

SUN Service System Coordinating Council

April 6, 2007
8:30-10:30 a.m.

MEETING NOTES

Attendance

Members Present: Chuck Diamond, Joanne Fuller, Barbara Kienle, Krista Larson, Lee Cha, Miranda McDonough, Lisa Pellegrino, Lorenzo T. Poe, Willie Poinsette, Marina Rulevskaya, Bill Scott, Mary Richardson, Ted Wheeler

Also Attending: May Cha, Diana Hall, Hector Roche, Peggy Samolinski

Welcome and Vision

County Chair Ted Wheeler welcomed everyone. He explained that the Coordinating Council was formed as part of the recommendations from the School Age Services Task Force.

The composition of the group was also based on these recommendations. Groups and organizations were asked to designate one primary and one alternate representative for Council membership. The expectation is for the primary and alternate representatives to keep each other informed so that if the primary representative is unable to attend, the alternate will be able to attend and be prepared to engage in the process. He asked for consistency in attendance at these meetings.

The Coordinating Council will provide high-level system oversight and support to the SUN Service System (SUN SS). This group will work out the details of key partnership questions that were defined by the Task Force, including further definition of the core services for the SUN SS, siting of services (geographic equity), and funding of the system.

He is committed to the process and, although he will not be chairing, will be at the meetings on a regular basis and staying up to date about what's happening with the Council. Senior Policy Advisor Lorenzo Poe will be chairing the Coordinating Council on his behalf.

Start-ups

Review Agenda and Desired Outcomes

Lorenzo Poe reviewed the agenda and desired outcomes for the meeting. He introduced some of the staff that will be available to support the group: Hector Roche and Diana Hall will help with facilitation of meetings, May Cha will be recording and providing other staffing assistance, Peggy Samolinski and her staff will be called upon as needed to provide SUN SS information and updates, and other County staff will be called upon as needed.

Questions were asked about what the timeline was for the group and whether the group is permanent or temporary. Ted Wheeler was clear that the Coordinating Council is a permanent group and, although the current members may not be able to participate for the life of the group, he asks for their initial commitment. He further stated that the County, at the request of the Task Force, is staffing the Council for the first year, and that it was anticipated that another partner would Chair and staff the Council in future years. Lorenzo Poe added that the timeline would be driven by some key factors, including the RFP (Request for Proposals) for the SUNSS that is scheduled to be released in the winter 2007/8 and the

budget process. Finally, Hector Roche said that a charter would be developed to provide clarity around roles and purpose of the group.

Council Parameters

Lorenzo Poe reviewed the vision for the SUN SS as set forth by the Task Force. He emphasized that this group has the opportunity to make the vision a reality through joint ownership. Members then reviewed the Coordinating Council description and initial scope of work as described by the Task Force.

Ted Wheeler explained that the Council membership was purposefully kept small because of the tremendous amount of work that needed to be accomplished. However, this also means that there will be a lot of subcommittees formed that will need additional participation from others. If people inquire about participation and membership, make sure to let them know that they can participate on one or more of the subcommittees that will be forming. In addition, anyone is encouraged to attend the meetings to listen in if interested.

Who We Are

Hector Roche facilitated an opening Q & A team activity. Each member was asked to identify one fear and one hope about where things will be at the end of the first year. The challenge, then, would be to realize the hopes and deal with the fears (i.e. things that might get in the way). Hector indicated that these lists would be revisited periodically to assess our work to meet the hopes and conquer the fears.

Hopes

- Have a good template/plan for working together
- Finish unfinished work of the Task Force
- Common understanding of vision and real ownership of it from leaders and community
- Vehicle to sustain the system that will allow for future growth
- Equity of services regardless of geographic locale
- Our collective ownership of decisions
- Evolve forward using tools already created
- Maintain status as a role model (SUN SS)
- Operationalize service delivery to create seamless integration through SUN SS
- Continue to move forward
- Ensure that voice of youth and directly impacted students are included
- Student voice is heard, not forgotten
- See the whole elephant (full range of SUN SS and others not yet included)
- Ownership fully integrated
- Focus on concrete guidance vs. philosophical discussions
- Tacit agreement on what to do when there's not a consensus
- Think globally – beyond self-interests, political issues. Always community-based

Fears

- Bog down in turf issues and egos
- Narrowing scope of vision and reality of services provided
- Time commitment given other work
- Pick each other off based on turf issues, own belief systems, who feels they have the greater need (self-interests vs. larger group interests)
- Not able to make decisions fast enough to keep up with critical decisions needed this year
- Will forget work already done
- Funding alignment and existing funding infrastructure
- Don't lose what we've done already
- Stay motivated, have time and energy to be motivated
- Won't include families that need services (geography)
- Too hard!

