

**SUN Service System Coordinating Council  
Joint Ownership/Shared Responsibility Workgroup Meeting**

July 30, 2009  
Multnomah Building  
3:00-5:00pm.

## **MEETING NOTES**

### **Attendance**

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Lisa Turpel (Co-Chair), Lorena Campbell, Dunya Minoo, Rebecca Stavenjord, Diana Hall, Lori Kenney

### **Connection & Leverage of Partnership Efforts**

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#### Leadership Matrix:

The group reviewed a matrix of leadership in the following groups: Leaders Roundtable; SUN SS Sponsors; MOU Leadership; Commission on Children, Families and Community; Education Cabinet; Superintendents Council; and the Portland Plan Committee and agreed it is important to fully understand each group's role and purpose. Regarding these groups, discussion included:

- Staff can take a significant role in helping leaders use their time wisely in several ways:
  - Direct issues to the appropriate action body to avoid groups taking on similar issues. Be thoughtful and selective about what is on each group's agenda.
  - Review calendars of all upcoming meetings to avoid meetings occurring during the same timeframe
  - Take caution in adding new work without ensuring capacity to take it on -- many leaders and staff already have a full plate
- Leaders Roundtable could be interested in reviewing leadership overlap also because of their interest in STRIVE
- Consider attaching the SUN Sponsor meeting to the end of Leaders Roundtable meeting
- Leaders Roundtable and Education Cabinet have similar purpose. Life of Cabinet may have shorter duration.
- Clarify role of the County Commission on Children, Families and Community – are they similar to DHS with both a local and State jurisdiction? Sometimes they are a silent funder; seen as part of the County. Should they have a seat on the SUN SS Coordinating Council?

#### Operations/Programs & Policy/Governance:

Staff will develop a matrix of membership for the following groups: MOU Operations, SUN Coordinating Council, Education Cabinet Strategy Team and Education and Life Success Workgroup.

### **Written Agreement**

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The group discussed developing a written agreement for SUN as a tool to help leaders of the several groups understand what they have signed on to and agreed to support. This is especially important when leadership changes. Begin with a legal global document of all the governing groups key to the system. The document should stand on its own and include values, principles, and agreement of how leaders will work together with a list of appendices or separate exhibits for additional agreements (documents for potential use as resource or base agreement: MOU, Joint Use, IGA, Benefits/Commitments). The document should include regular review dates for the agreement.

At the next meeting, those interested will use the last half hour to look over the various current agreements and consider the best next step for the written agreement.

### **Identifying & Building Champions**

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Key questions: 1) Where are resources that would strengthen SUN's delivery model and how do we access those resources? 2) Who are the natural allies for each of the audiences?

Deliver the message at the same time as the Every School a SUN School message.

### Audiences/Connections

#### City Council

- Staff would prepare the presentation, coordinate with SUN families; Nick and Sam would sponsor on Council Calendar
- Presenters: Lorenzo (Coordinating Council); Rich Brown (Business); Tom Rinehart (Chair's Office), Bob McKean (Districts)
- Should other city departments be included?

#### Mayor

- Ted and Karen Gray

#### Commissioner Fish (Housing and Parks)

- Lorenzo and Bob McKean
- Consider including Margaret Van Vleet

#### Board of County Commissioners

- Ask Lorenzo
- Do we want to include other county directors?

#### School District leadership, School Boards

- Do Boards need individual presentations?
- PPS includes Board Committees
- PPS/Cliff wants SUN presentation to Board this year

### **Next Steps**

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- *All:* Review the MOU to see if it will serve as the base agreement with other agreements linked
- *SUN Staff:* Update Leadership Matrix and develop an Operations Matrix
- *SUN Staff:* Begin filling in grid for outreach plan
- *Lisa T:* Bring new PPR/PPS joint use agreement to next meeting
- *Diana:* Bring sample IGA to next meeting

### **Next Meeting**

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The next meeting was set for Wednesday, August 19 from 10:00 – 11:30 a.m. at the Multnomah Building, Room 635.