



Operations Team Meeting Minutes

March 22, 2018

8:30 a.m. – 10:00 a.m.

490 Mendocino Ave, Santa Rosa - Manzanita Room, Suite 204

Member Attendance:

Attendance	Name / Organization
X	Dana Pedersen – Chair Guerneville School District
X	Dan Blake – Vice Chair Sonoma County Office of Education
X	Kelly Bass Seibel Petaluma Health Center
X	Lisa Carreño* 10,000 Degrees
X	Jason Carter Santa Rosa Violence Prevention Partnership – City of Santa Rosa
Absent	Dan Condrón Sonoma State University
Absent	Karin Demarest Community Foundation Sonoma County
X	Angie Dillon-Shore First 5 Sonoma County

Attendance	Name / Organization
X	Susan Gilmore North Bay Children’s Center
X	Kathy Goodacre Career Technical Education Foundation
X	Anna Guzman Santa Rosa City Schools
X	Mike Kallhoff United Way of the Wine Country
Absent	Katrina Thurman Social Advocates for Youth
X	Kellie Noe Sonoma County Human Services Department
X	Jason Weiss* Boys & Girls Clubs of Central Sonoma County
X	Lisa Wittke Schaffner John Jordan Foundation

**Member arrived late*

Welcome and introductions

Dana Pedersen called the meeting to order at 8:35 a.m.

Lisa Wittke Schaffner moved to approve the agenda and it was seconded.

Member Name	Vote
Kelly Bass Seibel	Aye
Dan Blake	Aye
Lisa Carreño	Absent
Jason Carter	Aye
Dan Condrón	Absent
Karin Demarest	Absent
Angie Dillon-Shore	Aye
Susan Gilmore	Aye

Member Name	Vote
Kathy Goodacre	Aye
Anna Guzman	Aye
Mike Kallhoff	Aye
Katrina Thurman	Absent
Kellie Noe	Aye
Dana Pedersen	Aye
Jason Weiss	Absent
Lisa Wittke Schaffner	Aye

Lisa Wittke Schaffner moved to approve the February 22 meeting minutes and it was seconded.

Member Name	Vote
Kelly Bass Seibel	Aye
Dan Blake	Aye
Lisa Carreño	Absent
Jason Carter	Aye
Dan Condrón	Absent
Karin Demarest	Absent
Angie Dillon-Shore	Aye
Susan Gilmore	Aye

Member Name	Vote
Kathy Goodacre	Aye
Anna Guzman	Aye
Mike Kallhoff	Aye
Katrina Thurman	Absent
Kellie Noe	Aye
Dana Pedersen	Aye
Jason Weiss	Absent
Lisa Wittke Schaffner	Aye

Charter Revisions

Dana Pedersen gave a brief background of why the Cradle to Career (C2C) Charter is being revised. The C2C Steering Committee realized that the current C2C Charter is not consistent with how the other Health Action committees approve their Chairs. The current Charter gives formal approval to the Health Action Steering Committee to approve the C2C Chair while other Health Action committees approve their own Chairs. The proposal is to amend the current Charter and give authority to the C2C Operations Team to approve their own Chairs.

Additionally, the Health Action Steering Committee recently disbanded and formed a new committee titled the Health Action Leadership Team. The Leadership Team is seeking to add members from the various Health Action subcommittees and chapters. The amended Charter would also allow the C2C Operations Team to approve a C2C Representative on the Leadership Team.

Lastly, Dana explained that, given the proposed changes, it was also an opportunity to add C2C's approved communications language and adjust the membership language per the document titled "Cradle to Career Operations Team Member Purpose, Expectations, Criteria, and Procedure". Dana then asked the group to review the Charter with the proposed changes and, if

needed, make any additional suggestions. After reviewing the document, the following points were brought up:

- Include a term for the Chair and Vice-Chair. It was proposed to include a 1-year term that can be renewed.
- Include member attendance fulfillment requirement of 66% over 6 months (it was unintentionally removed in redlined version of the Charter).
- Under “Member Criteria”, reword second bullet point to say “Hold a leadership position in the represented organization”.
- Under “Meetings”, include language about recurring goal work group meetings.
- Under “Interaction and Alignment with Health Action”, third bullet point: add “in partnership with Upstream Investments.”
- Under “Member Criteria”, include language “and other sectors aligned with our work” to make the type of membership more broad.
- Align wording to coincide with “Cradle to Career Operations Team Member Purpose, Expectations, Criteria, and Procedure” document.

