



**El Cajon Collaborative  
Executive Team  
Meeting Notes July 10<sup>th</sup>, 2009**

**In attendance:**

Jane Cruz Alfano, Lori Beliveau, Verna Griffin-Tabor, Kathi Henry, Lorenzo Higley (for Mary Harrison), Debbie Setzer, Andy Welch, Jodi Sevilla, Rosa Ana Lozada, Kim Herbstritt, Suzanne Moser, Barbara Ryan, Tammie Glowacki (for Pamela Martinez), Walter Philips, Debbie Comstock and Pam Toohey.

**Recognize Outgoing, Continuing and Incoming Leadership**

- a. Walter Philips has transitioned from being Vice Chair of the Executive Team to Chair. Kathi Henry was recognized and thanked for her service as Chair for the previous two years.
- b. The Nominating Team is recommending that Suzanne Moser take over as Vice Chair. Noting no concerns or objections, Suzanne Moser will be Vice Chair and will take over as Chair once the current Chair has completed their term.
- c. Lea noted, with these changes the rapid response team would now be Chaired by Walter and Suzie will act as Chair in his absence. No other changes to the Rapid Response Team were noted.
- d. The representatives to Core Team and Finance Team will remain the same (it was noted that the Chairs of these Teams were also recognized for their service during their respective meetings). Personnel Team will be made up of the same membership, but will be Chaired by Suzanne Moser due to the necessary role of Walter Philips serving as representative to the employing agent (SDYS).
- e. Lea also updated everyone on the current Council and Work Group facilitators and Chairs, it was noted that the Neighborhood Safety Work Group is on hold until strategic planning goals are available.

**April Meeting Notes:**

The April meeting notes were reviewed and no changes were noted.

**FY 2009-10 Budget and Report from LH Avocado, Inc.:**

Barbara Ryan presented the 2009-10 budget and supporting documents. She noted that we are expecting to end the year considerably better than expected and that by the next Executive Team meeting we would have the final figures. The proposed operating budget was reviewed and approved without any objections.

Finally, Barbara Ryan also reviewed two issues that were discussed by the Finance Team based on recommendations from the Ad-Hoc Development Team. The items related to additions to the grant and contract guidelines as well as revenue development through the possible assessment of fees to participate in the collaborative. The Grant and Contract Guideline recommendations were reviewed and will be added to the Operating Guidelines. The assessment of fees to participate in the collaborative was explored but not recommended by the Finance Team.

As a parallel to the collaborative fee conversation, Barbara also gave a report on the current status of LH Avocado, Inc. and Little House. She stated that the mortgage for Little House is in its final year and comes due in March, 2010 with a \$67,000 (estimated) balloon payment. LH Avocado plans to pursue fundraising strategies as well as refinancing options, in hopes of paying off the house as



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soon as possible. However, there are complications in that some of the current tenants of Little House may not have the funding to continue as tenants (which would affect current revenue). Since the long term goal is for Little House to be an asset for the Collaborative, LH Avocado, Inc. will be seeking help from ECC. Lea will be sending a letter for ECC partners to use in soliciting additional donations. It was noted that there may be some challenges in getting donations from organizations since the fiscal year just ended, however most partners were supportive of the funding push. Additional, recommendations were made about how to seek funding for Little House.

**Strategic Planning Ad Hoc Team**

The strategic planning ad-hoc team presented the mission, vision and drafted values for review to the Executive Team. The use of the word "implement" in the mission was not supported and recommendations were made. The role of the Collaborative in the "community" was discussed and the discussion provided further conversation and clarification by the Strategic Planning Team. We will continue to follow-up progress at next meeting.

**Updates:**

Rosa Ana Lozada reviewed some of the recent work of the Core Team.

Kathi Henry reviewed the Personnel's Team evaluation of the Coordinator and answered questions.

Lea reviewed recent Council activity and introduced Pam Toohey, CEO and Founder of the Birth Parent Association who is the new Council facilitator. Additionally, Pam submitted a letter to be considered for a spot on the Executive Team.

Debbie Comstock was unavailable to speak to the CSF Recommendations which were tasked to the Program Committee for the upcoming CSF RFP process. Lea noted that the primary recommendation she was aware of related to expanding services by utilizing interns to do community prevention cases.

Lea quickly gave updates and reviewed the need for all Partners at Executive Team to sign a Partnership Agreement, with the addition of the conflict of interest statement which Lea will send out over email.

**Next Meeting:** Friday, October 9, 2009 at Little House, 9-11AM