RPC Meeting Summary – February 3, 2015

Welcome and Opening Remarks

Ebony Chambers, Co-Chair, Respite Partnership Collaborative, welcomed everyone to the meeting and discussed the RPC ground rules. Ebony led RPC member introductions, and the warm up question: "Think about the RPC’s process and work in 2014, what have you learned?
- Commitment to RPC
- Standing committees
- Work in crazy timeline (decisions on grantees)
- RPC worked collaboratively to fund grantees focused on Teens/TAY and Un/Underserved.
- Learned to trust the process.*
- Learned how this works and have more decisions working with the team
- That the work has evolved since the beginning – still exciting, interesting with new “players” and communities represented.
- Membership recruitment is a challenge
- Work collaboratively with partners of DBHS and SHF; this is apparent in the committee planning
- Respite endeavors are truly helping our community!
- Identified additional needs, such as underserved community
- There are lots of great things happening in the community. Being on the Grantmaking and Evaluation Committee has opened my eyes to seeing even more.

Ebony reviewed the January 13th meeting evaluation; no additional questions or concerns were raised by the RPC. There were a few neutral responses with regard to self-facilitation, and Ebony encouraged all RPC members to attend the February 12th RPC Facilitation training.

Deb Marois, Facilitator, Converge CRT, discussed the upcoming RPC Facilitation training on February 12th. Deb discussed that there are many roles that are important in a meeting including recording among others. For example, one thing RPC members could do to support the meeting is record different sections of the meeting.

Ebony noted the missing people from the group. The RPC is now a fairly small collaborative and all RPC members should be active in their membership outreach efforts. Ebony encouraged all RPC members to invite potential members to a RPC meeting and walk them through the RPC membership process. The RPC identified the following membership recruitment talking points:
- Work with like-minded RPC members at a RPC meeting with good food
- The RPC is an innovative project to be seen through for research and other counties to follow
- This is an opportunity to speak up for your stakeholder group
- Inform community and about community resources including available respite services
- Professional development opportunities
- This is a pioneer effort testing out new services
- Communicate the learning experience of the Innovation project
- Help with community sustainability of mental health respite services
- New members get to see the Innovation project through to the conclusion
- There are opportunities for professional growth

**Community Grantee Learning Meeting Discussion**

*Ifiat Hussain and Susan McCrea, Members, Respite Partnership Collaborative* discussed the planning for the February 23rd Community Stakeholder meeting. The goals are to introduce the four newly funded respite services organizations providing five mental health respite services, share information on these new mental health respite services and the ways to access them as well as share the lessons learned about the first implementation of mental health respite services. As one of the RPC Co-Chairs, Alexis Bernard will be doing the opening for the meeting. The RPC has also invited one of the Sacramento County Board of Supervisors to attend as well as a representative from Sacramento County Health and Human Services to speak and share about the project. The RPC has also invited representatives from the Teens/TAY community and the LGBT community to share their perspective on how their community has been impacted. Leslie Cooksy from Sierra Health Foundation will provide an overview of the learning from the American Institutes for Research annual report.

*Myel Jenkins, Program Officer, Sierra Health Foundation: Center for Health Program Management* asked RPC members to attend the February 23rd Community Stakeholder meeting if possible and share the information about the event with their networks.

**2015 RPC Goals, Tasks and Needs**

*Myel Jenkins, Program Officer, Sierra Health Foundation Center for Health Program Management* discussed the Committee Tasks document and the October RPC meeting structure discussion. One of the goals of the February 3rd meeting is to revisit the discussion on RPC structure. A number of changes are happening with the RPC including a transition to self-facilitation, a decline in RPC member participation and a change in primary tasks from grantmaking to other important tasks. The RPC was established in 2012 as a community driven collaborative committed to implementing the Sacramento County MHSA Innovation Plan. All RPC members are here to make an impact on respite. The RPC has achieved a portion of the goal; to develop a continuum of respite. 10 organizations have been funded for 11 respite services. Since 2012, the RPC has put forth five RFPs and reviewed more than 30 proposals for services.

One of the roles of the RPC has been to provide an oversight of grantee activities and approve RPC reports. Regardless of any structure changes, the RPC will continue to do this and also provide input on evaluation activities. With eleven respite services, evaluation will be a consistent part of RPC activities, including reviewing grantee progress. Oversight of reports is very important task since funding is released based on the approval of these reports. Additionally, grantees often need budget modifications or have other critical needs. In the current structure, the Grantmaking and Evaluation Committee has provided a timely response to these questions as well as provided feedback on American Institutes for Research
evaluation reports. Myel also discussed other RPC standing committees. The Communications Committee is currently on hold but had identified four key messaging priorities that center on getting the learnings out into the community to reinforce the value of respite including: 1) RPC membership recruitment communication, 2) Round 3 funding promotion, 3) Prioritization of individual success stories of respite service grantees with a focus on reduction of hospitalization, 4) Overall RPC Project messaging. Additionally, the Sustainability and Public Policy Committee is currently on hold; the committee had determined that sustainability conversations needed to happen at the RPC level. Myel noted that there is a need to provide support for grantees through the Grantee Learning Community meetings, and also to determine the future of the RPC as a collaborative past June 2016. Lastly, the Membership and Governance Committee has played a role in follow up with members after RPC meetings and updating the charter as needed. This committee has also had a role in membership application review as well as membership orientation for new members. A member noted some confusion and frustration with regards the Communications Committee structure and leadership.

