RPC Meeting Summary – March 3, 2015

Welcome and Opening Remarks
Alexis Bernard, Co-Chair, Respite Partnership Collaborative welcomed everyone to the meeting and discussed the meeting ground rules. Alexis discussed the February 23rd Community Stakeholder Meeting and the February 26th MHSA Steering Committee meeting. Alexis led member introductions, all RPC members were asked to discuss something they found interesting at one of the meetings. Important discussion points included:

- **MHSA Steering Committee Meeting**
  - The speakers were wonderful.
  - The grantees did a great job describing their programs with passion and discussed how their programs are making an impact. The information from the AIR evaluation results is really clear in listening to the grantees describe their programs; there are extremely strong themes.
  - There was concern expressed about the sustainability of the respite programs. There is a need for more work to be done despite the fact that the RPC has issued their final respite grants and to build capacity where there is no capacity around mental health issues. There is a need for additional populations to be served.
  - Is it possible to use the momentum seen and felt at the MHSA Stakeholder meeting about respite to increase RPC membership?

- **Community Stakeholder Meeting**
  - The consumer stories were very powerful and were a good illustration of the important of respite.
  - There was a strong sense of engagement at the meeting; the audience was interested in the topics.
  - It was encouraging to see the excitement for the new grantees; it felt very celebratory.

Alexis reviewed the February 13th RPC Meeting Evaluation Summary. This evaluation had a 100% response rate. Alexis clarified the difference between the RPC Community Stakeholder meeting and the RPC Grantee Learning Community meeting. Alexis reviewed the goals of the March RPC meeting. There were no questions on the agenda or goals. Alexis reviewed the meeting packet. Myel shared the TLCS Crisis Respite newsletter with the RPC.

Review Round 2/Year 2 Progress Reports and Round 1/Year 3 Site Visit Reports
Myel Jenkins, Program Officer, Sierra Health Foundation Center for Health Program Management reviewed the PPT on the Round 2/Year 2 Progress Reports and the Round 1/Year 3 Site Visit Reports. Myel noted that the Grantmaking and Evaluation Committee has shrunk down to two members at this point; Jane Ann and Dirulislam. Please refer to the March Grantmaking and Evaluation Committee Presentation here: [RPC March 2015 meeting_Y3_Site_Visit_Report_Presentation_030315.pdf](RPC March 2015 meeting_Y3_Site_Visit_Report_Presentation_030315.pdf) for more information.
Q: What can the collaborative do to address the challenges of homelessness for respite programs?

A: Some members of the MHSA Steering Committee meeting have discussed that there are not enough homeless services in Sacramento County. The lack of homeless services contributes to the challenges that Saint John’s Program for Real Change, Turning Point Community Programs, and TLCS have faced. It’s difficult for people who are providing services to return the clients to homelessness. Respite is often a break of being out of homelessness; homelessness contributes to existing stressors.

Q: Will the RPC continue to be funded through Innovation funding if the respite programs are funded through MHSA dollars?

A: Sacramento County Division of Behavioral Health Services is not looking at funding the Respite Partnership Collaborative through Innovation funds. Innovation funds are meant to test new projects. The MHSA Steering Committee is looking at sustaining funding for the respite services when their RPC funding ends.

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<th>Approve Grantmaking and Evaluation Committee recommendation to approve Round 2/Year 2 Progress Reports?</th>
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<th>Approve Grantmaking and Evaluation Committee recommendation to approve Round 1/Year 3 Site Visit Reports?</th>
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The RPC approved the Grantmaking and Evaluation Committee recommendations to approve the Round 2/Year 2 Progress Reports and the Round 1/Year 3 Site Visit reports.

**Self-Facilitation Training**

*Deb Marois, Facilitator, Converge CRT* presented a Self-Facilitation training. The training discussed the following facilitation questions:

- What did we do before Microsoft PowerPoint?
- How to lead people from point A to point B?
- How to connect with people, their motivation and how to get there?
- How to encourage a free-flowing conversation?
- How to ensure participants are not shut down
- How to keep on the agenda and work together? Keep focused.
- How to make sure all participate and give input (brainstorm)
- How to encourage people to share the air – express themselves briefly even if they are passionate about something.
- How to stay on topic.

