



El Cajon Collaborative  
Core Team Meeting Notes  
February 24<sup>th</sup>, 2009

Present: Barbara Ryan, Michael Adkins (replacing Kim Allen's vacancy from Dept. of Probation), Nancy Trost, Nora Cole, Rosa Ana Lozada, Steven Jellá, Ron Miller (for Sue Christopher), and Susan Caldwell.

**I. Approval of January Meeting Notes**

The January Meeting Notes were approved without any changes and will be forwarded to the Executive Committee.

**II. Strategic Plan Historical Document Review**

The Core Team reviewed a packet of historical goal setting and strategic planning documents. Lea stated that she would like to begin discussion on a strategic planning process at Core Team to allow for recommendations to be made to the Executive Committee at their April meeting. Those present agreed that the mission and vision still hold and could be used to help guide the process.

Lea raised a fundamental issue to the group: does the collaborative define itself as a direct service provider or as a coordinator of services? Most agreed that the definition of the collaborative was as a coordinator and convener and not a direct service provider. The Core Team members present recommended the collaborative redevelop a family resource center model at Little House. The Family Resource Center worked best when staff were outstationed to facilitate coordinated care and collaborative services. It was recognized that the Executive Committee needs to have further conversation and concurrence of this fundamental issue. Additionally, even in the role of a coordinating body, funding is required. It was recommended the Finance Committee begin to discuss membership dues, in-kind donations, facility rental, and other potential strategies to support the infrastructure. It was agreed that the two most recent documents from 2007 were good reference tools for the current comprehensive strategic planning process. Lea will collect information from the 2007 documents and bring them to the next Core Team meeting. **The following issues will be brought to the Executive Committee:**

- Fundamental definition of Collaborative's purpose
- Family Resource Center – best practice models
- Infrastructure support and Fiscal resources
- Strategic plan

**III. Updates from the Coordinator**

Lea informed the group of the following:

- Family night has grown to capacity after two new groups were discussed and approved at Program Committee. The Core Team had a general liability concern when a group is operated through an individual rather than through an agency. For the current request of an individual interested in providing a support group at Family Night, he will be required to get a background check and sign an agreement prior to starting. **Lea will also follow up with the insurance to see if any additions/changes need to be incorporated.** She will report back at the next meeting.

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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**

- Also related to Family Night, there was a question about charging for child supervision with any outside groups who come in, which will be discussed as a potential model for next year.
- A Prevention and Early Intervention RFP is being discussed through the East Region Collaborative Network (ERCN) and 5 school districts, including Cajon Valley. There will be a meeting on March 2<sup>nd</sup>, 2009 at 8am in the morning for anyone interested in participation. **It was agreed that Lea would participate as a representative of the El Cajon Collaborative** to ensure the needs of the community are addressed in the proposals in alignment with the intent of the Mental Health Services Act (MHSA).

**IV. Committee/Workgroup Reports**

- A. Finance – no report.
- B. Program – Meeting monthly to develop recommendations to Executive Committee on CSF program expansion to cover more community families not involved in the child welfare system.
- C. Personnel – Lea met with the Personnel Committee on February 11<sup>th</sup> and the Committee revised the Collaborative Coordinator’s job description which will be included in the operating guidelines given to the Executive Committee in April. The Personnel Committee would like Lea to focus on resource development and coordination activities, which may require some changes with her role in Family Night next year.
- D. Neighborhood Safety – this workgroup will have another meeting on March 26<sup>th</sup> and will begin to discuss target areas to report on to the collaborative.
- E. **Lea presented the draft Workgroup meeting documents she created to Core Team and they were recommended for consideration by the Executive Committee to be included in the operational guidelines.**

**V. New Business/Announcements**

The Declaration of a Hate Free San Diego Endorsement request will be emailed to the Core Team for consideration.

**VI. Next Core Team Meeting**

March 17<sup>th</sup>; 10 AM

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