



**El Cajon Collaborative**  
**Executive Team Meeting Notes**  
**July 8, 2011**

***Purpose of the Executive Team:***

*To provide the El Cajon Collaborative with an executive level of leadership and authority  
to make decisions that can effect changes to accomplish our vision, mission and goals*

**AGENDA ITEMS/ DISCUSSION**

**I. Welcome & Introductions -**

Chair, **Suzie Moser, Community Member**, began by having team members introduce themselves. **Suzie** introduced the new **Collaborative Coordinator, LaVonna Connelly**.

Following LaVonna's introduction, **Steven Jellá, San Diego Youth Services**, in follow up of a discussion item on January's Agenda, suggested that LaVonna's workload, as it relates to the management of Little House, be monitored for competing pressures, and that the Personnel Team meet more regularly, to manage and advise LaVonna in her new role. Team members were in agreement.

**Meeting Participants:** Marilee Gorham, Bruno Cirello, Mary Harrison, Sue Christopher, Laura Mustari, Dilkhwaz Ahmed, Pamela Martinez, Steven Jellá, LaVonna Connelly, Rosa Ana Lozada, & Suzie Moser.

**II. Approval of April's Meeting Notes-**

Team members approved April's Meeting Notes with no corrections. It was suggested that meeting attendees' names be added to future Notes.

**III. Executive Team Vice-Chair Confirmation-**

**Suzie**, proposed that Vice-Chair **Rosa Ana Lozada, Harmonium**, be confirmed to the Executive Team Vice-Chair position. **Laura Mustari, Home Start**, seconded the move, and the Executive Team agreed by consensus. Rosa Ana was confirmed to the Vice-Chair position.

**IV. Core Team Strategic Objective Update-**

**Steven** updated the Executive Team members on the Collaborative's newly adopted Strategic Objectives. He began with a quick review of the new Strategic Goals, which were:

1. Increase pro-social activities for youth
2. Increase community involvement in Collaborative partnerships
3. Enhance prevention activities for youth using the public health model of universal, secondary and targeted interventions

**Steven** began with an update on Goal #1. He stated that the Collaborative had worked with the El Cajon Recreation Services Department to help them distribute a *Park Safety Survey* to over 22 non-profit partner sights. San Diego Youth Services has offered to compile and analyze the data from these surveys. The data will be used to inform policy changes with the ultimate goal of increasing park (and recreation services) usage.

**Steven** highlighted the work being done toward Goal #3. He explained that several Collaborative members were working together to identify "at risk" students, gather relevant data across systems, analyze the data for themes, and use the information to inform policy changes.

**Steven** reviewed the outcome from one study group of students at risk for dropping out:

1. 8 out of 15 students had been involved in multiple systems (law, probation, child welfare, school discipline, etc), a few had been referred to services, but none had ever engaged in any type of mentoring services.

2. Students had repeat tardies/truancies, but notably, had never been "SARBed".

**Steven** stated that the next group that the Core Team would be analyzing would be 15 students who had completed services at San Diego Youth Services but were still at risk for recidivism. The upcoming analysis could highlight the role that mentoring services can play in the trajectory of the at risk student. **Steven** stated that the Core Team welcomes additional partners who would like to contribute data.

**Sue Christopher, Crisis House**, stated that Crisis House does not see youth but would like to support this process. She stated it would be valuable to know other ways to support, and offered space for youth mentoring to take place.

**Marilee Gorham, City of El Cajon Recreation Services**, added that the City of El Cajon has many programs/services that support work that the Core Team is doing. She stated that they work with law enforcement on a diversion program that integrates mentoring, and that mentoring is woven into several of the programs that the Recreation Services offer.

**Steven** reported that the Community Development Corporation had been in contact with LaVonna about their interest in promoting gardens in the community. Little House currently has three raised beds in the backyard that the Collaborative hopes will be utilized as a community garden in the near future.

**Steven** also stated that the Core Team's efforts blend nicely with the County's Building Better Health initiative.

**Steven and Rosa Ana** invited Executive Team members to attend the Core Team meetings.

#### **V. Finance Report & Partnership Contributions-**

In the absence of the Finance Team Chair, **LaVonna** gave a brief report on finances. She reported that she had reviewed the financial statements and that the Collaborative is in good financial standing, the bills are paid, there is enough money in the budget to pay the projected expenses, and we were staying within the budget. She reported that the Collaborative budget for 2011-2012 was approved by the Rapid Response Team and that the only change was that the contribution of LH Avocado is stated as \$0. The Little House building has several empty offices and the \$0 expected contribution is the worst case scenario. Actual contribution will depend on the leasing of the available Little House offices. LaVonna encouraged Executives to get the word out on the available offices. LaVonna also reviewed the partner membership contributions given since January 2011. They included:

- |                             |         |
|-----------------------------|---------|
| 1. Salvation Army           | \$ 750  |
| 2. San Diego Youth Services | \$1,000 |
| 3. Home Start               | \$ 500  |

Executive Team members reminded LaVonna that there had been other non-monetary contributions.

**Mary Harrison, Communities Against Substance Abuse**, stated that she felt it is important to generate a list of the in-kind contributions, and that a budget reflecting their monetary value should be generated.

**Sue** stated that a list of items that the Collaborative needs would be useful to her agency for contribution consideration. The group was in consensus that another letter should be sent to Collaborative partners to solicit contributions. The group felt that the content of the letter should include the word "membership contribution" when requesting cash donations and a list of other ways to contribute.

Executive Team members recommended LaVonna bring these ideas to the Finance Team for discussion.

