



**El Cajon Collaborative
Executive Team Meeting Notes
January 18, 2013**

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**, welcomed everyone and facilitated introductions. The meeting began at 9:05am.

Meeting Participants: Mary Harrison, Rosa Ana Lozada, Laura Mustari, Barbara Ryan, Kim Allen, Mary Case, Dana Stevens, Suzie Moser and LaVonna Connelly

II. Approval of October's Meeting Notes-

Team members approved October's meeting Notes with one correction: under "Announcements" note that the grant received by the SD County Probation is a "planning" grant.

III. Core Team Update-

Executive Team Chair, **Suzie**, stated that Core Team Chair, Steven Jellá, had a request to the Executive Team. Suzie read an excerpt written by Steven asking Executives to allow Core Team to explore changes in structure and/or purpose to increase its effectiveness. Specifically, Steven asked approval from Executive Team for Core Team members to discuss the possibility of reducing Core Team meeting frequency. Executive Team reviewed the history of Core Team and its evolution over time. Team members discussed the necessity of continued evolution of Core Team to keep pace with the evolution of the Collaborative. Following a lively discussion by Executive Team members, the following recommendations were given:

- Core Team to continue meeting monthly
- Core Team to make some adjustments to their meeting Agenda to include shorter reports from Coordinator, review of ECC's Strategic Objectives and possible continuation of the GOALS process
- ECC Coordinator to distribute a written monthly report to Core Team members and shorten her report (during Core Team meetings) to focus only on highlights of her activities
- Core Team to explore adjustments in meeting facilitation to elicit more input from Core Team members and a higher degree of engagement into Collaborative activities
- Core Team to find out what team members want from Core Team meetings and integrate their input (with an eye on team member retention)
- Core Team to look to Collaborative Council for possible member recruitment
- Executive Team members to send a representative from their agency to Core Team, when possible.
- Core Team to consider a revision of their stated purpose to include "support" as a basic function

IV. Finance Team Update-

Finance Team Chair, **Barbara Ryan, Rady Children's Hospital**, gave a brief Finance Team update:

- The amount of reserves/savings ECC will need to cover the 2012-13 budget has been decreased to approximately \$10,000 (due to increased grant funding).

- ECC continues to operate within budget.
- Barbara Ryan and Janice Cook will plan a visit with Supervisor Dianne Jacob to discuss possible options for paying off Little House.

V. Coordinator Report-

LaVonna, ECC Coordinator, reviewed and summarized her activities in the 1st Quarter (July-Oct):

- Outreach has been going well and ECC has been building relationships with El Cajon City Council, County HHSA , East County Chamber of Commerce and the Promenade District Board of Directors.
- Grant exploration has also been going well and ECC is currently working on a possible joint grant proposal with seven East Region Collaboratives (Lakeside, Santee, La Mesa, Spring Valley, Mtn Empire, Lemon Grove) to do outreach and education to support the implementation of the Affordable Care Act.
- ECC has been selected by SANDAG as a Community-Based Partner and will be entering in to Contract negotiations next week.
- ECC continues involvement in the Cx3 project, with funding being extended through March 2013 and is currently recruiting for the El Cajon Resident Leadership Academy as part of that contract.
- ECC's Positive Youth Development Workgroup is hosting a youth conflict resolution workshop and recruiting for that is in full swing. This PYD Workgroup is also exploring options for hosting a community-wide youth forum.
- The management of Little House continues to go well. Alliance for African Assistance was scheduled to move in sometime in February 2013, leaving (1) office still available for lease.

LaVonna noted that the key challenges continued to be in staffing and she was actively seeking a volunteer or Intern.

VI. Collaborative Business-

Chair, **Suzie**, facilitated discussion and decision-making on the following items:

A. Operating Guidelines Required Review

- **Update of Operating Guidelines**
 - a. **Executive Team role/designee**

This item was not discussed.

- **Partnership Agreement Signing**

Per ECC's Operating Guidelines, **LaVonna** distributed Partnership Agreements for Executive Team members' annual signing.

- **Partner organization sharing (agency and project updates)**

Executive Team member, Laura Mustari, Home Start, gave an update on the Family Self-Sufficiency (FSS) funding. She stated that this funding should be released by March/April 2013. Home Start is currently funded by FSS and is hopeful their funding will continue. Laura also announced that Home Start will begin free income-tax preparation for low to moderate income residents starting on January 31st.

B. Maintaining Executive Team Structure

- **Vice-Chair Recruitment**

Chair, **Suzie**, highlighted that current Executive Team Vice-Chair, Rosa Ana Lozada, Harmonium, will become Executive Team Chair in July 2013, leaving the Executive Team Vice-Chair position open. This is a three year commitment (One year in each role; Vice-Chair, Chair and Past Chair). Elections will be in April 2013 and the new term will begin in July 2013. Anyone interested in this position please contact LaVonna.

VII. Announcements-

No announcements were given.

VIII. Adjournment-

Chair Suzie Moser, adjourned that meeting at 10:57am.

ACTION ITEMS:

Action Item	Person Responsible
Implement Executive recommendations in Core Team	Steven Jella
Prepare shorter oral reports for Core Team	LaVonna
Consider taking Executive Team Vice-Chair role	Executive Team members

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Team	April 19, 2013	9:00-11:00am	Little House
Core Team	February 19, 2013 March 19, 2013 April 16, 2013	8:30-10:00am	Little House
Finance Team	February 25, 2013 March 25, 2013	4:00-5:00pm	Little House
El Cajon Collaborative Council	February 5, 2013 March 5, 2013 April 2, 2013	12:30-2:00pm	Cajon Valley Unified School District Board Room