Action Item: Amend the Cradle to Career Charter based on recommendations by Cradle to Career Operations Team members

Kathy Goodacre motioned to approve the Charter, after changes are made, and it was seconded.

Member Name	Vote
Kelly Bass Seibel	Aye
Dan Blake	Aye
Lisa Carreño	Aye
Jason Carter	Aye
Dan Condrón	Absent
Karin Demarest	Absent
Angie Dillon-Shore	Aye
Susan Gilmore	Aye

Member Name	Vote
Kathy Goodacre	Aye
Anna Guzman	Aye
Mike Kallhoff	Aye
Katrina Thurman	Absent
Kellie Noe	Aye
Dana Pedersen	Aye
Jason Weiss	Aye
Lisa Wittke Schaffner	Aye

Membership Considerations

New Cradle to Career Operations Team members

Mike Kallhoff informed the group that the C2C Membership Committee, which consists of himself, Dan Condrón and Katrina Thurman, have been reviewing C2C member applications for the past few months in the hopes of regaining full membership on the C2C Operations Team. After reviewing applications, they are ready to make two recommendations today, which include:

- Tina Dodson, Director of Workforce Programs and CTE Grants at the Santa Rosa Junior College (SRJC). She was recommended by Dr. Frank Chong, SRJC President.
- Peter Rumble, CEO at the Santa Rosa Metro Chamber. He has a long history with the County of Sonoma and Health Action.

Action Item: Approve Tina Dodson and Peter Rumble as new members of the Cradle to Career Operations Team

Mike Kallhoff motioned to approve Tina Dodson and Peter Rumble as new members of the Cradle to Career Operations Team members and it was seconded.

Member Name	Vote
Kelly Bass Seibel	Aye
Dan Blake	Aye
Lisa Carreño	Aye
Jason Carter	Aye
Dan Condron	Absent
Karin Demarest	Absent
Angie Dillon-Shore	Aye
Susan Gilmore	Aye

Member Name	Vote
Kathy Goodacre	Aye
Anna Guzman	Aye
Mike Kallhoff	Aye
Katrina Thurman	Absent
Kellie Noe	Aye
Dana Pedersen	Aye
Jason Weiss	Aye
Lisa Wittke Schaffner	Aye

There are a few other applications that they anticipate in the near future. All applications that are received are being held until future membership openings occur.

It was suggested that the group also consider representation from the Tribal community.

Mike informed the group that, at the last C2C Steering Committee meeting, the group discussed having new C2C members sit on the Steering Committee first and associate themselves with a goal area before coming onto the Operations Team. It was suggested that a youth member also be considered in future membership discussions.

Appointment of C2C Chair

Dana Pedersen will be stepping down as the current C2C Chair soon. The group thanked her for her time as Chair. The C2C Membership Committee recommended that Mike Kallhoff serve as the next C2C Chair.

Action Item: Appoint Mike Kallhoff as the new C2C Chair.

Lisa Wittke Schaffner motioned to appoint Mike Kallhoff as the new C2C Chair and it was seconded

Member Name	Vote
Kelly Bass Seibel	Aye
Dan Blake	Aye
Lisa Carreño	Aye
Jason Carter	Aye
Dan Condrón	Absent
Karin Demarest	Absent
Angie Dillon-Shore	Aye
Susan Gilmore	Aye

Member Name	Vote
Kathy Goodacre	Aye
Anna Guzman	Aye
Mike Kallhoff	Aye
Katrina Thurman	Absent
Kellie Noe	Aye
Dana Pedersen	Aye
Jason Weiss	Aye
Lisa Wittke Schaffner	Aye

Appointment of C2C Representative on the Health Action Leadership Team

Mike Kallhoff explained to the group that the Health Action Steering Committee recently dissolved and is being replaced by the Health Action Leadership Team. The Membership Committee wanted to nominate a C2C member who understood C2C’s principles and could represent the group well. The hope is that, in the future, there would be a steady flow of an individual acting as the C2C Vice-Chair, followed by C2C Chair and then as a representative on the Leadership Team. The Membership Committee nominates Dan Blake as the C2C representative on the Leadership Team.