- Won't maintain will
- This work is happening 3 years later than it should
- We'll give up on each other
- Communication – misinterpretation of what is said here

Operating Agreements

Members began identifying some operating agreements. These are not final and the group will re-visit this agenda item in the next meeting to edit as needed and further define some topics.

Role of Council and Members

- Members are representatives of the Coordinating Council as well as their organization/group/etc. As such they will serve as *liaisons* back to those they represent and are responsible for *advocating* Council decisions and recommendations to those they represent
- Council serves an *advisory* role
- Council will drive systemic change
- Members will act as “early warning system,” bringing voices and issues to the table to help inform Council of community feedback, issues, etc.
- Council role is to “sell” their recommendations and decisions to those who make the final decisions (political leaders)

Decision-making

- Some form of consensus is desired – “everyone can live with the decision and will support it”
- Need to identify fall back option in cases where consensus may not be possible

Logistics

- Council will meet two times a month: 1st and 3rd Fridays of the month
- 8:30-10:30 a.m. at Multnomah Building
- An alternate representative should be identified for each member. Please get this information to Lorenzo Poe or May Cha.
- Meeting notes will be available within a week of each meeting. Notes will be sent to the members via email as well as posted to the Coordinating Council website at www.co.multnomah.or.us/suncc

Communication

- Requests for information/comments about the Coordinating Council by the Media will be referred to Chair Wheeler's Office.

Creating Community

Hector Roche facilitated a discussion around what members need in order for the group to be a safe place for their participation. This list was generated.

- Confidentiality
 - What is said here stays here
 - Identify the confidential statement
 - Have a communication plan at each meeting
- Consistent attendance by members with minimum use of alternate representatives
- Respectful disagreement that is non-judgmental and no attacks
- Keep an open mind to new and different ideas

- Listen to understand
- Accept that you come in with your own biases and address them openly (group ownership)
- Come to meetings prepared
- Begin and end meetings on time
- While you're here, be here
 - Turn off cell phones, Blackberries, etc.
- Stay focused and listen
- Limit side conversations
- Be kind

Next Steps

Members reviewed a draft outline of the agenda for the next three meetings.

Council will need to determine a timeline for their work. Joanne Fuller and Peggy Samolinski gave some details about the Request for Proposals (RFP) and its impact on the timelines of the group. Competitive procurement is the required process by which agencies re-apply to compete for contracts to deliver services through the SUN SS. The current RFP is scheduled to end on 6/30/08 and thus new contracts through this RFP will begin July 2008. The Council and its subcommittees will need to address some specific issues that impact the RFP by October 2007 so that the RFP writing and letting process can take place by early Winter 2008. Some of these specific topics include resource allocation, core services, siting of services, and system ownership; all of these were topics identified by the Task Force as relevant for the SUN Service System Coordinating Council to address. Peggy Samolinski will bring a timeline for the RFP to the next Council meeting to assist the Council as they define their priorities and timeline.

Other Information Needed

Members were asked to identify any other information they need in order to do their work.

- SUN Service System – Peggy Samolinski will join the next meeting to provide an overview of the SUN Service System
- Other Systems – Information about other systems (such as DHS) that we're trying to align with the SUN SS

Communication Plan

Members will be responsible for circulating minutes to others who they think should have them. As stated, minutes will be posted on the Council's web site: www.co.multnomah.or.us/suncc There were no other specific items from this meeting that members felt they needed to communicate or not communicate outside of the group.

Homework

- Review the Coordinating Council charge and consider priorities and timelines for the discussion at the next meeting
- Think about other information that members need
- Each member should define a communication strategy for getting information to those they represent and bringing in feedback from others. To do this, members need to be prepared to define who they represent.

Evaluation

Positives about this meeting

- Respectful communication
- Name Tents
- Facilitation (allowing Lorenzo Poe as the Chair to participate)
- Circular seating arrangement
- Staying on time
- Visual and auditory

Changes to the meeting

- Receive materials in advance
- Introduce people attending to listen in
- Make name tents 2-sided
- Create table of contents labels for binders as it evolves
- Create binders for alternates
- Create a calendar of meeting dates for the rest of the year

Next Meeting

The next meeting will be on Friday, April 20, 8:30-10:30 a.m. at the Multnomah Building, Room 315 (501 SE Hawthorne).