



**El Cajon Collaborative  
Executive Team Meeting Notes  
October 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, **Rosa Ana Lozada, Harmonium Inc.**, welcomed team members and facilitated introductions.

**Meeting Participants:**

Verna Griffin-Tabor, Ivan Andujar, Jeff Davis, Barbara Ryan, Kim Allen, Cathy Olow, Chris Shamoon, Laura Mustari, Rosa Ana Lozada and LaVonna Connelly

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

Executive Team members approved April's meeting Notes with no edits.

**III. Core Team Update-**

**Christopher Shammoon, Core Team Vice-Chair**, handed out a copy of the Core Team's Strategic Priority Matrix. Christopher explained that Core Team had been cataloguing ECC's Partner activities as they related to ECC Strategic Priorities. He stated that Core Team had been identifying strategic activity gaps and brainstorming collaborative activities for addressing the gaps. Executive Team members expressed an interest in adding their agencies' activities to the Matrix.

**IV. Finance Team Update-**

Finance Team Chair, **Barbara Ryan, Rady Children's Hospital**, gave a brief summary of ECC's financial status. She stated that there would be \$27,708 in reserve funding in ECC's account in FY2014-15. ECC's grant funding was discussed and **LaVonna Connelly, ECC Coordinator**, added that ECC recently received additional funding from SDYS Suicide PEI (\$3,000), Home Start First Steps (\$500), and Home Start Cx3 (\$1,000). New Cx3 funding from Home Start was in addition to the \$10,000 initial round of funding.

**V. Coordinator Report-**

**LaVonna Connelly, ECC Coordinator**, handed out written Coordinator Reports for July, August and September 2013. She highlighted a few activities:

- Resident Leadership Academy: Resident leaders continue to work on their public art project. ECC has given the City of El Cajon the preliminary go ahead to draft a Memorandum of Understanding between ECC, the City and the Grossmont/ Cuyamaca College District. Their draft indicated a multi-year commitment.

Executive Team members requested that LaVonna assess the level of resident commitment and ability to fund-raise for supplies to inform length of time period for MOU.

**VI. Collaborative Business-**

Chair **Rosa Ana** led Executive Team members in an overview of the items required by the Operating Guidelines to be covered in the October meeting;

- **Review/Update Strategic Priorities:** Executive Team was in consensus that no changes would be made to the Strategic Priorities in FY2013-14. Core Team is identifying ECC's strategic gaps so that they can be addressed through Partner collaboration.
- **Re-prioritize Strategic Goals, if necessary:** Re-prioritizing was not necessary.
- **Address obstacles to success:** As stated above, Core Team members are actively analyzing what is needed to fully realize ECC's Strategic Priorities.
- **Review previous year financial reports and sustainability issues:** Finance Chair, **Barbara**, reviewed year end statement for FY12-13. ECC's total budget was \$78,760, which was \$3,652 under budget. In FY12-13 \$11,000 was spent in reserves.

**VII. Announcements -**

**Probation Department:** Announced that they received a grant for youth who were involved in the child welfare system and the probation system. These youth who have been involved in the system since youth are at particular risk for poor outcomes.

**El Cajon Police Department:** Announced that Prescription Take Back Day would be October 26

**Center for Community Solutions:** Announced that a high risk team (HRT) for domestic violence cases had been formed in East County.

**VIII. Adjournment**

Chair, **Rosa Ana**, thanked everyone for coming and adjourned the meeting.

**ACTION ITEMS:**

Action Item	Person Responsible
Send out Core Matrix to Executive Team members	LaVonna
Check with residents to confirm level of commitment	LaVonna
Change staggered term model to aligned term model (change Operating Guidelines)	Executive Team in 2014

**UPCOMING MEETINGS / EL CAJON COLLABORATIVE**

Meeting	Date	Time	Location
Executive Team	January 17, 2014	9:00-11:00am	Little House
Core Team	November 19, 2013 December 17, 2013 January 21, 2014	8:30-10:00am	Little House
Personnel Team	As needed (3 <sup>rd</sup> Tues)	10:00-11:00am	Little House
Finance Team	November 25, 2013 December 23, 2013	4:00-5:00pm	Little House
El Cajon Collaborative Council	November 5, 2013 December 3, 2013 January 7, 2014	12:30-2:00pm	Cajon Valley Unified School District <b>Board Room</b>
Pos Youth Development Wkpg	October 22, 2013 November 26, 2013 December <b>DARK</b>	1:00-2:00pm	El Cajon Library-Seminar
LiveWell Healthy Eating Wkpg	November 12, 2013 December <b>DARK</b>	11:00am-12:00noon	TBD (see LaVonna)