# UPSTREAM INVESTMENTS
*It is easier to build strong children than to fix broken lives.*

**Wednesday, November 20, 2013 Portfolio Review Committee Meeting Minutes**
**1:00 p.m. – 3:30 p.m.**
**520 Mendocino Ave, Santa Rosa, Laurel Room**

**Members (listed alphabetically)**
Carlos Ayala, Sonoma State University
Carol Simmons, Child Care Planning Council
Dan Blake, SCOE
Jennifer O'Donnell, United Way
Julie Sabbag-Maskey, Human Services Department
Katie Greaves, Human Services Department
Leo Tacata, District Attorney's Office
Monique Chapman, Sheriff's Office
Rob Halverson, Probation Department
Stephen Jackson, SCOE

**Staff (listed alphabetically)**
Angie Dillon-Shore, Human Services Department
B.J. Bischoff, Bischoff Performance Improvement Consulting
Joni Thacher, Human Services Department
Oscar Chavez, Human Services Department

**Not Present (listed alphabetically)**
Alfredo Perez, First 5 Sonoma County
Robert Judd, Community Foundation
Serena Lienau, City of Santa Rosa

**Public (listed alphabetically)**
Beth Dadko, Department of Health Services

| Topic | Discussion | Decision | Next Steps |
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| **Welcome, Introductions, Minutes, Updates** | Angie welcomed the Committee.<br>**Motion to approve the minutes.**<br>B.J. is no longer under contract. We anticipate her contract will be renewed in January so that she can help train Cynthia King. B.J. will not resume her role as a Review Committee member until she has completed her second contract.<br>B.J updated the committee on the Portfolio progress, Sonoma Valley session and renewal forms. | Motion to approve the minutes: Stephen<br>Second: Carol<br>Yes: 10<br>No: 0<br>Abstain: 0 | None |
| **Overview** | **Oscar gave an overview of the Upstream Policy Initiative**<br>• Leo would like information on the Shared Outcomes Workgroup. | None | Angie to follow-up with Leo. |
| **Portrait of Sonoma** | **Beth presented on the Portrait of Sonoma**<br>**Discussion:**<br>• How do we call out biases?<br>• What are your suggestions for Sonoma *Tales of Two?*<br>• Could we see the formula used to calculate the education index?<br>• How can we frame the Portrait and use data to drive change? | None | Beth to send Joni the formula for the education index and information on tribal lands and First Nations. Joni will |

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| | • Will the data include tribal land? Will tribal land be identified? Is tribal land counted in the census?<br>• Could we see numbers for First Nations populations as well?<br>• We need to address how this fits with the Upstream and Health Action Indicators. Why are there so many measures? We need clarification around alignment. | | send to Review Committee<br><br>Review Committee will send additional questions and suggestions to Joni. Joni will forward to Beth. |
| Credible Sources | **The committee discussed the number of credible sources that should be included in a literature review.**<br>• How many will we require? Is there a magic number of sources?<br>• Do they need to show that they have conducted exhaustive research? What is exhaustive? Should they keep reading until sources start referencing each other or a common work?<br>• What is credible?<br>• The instructions refer to a credible number of studies. This is different than a credible number of citations.<br>• Every outcome on their logic model should have a citation.<br>• Many organizations are looking for information to support what they are already doing, not to find research to inform the development of their program.<br>• The language on our score sheet and instructions under *Literature Review* should be changed to read *ALL criteria must be included.*<br>• What if a Tier 2 or 3 is testing/evaluating new ideas, there may not be literature to back up their claims until their evaluation is complete.<br>**The literature review should include a sufficient number of credible studies that support claims made in the logic model.** | None | Staff will change the wording on the instructions and score sheets, and post at [www.SonomaUpstream.org](www.SonomaUpstream.org) |
| Evaluating and Evaluation | Carlos, Katie and B.J. led a discussion on how to evaluate and evaluation.<br>**Research questions:**<br>• Research questions should drive evaluation and set up data.<br>• The questions are the organizing principles.<br>• There should be coherency between questions, data and the logic model.<br>**Data gathering methods:**<br>• There must be coherency. | None | |

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| | • There is a need to watch for introduced biases.<br>• Methods should make sense for the problem/questions and be achievable.<br>• Is what they proposed to do backed up by what they actually did?<br>• Two of the most consistent problems are missing someone or using the wrong tools.<br>• Data must be collected at two points in time.<br>**Analysis**<br>• Differential analysis talks about the data. Inferential analysis makes claims, including statistical testing, about the data. Inferential is less black and white and more grey.<br>• What if your claim is that things didn't get worse? The status quo is maintained? Can that be a positive outcome?<br>• Self report is acceptable for many of our purposes.<br>• Do we push the rigor for renewals? | | Staff will include a discussion on increased rigor for renewals to a future agenda. |
| **Public Comment** | None | None | None |
| **Next Meeting/Final Comments** | The next meeting will be on December 18 at 520 Mendocino Ave.<br>How can funders use the Portfolio?<br>• Develop a toolkit of suggestions for funders.<br>• Some contracts require that a program is accepted to the Portfolio in the future.<br>• Create learning circles.<br>• Ask funders to fund T.A.<br>• Give organizations outcomes driven language to present to funders. | None | None |
| **Adjourn** | Adjourned at 3:35 pm. | None | None |