

Approved 11/09/2007

FIRST FIVE SACRAMENTO COMMISSION ADVISORY COMMITTEE
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Retreat Minutes: October 26, 2007

Attending Members: Ernie Brown, Jillian Faucett, Effie Hubbard Ruggles, Matt Mengelkoch, Alondra Thompson, Tosca Toussaint (Vice Chair), Betsy Uda, Kathleen West

Absent Members: Rod Howze (excused), Terry Jones (Chair) (excused), Amy Lin Tan (excused)

Staff: Michele Watts

Commission Staff: Lin Batten, Julie Beyers, Erin Blount, Kim Dahl, Doreen Diehl, Julie Field, Linda Fong-Somera, Carmen Garcia Gomez, Verronda Moore, Cathy Spivey

Guests: Commission Chair Roger Dickinson, Retreat Facilitators Tracy Pope & Sujei Gonzalez

Issues	Discussion	Actions/Recommendations
1. Welcome & Introductions	<p>(The Advisory Committee retreat was held at Sierra Health Foundation, 1321 Garden Highway, Sacramento, CA 95833. The value of this in-kind gift to First 5 Sacramento, (based on direct, allocated costs to Sierra Health Foundation and not market value) is \$1,080.00.)</p> <p>Retreat Facilitators Tracy Pope and Sujei Gonzalez welcomed committee members and staff to the retreat at 9 AM. They led the group through introductions and an activity where participants arranged themselves on a continuum of introvert to extrovert and discussed this.</p>	
2. Opening Remarks, Commission Chair Roger Dickinson	<p>Commission Chair Roger Dickinson addressed the group and discussed the value of the Advisory Committee's work. He also emphasized the importance of First 5 funding for supporting young children and families in Sacramento County.</p> <p>Committee member Effie Hubbard Ruggles thanked Roger for coming to the retreat and making the opening remarks.</p>	
3. Bios Activity	<p>Participants split into small groups and answered a series of biographical questions. Responses were recorded and the facilitators will compile this information for the committee. After the small group session, everyone came back together and each participant answered one of the questions about him- or herself.</p>	
4. First 5 Fact Sheet	<p>Commission Executive Director Lin Batten presented a fact sheet on First 5, prepared by Media Officer Erin Blount. The Fact Sheet provided background, purpose, current funding categories, funding allocation, and historical milestones, as well as a list of currently funded programs. The Fact Sheet will be a useful education and outreach tool for the Commission and the committee.</p>	
5. Team Exercise: Listening Habits	<p>The facilitators introduced the topic of listening habits, focusing on the bad habits we all have that impede good communication. Participants split into small groups and discussed some typical negative listening behaviors and then shared some of their discussion with the full group.</p>	
6. Annual Review	<p>Participants discussed recent accomplishments of the Advisory Committee, including members making the monthly report to the Commission, participation in the review process for the Community Building Initiative and the Improved Nutrition funding, and revision of the bylaws to increase the length of time members can serve on the committee.</p>	
7. Commissioner Input and Feedback	<p>Several Commissioners provided written or verbal feedback about the Advisory Committee prior to the retreat. The facilitators reviewed these comments, which included praise for committee members' efforts in the review process and on the Commission subcommittees, support for potentially updating the 2000 Community Vision document, potential work on best practices in currently funded strategies, and ensuring that membership includes individuals with expertise in the Commission's priorities. This input served as a starting point for agenda item 8, Discussion of Potential Projects.</p>	
8. Discussion of Potential Projects	<p>Committee members were most interested in considering an update of the Community Vision document, as well as finding ways to contribute to the use of best practices in Commission programs. For both of these potential projects, members wanted more information. Therefore, staff will provide a link to the Community Vision document, as well as the Implementation/Operational Plan Framework 2007-2010. Additional discussion of these topics will occur at the next meeting.</p>	
9. Conclusion	<p>The facilitators invited participants to share what went well, and what could be improved, at the retreat. Overall, the responses were positive, with members expressing satisfaction with the activities. Suggestions for improvement included having major documents, like the Implementation/Operational Plan Framework, on hand for reference, configuring the room to be more easily navigated by wheelchairs, and having more time. Michele thanked Tracy and Sujei for their efforts.</p>	

Issues	Discussion	Actions/Recommendations
14. Adjournment	The meeting adjourned at 1 PM.	Next Meeting: November 9, 2007, 2:30 PM – 4:00 PM