#### **VI. Collaborative Council Update-**

**LaVonna** reported that she held her first Collaborative Council meeting, and that she has had positive feedback from attendees. She stated that she collected input from Council attendees in July and will use the input to plan the upcoming year's Council strategy. LaVonna stated that she sent out an invitation to Council attendees to participate in Council leadership by participating in an August meeting to plan next year's strategy. She reported that 8 Council attendees had expressed interest in the August meeting.

LaVonna handed out the *Activity Success Report for January-June 2011* for the group to review.

## VII. Organizational Structure Review-

**Suzie** led the group in an overview of the Collaborative Operating Guidelines, with a focus on team representation and terms.

### Designating Representatives

#### 1. Executive Team

The group began to discuss the representation of the Executive Team and several concerns came up. **Verna Griffin-Tabor, Center for Community Solutions**, suggested that we capture concerns and plan to have a “thoughtful discussion” at a later time. The group agreed. Concerns included:

- a. Should we limit the number of Executive Team members to 25? Or should it be indefinite/inclusive?
- b. Should executive status be a prerequisite for joining the Executive Team? Or should the team membership be more inclusive?

**Suzie** reviewed the proposed change to the Executive Team Chair/Vice-Chair terms. In summary, the Vice-Chair would be a two year term, and the Chair would be a two year term. **Rosa Ana** added that these changes would allow the Executive Team to align their terms with the Core Team. Several group members disagreed with the proposed changes, and **Bruno Cirello, City of El Cajon Police Department**, suggested an alternate proposal, to have the Vice-Chair serve for one year, transition into the Chair position for one year, and then become the formal “Past Chair” for one year. This model, referred to as the 1-1-1, was liked by several members in the group.

**Suzie** and **Rosa Ana** reviewed the proposed changes to the meeting schedule which, in summary, would change the language to reflect four meetings per year (rather than three). The group consensus was that they agreed with inserting the *Annual Activities Calendar* language to reflect four meetings per year and the proposed content for each meeting.

The group reviewed the membership roster and made several suggestions. LaVonna noted the suggestions and will follow up. Bruno stated he would attempt to recruit a faith-based representative.

#### 2. Rapid Response Team

**Suzie** reviewed the proposed changes for the Rapid Response Team. In summary, the change would change the RRT from six representatives, to a minimum of six. This is intended to ensure that the membership to the RRT is presented as inclusive and open. Team members were in consensus in their agreement to approve this change. The group reviewed the membership roster and made several suggestions. LaVonna noted the suggestions and will follow up.

#### 3. Personnel Team

**Suzie** reviewed the proposed changes for the Personnel Team. To summarize, the proposed change would allow for a more diverse representation in cases where the Executive Team Chair or Core Team Chair are the same person as the Employing Agent representative. The team members were in consensus on their agreement with this change and it was approved. The group reviewed the membership roster and made several suggestions. LaVonna noted the suggestions and will follow up. **Steven** noted that San Diego Youth Services, as the employing agency, would like to make sure that LaVonna has all of the support she needs. He recommended that the Personnel Team begin meeting regularly with LaVonna to offer her guidance and support. The group agreed with this idea.

#### 4. Core Team

**Suzie and Rosa Ana** reviewed the proposed changes for the Core Team. In summary, the changes would add language to reflect the open and inclusive nature of the Core Team. Team members agreed to the changes and they were approved. The group reviewed the membership roster and made several

suggestions. LaVonna noted the suggestions and will follow up.

#### **Tracking Guideline Criteria**

This item was not discussed due to a lack of time.

#### **Partnership Agreement/ Proposal to Update**

**Rosa Ana** stated that it was time to review and revise the Partnership Agreement. She stated that a copy would be sent out with proposed changes for the next meeting in October.

#### **VIII. Other/ Measuring Collaborative -**

**Bruno** asked if the Collaborative generated an Annual Report. This question sparked a discussion among team members about the way the Collaborative's work was measured. Ideas that came from the discussion were:

1. Add success stories (qualitative data) from the Collaborative partners who have benefitted from their involvement in the El Cajon Collaborative.
2. Define how we are unique- capture the heart and soul of our work.
3. Develop ways to measure the work the Collaborative does. Capture not only what we did, but the meaning of it. Willingness to collaborate is not collaborating. Capture what collaboration is.

#### **IX. Announcements-**

**LaVonna** announced that **Pastor Andy Welch, First United Methodist Church of El Cajon** resigned from the Executive Team.

### **ACTION ITEMS:**

Action Item	Person Responsible
Add a list of meeting attendees to Meeting Notes	LaVonna
Begin capturing "in-kind" contributions	LaVonna
Create a list of specific Collaborative needs (for contribution consideration)	LaVonna
Discuss the Partnership Contribution follow up letter with Finance Team	LaVonna
Draft a new version of the Guidelines document with revised proposed changes highlighted for easy review.	LaVonna
Finalize 2011-12 Exec, Core, RRT & Personnel Team rosters with suggestions made by Exec Team	LaVonna
Recruit faith-based representative for Executive Team	Bruno
Schedule regular and ongoing Personnel Team meetings to support LaVonna in her work as the Collaborative Coordinator	Personnel Team
Define better ways to measure Collaborative work	ALL
Send Andy Welch an email thanking him for his service	LaVonna and Suzie

### **FIRST QUARTER MEETINGS / EL CAJON COLLABORATIVE FY 2011-2012**

Meeting	Date	Time	Location
Executive Team	October 14, 2011	9:00-11:00am	Little House
Core Team	August 16, 2011 September 20, 2011	8:30-10:00am	Little House
Personnel Team	August 16, 2011 September 20, 2011	10:00-11:00am	Little House
Finance Team	August 22, 2011 September 26, 2011	4:00-5:00pm	Little House
El Cajon Collaborative Council	September 6, 2011 October 4, 2011	12:30-2:00pm	Cajon Valley Unified School District <i>Board Room</i>