Jane Ann LeBlanc, MHSA Program Manager, Sacramento County Division of Behavioral Health Services, discussed the upcoming Draft Mental Health Services Act Three Year Plan. Sacramento County is seeking public review and public comment. The upcoming public hearing is on Tuesday, February 10th at 6 p.m. at the Sacramento County Division of Behavioral Health Services office. Comments can also be submitted via email to MHSA@saccounty.net. The comment period will close on February 10th. This is an opportunity to provide verbal comment or support for the RPC project as well as other locally funded Mental Health Services Act-funded programming and activities. This information will be emailed to the RPC after the meeting.

Ebony Chambers, Co-Chair, Respite Partnership Collaborative led a discussion on the following questions related to RPC goals, self-facilitation and overall RPC structure:

a. Given the work/tasks ahead...What are our goals for 2015? What would a successful year look like?

b. How does the collaborative want to position itself? What does the RPC want to be as a collaborative?

c. What role will RPC members play in meeting planning and facilitation, reviewing grantee/evaluation reports and communicating findings?

d. What does it mean to self-facilitate? What do RPC members hope will result from this shift? What are members’ expectations? (this could influence the collaborative structure).

As we begin to discuss the needs of the RPC for 2015, what are members willing to do to support the group’s self-facilitation?

e. How can we structure ourselves to achieve our goals /meet our needs in 2015? (after dinner)

The RPC discussed the roles for self-facilitation. The RPC noted that it is important to have members take on the following roles in a self-facilitation structure:

- Meeting recorder
- Agenda planning
- Share facilitation (signing up/rotation)
- Time keeper
- Decide on planning structure: pre-post larger group meeting or outside meeting
- Evaluate meeting process
- Members share facilitation responsibilities even when participating

The RPC discussed the RPC members’ expectations under the self-facilitation model. Important discussion points included:
- Active participation for successful meeting
- Develop action plans to be shared as part of meeting follow up
- Prep for meetings in advance
- Support the process i.e. recommendations and suggestions
- Self-evaluation after structure has been in place either verbal or written

The RPC identified the following goals for 2015:
- Successful self-facilitation
- Active RPC participation
- Provide support to grantees as transition away from RPC funding
- To shift focus on learning
- Ensure grantees continue to meet RPC mission.
- Make sure evaluation is responsive to RPC needs
- Increase community awareness
- Communicate learning to community
- Raise community awareness through media coverage
- Put forth RPC Project model for replicability

The RPC identified the following tasks and action items to meet the identified 2015 goals:
- Attend RPC meetings
- Monitoring and reviewing reports
- Contract monitoring
- Increase media coverage

2015 RPC Goals, Tasks and Needs: Implications for Structure

*Ebony Chambers, Co-Chair, Respite Partnership Collaborative* led a discussion on the RPC goals, tasks and needs and the implications on the RPC structure. Important discussions included:
- The Communications Committee does not need to be a standing committee; it can be an Ad Hoc Committee as needed.

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<th>Disband RPC Communications Committee; if there are communications needs, an Ad Hoc Committee will be composed as needed from any members of the RPC who want</th>
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The RPC was in full consensus to disband the Communications Committee. If there are communication needs, an Ad Hoc Committee will be composed as needed from any members of the RPC who wanted to participate.

Following the decision on the Communications Committee, the RPC discussed the Membership and Governance Committee. Due to RPC membership changes, there are only two members remaining in this committee. Important discussion points included:
- Membership application review could be done on an Ad Hoc Committee basis.
- This obligation should be shared throughout the collaborative.
- In order to avoid a completely Ad Hoc Committee process, there could be a membership liaison to follow up with members. The membership liaison could be designated in advance to be called in as needed and could be rotated on a quarterly basis.

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The RPC was in full consensus to disband RPC Membership and Governance Committee and assign membership liaisons to be rotated on a quarterly basis who will review membership applications and be the lead on other membership related tasks. Iffat Hussain and Michelle Saeteurn will be the membership liaisons for the next three months and will present on their tasks at each meeting and ask for help from other RPC members as needed.

**Reflection, Wrap Up and Meeting Planning**

 Ebony Chambers, Co-Chair, Respite Partnership Collaborative, thanked everyone for their time and attendance at the meeting. Ebony acknowledged Deb for her work as RPC Facilitator since the beginning of the project. Myel echoed Ebony’s comments and thanked Deb for her commitment and encouragement. Deb thanked all RPC members for their hard work and encouraged future innovation for the project.

The next RPC meeting is Tuesday, March 3rd at 3 p.m. at Sierra Health Foundation.