

Opportunity Conference Steering Committee

Meeting Agenda

December 7, 2010

10:00 am to 12:00 pm

Department of Social Services, 3433 S. Higuera, Room 115, San Luis Obispo, CA 93401

Steering Committee Members	Agenda Items	
<p>Evelyn Ruscki, Chair Belinda Benassi, Social Services Casandra Blangsted, Social Services Tracy Buckingham, Social Services Chloe Campoverde, Social Services Tom Clough, HSOC Lee Collins, Social Services Pam Dudley, Public Health Kara Edwall, United Way John Elfers, SLO County Office of Ed Robert Ellis, CAPSLO Cathy Enns Brandie Ferraiz, Social Services Joyce Fields, Social Services Dona Hare-Price, SLO County Office of Ed Susan Fuller, Social Services Pati Garcia, Social Services Mark Haas, Social Services Carl Hansen, Food Bank Dona Hare-Price, SLO County Office of Ed Jenny Hart, Social Services Barbara Hoffman, Cuesta & Aspiranet Diana Horn, Social Services Vickie Jarvis, CAPSLO Theresa Johnson, Social Services Abby Lassen, California Rural Legal Assistance Dawn Latimer, CHC Kat Lauterback, Social Services Wendy Lewis, Food Bank of SLO Leslie McKinley Jan Maitzen, The LINK Mary Matakovich Julia Miller, Social Services Christopher Monza, Social Services Heather Murphy, CAPSLO Shana Paulson, CAPSLO Glenna Petrush, DSS Hunter Perry, Cuesta College Debbie Peterson, City of Grover Beach Jane Pomeroy, CRLA Patty Ramirez, Transitions Mental Health Shanta Rao, Social Services Claudia Rayas, DSS Elise Roberts, Social Services Casey Roos, Mental Health Nancy Shakeri, Social Services Melinda Sokolowski, CAPSLO Karen Swanson, Social Services Kristine A. Tardiff, SLO Library Manager Teresa Tardiff, CASA Dee Torres, CAPSLO Natalie Walter, Social Services Susan Warren, North County Connection Shannon White-Bond, SLO COE Connie Willard, DSS</p>	<p>Introductions and Welcome</p> <p>Subcommittee reports</p> <ul style="list-style-type: none">Media Relations and PRFundraising/FinancesLogistics and OrganizationNavigator and Participant RecruitmentVolunteerYouth Conference <i>CYC Youth role at conference</i>Aged and/or Disabled <p>Other Business</p> <p>Next Meeting</p> <ul style="list-style-type: none">January 4, 2011 10:00 a.m. – 12:00 p.m. DSS, Room 115	<p>Evelyn Ruscki</p> <p>Subcommittees</p>

Opportunity Conference Steering Committee Meeting
Minutes of December 7, 2010

- Present:** Belinda Benassi, Tracy Buckingham, Kara Edwall, Cathy Enns, Carl Hansen, Jenny Hart, Vicki Jarvis, Theresa Johnson, Abby Lassen, Kat Lauterback, Mary Matakovich, Shana Paulson, Hunter Perry, Glenna Petrush, Evelyn Ruscki, Kristine Tardiff, Natalie Walter, Debra Welch
- Absent:** Casandra Blangsted, Chloe Campoverde, Tom Clough, Lee Collins, Pam Dudley, John Elfers, Robert Ellis, Brandie Ferraiz, Joyce Fields, Susan Fuller, Pati Garcia, Mark Haas, Dona Hare-Price, Barbara Hoffman, Diana Horn, Dawn Latimer, Wendy Lewis, Jan Maitzen, Leslie McKinley, Julia Miller, Christopher Monza, Heather Murphy, Debbie Peterson, Jane Pomeroy, Shanta Rao, Claudia Rayas, Liz Repp, Elise Roberts, Casey Roos, Nancy Shakeri, Melinda Sokolowski, Karen Swanson, Teresa Tardiff, Dee Torres, Susan Warren, Shannon White-Bond, Connie Willard
- Guest:** Erika Samuel (DSS), Kelly Weimer (DSS), Chenoa Wilkerson (DSS), Sheri Wilson (CAPSLO/CCRC)
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Introductions and Welcome

Evelyn Ruscki called the meeting to order at 10:10 a.m. Welcome and introductions followed.

