

Approved 1/11/2008

FIRST FIVE SACRAMENTO COMMISSION ADVISORY COMMITTEE
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MINUTES: December 14, 2007

Attending Members: Ernie Brown, Effie Hubbard Ruggles, Terry Jones (Chair), Matt Mengelkoch, Amy Lin Tan, Alondra Thompson, Tosca Toussaint (Vice Chair), Betsy Uda, Kathleen West

Absent Members: Jillian Faucett (excused), Rod Howze

Staff: Alan Lange, Michele Watts

Commission Staff: Julie Beyers, Kim Dahl, Doreen Diehl, Julie Field, Carmen Garcia-Gomez, Cathy Spivey

Guests: None

Issues	Discussion	Actions/Recommendations
1. Call to Order. Welcome & Introductions.	The Chair called the meeting to order at 2:40 PM and encouraged attendees to enjoy the holiday potluck snacks everyone contributed. Self-introductions were made.	
2. Chair's Report	The Chair circulated the sign-up sheet for the 2008 Advisory Committee's monthly reports to the Commission and encouraged members to volunteer. He also distributed the 2008 Advisory Committee meeting calendar.	
3. Minutes of November 9, 2007	The minutes of November 9, 2007 were approved as written.	M/S Ernie Brown/Alondra Thompson to approve the minutes as written. Approved.
4. Election of 2008 Officers	<u>Chair:</u> The current Chair asked the Vice Chair to preside over the election. Nominations were opened and member Alondra Thompson nominated Terry Jones to a second term as Chair. No additional nominations were made. Members approved the nomination. <u>Vice Chair:</u> The Chair opened the nominations for Vice Chair and nominated Tosca Toussaint to a second term. No additional nominations were made. Members approved the nomination.	CHAIR: Terry Jones VICE CHAIR: Tosca Toussaint
5. Community Vision Document: Report from the ad hoc Work Group	Ad hoc Work Group member Alondra Thompson reported the following: <ul style="list-style-type: none"> ➤ The work group envisions an update of the Community Vision Document that serves as a "Progress Report" with a secondary focus on educating the community about First 5 Sacramento. The specific goals of this project would be: 1. Check-in on First 5 Sacramento's progress to date; 2. Ask how First 5 Sacramento can be responsive to demographic changes in our region; 3. Increase knowledge and understanding of what First 5 Sacramento is/does in the community; and 4. Establish a timeline for future updates of the Vision. The work group would like to see First 5 Sacramento become as widely known and understood as the Post Office. ➤ The work group would like to talk with someone from the Center for Collaborative Planning, the consultant that developed the original Vision document, to get input about that process, lessons learned, etc. Michele will work on setting this up. 	
6. Review and Approval of 2008 Work Plan	Michele reviewed the Draft 2008 Work Plan. She noted that this work plan is based upon the three-year work plan the committee developed in the past, with the appropriate action steps for 2008 included. A few changes were proposed and reviewed in detail: 1. Action steps to create an inventory of members' expertise, for use in communicating relevant information with Commission staff and each other, were added; and 2. The action step of identifying Advisory Committee priorities from among the Commission's priority result areas was deleted (Rationale: the committee's priorities should be the same as the Commission's). The Draft 2008 Work Plan was approved as presented. Michele will distribute copies of the approved Work Plan for members to keep in their binders at the January meeting.	M/S Matt Mengelkoch/Alondra Thompson to approve the 2008 Work Plan as presented. Approved.
7. Commission Report	Kim Dahl, Senior Administrative Analyst, made the Commission report on behalf of Executive Director Lin Batten. Kim reported the following: <ul style="list-style-type: none"> ➤ The December Commission meeting was cancelled. 	

Issues	Discussion	Actions/Recommendations
	<ul style="list-style-type: none"> ➤ At the January 7, 2008 meeting, the Commission will consider approval of: 1. Mini grant funding recommendations; 2. The purchase of Sacramento City Unified School District's van for transportation and PR; 3. The potential purchase of a mobile health van from First 5 Fresno (pending agreement with Fresno); and 4. Augmentation of the contract with Philliber Research Associates (consultants in the development of the Cycle 2 School Readiness reapplication). ➤ First 5 California has developed a new Strategic Plan, with five goals. The goals are: 1. Focus on Policy Development; 2. Invest in Program Development; 3. Broaden Public Awareness; 4. Enhance Research and Evaluation; and 5. Strengthen Organizational Operations and Systems. A handout with additional details was distributed and can be provided by Michele upon request. <p>Additional details on many of the items listed above, including Commission agenda and meeting materials are available here: http://sackids.saccounty.net/meetings/commission-meeting/index.html .</p>	
8. Commission Staff Reports		
8a. Children's Health Initiatives	Program Specialist Cathy Spivey reported that a second Improve Nutrition RFA for Tot Lots has been released. There will be a mandatory applicants' workshop on Monday, December 17 th ; 15 attendees are expected.	
8b. Community Building Initiative	<p>Program Planner Julie Beyers reported the following:</p> <ul style="list-style-type: none"> ➤ In November, a panel reviewed mini grant applications and developed recommendations for funding. These recommendations will be considered for approval at the January Commission meeting. ➤ It is anticipated that the 2008 Mini Grant Application will be released in late December. There will be three application deadlines in 2008. 	
8c. School Readiness	<p>Program Planner Doreen Diehl reviewed the School Readiness Cycle 2 Planning and Evaluation PowerPoint that was presented to the Evaluation Committee in November. The presentation included information on the history/Cycle 1 of the School Readiness Initiative and the process being used in the development of a countywide plan for Cycle 2. Copies of the presentation can be provided by Michele upon request.</p> <p>Program Planner Carmen Garcia-Gomez thanked Advisory Committee members for contributing to the Commission staff's Adopt-A-Family effort. A family of five was identified through the Crisis Nursery and over \$600 in cash and gifts was donated. Gifts and a prepared meal will be provided to this family for the holidays.</p>	
9. Work Group Reports		
9a. Evaluation Committee	<p>Evaluation Manager Julie Field reported the following:</p> <ul style="list-style-type: none"> ➤ The new Persimmony data management system is going well and contractor compliance with data entry schedules is high. ➤ Development of the Longitudinal Parent Study continues. The content is being finalized and will soon be translated into other languages. Parent interviews are expected to begin in early 2008. 	
9b. Financial Planning Committee	Financial Planning Committee member Ernie Brown reported that the committee did not meet in November. The next meeting will be January 17 th . The committee will meet every other month in 2008, rather than montly.	
9c. Fluoridation Work Group	Fluoridation Work Group member Terry Jones reported that the group has not met recently. The next meeting will be in January.	
10. Membership Report	Michele reported that the seats for the Adult and Aging Commission and the Mental Health Board are still vacant. Two new community members are expected to be appointed by the Commission in January. Members who participated, or will participate in, interviews with these potential new members are Ernie Brown, Terry Jones, Alondra Thompson, and Tosca Toussaint.	
11. Future agenda topics	None.	
12. Announcements	None.	
13. Public comments	None.	
14. Adjournment	The meeting adjourned at 3:55 PM.	Next Meeting: January 11, 2008.