



**El Cajon Collaborative  
Executive Team Meeting Notes  
April 13, 2012**

**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**, facilitated introductions and began the meeting at 9:00am.

**Meeting Participants:** Laura Mustari, Rosa Ana Lozada, Barbara Ryan, Mary Harrison, Jenee Littrell, Steven Jellá, Verna Griffin-Tabor, Denise Valence, LaVonna Connelly & Suzie Moser.

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

Executive Team members reviewed and approved January's Meeting Notes (without correction) by consensus.

**III. Core Team Update-**

**Recent Collaborative Activity:** Core Team Chair, **Steven Jellá, San Diego Youth Services**, stated that recent Core Team activities were summarized in the Success Report that would be discussed later in the meeting.

**Strategic Goals and Objectives for 2012-2013:** **Steven** shared the Core Team's recommendation that the Collaborative continue to work on 2011's Strategic Goals and Objectives in the upcoming Fiscal Year (2012-2013). He stated that Core Team members recognized the long-term nature of reaching those Goals and the work that still needs to be done, especially on "bullying prevention" and "mentoring" Objectives. The Executive Team requested that Core Team define mentoring to help guide future work and they approved the Core Team's recommendation by consensus.

**IV. Finance Team Update-**

**2012-2013 Budget:** Finance Team Chair, **Barbara Ryan, Rady Children's Hospital**, stated that ECC is on track financially. Barbara stated that the Finance Team would create a proposed 2012-2013 Budget at their next meeting. She explained that Core Team would review it and bring it to the Executive Team members for final approval at their July meeting. Barbara noted that ECC was not yet fully funded for the 2012-2013 Fiscal Year. Chair **Suzie** stated that the approval of the Budget would be deferred to July.

**Grossmont Health Care District Funding:** **Mary Harrison, Communities Against Substance Abuse**, shared that Grossmont Health Care District would be updating their grants policies soon and that ECC would be submitting a proposal after reviewing the new guidelines. **LaVonna Connelly, ECC Coordinator**, stated that she had re-written ECC's proposal but would appreciate anyone who could review it and give input for possible strengthening. **Rosa Ana Lozada, Harmonium, Inc.** offered to review the proposal as an in-kind contribution to the Collaborative. **Mary** will also continue to assist.

**Cajon Valley Union School District Funding:** **Barbara** asked if LaVonna had touched base with CVUSD Superintendent, Janice Cook, to discuss possible continued funding for FY 2012-2013. LaVonna said that she had not. **Verna Griffin-Tabor, Center for Community Solutions**, recommended that we meet with Dr. Cook as soon as possible. **Rosa Ana** asked if we report outcomes to CVUSD. LaVonna replied no, and **Rosa Ana** recommended that LaVonna draft a report and present it to the Board of Education so they would know the value their funding brings their district. Executive Team members were in

consensus in their support of the idea. **Rosa Ana** and **Suzie** offered to support LaVonna in the process.

#### **V. Collaborative Update-**

**Little House Tenant Update:** LaVonna shared that Home Start had moved in to two offices in Little House in February and that Center for Social Advocacy-San Diego had moved into an additional office in March (they now have two offices). She stated that Little House was near full occupancy; there is currently a 138 sq ft office for rent for \$375.36/mo (all utilities, internet and janitorial included).

**SANDAG Grant Activities:** LaVonna stated that she had been meeting with other “Social Equity Partners” to form a protocol that SANDAG could use in outreaching to vulnerable populations. She shared that they had participated in meetings with high level SANDAG planners to share the information and that there was still a lot of work to be done to get buy-in for the need for social equity.

**HHSa Cx3 Grant Activities:** LaVonna shared that the Contract for this project would be passed through Home Start. She stated that the focus of this project would be to recruit and convene 15 residents to do assessments of local markets and fast food restaurants for “access to nutrition” and “walkability”. She stated that the project would run from May-September 2012.

**Intern for 2012-2013:** LaVonna stated that Harmonium would be partnering with ECC to share a SDSU BASW Intern for the 2012-2013 academic year. She stated that Harmonium would be providing the Intern a “direct practice” opportunity, and that ECC would be providing a “community level practice” opportunity. She stated that the Intern, David Armstrong, had an interest in mentoring and would be working on activities that would support ECC’s mentoring Objective. Executive Team members requested that Core Team define mentoring to assist us in our work in meeting our mentoring Objective.

#### **VI. Collaborative Business-**

**Finalize Partnership Agreement:** Executive Team members reviewed and approved the new version of the Partnership Agreement.

**Annual Update of Partnership Agreements:** Executive Team members discussed whether or not Partners needed to re-sign a Partnership Agreement once a year. The Team came to consensus that the agreement should be signed once and kept on file. LaVonna will bring an updated Partnership Agreement for each Executive Team member to July’s Executive Team meeting.

**Finalize Success Report:** Executive Team members approved the revised Success Report by consensus. Team members expressed that they liked the new focus on measurable outcomes but they would also like to see some context as well.

**Distribute Final 2012 Operational Guidelines:** LaVonna distributed copies of the newly revised Operational Guidelines to Executive Team members for easy reference.

**Updated Policy on Executive Team Chair/Co-chair Terms:** Chair **Suzie** highlighted the fact that she was already in office when the Executive Chair/ Vice-chair terms were updated to the *1yr Vice-chair -1 yr Chair -1 yr Past-chair* model. She asked Team members if they wanted to vote in a new Chair in June 2012 or if they preferred to have Suzie serve her entire original term (which would go to June 2013). Team members were in consensus that they wanted Suzie to serve until June 2013. Executive Team will be recruiting a new Vice-chair to take Rosa Ana Lozada’s position when she becomes Chair in 2013.

**Clarify Language in Guidelines:** Team members discussed what was meant by the language in the Executive Team section of the Operating Guidelines “Evaluate Utilization of Resources”. The group was in consensus that the language meant “Are we utilizing our funding and staff time in an effective manner?” Team member, **Verna**, suggested that future evaluation of resources include a look at Partner agencies and what they bring to the table that ECC could be utilizing more effectively.

#### **VII. Announcements-**

**Denise Valence, East County Transitional Living Center,** announced that they are currently accepting

referrals into their transitional living housing. She stated that ECTLC also has some housing vouchers available.

**VIII. Adjournment-**

**Chair Suzie Moser**, thanked everyone for coming and adjourned the meeting at 10:50am.

**ACTION ITEMS:**

<b>Action Item</b>	<b>Person Responsible</b>
Draft ECC's 2012-2013 Budget , have it approved by Core Team and bring back to Execs to finalize.	Fin. Chair, Barbara Ryan
Have Mary and Rosa Ana review draft proposal for Grossmont Health Care District Grant.	LaVonna
Draft a presentation about resource website for Cajon Valley Union School District.	LaVonna
Prepare Partnership Agreements for each Executive Team member. Bring to July's Exec. Meeting.	LaVonna

**UPCOMING MEETINGS**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Executive Team	July 13, 2012	9:00-11:00am	Little House
Core Team	April 17, 2012 May 22, 2012 June 19, 2012	8:30-10:00am	Little House
Personnel Team	June 19, 2012	10:00-11:00am	Little House
Finance Team	April 23, 2012 May 22, 2012 June 25, 2012	4:00-5:00pm	Little House
El Cajon Collaborative Council	May 1, 2012 June 5, 2012 July 3, 2012	12:30-2:00pm	Cajon Valley Unified School District <b>Board Room</b>