



**Steering Committee Meeting Minutes**

Wednesday, March 27, 2019

3:00 – 4:00 p.m.

Family Justice Center

Attendees (listed alphabetically)

David Koch, Probation Department  
 Elece Hempel, Petaluma People Services Center  
 Steve Herrington, Sonoma County Office of Education  
 Susan Gorin, Board of Supervisors

Staff:

Helen Simi, Project Staff  
 Kellie Noe, Project Staff  
 Oscar Chavez, Project Staff

Topic	Discussion	Decision	Next Steps
<b>Welcome, Agenda, Minutes</b>	A motion to approve the January 2019 minutes was made by Supervisor Gorin and seconded by Dr. Herrington.	Approve minutes from Jan. 2019	
<b>Additions &amp; Announcements</b>	<p>Elece encouraged everyone to attend and support Petaluma Bounty's 9th Annual Plant Sale on Sunday, April 28th from 9am to 3pm at the Bounty Community Farm- 55 Shasta Ave. Petaluma, CA off Petaluma Blvd. Proceeds from the Annual Spring Plant Sale support the Bounty Community Farm Programs and other initiatives that provide healthy food to low-income families and seniors that may not otherwise be able to afford it. Pass on the word!</p> <p>Oscar announced that the Social Progress Index for California Counties is released. The Index measures progress in 56 of the state's 58 counties, and draws on 55 indicators of social and environmental outcomes and each score is grouped into 3 broader themes: Basic Human Needs, Foundations of Wellbeing, and Opportunity. Upstream will link our work to the Social Progress Index. Sonoma County ranks 11 out of 56 in this report. Check it out at <a href="https://www.socialprogress.org/index/california/results">https://www.socialprogress.org/index/california/results</a>.</p> <p>Kellie provided an update on UI's ongoing trainings developed from the refreshed Coaching model. To date, 10 trainings have been completed by 69 unique participants from 50+ unique organizations. One focus is on the concept of creating a Learning Community. David asked what information was used to inform the new Coaching model series. The series was developed using:</p>		

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	<ul style="list-style-type: none"> <li>• Systems change evaluation conducted by LFA</li> <li>• Input from organizations</li> <li>• First 5 survey on barriers to implementing evaluation and using data</li> <li>• SSU student’s Capstone Project focused on our Portfolio process and how to make improvements.</li> </ul> <p>UI staff continues to be open to feedback to continue developing courses and refining curriculum. Supervisor Gorin stated that Vintner’s wants to connect with Upstream to discuss investing in the Initiative. Kellie will reach out to them.</p>		Kellie reach out to Vintner’s in re funding opportunities.
<b>Governance</b>	<p>Members spent a few minutes reviewing the revised charter. With the agreement of the members, we will remove the numbered list from the first paragraph of the charter. A motion to approve the charter with the discussed revision was made by Dr. Herrington and seconded by David. All approved.</p> <p>Members discussed changes to the meeting schedule. Kellie suggested reducing the frequency of the Steering Committee meetings from 8 times per year to quarterly, and increasing the duration of the meetings. Supervisor Gorin agreed that less frequent, longer meetings would allow members to have deeper discussions and more efficiently support development of Policy Committee meetings. Supervisor Gorin will not be able to attend April’s Steering Committee meeting.</p> <p>Oscar led a brainstorming on nominations for two open Steering Committee seats. Members made suggestions on potential nominations from community foundations, business community, funders, early childhood education and local non-profits. Dr. Herrington proposed that Upstream staff provide the committee with a profile of each potential nominee at the April Steering Committee meeting for members to put to a vote. The two nominees decided upon by the Steering Committee and will go to the Policy Committee for approval.</p> <p>Dr. Herrington will designate Debra Sanders, SCOE’s Foster and Homeless Youth Education Services Coordinator to serve on Policy Committee and he will retain his Steering Committee seat.</p>	<p>Approve charter with changes.</p> <p>Approve meeting schedule of 3 - 4:30 PM quarterly, months before the Policy Committee meetings starting in July.</p>	Develop profiles of possible new members to Steering Committee for committee to review in April.
<b>Policy Committee Debrief</b>	<p>Elece and Supervisor Gorin agreed that February’s Policy Committee meeting was small but successful, and that the story told by Mentor Me was powerful. Supervisor Gorin would like to have Corazon or another smaller CBO in our County present at the Policy Committee meeting. Members agreed that the Supervisor Gorin also suggested a promo in advance of Policy Committee meetings encourage attendance.</p> <p>Members reviewed the Impact Report template developed by Upstream staff. Staff will upload reports made using the template to the Upstream website. Elece recommended adding funders to the Report template.</p>	Post Policy Committee meeting PowerPoints on Upstream website.	Revise Impact Report template to include funding sources for programs.
<b>Refresh the Message!</b>	Helen provided a summary of the February Policy Committee activity in which members worked to define Upstream in 2-3 sentences using user-friendly, jargon-free language. The language that came out of this exercise was used to inform the draft language for the Upstream landing page on the HSD website. Members		Make suggested changes to

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	<p>spent a few minutes reviewing the proposed language for the landing page. There was a discussion about changes to the third paragraph of the draft.</p> <p>The survey and activity on the reverse page of the landing page draft was postponed due to time.</p>		Landing Page language.
<b>Public Comment</b>	None.		
<b>Adjourn</b>	4:05 PM		None