



Wednesday, April 18, 2012 - Portfolio Review Committee Meeting Minutes

1:00 – 3:30 p.m.

Westwind Blvd – Orville Wright Conf Room

Attendees (listed alphabetically)

Caryn Henkel, Human Services Department
 Dr. B.J. Bischoff, Bischoff Performance Improvement Consulting
 Elisabeth Chicoine, Department of Health Services
 Jennifer O'Donnell, United Way of the Wine Country
 Julie Sabbag-Maskey, First 5 Sonoma County
 Katie Greaves, Human Services Department
 Larissa Heeren, Human Services Department
 Leo Tacata, District Attorney's Office

Monique Chapman, Sheriff 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, Department of Health Services

Topic	Discussion	Decision	Next Steps
Welcome, Introductions, Agenda, Minutes	Marla welcomed the group and mentioned that meetings will start when 8 members (a quorum) are present. Also scheduling reminders. Introductions. Marla proposed that they swap agenda items 1:30 and 2:30 and the group agreed. Approval of March 21, 2012 minutes.	Motion: Robert Judd Second: Katie Greaves Ayes: 9 Nos: 0 Abstain: Elisabeth Chicoine (arrived late)	None

Topic	Discussion	Decision	Next Steps
Approve Bylaws	<p>Group reviewed bylaws and had discussion about Conflicts of Interest section</p> <ul style="list-style-type: none"> Group will make every effort to not have conflict of interest for funders or the appearance thereof. Reviewers will not review applications for programs their agency funds. The group mentioned that it would be difficult to avoid any prior relationships with the programs. General agreement on the idea that any time a reviewer feels they cannot be objective or that applicants may not be comfortable, they will recues themselves. One member also pointed out that the process is set up (two reviewers) to avoid bias. Requested to see the Board of Supervisors Conflict of Interest/Code of conduct referred to in this section. <p>The committee approved the bylaws with the following changes:</p> <ul style="list-style-type: none"> VI A 5: Add “funder / granter” Anyone can recues themselves at any time if they feel they cannot be objective or that it may appear to others that they are not objective. VI A 5: and approach with a mindset of integrity. 	<p>Motion: Stephen Jackson Second: Dr. B.J. Bischoff Ayes: 11 Nos: 0 Abstain: 0</p>	<p>Provide BOS Conflict of interest/code of conduct policy. Make changes to bylaws.</p>
Approve Schedule	<p>Leo Tacata stated that the current meeting time was difficult for him and asked about changing the day. Discussion of times and days.</p>	<p>None</p>	<p>Survey the group about a new meeting time</p>
Approve 1-year term Committee	<p>The first cohort of this committee will be staggered between 1-year and 2- year terms and the terms will all be 2 years after that. The group approved the follow 1-year and 2-year term members:</p> <ul style="list-style-type: none"> 1-Year Term Members: Julie Sabbag-Maskey, Katie Greaves, Elisabeth Chicoine, Leo Tacata, B.J. Bischoff, Stephen Jackson, Christina Rivera 2-Year Term Members:, Susan Castillo, Robert Judd, Jennifer O’Donnell, Serena Lienau, Dan Blake, Monique Chapman, Lourdes Martinez, Carol Simmons <p>Discussion of term completion. Group voted to add the following language to the bylaws:</p> <ul style="list-style-type: none"> Agency appointee will finish term appointed to and then begin new term. 	<p>Motion: Serena Lienau Second: Stephen Jackson Ayes: 11 Nos: 0 Abstain: 0</p> <p>Motion: Monique Chapman Second: Elisabeth Chicoine Ayes: 11 Nos: 0 Abstain: 0</p>	<p>Add language to bylaws.</p>

Topic	Discussion	Decision	Next Steps
Practice Reviews	<p>Members stated they would like to be able to plan for when they are going to be given a review. Break. Katie Greaves left.</p> <p>Members conducted sample reviews as a group. The following guidelines were re-iterated:</p> <ul style="list-style-type: none"> • Reviewers should not search for additional studies. If it is not in the application, TA will be provided to the applicant. • We do not state a minimum number of sources for the literature review but the review must be less than 15 years old. 	None	<p>Advise members when they are next line.</p> <p>Clarify lit review instructions: Literature review must be less than 15 years old.</p>
Wrap up and Next Steps	Adjourn at 3:23 p.m.	None	Send out dates of next few workshops to the group.

Portfolio Review Committee Meeting Dates

*Third Wednesday of Every Month from 1:00 p.m. to 3:30 p.m.
3600 Westwind Blvd – Orville Wright Room*

2012

April 18
May 16
June 20
July 18
August 15
September 19
October 17
November 21
December 19
December 19

2013

January 16
February 20
March 20
April 17
May 15
June 19
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December 18