

Opportunity Conference Steering Committee

Meeting Agenda

January 18, 2011

10:00 am to 11:00 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 Tracy Buckingham, Social Services Chloe Campoverde, Social Services Cathryn Christensen, 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 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 Vickie Jarvis, CAPSLO Theresa Johnson, Social Services Abby Lassen 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 Patty Ramirez, Transitions Mental Health Shanta Rao, Social Services Claudia Rayas, DSS Elise Roberts, Social Services Casey Roos, Mental Health Nancy Shakeri 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 Debra Welch, CAPSLO Shannon White-Bond, SLO COE Connie Willard, DSS</p>	<p>Introductions and Welcome</p> <p>Evelyn Ruscki</p> <ul style="list-style-type: none">Subcommittee reports Media Relations and PR Fundraising/Finances Logistics and Organization Navigator and Participant Recruitment Volunteer Youth Conference Aged and/or DisabledOther Business <p>Next Meeting</p> <ul style="list-style-type: none">February 1, 2011 10:00 a.m. – 11:00 a.m. DSS, Room 115	<p>Evelyn Ruscki</p> <p>Subcommittees</p>

Opportunity Conference Steering Committee Meeting
Minutes of January 18, 2011

Present: Belinda Benassi, Cathryn Christensen, Cathy Enns, Jenny Hart, Vicki Jarvis, Theresa Johnson, Abby Lassen, Mary Matakovich, Leslie McKinley, Evelyn Ruscki, Kristine Tardiff, Natalie Walter, Kelly Weimer, Shannon White-Bond, Chenoa Wilkerson

Absent: Casandra Blangsted, Tracy Buckingham, Chloe Campoverde, Tom Clough, Lee Collins, Pam Dudley, Kara Edwall, John Elfers, Robert Ellis, Brandie Ferraiz, Joyce Fields, Susan Fuller, Pati Garcia, Mark Haas, Dona Hare-Price, Barbara Hoffman, Dawn Latimer, Kat Lauterback, Wendy Lewis, Jan Maitzen, Christopher Monza, Heather Murphy, Hunter Perry, Debbie Peterson, Shanta Rao, Claudia Rayas, Liz Repp, Elise Roberts, Casey Roos, Nancy Shakeri, Melinda Sokolowski, Karen Swanson, Teresa Tardiff, Dee Torres, Susan Warren, Connie Willard

Introductions and Welcome

Evelyn Ruscki called the meeting to order at 10:05 a.m. Welcome and introductions followed.

Subcommittee Reports

- **Media Relations and PR**

Evelyn reported that we got press from the Friday (January 14, 2011) Toiletry Roundup held at the Madonna Plaza. Several Cal Poly students showed up to volunteer and want to volunteer on the day of the conference. She noted that the Tribune wants to follow up with an article on the Toiletry Roundup. We received a lot of donations. The SLO Journal is doing an article as well.

- **Fundraising/Finances**

Evelyn reported that we are receiving lots of gift cards. She asked Shannon for a list of needs. Shannon will get a list to Kat. Kristine organized a fundraiser through the California Pizza Kitchen who will donate 20% of sales on Saturday, February 5. The CPK flyer was sent to all DSS staff as well as to the Steering Committee and to those on the Poverty Interest list. DSS staff is asking everyone to share the flyers with friends and co-workers. Vicki Jarvis would like to receive the flyer in jpeg format so she can load it on our Face book page. A grant is being prepared asking Chumash for some level of Sponsorship.

- **Logistics and Organization**

Belinda reported that Ribline has been confirmed for lunch. They now need to work with Cuesta to see if Cuesta can provide serving ware and water pitchers. Still need to get a bid from Party Plus on same items. Suggestions were to check with local water delivery companies to see if they can provide bottled water for the conference. Belinda reported that they are now looking at the room layout to see where participants will be sitting.

- **Navigator and Participant Recruitment**

Participants Recruitment: Cathy reported that we have 47 adults and 42 children. Family Care Network and SLO Child Development Center decided not to participate. Cathy recommended to Erika that they visit the agencies to see if they can work up more referrals. Cathy will ask Erika to send an email to agencies reminding them of the February deadline for referrals. We currently have 15 infants/toddlers; 21 K-6; 4 middle school, and 2 high school referrals. Jenny will announce the deadline at the all sups meeting—looks like we will not reach 175 participants.

Navigators: Mary reported that we have 51 navigators (including 5 super and 5 special) confirmed. Kelly is managing the live scanning process for the Navigators. Natalie will confirm

with Mary the “cleared” navigators. The decision was made that volunteers who work with ages 0-5 do not need to be scanned if they are under the supervision of a scanned volunteer.

- **Volunteer**

Glenna was not present. Evelyn will send “interest” forms to the Cal Poly students who wish to volunteer the day of the conference.

- **Youth Conference**

Shannon reported the need to have a training for the youth volunteers and have coffee/snacks (Carl Hansen agreed to provide the snacks and drinks). Her committee has developed a form for anyone bringing a 0-5 child and also wants to do a press release form. Once forms are completed, Shannon will forward to Belinda who will have it translated then send to Erika to send to the referring agencies. She is developing a form for unaccompanied youth (ILP and Foster). Evelyn needs to ask Glenna how many volunteers she will need for the youth conference.

- **Aged and Disabled**

Julia was not present—nothing new reported.

Other Business

Evelyn will look into a videographer. Suggestions included presenting a video to the Board of Supervisors. Possibly use lanyards to identify who can be photographed and use color for other identifications.

Cathy suggested blocking a 2-hour period for staff to review the schedules and flow of the day. Jenny will create a schedule broken down in 15-minute increments so we have a good overview of the flow of the day.

Evelyn plans to have a basic (Poverty 101) training on Friday morning and a shorter training for Navigator’s later in the day for those who will be volunteering in other capacities at the conference. In lieu of a car, Evelyn has been talking to Idler’s, Home Depot, etc., to see if we can get a freezer and include some gift cards as part of the grand prize.

Abby brought up ideas for participant address or planner books. She will follow up on formats and availability.

Future meetings: NEW TIME!! Reminder that the Steering Committee will continue to meet every other week through the end of the conference. Meetings will now be from 9:00 am – 11:00 am in room 115. Future meeting dates are:

February 1, 2011

February 15, 2011

Next Meeting

- **February 1, 2011**
9:00 a.m. to 11:00 p.m.
Location: DSS, 3433 S. Higuera, Room 115, San Luis Obispo

Meeting adjourned: 11:10 a.m.