



El Cajon Collaborative Executive Committee Meeting Notes – January 9th, 2008

I. Welcome & Introductions

Kathi Henry, Chair of the Executive Committee led welcome and introductions.

- **Meeting Purpose:** *To engage in leadership, visioning and strategic directing for the El Cajon Collaborative.*
- **Meeting Goals:** *Review operational guidelines, set collaborative direction, and get update from Coordinator.*
- **Handouts:** *El Cajon Collaborative Operational Guidelines – Final Draft; El Cajon Collaborative Rosters – Final Draft; and East Region Collaborative Network (ERCN) Affiliation Agreement*

II. Review and Approval of El Cajon Collaborative Operational Guidelines

The operational guidelines were reviewed and discussed. The recommendations made by the Core Team started the conversation in a good direction, but the Committee felt further review was necessary and requested a guidelines ad-hoc committee meet to make further recommendations to the Executive Committee. Volunteers for the guidelines ad-hoc committee were Mary Harrison, Walter Philips, Rosa Ana Lozada, Jane Cruz Alfano and Debbie Comstock. A few of the recommendations to the operational guidelines were discussed and approved as follows:

- The conflict of interest statement was approved by consensus to be included as a part of the membership agreement. As an extra precaution, Kathi Henry offered to have it reviewed by legal counsel to make sure the wording is appropriate.
- Everyone agreed to continue using the consensus model of decision making and that the explanation in the operational guidelines could be shortened as long as the original text of that section was retained separately by the Coordinator.
- The Coordinator's job description will be added to the operational guidelines.
- Finally, Rosa Ana Lozada of Harmonium and Steven Jella of SDYCS were recommended by Core Team as the new Chair and Vice-Chair for Core Team, and Executive Committee approved for a two year term starting January, 2009.

III. Setting the Direction

Kathi introduced an issue that arose from the Community Services for Families (CSF) contract steering committee. Lea Bush, Collaborative Coordinator was asked to identify if the El Cajon Collaborative (ECC) was planning on competing for the upcoming CSF RFP, or if the ECC is planning to participate with the current providers and other collaboratives who administer and participate in the contract. Lea raised this question to the Executive Committee and it was decided that the El Cajon Collaborative would not compete for the upcoming CSF RFP and therefore would like to be a participant in the proposal planning conversation with Home-Start, its subcontractors and the other collaboratives. Additionally, 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

Due to time constraints we were unable to have a conversation about goals of the collaborative this year, this will be discussed at our 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.

IV. Update from Coordinator

Lea updated the Executive Committee on:

- RRT approved the MOU with the Cajon Valley Union School District in November and Lea is creating a resource website for the district.
- RRT also approved an advocacy letter in support of more Mental Health Services Act Prevention and Early Intervention funding coming to the East Region of San Diego.
- A new Homeless Families Workgroup is meeting through the East Region Collaborative Network, contact Lea if you or your staff is interested in being involved.
- As a response to the many new refugees coming into El Cajon, we are considering development of a Newcomer Support Workgroup through the collaborative.
- A Final Draft of the Affiliation Agreement with East Region Collaborative Network (ERCN) was brought for review and approval and was approved for signature by Lea, with a minor change requested to exclude the specific day that the ERCN meets.
- Lea is still working on development of an El Cajon Collaborative Website and hopes to have something available early this year.

During our next meeting we will discuss:

- Setting Collaborative goals for this year
- Improving communication within the Collaborative
- Signing the revised ECC Membership Agreements
- Enacting a Nominating Committee to select a new Vice-Chair for the Executive Committee

V. Announcements

A reminder announcement was made about the farewell luncheon for JoAnne Bushby on Tuesday, January 13th.

VI. Future Meeting Dates

All meetings will be held at Little House, 131 Avocado Avenue, El Cajon, CA 92020; quarterly on the 2nd Friday of the month, from 8:30 – 10:30 AM.

Please mark your calendars for our meetings this year:

- ◆ April 3, 2009 (this is a date change due to the April 10th holiday)
- ◆ July 10, 2009
- ◆ October 9, 2009

Coordinator Contact Information:
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