

Approved 9/08/2006

FIRST FIVE SACRAMENTO COMMISSION ADVISORY COMMITTEE
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RETREAT MINUTES: July 28, 2006

Attending Members: Jude Antonyappan (Chair), Al Blum, Ernie Brown, Effie Hubbard-Ruggles, Terry Jones (Vice Chair), Theresa Roberts, Amy Lin Tan, Tosca Toussaint, Betsy Uda

Absent Members: Matt Mengelkoch; Kathleen West (excused)

Staff: Alan Lange; Michele Watts

Commission Staff: Lin Batten, Doreen Diehl, Linda Fong-Somera, Debra Payne, Roger Resnikoff

Guests: Supervisor Roger Dickinson (Commission Chair), Michael Bayard, Rhythm Magic; Connie Chan Robison and Heather Hutcheson, Center for Collaborative Planning

Issues	Discussion	Actions/Recommendations
1. Call to Order & Welcome	The Chair called the meeting to order at 9:10 AM and welcomed members to the retreat.	
2. Team Building Activity Presented by Michael Bayard, Rhythm Magic	The Chair introduced the first presenter, Michael Bayard. Michael engaged the Advisory Committee members and others present in a team building activity involving percussion instruments. His interactive activity used rhythm and music to convey concepts such as leadership, interconnectedness, focus, synergy, listening and communication. (Michael Bayard's Rhythm Magic website: http://www.rhythmmagic.com/default.asp)	
3. Address from the Commission Chair Presented by Supervisor Roger Dickinson	Commissioner Dickinson discussed First 5 Sacramento's commitment to young children and families in Sacramento County. He emphasized the importance of healthy, positive early childhood experiences for each child's success in school and life. He thanked the Advisory Committee for its contributions and encouraged members to continue their efforts.	
4. Asset Mapping Activities Connie Chan Robison & Heather Hutcheson, Center for Collaborative Planning	Connie Chan Robison and Heather Hutcheson from the Center for Collaborative Planning led the Advisory Committee members through asset mapping activities: <ul style="list-style-type: none">➤ Members interviewed each other using a "Capacity Inventory" worksheet that focused on members' visions for children 0-5 in Sacramento, as well as their professional, civic and educational connections and expertise. Then the full group reconvened and the partners introduced one another and shared what they learned about each other.➤ Each member was asked to brainstorm a list of his/her formal and informal associations. Then each person reported the number of associations he/she came up with and the name of one. At the end of the process, members' had brainstormed 70 associations. Connie and Heather then walked the committee through the process of linking these associations to achieve specific outcomes or a larger purpose. Member expressed interest in doing more asset mapping activities in the future. (Center for Collaborative Planning website: http://www.connectccp.org/)	
5. Lunch	During lunch, members networked and then watch a short video showcasing several Community Building Initiative grantees. Copies of the video were distributed to members. Additional copies of the video, in VHS and DVD format, are available from Linda Fong-Somera (876-7386 / fongli@saccounty.net). Members are encouraged to help spread the message about the availability of CBI funding within their associations and to attend CBI events.	
6. Planning Activities	Over the course of the afternoon, the Advisory Committee discussed its role and responsibilities: <u>Review of Proposals and Applications</u> The Advisory Committee is charged with facilitating the review of proposals and applications submitted in	M/S Theresa Roberts/Al Blum to communicate the

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	<p>response to the Commission's competitive Requests for Proposals/Applications (RFP/A) processes. To this end, the committee will convene panels of approximately five individuals each with content area expertise to review proposals for Effective Parenting and Quality Early Care and Education, as well as applications for Breastfeeding Support Services. One or more Advisory Committee member(s) will be on each panel. The review panels will score the content of the proposals/applications submitted and forward scores and strengths and weaknesses to Commission staff.</p> <p>Clarification regarding the extent of the Advisory Committee's role in the final funding recommendations was requested. Staff clarified that the review of proposal/application content by the panels convened by the Advisory Committee is only one part of the review, as follows: Step 1- Screening (for completeness/ minimum requirements) Step 2- Advisory Committee Review Panels (proposal/application content) Step 3- Budget/Fiscal Review Step 4- Staff Recommendations Step 5- Commission Funding Decisions</p> <p>Proposals/applications that do not meet the minimum requirements in each of the first three steps (Steps 1-3) will not advance to the next step. In Step 4, Commission staff will determine funding recommendations. It is possible that a proposal or application that was successful through the first three steps will not be recommended, although this has never occurred. One scenario where this could occur would be staff's knowledge of a proposer or applicant agency's involvement in illegal practices, or similarly egregious activity. If the staff does not recommend an otherwise successful proposal or application, justification will be provided to the Commission for their consideration. The Commission makes the final funding decisions in Step 5.</p> <p>Given the multi-step process, the Advisory Committee approved a motion to direct staff to clearly delineate the elements of the review process, including what is, and is not, the role of the Advisory Committee, to everyone involved, including all applicants, proposers, and reviewers. During the course of the motion-making process for this issue, the Chair initially attempted to end debate; the prerogative of a Chair to take such action is in question. Staff will research this issue and report back at the next meeting.</p> <p><u>Support and Outreach Opportunities</u> Members expressed willingness to spread the word about CBI. Applications and brochures will be provided at the next meeting. The CBI application and background are also available here: http://sackids.saccounty.net/funding/cbi/index.html.</p> <p><u>New Work Plan</u> Time did not permit development of priorities or a work plan. Work will continue at the next few meetings.</p>	<p>multiple levels of review in the RFP and RFA process occurring October 2006 – January 2007 in writing to all proposers, applicants, and reviewers . Approved. ABSTENTIONS: Amy Lin Tan, Betsy Uda (Jude Antonyappan also abstained, as is required of her as the Chair, except in case of a tie).</p> <p>Michele will research Chair's discretion to terminate debate and report back at the September meeting.</p>
7. Wrap Up	<p>The Chair hoped that the Advisory Committee found the retreat to be a positive, inspiring experience overall. Members were asked to complete the Retreat Evaluation Survey and return it to Michele before leaving.</p> <p>The August Advisory Committee meeting was cancelled.</p>	
10. Adjournment	<p>The meeting adjourned at 3:00 PM.</p>	<p>Next Meeting: September 8, 2006 at 2750 Gateway Oaks Dr., Ste. 330.</p>