



Policy Committee Meeting Agenda

May 10, 9:30 am – 11:30 a.m.
North Coast Builders Exchange
1030 Apollo Way, Santa Rosa, CA 95407

All supporting documents are available at www.UpstreamInvestments.org and at the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours. For accessibility assistance with this agenda or supporting documents, please e-mail Upstream@schsd.org or call 707.565.8797.

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|--------------|--|------------------------------------|
| 9:30 | Welcome, Introductions, Agenda, Minutes - ACTION ITEM | Oscar Chavez |
| 9:35 | Staff Updates | Oscar Chavez |
| 9:45 | Shared Measurement Highlights | |
| | <ul style="list-style-type: none">• <i>READY Findings</i>• <i>Information Sharing Memorandum of Understanding</i> | Dana Pederson
Oscar Chavez |
| 10:15 | Procurement Procedures Ad Hoc Committee Next Steps | Oscar Chavez |
| 10:35 | Upstream Investments Core Functions & Policy Committee Role | Kellie Noe/
Nora Mallonee-Brand |
| 11:25 | Public comment
<i>Please limit comments to 3 minutes</i> | Public |
| 11:30 | Adjourn | |

Upstream Investments Policy Committee 2017 Meetings

All meetings are held from 9:30 – 11:30 a.m. at North Coast Builders Exchange, 1030 Apollo Way, Santa Rosa
August 9, November 8



Wednesday, February 8, 2017 Policy Committee Meeting Minutes
 9:30 a.m. – 11:30 a.m.
 2227 Capricorn Way, Santa Rosa, CA 95407

Attendees (listed alphabetically)

Angie Dillon-Shore, First 5
 Barbara Fitzmaurice, County Counsel
 Elece Hempel, Petaluma People Services
 John Hartwig, Information Systems Department
 Karen Fies, Human Services Department
 Karin Demarest, Community Foundation
 Lisa Gebhart-Longhurst, District Attorney
 Lisa Wittke Schaffner, John Jordan Foundation
 Marianne McBride, Council on Aging
 Meg Cadiz, Redwood Credit Union
 Mike Kalhoff, United Way of the Wine Country
 Peter Rumble, County Administrator’s Office
 Rob Halverson, Probation Department
 Rocio Isabel Rodriguez, Youth Member
 Shirlee Zane, Board of Supervisors
 Soledad Figueroa, River to Coast Children’s Services

Steve Herrington, Sonoma County Office of Education
 Susan Gorin, Board of Supervisors
 Tim Reese, Community Action Partnership

Staff:

Oscar Chavez, Project Manager
 Kellie Noe, Project Manager
 Shannon Torres, Project Staff
 Holly White-Wolfe, Project Staff
 Leah Murphy, Project Staff
 Phyuysin Myint, Project Staff

Members of the Public:

Lisa Valente, Public Defender’s Office

Topic	Discussion	Decision	Next Steps
Welcome, Introductions, agenda, minutes – ACTION ITEM	Oscar welcomed the Policy Committee and reviewed the agenda. A motion was made by Supervisor Gorin and seconded by Angie Dillon-Shore to approve the minutes from August 10, 2016.	Motion to approve the August 2016 minutes: Yes – All No – 0 Abstain – 0	None
Staff Updates	Oscar introduced Kellie Noe, as the new Program Development Manager for Upstream Investments. He also introduced Leah Murphy, as the new Training and Technical Asst. Manager, and Phyuysin Myint, as the new READY Manager.	None	None

Topic	Discussion	Decision	Next Steps
	<p>Oscar provided an update on programs added to the Portfolio since August 2016: There are currently 104 programs on the Portfolio. Since we met in September, 10 applications have been approved to the Portfolio, including 6 unique programs.</p>		
<p>Board Approved Next Steps and Annual Work Plan</p>	<p>Oscar reported that the 7 Recommendations to the Board and 1 additional staff position for Technical Assistance were approved in August 2016. The priority areas are:</p> <ul style="list-style-type: none"> • Aligned Initiatives • TA and the Portfolio • Community Engagement • Stewardship • Shared Measurement <p>Oscar introduced the handout outlining the 2017 Policy Committee Planning timeline, which aligns with the Systems Change Evaluation recommendations.</p>	None	None
<p>Shared Measurement Next Steps</p>	<p><i>Keeping Kids in School – How best practices and shared measurement are helping reduce truancy.</i></p> <p>Lisa Valente, Keeping Kids in School Program Manager with the Probation Department, presented the program. This is the first prevention program that the Probation Department is conducting. The program provides case management services for truant K-12 students and their families, with an emphasis on early intervention to prevent school disconnection and future entry into the justice system.</p> <p>Case managers are trained to support 3 different tiers of truancy. Most interventions are home and school based. Lisa explained how the Apricot software system is used for data collection and evaluation.</p> <p>Discussion: Supervisor Zane asked how the data is shared, in regards to case management. How do we know which services are being provided to different families?</p> <p>Supervisor Gorin talked about the fear in the community. Parents are asking for documentation to show that their children have been going to school here. They are also asking to withdraw their names from certain lists, which could affect data sharing.</p> <p>Tim Reese stated that there are employees in his organization that are requesting leave from work, so they can leave the country, work out their visa paperwork, and then hopefully come back into the country. There is great</p>	None	None

