



CalSWEC

California Social Work Education Center

CalSWEC Board Meeting

Virtual Zoom Meeting

August 2, 2018 | 1:30-4:30 p.m.

Amy Levin, President

MINUTES

Attendance

Board Members Present:

Nancy Meyer-Adams, David Bassett, Blake Beecher, Yvonnia Brown, Lori Delagrammatakis, Jeffrey Edleson, David Foster, Kathryn Kietzman, Peter Lee, Amy Levin, Kimberly, Mayer, Toni Navarro, Mary Rawlings, Mary Shepard, CaSonya Thomas, Jennifer Tucker-Tatlow, Janlee Wong

Board Members Absent:

Kilolo Brodie, Vida Castaneda, Scott Gruendl, Stuart Oppenheim, Mary Shepard, Susan von Zabern, Juliette Webb

Stakeholders/Constituents/Guests:

Maggie Armistead, Minola Clark-Manson, Chelsea Cornell, Julie Gould, Anne Herendeen, Tracy Kent, Omar Lopez, Elizabeth Pringle-Hornsby, Julie Simpson, Holly Priebe Sotelo, Duan Tran, Cheryl Whittle,

Guests:

Staff:

Tenia Davis, Mavis Njoo-Lau, Michelle Perez-Robles, Virginia Rondero Hernandez, Carolyn Shin, Michael Sumner, Mauricio Wright

DECISIONS

Board agenda approved.

Minutes from April 18 were approved.

Reports from Ad Hoc committees approved.

ACTION ITEMS

Assign CalSWEC Executive Team members to serve as consultants at Permanent Committee meeting in October.

Recruit speaker on Families First Prevention Services Act presentation at October 18th meeting.

Place discussion of revenue generation plan and dues increase on the October agenda.

SUMMARY

I. Welcome and Introductions

Virginia Rondero Hernandez welcomed Amy Levin as the new Advisory Board president and thanked new members for their service on the board. Virginia stated CalSWEC is trying new cost-saving meeting formats, so today is a virtual Zoom meeting . She introduced Mauricio Wright who provided housekeeping tips on Zoom.

II. Approval of Agenda

The Agenda was reviewed and approved with no modifications.

III. Approval of Minutes

The minutes from the April 18, 2018 Board meetings was reviewed and approved with no modifications.

IV. Executive Committee Reports

Virginia gave a description of the Executive Committee’s responsibilities, stating they may meet more frequently than the Board. In their last meeting, the Executive Committee discussed efficient and effective meetings, ad-hoc membership dues, the status of contracts, and logistics of the August 2 meeting. Virginia stated there will be an in-person meeting of the Executive Committee on October 17, 2018 and a full board meeting the morning of October 18th, in Los Angeles. Virginia introduced CalSWEC’s new Office Manager/Events Coordinator Michelle Perez-Robles and stated she will responsible for sending meeting registration for the October Board meeting.

V. Ad-Hoc Committee Reports

Permanent Committees. Nancy Meyer-Adams gave the ad-hoc report on Permanent Committees. She explained the language describing the three permanent committees—Capacity-Building and Planning, Research and Evaluation, and Advocacy and Policy--were taken from the amended bylaws amended in by the Board in February 2018. The ad hoc committee worked teams together to simplify these descriptions with the understanding that they would be presented at the October 18, 2018 Permanent Committee meetings to discuss and use as committee charters.

Nancy and Toni Navarro partnered on the Capacity-Building and Planning Committee description. Peter Lee worked with CalSWEC staff Maxwell Davis and Mike Sumner on the description of the Research and Evaluation Committee. Laurie Smith and Blake Beecher partnered on the Policy and Advocacy description.

Toni commented that the committee structure and charter are a way to move CalSWEC forward. The group briefly discussed membership, but decided this discussion should be part of a larger group.

Nancy provided a summary of the process for the Capacity Building Committee, stating it absorbs work of a former committee. She explained how they came up with a revised description.

Peter reported for the Evaluation & Research Committee, providing a summary and description of the group. He stated that it was good to have a CalSWEC staff member provide a different perspective.

The report led to further discussion about the charge of the committees and what we can do to promote and grow the organization. Virginia stated CalSWEC is funded to produce specific contract deliverables. These funds are not intended to be used for activities outside of contract deliverables, which can create tension when CalSWEC staff are asked by stakeholder to initiate or take the lead on activities that are not contract-related.

Jeff Edleson stated committees are a forum wherein CalSWEC and its stakeholders are able to exchange ideas. CalSWEC plays a convening role and a contract compliance role. Balance is needed in this regard.

Amy discussed the convening role and the contractual role further, describing them as a constant push/pull. David Foster stated it would be helpful to ask who is CalSWEC? Its original intent rests on university-community partnership intended to move the organization forward.

Virginia commented, times are changing, and the organization needs to figure out a way of how to have this conversation and manage this push and pull. Expectations are changing – how do we manage competing expectations from an organizational practice point of view? David Foster suggested maybe some visioning is in order and added we develop students and the workforce in California together.

Kim Meyer commented that she is new to the CalSWEC Advisory Board, and comes from a non-profit workforce development organization, also. They find themselves in a position where stakeholders think they should take on work, ideas, without funding for staff resources to do this. It is a balancing act, but ideas from a board and can be fruitful.

