviewers are able to come to consensus then the issue does not go to a vote.</p> <ol style="list-style-type: none"> <li>1. California Safe and Healthy Families Model Program: Sonoma County Adult and Youth Development</li> </ol> <p>Serena recommended Tier 2 and Julie did not due concerns about the evaluation and the manual.</p> <ul style="list-style-type: none"> <li>• Serena said that she had an initial concern that the evaluation submitted was too old, given that it was published in 1999. Upon consulting the instructions and program staff, she decided she could not deny tier placement on these grounds given that the instructions do not require that there be an age limit on the evaluation.</li> <li>• Julie explained that she was unable to determine if the program was voluntary or mandatory. The evaluation provided by the applicant was for voluntary home visiting programs and it is unclear if the results of those programs would be the same as for a mandatory home visiting program. Also she was concerned that they are not adhering to the manual they submitted.</li> </ul> | Serena agreed with Julie on her no tier placement determination. | Provide technical assistance to Sonoma County Adult and Youth Development |



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|-------------------------|---|----------|--|
| <b>Discussion Items</b> | <p><b>Cohorts</b><br/>Current criteria Tier 2 include evidence of cohorts. This simply means the program has been implemented, by any agency, at least once before. It does not require that the submitting agency have implemented the program with more than one cohort, nor does the program have to have been implemented locally. There was no need to make changes to this criteria and this item will not be brought back for action.</p> <p><b>Application and scoring forms</b><br/>This was an opportunity to raise any concerns around the current forms.</p> <p>Criteria specific concerns</p> <ul style="list-style-type: none"> <li>• Accreditation for Tier 1 programs</li> <li>• Fidelity for Tiers 2 and 3.</li> <li>• Relevancy language for the evaluation</li> </ul> <p>Administrative Concerns</p> <ul style="list-style-type: none"> <li>• Version control—need to have a clean copy of the instructions for doing reviews. Sending a link to the specific location on the website would work.</li> <li>• Current version control is sufficient</li> <li>• Drop box for large submissions.</li> <li>• Re-name and or separate PDFs so it is clear which pieces are which.</li> <li>• Updating forms only twice a year is fine but once a vote is taken, make the changes.</li> <li>• This is a new committee. Changes to the forms may not continue in the future at the same rate.</li> <li>• Would like a link to the full manual for reference.</li> <li>• Flow/volume of applications.</li> </ul> | None     | Bring these items back for discussion/action at the July 18 <sup>th</sup> meeting. |
| <b>Public comment</b>   | None.   | None     | None   |
| <b>Adjourn</b>          | Meeting adjourned at 3:05 p.m. Next meeting will be July 18 <sup>th</sup> , 2012  | None     | None   |

**Portfolio Review Committee Meeting Schedule**

*Third Wednesday of Every Month from 1:00 p.m. to 3:30 p.m.*

*3600 Westwind Blvd – Orville Wright Room*

*Note: Next Meeting will be July 18<sup>th</sup>, 2012 in the Topaz Room at 3725 Westwind Blvd.*

*In August meetings will return to 3600 Westwind Blvd.*