Topic	Discussion	Decision	Next Steps
	<p>concern that families are being impacted by worry, which also affects children in school.</p> <p>Kellie Noe added that Upstream will be piloting a joint data-sharing agreement between Probation, Health Services (including First 5), and Human Services, using data from one school district. The goal is to expand to other school districts.</p> <p>Steve Herrington expressed his concern that student’s information is protected and would be difficult to retrieve.</p> <p>Kellie explained that there is a FIRPA regulation where students’ information can be collected for evaluation purposes only.</p> <p>Supervisor Zane commented that the Board of Supervisors recently passed resolutions that will protect immigrants, along with providing many resources. If anyone needs more information, they can contact Peter Rumble.</p> <p>Rob Halverson shared that the Chief Probation Officers of California have introduced legislation which will allow the Probation system to share data information. Barbara Fitzmaurice said this will be very helpful with confidentiality for youth that are in the child welfare system and juvenile probation system.</p> <p>Oscar thanked the Probation Department, because these children are not part of the probation system yet. They are choosing to use the monies and invest upstream to mitigate the potential and costly impacts for children down the road.</p> <p>Oscar mentioned that this is one pilot that is being used, another pilot is with FY&C. The goal is to be more efficient, and to better serve our clients.</p>		
<p>Incorporating Upstream Principles into Procurement Procedures</p>	<p><i>The Strategy Team developed the recommendation to embed Upstream principles in procurement procedures.</i></p> <p>John Hartwig, Information Systems Director, led a discussion on implementing Upstream principles in procurement processes to assess the impact on shared outcomes.</p> <p>Discussion: John talked about how the procurement process needs to be consistent within the County departments. The grant process needs to be easier to understand, and also easier for funders. The County should look at the funding from the top. There are complexities coming from the federal and state levels. Everyone should be</p>		

Topic	Discussion	Decision	Next Steps
	<p>involved in the grant requests, and make it less administratively demanding.</p> <p>Supervisor Zane expressed empathy for the providers. Everyone needs to be on the same page.</p> <p>Rob Halverson agreed, and suggested that the County raise resources so that CBOs can hit the bar.</p> <p>Peter Rumble agreed and added the County needs to provide support and infrastructure for providers.</p> <p>Karin Demarest shared that as a funder, she supports capacity building, and taking the time to be part of Upstream. The Funders Circle has put it at the top of their meeting agendas.</p> <p>Angie added that CBOs and private funders need to be part of the conversation. Capacity building and sustainability help to strengthen the infrastructure.</p> <p>Elece mentioned that it is grant-writing season right now. Her organization is not sustainable; they will always need grants. She appreciates that the group is talking about looking at the whole picture.</p> <p>John Hartwig encouraged everyone to look at examples of grants that are clearly written, and to start collecting them.</p>		
<p>Policy Committee Strategic Planning – ACTION ITEM</p>	<p><i>Strategy Team Update and Next Steps</i></p> <p>An Ad Hoc Strategy Team was formed at the August 10th Policy Committee meeting to examine the LFA Systems Change Evaluation recommendation to revisit the Policy Committee mission. The Strategy Team developed these recommendations:</p> <ul style="list-style-type: none"> • Embed Upstream principles in procurement procedures • Deepen integration with Health Action • Update vision and mission • Clearly define Policy Committee purpose <p><u>1st Action Item:</u> To convene a County workgroup to review procurement procedures and create recommendations for integrating Upstream principles.</p> <p>Discussion: Managers and County Council will be needed, and an approval by the Department heads and the Board of Supervisors so the group can move forward. It was suggested that the largest CBOs be at the table for</p>	<p>Motion to approve the procurement workgroup: Yes – All No – 0 Abstain – 0</p> <p>Motion to approve data sharing workgroup: Yes – All No – 0 Abstain – 0</p>	<p>Staff will send out a letter asking for a representative from your organization/ department to participate in these workgroups.</p> <p>These items will be on the agenda for department heads for a future date to</p>