Jennifer Tucker-Tatlow stated sometimes ideas have to be reined in and hone in on in order to find funding. Committees are a good environment in which to cultivate thought leadership.

Virginia added that stakeholders will be able to register for committees at the October 18th meeting and will be asked for guidance on charter language, support for the proposed charters, identifying committee activities/initiatives, and taking on leadership so they are realized.

Toni commented that as she and Nancy looked at the wording, they added and revised language to emphasize partnership instead placing all responsibility for action on CalSWEC staff.

Blake reported out on the Policy and Advocacy Committee revisions. He stated he and Laurie pared the description down to reduce overlap. The revised description supports the current conversation.

Virginia stated there will be one more review of the descriptions and parameters for committee discussions e.g. guiding principles, who will chair the committee, a quick review in light of realistic expectations and resources. Janlee commented the descriptions are packed with dense information. Virginia commented that they will be pared down even more and more than likely will include action steps in preparation for the committee meetings.

Kathryn asked if a CalSWEC staff member can review and or participate in the process to keep the committee grounded. Virginia stated she will identify CalSWEC staff members to participate in this capacity and discussed possible ways to manage the October meetings.

Membership Dues/Structure. Jennifer reported gave the ad-hoc report on Membership Dues/Structure. She acknowledged committee members, the committee charge and provided context.

She stated, recent changes in contracts have resulted in limited ways of using staff time on non-contractual related activities. Historically, the CalSWEC discretionary fund has been used to support such activities. But the amount of annual contributions to this fund by the private universities has diminished significantly over the last couple of years. As a result, discretionary fund deficit is forecasted from this point out. She mentioned potential strategies to increase discretionary fund. One way is to increase membership dues by 25%.

Virginia confirmed that the implementation of the California model agreement and the UC system's requirement of indirect cost in all state contracts has made it impossible to generate the match to support the private universities from participating in the Title IV-E Stipend Program. As a result, contributions to the discretionary fund from the private universities has decreased dramatically. Jeff summarized UC's stance on funding and confirmed that the UCB Chancellor has agreed to keep the IDC on the IV-E Stipend Program and the Regional Training Academy state contracts at 25% for the next five years.

Jennifer explained increasing dues for both county and university partners would help to generate \$18-21,000 per year. The dues would need to be in amounts that reflect the size and budget of the organization and include stakeholders, such as county welfare directors and the associations that currently do not pay membership. CaSonya Thomas stated her county (San Bernadino) would be able to meet the new fee structure. Virginia will survey other CWDA representatives about this possibility.

Virginia recommended that CalSWEC move forward in developing a fee-for-service structure and strive to reduce costs currently being paid out of the discretionary fund. It was recommended that an October agenda item be discussion of revenue generation ideas and a dues increase.

VI. Report from Executive Director and Executive Leadership Team

Virginia reported on changes in the organization. Nancy Nelson, Jane Turbiner, and Elizabeth Gilman retired in June, and several new staff hires have been made with more to come.

Searches for an In-service Training Director on the RTA Coordination contract and a Lead for Evaluation and Research are being initiated. She also shared the organization is gearing up for the move to Haviland Hall on the UC Berkeley campus this fall. The move comes at a serendipitous time, as payment for space is no longer allowable and allocable to state contracts. CalSWEC is using discretionary funds for space costs in the meanwhile, which is depleting these funds at a rapid rate.

Virginia introduced Tenia Davis as the Interim In-service Training Director. Tenia gave an update on the status of contract deliverables and recent interactions with the State related to the 2018-19 amendment.

Virginia introduced Mike Sumner as the interim lead for the Research and Evaluation unit. He reported on the 2018 Title IV-E Retrospective Study, which has 1,300 full completions to date. A variety of methods were used to reach out to cohorts using current (and often outdated CalSWEC information). He also gave an update on the migration of Filemaker Pro data into the Salesforce cloud. This has required great effort from staff e.g. cleaning and moving data. But this data migration will eventually reduce the amount of work and cost for the organization and subawardee campuses.

Carolyn updated the group on the status of the CDSS Title IV-E Stipend contract. Notification of the award has been delayed longer than expected and has been worrisome for our subawardee

campuses. She also Gabriela Fischer, the former Title IV-E Project Coordinator at San Francisco State, has been hired as the new Program and Policy Analyst for Stipend Program effective August 8th.

VII. Next Steps in convening the board:

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| • Thursday, October 18, 2018 | 9 am – 12 pm | Los Angeles |
| • Thursday, February 28, 2019 | 1:30 pm – 4:30 pm | Virtual Meeting |
| • Thursday, April 25, 2019 | 9 am – 12 pm | Southern California |

VIII. Open Comment Period

David requested a broader discussion before state contracts are written. A more collaborative approach is needed as the state, CalSWEC, and the regional training academies all have a vested interest in the contract process. Carolyn addressed the collaboration that takes place in developing the Title IV-E contracts. Toni talked about how her organization collaborates with others, the importance of asking how we come across to others, and being viewed as more collaborative. Virginia stated this was a conversation that should take place in person at the October meeting.

Jennifer proposed time be set aside at the next Board meeting to learn more about the Family First Prevention Services Act. Virginia will work to identify a speaker for the October meeting.

Kathryn Kietzman requested time focus on older adults as much as children.

IX. Adjourn

Board adjourned at 4:15 p.m.