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Community Action Commission
Board of Directors Notes
January 9, 2019
Santa Ynez Valley Marriott
6:00 p.m.
ROLL CALL

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Elizabeth Snyder called the meeting to order at 6:00 p.m. A quorum was not established.

Members present:	Members not present:	Staff present:	Guests present:
Elizabeth Snyder	Steve Lavagnino	Patricia Keelean	Dr. PJ Davis
Guy Walker	Phylene Wiggins	Monica Moreno	
Gabriela Gonzalez	Oscar Gutierrez	Jackie Nix	
Sharon Lutz	Robert Freeman		
Karin Dominquez	Victor Vega		
	Josephine Torres		
	Mike Cordero		

There was no Quorum Established.

DISCUSSION/TRAINING – Dr. PJ Davis
   a. Presentation – Review ROMA Logic Models
   - In the introduction to ROMA the curriculum talks about the history, purpose and perspective, talks about how to do a needs assessment, it discusses how to develop outcomes and how to develop strategies and services to get people to these outcomes.
   - History; Community Action was born in 1964 with President Lyndon Johnson's war on poverty.
     o In 1996 – Introduction of the Logic Model.
     o In 2001– Was the beginning of the mandatory reporting.
     o 2006 – The ROMA cycle became the integral part of community action; it's a cycle because we begin with an assessment then planning, then we implement that plan, then we look at the achievement of results we evaluate those results. The ROMA Cycle is ongoing (and based on the results we then manage the accountability and start all over again).
     o 2009 – There was a renewed focus on results.
     o 2012 – There was a renewed focus on performance and management.
     o 2015 – Came the organizational Standards
     o 2017 – New Annual Report; then became the new National Theory of Change. When ROMA first started the 6 National Goals were born and every Community Action Agency had the same 6 goals. Two of the goals are for families, 2 for community and 2 for agency.
     o In the new Theory of Change the National Community Task Force took out the agency goals.
     o The National Community Action Network Theory of Change Community Action Goals:
       ⬥ Goal 1 – Individuals and families with low incomes are stable and achieve economic security.
       ⬥ Goal 2 – Communities where people with low incomes lives are healthy and offer economic opportunity.
       ⬥ Goal 3 – People with low incomes are engaged and active in building opportunities in communities.
   - As far as needs, we're currently in the needs assessment data gathering, evaluating and analyzing the data, and putting the needs assessment document together.
   - Outcomes must be measurable and have very specific indicators to show that the client have achieved the outcome.

- We're done the assessment piece, in the middle of putting together; it's not only needs but also resources.
- Pat stated that we operate 211 which is a data base for all resources in the county.
- One of the things in the Organizational Standards is that organizations must have the ability to activity participate with a certified ROMA Instructor and should make sure that they comply with the Standard Performance Management System which is ROMA. Results Oriented Management and Accountability has been identified as the standard performance management system used by community action agency nationwide.

    ❖ *Question by Guy Walker: Is ROMA used by other organizations not affiliated with community action.*
    ❖ *Answer PJ: Yes, it was designed for community action in mind and most of the curriculum has community action language in it.*

- The components of the ROMA Cycle that was just talked about is ongoing. Each local governing board is responsible for the agencies policies and performances but, it's up to the entity to decide how to address issues.
- There is a document called Implementing ROMA checklist, it has In the ROMA Cycle, the Mission and the Theory of Change.
- In the next year we will be looking at the documents and how they reflex in the ROMA Cycle.
- Part of implementing ROMA has to deal with the organizational Standards; there are organizational standards that don't say governing board. PJ pulled out the organizational standards that do say governing board. Organizational Standards related to assessment, strategic planning, implementation, achievement of results and evaluation (analysis of data).
- Standard 9.3 is new: The organizations' governing board and staff leadership have analyzed the agencies outcomes within at-least the past 12 months and identified any necessary operational or strategic program adjustment and improvements.
- PJ highlighted 4.4: The governing board receives an annual update on the success of specific strategies included in the Community Action Plan. There are three documents that the governing board should become very familiar with (1) the Needs Assessment (to the Board for approval in March), (2) Community Action Plan and (3) the Strategic Plan. These three documents should have similar language.
- Pat stated that the agency met all standards last year and will report out again in August.
- Agency Current Status
    o Needs Assessment – In process to be completed by March 2019.
    o Evaluation plan for programs – Completed logic models.
    o Mission – Will be reviewed tonight.
    o Strategic Planning – Within the next few months; prior to submission of CAP.
- Implementing the ROMA Cycle
    o A major piece has to do with evaluation; a lot of organizations do the needs assessment they plan, they have great strategic plans, they implement the programs, they gather the results, but the last one analysis of data needs to be done annually.
    o Pat stated that they started that progress in the Planning Committee meetings, it's something that was done last year, was to review the data and talk about next steps. However, we didn't have good outcome indicators in this last strategic plan, moving forward we will.