During the Facilitation training the RPC discussed the following Facilitation Tips:
- Self awareness and self monitoring
- Transparency without judgment
- Be aware of time
- Stay flexible – in the moment
- Address elephants in the room
  o Conflict
  o Bored
  o Districted
  o Frustrated
    ▪ Not being heard
    ▪ Decreased participation
    ▪ Not sharing air space
- Listen to presentation
  o Provide structure
  o Review document – clear instinct
    ▪ Mark “stand outs”, concerns or questions
    ▪ Clarifying questions (before sharing opinions)
    ▪ Share stand-outs
  o Summarizing: can be for information or decision-making
  o Call for a decision

Discuss RPC Structure

*Ebony Chambers, Co-Chair, Respite Partnership Collaborative* discussed the structure discussion from the February RPC meeting, including the decisions made. At the February RPC meeting, the RPC determined to halt the Communications Committee and the Membership and Governance Committee as standing committees. Going forward, communications issues will be handled by the RPC or an Ad Hoc Committee as necessary. There will be two Membership Liaisons that will meet outside of the RPC and discuss membership issues as they arise and report back to the RPC. These Membership Liaisons will rotate within the RPC on a quarterly basis.

Ebony discussed that the Sustainability and Public Policy Committee had determined in the summer of 2014 to continue their work through the RPC. It was determined that issues pertaining to sustainability and public policy would be brought to the entire collaborative for discussion.

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The RPC determined to halt the Sustainability and Public Policy Committee as a standing committee. Issues pertaining to policy and sustainability will be brought to the collaborative for discussion.
The RPC discussed the Grantmaking and Evaluation Committee, and specifically reviewed the current tasks of the Grantmaking and Evaluation Committee. It is important to understand the bandwidth of the RPC membership as well as the tasks that need to be done by the RPC. Important discussion points included:

- Reviewing grant proposals is no longer a task of the Grantmaking and Evaluation Committee.
- Report review will be an important part of the Grantmaking and Evaluation Committee tasks. Since there are now ten respite grantees and eleven respite programs, there will be reports coming in for review from January to May.
- Ad Hoc Committees are a challenge to coordinate staff wise.
- Currently, the Grantmaking and Evaluation Committee is two members; this is not likely to be sustainable or fair for two collaborative members to be doing such a large share of the work.

Through discussions, the RPC discussed the following options for the Grantmaking and Evaluation committee:

- Maintain committee structure as is?
- Ad Hoc Committee?
- Establish three committees with one for each round? This would include a minimum of three RPC members per committee.
- Recruit people specifically for G&E Committee work
- RPC takes on these responsibilities
- Look at the meeting structure and change the structure to meet the needs of taking on additional Grantmaking and Evaluation Committee tasks. It might also be possible to designate meetings just for this purpose.

Considerations
- How do we bring people up to speed on these tasks?
- How do we get volunteers for ad hoc committees?
- Do RPC members have the capacity for additional responsibilities?
- If the committee remained in its current state; participation of more members would be required.
- If the RPC is asking for attendance at additional meetings what will be the impact of attendance at the larger RPC meetings?
- What other tasks does the RPC want to accomplish as a larger group?

Due to time constraints and a desire for a more complete discussion, the RPC determined that the committee discussion will be prioritized at the April RPC meeting.

**Reflection & Wrap Up**

*Alexis Bernard, Co-Chair, Respite Partnership Collaborative* discussed the March 13th Grantee Learning Community meeting. Myel discussed the Grantee Learning Community meeting topics and invited RPC members to attend.
Alexis thanked everyone for attending the meeting.

The next RPC meeting is Tuesday, April 7th at 3 p.m. at Sierra Health Foundation.