Action Item: Appoint Dan Blake as the C2C representative on the Health Action Leadership Team.

Mike Kallhoff motioned to appoint Dan Blake as the C2C representative on the Health Action Leadership Team and it was seconded.

Member Name	Vote
Kelly Bass Seibel	Aye
Dan Blake	Aye
Lisa Carreño	Aye
Jason Carter	Aye
Dan Condrón	Absent
Karin Demarest	Absent
Angie Dillon-Shore	Aye
Susan Gilmore	Aye

Member Name	Vote
Kathy Goodacre	Aye
Anna Guzman	Aye
Mike Kallhoff	Aye
Katrina Thurman	Absent
Kellie Noe	Aye
Dana Pedersen	Aye
Jason Weiss	Aye
Lisa Wittke Schaffner	Aye

Coalition 4 Kids Update

Angie Dillon-Shore informed the group that this committee hasn’t met since before the October fires. This item will be postponed until the next C2C meeting.

Trauma -Informed Schools

Dana introduced Jessica Progulske and Chuck Wade from the Sonoma County Office of Education (SCOE) who will be presenting on the status of the Trauma-Informed Schools program. This program looks at what career and college readiness means to students and combines both social-emotional and cognitive learning in classrooms. They then went over Schlechty's Continuum of Student Engagement and explained that students who are offered the opportunity for cognitive engagement will give them the chance to do their best work.

Looking at this through an equity lens, there are life expectancy disparity between different areas in Sonoma County. Jessica explained that SCOE is hearing from employers that they want entry level candidates to be tolerant and be able to reconcile their differences with others in a respectful way. Schools often address this issue but don't teach it, which is something that SCOE is currently monitoring.

Jessica and Chuck thanked the following groups for their contributions toward this program:

- First 5 Sonoma County – Donated funding
- Child Parent Institute – Donated funding
- Upstream Investments – Thanked Holly White Wolfe and the Upstream Investments team for being champions of this work.

They then discussed the Restorative Culture Collaborative, which is an effort supported by the Sonoma County Board of Supervisors, and allowed SCOE to work with 20 high school teams to see how they could bring empathy, equity and engagement into schools. From this, the Empathy Equity Engagement (E3) Community Practice was developed and includes six district teams that focus on implementing programs, building capacity and delivering services.

Jessica and Chuck also explained the Trauma-Informed Agency Champions classes that SCOE offers. These classes allow anyone from the community to participate and do a deeper dive into the work around trauma informed care and what is being done in that area.

Lastly, they asked for feedback on what other groups or organizations they should be working with to help spread this messaging. The group suggested the following:

- Contact the North Bay Leadership Council
- Engage parents and have parent resource centers at schools
- Contact the City of Santa Rosa and connect with their neighborhood leadership groups

The group thanked Jessica and Chuck for their presentation.

Goal Area Work Time

Dan Blake updated the group by saying that a Sonoma County College and Career Readiness Task Force is being formed as a next step after the recent Future of Work Meet-up on March 12. There is an online form that is available to sign up. The end goal is to have some recommendations in time for the California Economic Development Summit in November. Beth will send the group a link to the online sign-up form.

Conclusion

Public Comment

None

Future Agenda Items

Kellie Noe, Human Services Department, remarked that the READY team is releasing their report on Monday. She asked that a presentation on this item be added to the April agenda.

Adjourn

The meeting was adjourned at 10:00 a.m. and Dana formally signed off as being the C2C Chair.