    ❖ *Question asked by Guy Walker: How do we publish that analysis?*
    ❖ *Answer PJ: The analysis is used in the planning progress and for making decisions. The analysis of the data would not have a standalone document of its own, but you would use it as a tool for planning, decision making and growth of the agency.*

- The Strategic Plan should be based on previous data.
- Pat stated in the future data will be included in the annual report.

    ❖ *Question by Guy Walker: What role as a board do we have in the analysis?*

❖ *Answer PJ: The logic models are planning documents. She recommended that Pat bring to the Board, progress reports on how they are doing and a narrative as to why that information was used for each program.*

- Pat stated that with the logic models there's a column to track actual outcomes. The board will be receiving updates bi-annually.
- The National Theory of Change was put together by the Task force; the purpose is to describe what the national organization does. It portrays very colorfully how things relates to each other it identifies very specific core principals and it demonstrates the use of the domains that community action has.
- Logic Models
  - Logic models are the method that community action network has chosen to use for planning and looking at achieved results. The planning process covers columns 1,2,3,4, 5 is left blank, 6, 7, and 8. 5 is left blank because when a program is implemented that's where the results of the achievement out comes is placed.
  - Using the Children's Services program ROMA logic model as an example. PJ went over each column 1.) Planning, 2.) Intervention, 3.) Benefit, 4.) Performance, 6.) Accountability (measurement tool) 7.) Accountability (Data Source), 8.) Accountability (Frequency of data collection and reporting). All program logic models column (5) actual performance results will be reported to the Board semi-annually. Additional information may be found in the Need Assessment, Community Action Plan and Strategic Plan.

b. Mission Statement
- According to the ROMA material and the organizational standard recommendations are the first place to look for outcomes. Then there are assumptions behind the mission statement which is ROMA next generation. The introduction to ROMA tells us these things, but the next generation we start diving deeper. Your mission statement should be presented everywhere i.e. brochures, back of business cards, stationery and posted on walls.
- We recommend that the mission statement should be small enough to fit on the back of a t-shirt, small enough to fit on the back of a business card. It has 4 elements, the mission statement should be able to tell people who you serve.
  - Outcome – Moving towards economic security and self-sufficiently
  - Services – Education, supportive services.
  - Relationship – Partnering with the community.
  - Population – Residents of Santa Barbara County.
- New recommended mission statement "In partnership with the community, we provide education and supportive services to residents of Santa Barbara County, resulting in improved economic security and self-sufficiency".
- Pat suggested bringing back to the Board at the Board retreat.

R-3 CEO: Patricia Keelean
- Updates
  a. Introduced Monica Moreno as the new HR Director.
  b. In November CAC was looking to vend out in senior nutrition all of our meal production, because in the past 5 years we experienced loss of the Jail contract, and Orfalea went away. We approached the Santa Barbara Unified School District and put in an RFP.
  c. Art of Giving Back Café – All proceeds goes to the Senior Nutrition program. Tony is overseeing nutrition services and the Café. Pat stated 2 things she wants to point out #1 control the cost by recruiting volunteers to help with the driving as well as recruits for manning the community meal sites. #2 have activities for seniors along with other services i.e. arts and crafts, legal services presentations.
  d. Need Assessment will be done in March.
  e. Pat to send out a Doodle for Board retreat date.
  f. Working on rebranding, One Community is already being used by another agency. Looking to recommend the branding committee talk about next steps.
  g. Working on Annual Report due in March.

h. Looking to approach the City of Santa Maria for 2-1-1 funding.
i. Pat reminded the Board to complete the survey.

ITEMS PRESENTED BY BOARD MEMBERS: None

UP COMING EVENTS: None

ADJOURNMENT: The meeting adjourned at 8:15 p.m.

DATES AND TIMES OF NEXT COMMITTEE MEETINGS:

Planning Committee Meeting – Thursday, Feb 21, 2019, Moxie Cafe 11:30 a.m.

Policy Council Meeting – Saturday, February 16, 2019, Chapel Office & Central's Room 330, 9:00 a.m.

Finance Committee Meeting – Wednesday, Nov 20, 2019, 5638 Hollister Ave., Goleta, 10:00 am

Personnel Committee Meeting – None Scheduled

Audit Committee Meeting – None Scheduled

DATE AND TIME OF NEXT MEETING:
Next scheduled meeting is March 6, 2019
Santa Ynez Valley Marriott
555 McMurry Road
Buellton