Subcommittee Reports

- **Media Relations and PR**

No report given.

- **Fundraising/Finances**

Carl reported a deadline of January 31 for money, in-kind gifts, and gift cards. Evelyn reported that they are working to secure Spencer's to provide the entire breakfast at the conference and Evelyn has a lead on a car. Chenoa noted that, if a family wins the car, car seats will be provided. Evelyn reported that she has tickets (250) for the Applebee's breakfast fundraiser on December 18 at the Paso Applebee's. Tickets are \$7 and the Op Con will receive \$5 on every \$7 ticket sold. Committee and staff are also seeking gift card and other donations. Cathryn Christensen is coordinating a toiletry drive for Friday, January 14, 2011 and is working to reserve a location.

- **Logistics and Organization**

Belinda passed out a Logistics timeline. She also reported that she is working with Lisa Ray to set up a clothing collection for the conference participants. Abby suggested the referring agencies do the footwork at the front end and provide us with the proper gender/sizing for the participants they wish to refer. There was some discussion about which agencies will run a booth at the conference. Belinda will send out an email to the steering committee about who will do a booth.

- **Navigator and Participant Recruitment**

Evelyn reported that this subcommittee is now two subcommittees. Erika Samuel will head the Participant Recruitment portion and Mary Matakovich will manage the Navigator Recruitment part. Evelyn reported that Jenny Hart will head up the DSS in-house participant referrals. Erika reported that they have set December 31 as preliminary deadline for agency referrals with final confirmation by January. No referrals have come in yet—the referral request went out Friday, Dec. 3, 2010. Cathy Enns will remain the Chair of both subcommittees. Cathy reported that the Navigator Resource Guide is being compiled and hope to have a draft by

next week. Cathy will assign a few people to review the list and make calls to make sure listed resources are still current and accurate. Mary Matakovich reported that we have 40 confirmed Navigators and 9 outstanding. Our goal is to have 65 Navigators. A December 31 preliminary cutoff date has been established for Navigators, aiming for a final count by the end of January (based on our goal of 175 participants). Mary will send out an email to all Navigator applicants acknowledging receipt of their application. Jan will again forward the Navigator application to the Op Con Steering Committee. There is some concern about enough training time for Navigators. Training is currently scheduled for 4 hours with lunch provided. Arrangements are being made for an optional “day before” training on February 25.

- **Volunteer**

Glenna reported that she will send out an email asking what areas volunteers want to work in. She can also use youth volunteers to help set-up, parking, and other minor volunteer duties.

- **Youth Conference**

Kat handed out a draft Youth Conference agenda along with a Youth Conference flyer and asked for feedback. The flyer will go out to youth and parents. Belinda mentioned that she will forward the adult schedule to go with the YC schedule when finalized.

- **Aged and Disabled**

Nothing to report at this time.

Other Business

Vicki Jarvis announced a Laundry Basket challenge—each steering committee member ask their agencies to fill a laundry basket with items that cannot be purchased by the participants food card. Vicki estimated that it costs about \$40 to fill the basket with the listed items. Jan offered to keep track of donated items and will also store them.

Future meetings: Reminder that the Steering Committee will continue to meet every other week through the end of the conference. Meetings will be reduced to one hour (10:00 a.m. to 11:00 a.m.) in room 115. Subcommittee Chairs will continue to meet with Evelyn one hour prior to each meeting (9:00 a.m. – 10:00 a.m.) in room 115. Future meeting dates are:

December 21
January 4, 2011
January 18, 2011
February 1, 2011
February 15, 2011

Next Meeting

- **December 21, 2010**
10:00 a.m. to 11:00 p.m.
Location: DSS, 3433 S. Higuera, Room 115, San Luis Obispo

Meeting adjourned: 11:00 a.m.