



**El Cajon Collaborative  
Core Team Meeting Notes  
January 20<sup>th</sup>, 2009**

►Please note the new format: **ACTIONS** and **DECISIONS** are highlighted in yellow.

**I. Welcome & Introductions**

Rosa Ana Lozada, Core Team Chair led welcome and introductions. She requested that we review the meeting purpose at the next meeting. She also asked for any additional agenda items and the following items were added to the agenda under “New Business”:

- Signage for the El Cajon Collaborative at Little House
- Crisis House Letter of Support for upcoming RFP

**II. Approval of December Meeting Notes**

The December Meeting Notes were approved without any changes.

**III. Executive Committee Meeting Review**

The following decisions and discussions from the Executive Committee Meeting on January 9<sup>th</sup>, 2009 were reviewed:

- The Executive Committee approved the recommended Core Team leadership, with Rosa Ana Lozada as Chair and Steven Jella as Vice-Chair for a two year term until January 2011.
- After reviewing the recommendations made by the Core Team, a time-limited operational guidelines sub-committee formed from the Executive Committee Leadership. This committee will review the accountability vs. authority of the Collaborative and the relationship of the Core Team to other parts of the Collaborative, in addition to other issues as they arise. Recommendations will be made back to the Executive Committee.
- It was decided by the Executive Committee that the El Cajon Collaborative does not intend to compete for the upcoming CSF RFP and therefore will be a participant in the proposal planning conversation with Home-Start, its subcontractors and the other collaboratives. Additionally, at the request of the Executive Committee the El Cajon Collaborative Programs Committee and Core Team will be reviewing CSF data and past services for the purpose of making recommendations to the CSF Steering Committee and to ensure an equitable distribution of the CSF resources in the next RFP.

As a follow-up the Core Team discussed recommendations on how to improve communication with the Executive Committee, particularly as it relates to key actions and decisions.

►**Action:** It was recommended that Lea Bush, Coordinator, forward a copy of each month’s minutes to the Executive Committee highlighting key actions and decisions.

**IV. Updates from the Coordinator**

- Interest in two workgroups emerged out of the Council meeting, one regarding the Newcomer refugees and the other regarding health/wellness. The process for developing workgroups is not well-defined and Lea asked the Core Team for input on the structure. The Core Team recommended that the following would be included in the operational guidelines for workgroups:
  - (1) Workgroups shall demonstrate how the proposed issue supports the strategic plan for the ECC;
  - (2) Workgroups should not duplicate an existing group in the community;
  - (3) Core Team shall approve the Chair of the workgroup;
  - (4) Workgroups shall follow a meeting structure provided by the Core Team and Coordinator; and
  - (5) Workgroups shall report the activities of the workgroup to the Core Team. (If the chair of the workgroup is not a current member of the Core Team, the Council Chair will report the activities of the workgroup to the Core Team.)

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**Mission:** The El Cajon Collaborative builds relationships, leverages resources and implements best practices to serve the children and families of the El Cajon Community.

### **Updates from the Coordinator – continued**

The Core Team determined that its role with regard to workgroups is to monitor the above guidelines and provide linkages to other existing efforts in the community if a new work group is not approved.

►**Action:** The Core Team agreed that Lea would develop an “Expectation of Workgroups” document and a meeting template that could be used by all workgroups and shared with the Collaborative for improved communication.

- The El Cajon Collaborative will participate and help coordinate the Point in Time homeless count with the Crisis House this year. The count will take place on Friday, January 23<sup>rd</sup> or 30<sup>th</sup> (in case of rain on the 23<sup>rd</sup>).
- The CSF case managers for El Cajon will be staying in the First United Methodist Church for the remainder of the year (until December 31, 2009) as we were able to negotiate a year-long lease.
- East Region Collaborative Network (ERCN) was asked to make recommendations to the Commission on Children Youth and Families on the priority of a specific set of programs administered by the County for the benefit of children/youth. The El Cajon Collaborative ranked the Community Services for Families, School Success and Child Sexual Abuse Treatment programs as “high priority”. These priorities are the same as the priorities decided on by other collaboratives, so we will be in consensus in our recommendations to the Commission.

►**Action:** At the request of the Core Team Chair, Lea has created a new summary grid of all the current El Cajon Collaborative MOU/MOAs, Independent Contract Agreements and Letters of support. Feedback is welcome (see attached).

### **V. Committee/Workgroup Reports**

- A. Finance: no report.
- B. Program: ►**Decision:** Approval was given for the Birthparent Association to join Family Night in order to leverage our child supervision and space availability. Additionally, two new groups were approved for use of the Collaborative’s CSF Support Group hours; Harmonium will be providing a 6 week group to parents of youth who are in a juvenile diversion group – on Wednesday evenings at their agency. Additionally, Suzie Moser will be using Support Group hours to help pay for the books she will offer with the “What to Do When Your Child Gets Sick” parent training.
- C. Personnel: Lea will be convening a meeting of the personnel committee to discuss potential supervision of interns to work at CVUSD next year.
- D. Neighborhood Safety: no report. This workgroup will meet on January 29<sup>th</sup> from 2:30 – 4pm at Little House.

### **VI. New Business/Announcements**

- A recommendation by one of our partners was made that the El Cajon Collaborative should consider a Walk San Diego Golden Footprint Award Recommendation for a local nonprofit. The Core Team felt they needed more information to act on this recommendation. Lea will follow-up at the next meeting.
- A Letter of Support for the City of El Cajon Planning Division was approved.
- Signage for El Cajon Collaborative at Little House will be discussed at our next Core Team meeting.
- Crisis House is looking for a Letter of Support for an upcoming RFP, Sue will forward Lea a draft and Lea will bring a final draft to the Core Team meeting next month.

### **VII. Next Core Team Meeting**

February 24<sup>th</sup>\*; 10 AM (\*Date change due to RFP pre-conference on February 17<sup>th</sup>.)

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