SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

––––––––– MEETING SUMMARY**––––––––**

O'Connor Woods North Clubhouse,

3400 Wagner Heights Road, Stockton, CA 95209

Saturday July 28th, 2001 – 8:30 a.m. – 1:00 p.m.

(Approved August, 9, 2001)

1. Commencement of Meeting – Roll Call

Meeting was convened by Bill Mitchell, Chair. Those in attendance were John Fujii, Bill Mitchell, Mary Flenoy-Kelley, Dr. Abudabfour and Sue de Polo. Commissioners Gutierrez, Vera, Snider and Dei Rossi were excused.

2. Overview of Workshop on Strategic Plan revision

Paul Harder began the discussion with a brief overview of the agenda. The three major topics of discussion were:

- Creating a Comprehensive & Integrated Service System
- Building Service Provider Capacity
- Commission Self-Assessment

3. Creating a Comprehensive & Integrated Service System

Paul Harder also reviewed the service system recommendations from the Strategic Plan. The Commission agreed to focus on a few of the recommendations, and acknowledged that the 17 recommendations were focused on both system wide issues (level 1) and the integration of Prop 10 services (level 2) with the 17 recommendations compiling a hypothetical ideal situation. These priorities are listed on the attached sheet.

The Commission acknowledged that their role in encouraging and supporting this system needs to first focus on the Prop 10 circle (funded agencies) and that they have no authority to mandate other agencies and programs as part of their recommendations. It was acknowledged that other agencies should be encouraged to be involved in the system wide process.

The Commission also acknowledged the need to allocate funds for this process, with specific funding levels to be decided later in the summer after the review of priorities. The Commission discussed the need to encourage collaboration, stimulation and support of coordinating services. They also discussed the need

of each service provider using a consistent plan of case management and be responsible for case management follow up after every referral that is made.

The Commission also discussed the transportation issue. They discussed the need to review what has worked in the past with HSA and work with Community Partnership for Families, Health Access & SMART to collaborate on this issue.

3. Building Service Provider Capacity

Service Provider capacity building was the next topic of discussion. Paul Harder had put together a concept paper the Program Coordinator and HSA are in process of reviewing. The Commission was reminded that only two agencies submitted proposals in response to the RFP for Technical Assistance Training. The Commission would like to hold each agency accountable for training staff and staff development. A list of service provider technical assistance needs the Commission wants to promote was discussed (see attached sheet).

Discussion took place on the opportunities the Commission has to increase cultural competency. The Commission made a commitment in the Strategic Plan to provide these trainings. Conversations took place on the need to provide a more specific definition of it as well as the need to "concretize" the concept in the RFP (i.e. a checklist). There was also agreement on having minimum set on standards that would allow the Program Coordinator to hold agencies accountable. The Commission agreed that the need to promote capacity building among the contracted agencies was important and discussed the issue of the need for funding for this area.

5. Commission Self-Assessment

The Commission discussed questions relating to a self-assessment. They reviewed the most important accomplishments since establishment (see attached sheet).

The Commission acknowledged the need to increase attendance at meetings. Discussion of the time and place of Commission meetings took place, with the acknowledgement that the monthly meetings were viewed as administrative meetings and that the meetings were established for the Commissioners. Yet, the Commission also acknowledged the need to have community input and discussed the possibility of having quarterly meetings in the community (with existing groups) to address this issue. The Commission also reviewed various possibilities in making the meetings more effective, including the change of seating (from a formal setting to more informal), with an acknowledgment that the Commission meetings are business meetings.

Roles of the Commission and Program Coordinator were discussed, with a general consensus that the Commission would like the following:

- A stronger role for the Program Coordinator in the review panel process (completing an objective checklist of proposals and systems integration issues) – the PC will follow up with Sacramento County on obtaining their checklist

- Recommendations from the PC when options are presented to the Commission on various items

- A stronger leadership role from the PC on policy issues

Paul Harder agreed to submit a report of the results of the workshop to the Commission.

5. **The meeting adjourned around 1:15 p.m. to the next Commission meeting scheduled for Thursday, August 9th, 2001 at the Public Health Auditorium (1601 E. Hazelton Avenue) at 7:00 a.m.**