



**I. Meeting Overview and Introductions**

**a. Attendees:** Maureen Bauman, Placer County HHS/ASOC; Bud Bautista, Placer County HHS/CSOC; Veronica Blake, Placer Community Foundation; Cindy Brundage, Placer County HHS/CSOC; Dr. Richard Burton, Placer County; Ann Engelbrecht, Roseville Home Start; Charles Frost, St. Vincent De Paul Society of Roseville; Tom Grayson; Karen Green, PCPC; Barbara Guenther, ARC; Holly Harper, Sutter Health; Alan Hayashi; Jon Kerschner, Sierra Family Services; David Loya; Tink Miller, PIRS; Lauren O'Brien, Streamline Consulting Group; Diane Shively, UACC; Jan Shonkwiler, City of Roseville; Keri Thomas, Sutter Health; DeAnne Thornton, CAPC; Leslie Woodman; Leah Glass, Placer County, HHS CSOC-Administrative Support

**II. Update:** Lauren O'Brien facilitated the meeting presenting PowerPoint slide show; topics of discussion starting with Bud Bautista and many members of the meeting were the following:

**a. Accomplishments:**

i. Operational

1. Hired a full-time Executive Director
2. Opened first PCN office
3. Secured a new fiscal sponsor
4. Committees formed (Communications and the Administrative Team)

ii. Communications

1. Updated website
2. New communications material
3. Process for letter of support
4. New membership packet

iii. Fundraising

1. Raised close to \$100,000
2. Funding applications submitted to support PCN
  - a. CAPC-Federal Grant (portion could be for PCN staff)
  - b. California Endowment - \$100,000

iv. Networking (Collaborative Resource)

1. Training session for broader PCN membership
  - a. The Bridges Out of Poverty Workshop

**b. Key Learning:** Barbara Gunther went over with added input from the Strategy Team

i. Fiscal Sponsor

1. Role is challenging
  - a. HR issues, policies, procedures, etc.

ii. Administrative Team

1. Need to provide greater oversight to the Director
  - a. Rotate responsibilities if needed

- iii. Staff
  - 1. Director needs to work actively on sustainability as the network
  - 2. Needs to understand role as well as key PCN objectives
- c. **Current Reality:** Laura O'Brien with Streamline Consulting Group went over the Financials and provided a handout for everyone to take with them.
  - i. Financial
    - 1. \$30,000 in the bank, \$5,000 run rate, seven months. Bud Bautista brought up the fact that we are in good shape because dues will soon be do.
  - ii. Administrative
    - 1. Leah Glass temporarily assisting in the Administrative role
    - 2. Phone calls, requests, checks, mail, etc.
      - a. Veronica Black to handle checks, money and any crucial, time-sensitive items.
      - b. Leah Glass handles miscellaneous mail (to be forwarded to her by Veronica Black) and Leah will forward to the appropriate person.
  - iii. Organizational
    - 1. Current fiscal sponsorship structure will not work
    - 2. Need to evaluate options
    - 3. Some committees need to be reinvigorated
  - iv. Staff
    - 1. Need to hire someone to keep the momentum going
  - v. Strategic Direction
    - 1. Work on next years goals and objectives
    - 2. Move beyond operations into action
    - 3. Committees kicked off and supported
- d. **Organizational Options:** Group discussion
  - i. **Incubator - Fiscal Sponsor**
    - Pros**
      - a. Working models exist
      - b. If "hands off," it could be successful
      - c. Resource for financial accounting and HR policies
    - Cons**
      - a. HR authority could get messy
      - b. Sponsor could be a competing agency for funds
      - c. Portion of funds goes through incubator
    - Incubator - Success Criteria**
      - a. PCN Administrative Team must be committed to the management of staff
      - b. Clear understanding of fiscal sponsorship and staff
      - d. Clear understanding of the types of projects PCN will take on
  - ii. **501 (c) 3**
    - Pros**
      - a. Operate as an independent entity
    - Cons**
      - a. Premature – will take an effort to build the board and work through the issues

- b. Responsibilities of operating a separate entity
- c. Could be seen as a competing agency

**Success Criteria**

- a. Consensus from the Strategy Team that this is the right structure
- b. Clarify upfront board criteria

**iii. Independent Contractor of County**

**Pros**

- a. County provides most of the projects and funding
- b. Easy to implement

**Cons**

- a. Contractor may not have clout to pull deals together
- b. County not seen as a neutral entity

**Success Criteria**

- a. PCN members agree to have PCN be a County run Collaborative

**e. Title Elements**

**i. Decisions:**




1. PCF stays a fiscal sponsor until decision is made (4 months from now)
2. 501 (c) 3 off a ways
3. Best case Executive Director role
4. Group One (Admin Team, Tink Miller, Sutter, Charles and Streamline)
  - a. Convene interested agencies
    - i. CAPC
    - ii. D. Gray
    - iii. TTCF
    - iv. Administrative Team reports out
    - v. Success Criteria-Overcoming Key Learnings
5. Have conversations with CCTT
6. Develop recommendations
7. Group Two (Ann and Tom)
  - a. 501 (c) 3
8. 90-day Key Tasks.....Who?
  - a. Resource Guide
    - i. Bud Bautista, Maureen Bauman, Mike Lombardo
  - b. Fundraising-hold off on fundraising until (September)
    - i. Grants pending
    - ii. Cal Endowment pending
    - iii. Streamline to keep us on track and moving for and towards fundraising
9. Hiring
  - a. Discuss further in September
  - b. Solidify job description-Administrative Team and Streamline to work on
10. CQIP
  - a. No immediate action-date is coming in August
  - b. Follow-up with Cindy, Cheryl, Bud and Maureen
11. Summit Place

**Reminder: Admin Meeting 8/17/06 1:30PM - 2:30PM at the PCN office.**

**Next Meeting:**

**Date:** September 21<sup>st</sup>, 2006 (Thursday)  
**Time:** 11:00Am – 1:00 PM  
**Location:** Placer County, ASOC Administration – Lg. Conf. Rm.

Placer County ASOC Administration, 11533 C Avenue (Dewitt), Auburn

	<p style="text-align: center;"><b>Purpose</b></p> <p><u>Placer Collaborative Network:</u> <i>A creative, results-driven organization striving to improve the lives of children, adults and families by collaborating and building the resources of the organizations that serve them.</i></p>	
	<p style="text-align: center;"><b>Values</b></p> <ul style="list-style-type: none"><li>◆ Belief in and commitment to collaborative process<ul style="list-style-type: none"><li>◆ Respect; integrity; honesty</li></ul></li><li>◆ Strength-based and “family-centered” approach<ul style="list-style-type: none"><li>◆ Diversity</li></ul></li><li>◆ <u>Holistic</u> view of children, adults, family</li></ul>	