



**El Cajon Collaborative
Executive Committee
Meeting Notes
April 3rd, 2008**

I. Welcome & Introductions

Meeting Purpose: To engage in leadership, visioning and strategic directing for the El Cajon Collaborative.

Meeting Goals: Approve operational guidelines, enable nominating committee to select next Chair, review Committee membership, and form strategic planning committee.

Handouts: January Meeting Notes, Revised Final Draft Operating Guidelines, Recommended Goals for Strategic Planning from Core Team, and budget documents.

II. Review January Meeting Notes

Meeting notes were reviewed and approved without any changes.

III. Ad-Hoc Guidelines Committee

Mary Harrison reviewed the ad hoc team's recommendations for the Collaborative Operating Guidelines. A majority of the meeting was spent discussing and reviewing the changes. A full summary of all the changes/recommendations will be provided as a separate document, along with a finalized version of the guidelines. **The guidelines will be finalized via email prior to the next Executive Team meeting.**

Additionally, the conversation about the guidelines yielded a request for the Ad Hoc Development Team to be re-convened. Kim Herbstritt, Verna Griffin-Tabor and Walter Philips will be contacted by the Coordinator to weigh-in on revenue generating recommendations as well as the collaborative grant & contract guidelines (specifically, whether or not the collaborative would ever compete against a collaborative partner agency for a grant).

IV. Review Representation and Leadership

- a. **Nominating** – The ad-hoc nominating team to select the next Chair for the Executive Team will consist of the outgoing Chair – Kathi Henry, the incoming Chair – Walter Philips and Suzie Moser – Parent/Community Member.
- b. **Executive** – Executive Team membership was reviewed and several individuals who have had less than 50% participation over the past couple of meetings will be contacted to (a) determine their interest in participation, (b) identify if there is an alternate that can be sent to meetings if they are unable to be present, and/or (c) identify an opportunity to serve as a Special Advisor to the collaborative.
- c. **RRT** – The Rapid Response Team membership will change with the shift in roles in Chair and Vice-Chairs, but otherwise will remain the same.

V. Strategic Planning

A Strategic Planning Team will meet with Lea to begin a strategic planning process. Volunteers for this Team include: Kim Herbstritt (Executive Director, Institute for Public Strategies); Laura Mustari (CEO, Home Start); Rosa Ana Lozada (Executive Director, Harmonium, Inc.) and TBD (parent/community member). (Email Lea if you are interested in participating.)

VI. Updates:

- a. Core Team Rosa Ana Lozada
Rosa Ana shared the highlights of Core Team activity during the last months. Core Team minutes are now shared electronically with the Executive Team to help with communication.

Updates Continued

- b. Council..... Lea Bush
Lea shared that Council has been a wonderful venue for sharing and networking, there are consistently about 35-40 individuals attending each month.
- c. Finance Team Barbara Ryan
Barbara reviewed the YTD financial status of the Collaborative, which is better than expected. The comparison of budgeted versus actual spending is helping extend the Collaborative’s operating funding.
- d. Program Committee..... Debbie Comstock
The Program Committee met to come up with creative recommendations on how to expand the CSF RFP funding to cover more prevention cases in the El Cajon community. Debbie stated that the recommendations thus far have been creative and primarily regarding the use of additional interns to expand capacity in the program. This group will now meet as an Ad Hoc “CSF Expansion Team”, and bring recommendations directly back to the Executive Team.
- e. Personnel Team..... Lea Bush
The Personnel Team has been working to do an evaluation of the Coordinator; however it is unclear who should be involved and who should lead the evaluation. The group decided that the Personnel Team should be the evaluators and that SDYS (as the employing agent) should facilitate.

VII. Coordinator

- Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funding –
Lea has been attending meetings to discuss MHSA PEI funding opportunities. Thus far, two opportunities involving the school-based prevention and early intervention services for (Pre-school to 3rd grade) as well as suicide prevention programs for (7-12th graders) have been discussed. Cajon Valley Union School District and Grossmont High School district have been involved in the conversations as well as various providers represented through the Collaborative.
- Resource Emails –
Lea will be including the Executive Team and the Core Team on all resource emails – unless they indicate their preference otherwise.
- Meeting Notes Sharing/Posting –
Executive Team meeting notes will be shared and posted as appropriate.

VIII. Announcements

A request was made to move the meeting start time to 9AM (or later in the morning); Lea will follow up in an email.

IX. Future Meeting Dates

Our practice has been to meet quarterly on the 2nd Friday of the month, 8:30 – 10:30 AM

Next Meeting: July 10, 2009

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