



PCN Administrative Team Meeting : June 22, 2007 (9-10) Minutes

Attendees: Cynthia Spears, Jan Shonkwiler, Barbara Gunther, DeAnne Thornton, Veronica Blake, Holly Harper (Absent: Jim Gandley)

1) Review PCN Strategy Team meeting

- Good to see new faces. Need to make an effort to bring in some of the older PCN members.
- Administrative Team could play a larger role in these meetings.
- Next meeting is 9/19 (Wed. from 10-12)
 - Agenda topic: new media training for at least one-half of it, updates for the rest (Jan referred us to City of Roseville's new media person Meghan McPherson to assist)
 - **Action: Streamline** to provide evaluation forms after these meetings for feedback

2) Member and Partner Update

- Continue to work on building partners with cities and elected officials
 - Potential targets: Auburn, Lincoln, UC Davis, Health Net, Pride
- Increase communications efforts to new and old members
- Get PCN accomplishments out in general media
- **Action: Streamline** will pull together a media plan and will leverage the Admin. Team for feedback (serving as default communications committee)
 - **Ideas:**
 - Have a community collaborative column in local papers (work with Gold Country media)
 - Get in HHS staff newsletter
 - Work with Veronica's photographer & writer to do spotlights
 - Highlight PCN as we launch our new projects: Transportation, Wellness, TAC
 - Candace → contact for radio spot
 - Join the local chambers of commerce (evaluate)

3) Retreat Details

- The group agreed that strategy team members and "front-line supervision/leadership staff" could attend the meeting
- The team also agreed that partners who give greater than \$20,000 per

year get 2 free passes to the retreat (Sutter and HHS)

4) Streamline contract

- Jan made some edit recommendations to make the PCF boiler plate at the front of the proposal more accurate with the streamline scope of services.
- Jan recommended making more explicit the administrative support level of service (\$60,000) and the anticipated project support services (currently \$30,000)
- No other comments

5) Formalizing 1,3, yrs. goals and objectives per budget

- **Action:** Lauren is going to map 1 & 3 yr. goals and objectives more explicitly now that we are moving towards sustainability and have several key projects underway.

6) Project updates

- Very brief updates were provided. All projects are moving forward nicely. Here are some highlights
 - Transportation – Health Net has joined as a partner. Placer County HHS is also coming to the table. Launch is set for fall 2007.
 - Wellness Fund is in place. Program testing is underway for employee giving program. Pride is joining the committee.
 - TAC – Needs Assessment is almost complete. Hope to share with PCN strategy team soon. Launch is Sept. 2007.
 - Workforce Excellence – a workforce survey is underway. Results will be shared in fall 2007.

7) Other topics:

- Latino Leadership Council – is currently working on how they want to better serve their constituency. It was thought that PCN could assist them in facilitation and planning.
 - **Action:** We will take this to the strategy team in the fall to see what they would like to do.