RPC Meeting Summary – September 3, 2014

Welcome and Introductions
Myel Jenkins, Program Officer, Sierra Health Foundation Center for Health Program Management, opened the meeting with a welcome and noted that RPC facilitator, Deb Marois, was not present and that the RPC co-chairs would facilitate the meeting.

Ebony Chambers, Co-Chair, Respite Partnership Collaborative, welcomed everyone to the meeting and discussed the ground rules and meeting goals. The meeting goals included:
- Discuss status of the Round 3 and TAY funding releases and collect input to move forward.
- Brainstorm ideas to move the RPC toward a self-facilitating structure, identify training and capacity-building needs and assess the co-chair roles.
- Understand RPC stakeholder perspectives to continue building collaborative relationships
- Develop outreach strategies for upcoming funding opportunities.

Ebony also led RPC member and guest introductions. Three guests were present: Asher Hamilton-Kilili and Gerald White from Each Mind Matters and Diane Lampe from Sacramento County Office of Education. Ebony reviewed the August 5 RPC meeting evaluation summary and asked RPC members for any additional comments on the meeting.

Round 3 and TAY Funding Release Update and Next Steps
Michelle Johnston and Lyn Corbett, Members, Grantmaking and Evaluation Committee, presented the Round 3 and TAY funding release update. Refer to the PowerPoint presentation Round 3 and TAY Funding Release Update Presentation on the RPC web page for more information.

The Grantmaking and Evaluation Committee led a discussion with the RPC to determine how unexpended RPC funds should be allocated. These unexpended funds include $37,000 that was originally granted to the Children’s Receiving Home and the unexpended RPC Project funds. RPC members provided different suggestions on how to allocate the funds and determined to revisit the discussion at a later point when the amount available has been clarified. It is important to note that the final decision will be made in conjunction with RPC partners.

Transitions: Moving Toward a Self-Facilitating Structure and Assessing Co-Chair Roles
Myel began a dialogue about the RPC having a self-facilitated structure. Deb Marois, the current RPC facilitator, will not be continuing after the December RPC meeting. At the August RPC meeting, the RPC discussed removing committees from the RPC governance structure following the Round 3 and TAY funding decisions. Some RPC members felt that committee work could be done at the RPC meetings, and facilitation would be done by RPC co-chairs with support from RPC members.
Ebony proposed questions for small group discussion, which included:

1. What does a successful self-facilitated structure look like?

2. How does a self-facilitated structure differ from the current structure?

3. How can the RPC move toward a self-facilitating structure?
   - What are the expectations of RPC members including time commitment and participation?
   - What are the expectations of partners and staff in a self-facilitating structure?
   - What agenda planning and facilitation training and other capacity building activities are needed within the three months?

Following the small group discussions, the RPC discussed their thoughts as a full group and highlighted the importance of having a structure that:
- Is open to adjustments
- Has strong membership commitment
- RPC members share responsibility in the facilitation of different agenda sections
- There is shared opportunity for member leadership

The Membership and Governance Committee discussed the updated RPC co-chair criteria and selection process. The committee encouraged all RPC members to review the criteria. Any interested RPC members should fill out the RPC Co-Chair Interest Survey.

Who’s in the Room? RPC Member Stakeholder Perspectives

Myel discussed the “Who’s in the Room?” handout. This document shows RPC members primary and secondary stakeholder groups. The charge of all RPC members is to be a liaison between members’ primary stakeholder group and the RPC. RPC members should be bringing the dialogue about mental health respite and updates to members’ primary stakeholder groups, and bringing stakeholder group information to the RPC.

RPC members split into small groups and discussed the following questions:
- How do you bring your stakeholder perspective to the RPC table? What is important to know about your primary stakeholder group in relation to mental health respite?
- How do you/will you share RPC information and activity with your stakeholder group(s)?
- Review the compilation of “Who’s in the Room”. What do you notice?

Following the small group discussion, the RPC discussed the role of stakeholder groups. An electronic version of the funding opportunity flyer, and Request for Proposals (RFP) announcement will be emailed to the full membership when it is released.

Evaluation and Closing

Myel closed the meeting.

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