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**Orange County Children's Partnership (OCCP)  
Off Site Retreat**

June 16, 2011 Minutes

**In Attendance:**

Michael Riley, Michael Ruane, Mike Ryan, Frances Cadenas (D1), Janice White, Ken Grebel, Frances Cadenas (D1), David Nunez, Mari Derby, Pat Glancy, Gene Howard, David Riley, Greg Buchert, Russell Brammer, Rick Martin, Frank Ospino, David Wesson, Bill Steiner, Alyce Mastrianni, Linda Smith, Dana Stits, Chris Bieber, Adam Powell, Shawne Marsh, Gary Taylor, Tricia Smith, Perlee Trout, Mary Ann Soden, Torhan Barnes

**Introductions / Announcements** – Mike Ryan welcomed and thanked everyone for attending. Introductions were made.

**ACTION ITEM:** Review and approve minutes from the May 19, 2011 meeting. Minutes approved as written.

**Overview of OCCP and purpose of today's meeting** – Mike Ryan explained that the purpose of the OCCP Retreat is to have department heads help determine the focus of the OCCP and of the High School Completion Subcommittee.

Historically subcommittees report out information to the OCCP. In addition, the OCCP spends a great amount of time on the Annual Report on the Conditions of Children in Orange County.

Mike asked participants - Does the OCCP want to do more? What does our mission look like moving forward? What do agency directors envision of the OCCP?

**OCCP goals** – Michael Ruane stated the OCCP needs an overarching goal that we are all moving toward. In moving forward with developing goals it is important to remember that our values are embedded in our goals.

Participants completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis exercise with the focus on Orange County and there was a discussion regarding everyone's results. Perlee Trout scribed on flipcharts and Michael Ruane facilitated the discussion. The SWOT analyses completed by each participant and the flipcharts will be transcribed and summarized by Commission staff.

Participants reviewed the *Think Together – Outcome Indicators* matrix (handout). There was a discussion if we should use this model as a framework for the OCCP and the high school completion focus/goal. If we proceed with this model, we also need to identify who else needs to be at the table.

Michael Ruane discussed the Triage model, which is a medical term but it is also used for strategic planning and goal setting –

- Things that no matter what we do, we will have no impact
- Things that no matter what we do, they will be okay
- Things that we can have an impact on

The group can use the SWOT analysis to identify priorities and key strategies. The OCCP needs to focus on the things we can accomplish through collaborative efforts and Michael Ruane explained the importance of being proactive rather than reactive. Partnerships with the non profit community are critical so we need to be sure they are aware of what we do and that we view them as community partners not contractors.

Michael Ruane identified three things the OCCP can do that are under our control -

- Media – highlight the work we do and spend time getting a positive message out
- Integrating around high school completion
- Costing out the consequences of not doing it

Participants discussed next steps for the OCCP. It was decided that the *Think Together* model (handout) is a good tool and starting place for the OCCP.

While the consensus was the OCCP needs to move forward, there was uncertainty on what specifically we are moving forward on.

It was decided to hold another OCCP Retreat in place of the July 2011 meeting. Prior to the Retreat, all agencies should review the *Think Together* matrix and be prepared to discuss how they fit in. All agencies should be able to see themselves in this model. Michael Ruane stated that if we proceed with this model, it is very important that our final version is easily understood by everyone with no explanation required.

**Conditions of Children Report** – Mike Ryan stated the new RFP cycle will begin and SSA Contracts is finalizing the RFP. It will be a one year RFP with options for additional years. This will give the OCCP additional time to determine if significant changes will be made to the report. It will be determined during this next year, if the report can be merged with other existing reports. Also, in the future, if the report is only available online, we need to ensure that it's user friendly.

A suggestion was made that there should be a preface in the report that “children and youth are important and that is why this report is done.”

One change the OCCP has agreed on for this RFP cycle is five community forums, one in each supervisorial district, versus one large forum. It was also decided that the RFP will include a requirement to print 1000 reports and 2500 quick guides.

**General Committee Member Comments – None**

**PUBLIC COMMENTS**

At this time members of the public may address the Committee regarding any item within the subject matter of this committee's authority, provided that no action be taken on off agenda items unless authorized by law.

**NEXT MEETING: July 21, 2011**