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	<p>their input, and also funders, program managers, procurement, purchasing and legal professionals.</p> <p>A motion was made by Angie Dillon-Shore and seconded by Tim Reese.</p> <p><u>2nd Action Item:</u> To reconvene a data sharing work group aligned with Health Action.</p> <p>Discussion: The group will refresh their approach to shared measurement beyond the pilot phase, and work with the Health Action integration plan. Karin Demarest expressed concern about another meeting group being formed, but is very happy that there is integration between Health Action and Upstream.</p> <p>A motion was made by Karin Demarest and seconded by Supervisor Zane.</p>		<p>discuss and address concerns.</p>
Public Comment	None.	None	None
Adjourn	Meeting adjourned at 11:15 a.m.	None	None



Implementing Evidence and Outcomes into the Procurement Process

Purpose: Improve community outcomes, reduce costs and strengthen accountability by incorporating evidence into the County procurement process to inform decisions about investments that are supported with public funds.

Why this Matters: “Local governments frequently rely on community-based organizations to serve individuals and families. In 2012, according to the Urban Institute, governments spent approximately \$80 billion through contracts or grants on human service programs that were delivered by nonprofit organizations. Given the critical role these organizations play in assisting vulnerable populations, policymakers should take steps to ensure that whenever possible, funds are invested in programs and services that are proven to work. One promising strategy government leaders can use is to incorporate evidence requirements into their contracting and grant processes.¹”

Proposed strategy: Establish protocols within the County procurement process to prioritize evidenced-based investments that are proven to work. For maximum impact, protocols should incorporate Upstream Investment principles of investing early (in prevention efforts), investing wisely (in policies and programs proven to work) and investing together (aligning investments for maximum impact).

Proposed Process:

1. Understand how other local jurisdictions have approached incorporating evidence and outcomes into their procurement process (see examples on page 2).
2. Map the landscape of the current County procurement process, including RFP/RFQ requirements, proposal evaluation criteria, selection process, and contact initiation, monitoring and close-out.
3. Map how the current County procurement process could connect to Upstream Investment Portfolio requirements, as well as best practices from other Counties that have incorporated evidence into their procurement process.
4. Based on findings from 1 -3 above, in partnership with appropriate internal and external partners, develop and vet potential processes to incorporate evidence and outcomes into the County procurement process.

Convene an ad-hoc procurement committee to discuss and vet potential proposals for incorporating evidence and outcomes into the County procurement process, where appropriate and possible. We

¹ How to Use Evidence in the Contracting Process. The Pew Charitable Trusts, December 6, 2016. Available at <http://www.pewtrusts.org/en/research-and-analysis/issue-briefs/2016/12/how-to-use-evidence-in-the-contracting-process>



acknowledge that some contracts will not be appropriate for this process and will propose inclusion and exclusion guidelines.

Ad-hoc procurement committee timeline: Meet monthly from June – November, 2017 with representatives from the below organizations.

- General Services
- Health Services
- Sonoma County Office of Education
- County Administrator’s Office
- Information Services Department
- Probation
- Human Services
- Community-based Organizations
- Community Development Commission
- City of Santa Rosa

EXAMPLES OF EMBEDDING EVIDENCE INTO THE PROCUREMENT PROCESS

Santa Cruz County, California

In 2015, the Probation Department at Santa Cruz County issued a request for letters of interest (LOI) for community-based organizations to provide evidenced-based intervention and re-entry services with approximately \$2.4 million in A.B. 109 Public Safety Realignment funds. The LOI guidelines state that programs and services receiving funds must demonstrate evidence of effectiveness, and be implemented with fidelity. Applicants are encouraged to consult select clearinghouses that identify hundreds of programs that have been rigorously evaluated, such as the Results First Clearinghouse database. The LOI also specifies that chosen grantees must work with the Probation Department to develop a common set of outcome measures and submit routine reports that include program evaluation data and fidelity monitoring information.

Napa County, California

In 2017, Napa County Health and Human Services Department released a request for proposals (RFP) for community-based organizations to provide evidenced-based programs and services with approximately \$1.1 million in Tobacco Master Settlement Agreement funds. The RFP scoring criteria allot significant points to evidenced-based program designs implemented with fidelity, well-designed evaluation plans and community collaborations that eliminate duplication to increase efficiencies.

Sonoma County, California

Upstream Investment staff is providing technical assistance to Valley of the Moon Children’s Center to embed evidence and outcome requirements into a Request for Proposal (RFP) for quality foster resource family training and support services. Upstream Investment staff facilitated a working session to clarify core training requirements and outcomes, and provided examples of how to incorporate evidenced-based training outcomes into RFP language.