



**Coordinating Council Members**  
 Maria Diaz- Slocum, Redwood City School District  
 Carrie DuBois, Sequoia Union High School District  
 Michael Garb, First 5 San Mateo County  
 Diane Howard, City of Redwood City  
 Katie Kane, Sequoia Healthcare District  
 Shelly Masur, Redwood City School District  
 Milbrey McLaughlin, John W. Gardner Center for Youth and Their Communities  
 Barbara Pierce, City of Redwood City  
 Alan Sarver, Sequoia Union High School District  
 Gerald Shefren, Sequoia Healthcare District  
 Warren Slocum, County of San Mateo Board of Supervisors

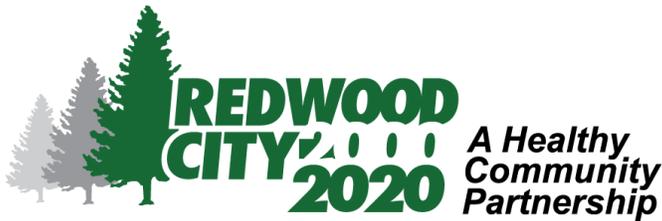
**Redwood City 2020 Coordinating Council Meeting**  
**Redwood City Main Library, 1044 Middlefield Road, Redwood City**  
**Community Room (2<sup>nd</sup> Floor)**  
**Wednesday, August 13, 2014**  
**9:00am – 10:30am**

**Speaking to the Council:** The public is encouraged to speak to the Coordinating Council on issues of concern, whether or not the issue is on the agenda. To address the Council, please complete a Speaker’s Card, available at the entrance and give it to the Executive Director. If the subject is on the agenda, you will be called on when it is being considered. If your item is not on the agenda, you will be called on during Oral Communications. Public comments are limited to 3 minutes per person per topic.

**Electronic Devices:** Please turn the sound off on all cell phones, pagers, and other devices during the meeting.

**Agenda**

<b>Lead</b>	<b>Agenda item</b>	<b>Background</b>	<b>Time</b>
Council Chair Barbara Pierce	Welcome and Introductions		9:00am
Members of the Public	Oral Communications	Opportunity for members of the public to address the Coordinating Council on items not on the agenda.	9:05am
Jana Kiser	Approval of Draft Minutes	Draft minutes from the Coordinating Council Meeting held on June 11, 2014 (attached)	9:10am
NFO Forward Representatives	NFO Forward: Presentation	<a href="http://www.nfoforward.org">www.nfoforward.org</a>	9:15am
Jana Kiser	GLOW: Decision Requested	Partner application from GLOW (attached)	9:30am
Jana Kiser	Governance Structure: Discussion	One page summary of governance structure approved in June 2014 and updated written description of governance structure (both attached). Meeting discussion: revisit names of governing bodies, number of meetings, and other pending governance-related issues	9:35am
Jana Kiser	Initiatives: Updates and Invitations	News related to Community Schools, Community Health and Wellness, and Community Engagement will be shared. Communication ideas will be generated.	9:55am
Jana Kiser	Financial Update	Approved budget for 2014/15 fiscal year (attached)	10:10am
Coordinating Council Members	Member Updates/ Announcements/Good News/Kudos		10:20am
Barbara Pierce	Adjourn		10:30am



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### **Redwood City 2020 Coordinating Council Draft Minutes**

**Coordinating Council Members Present:** Carrie Dubois, Diane Howard, Barbara Pierce, Alan Sarver, Gerald Shefren

**Cabinet Members Present:** Robert B. Bell, Jan Christensen, Kitty Lopez, Jim Liandies, Amy Gerstein, Sara T. Mayer, Lee Michaelson, Dr. Jim O'Donnell, Iliana Rodriguez

**Others Present:** Alonso Barahona, Chris Beth, Elizabeth Dallman, Lauren Estrada, Sophia Colombari Figueroa, Peggy Jensen, Madeleine Kane, Jana Kiser, Janneth Lujan, Matthew Reeves

#### **Public Comment**

None

#### **Changes in the Meeting Minutes held on June 11, 2014**

- Gerald Shefren suggested that the description of the Cabinet's meetings should be rephrased to include "Cabinet members expressed that they see value in continuing to meet as a group because Cabinet meetings are productive and have inherent value."

#### **NFO Forward: Presentation**

- Peggy Jensen explained that North Fair Oaks is a large umbrella initiative that brands a lot of the community events that take place in Redwood City (e.g. Friendship Park, Middlefield Health Clinic).
- Peggy Jensen gave a presentation on North Fair Oaks' largest project, which is the design of Middlefield Road.
  - Goal of the project is to have a more amicable environment and visual continuity along Middlefield Road.
  - North Fair Oaks has performed extensive outreach and community work about the project (e.g. community meetings, door hangers, quarterly meetings, postcards, surveys), resulting in input from over 2,000 people.
  - Main themes of survey responses suggested that people are concerned about: safety, access, and the attractiveness, activeness, and vibrancy of the street.
  - Survey responses also suggested that the community's greatest wants include: wider sidewalks, more bike lanes, and parallel parking.
  - Upcoming key dates include:
    - NFOCC design recommendation on August 28<sup>th</sup>.
    - Community wide meeting to share design on September 23<sup>rd</sup>.
    - Suggestion made to Board of Supervisors on October 21<sup>st</sup>.
  - Project is estimated to take 4-5 years to complete.
- Lee Michelson asked if Peggy Jensen's presentation was purely informational, or if she is hoping to receive support from Redwood City 2020.
- Peggy Jensen responded that she wanted to keep Redwood City 2020 informed of the project and highlight any connections between the project and the work of Redwood City 2020.
- Gerald Shefren asked if students or parents from Sequoia schools had any comments about parking.
- Peggy Jensen responded that Garfield High School and St. Anthony's Church are potential partners for parking.



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- Carrie DuBois said that she was impressed by the project and asked what has been the most effective method of communication between NFO and the community.
- Peggy Jensen directed the question to Elizabeth Dallman, who noted the success of door hangers, as well as email and paper newsletters.
- Peggy Jensen added that it has been effective to personally meet with business owners who will be affected by the project.
- Diane Howard asked if there was an economic development plan that is currently in place.
- Peggy Jensen responded that there is not one in place at this time.
- Alan Sarver noted the safety of diagonal car parking, and suggested that NFO consider it while moving forward with the project.
- Barbara Pierce thanked Peggy Jensen for the presentation and highlighted how the Middlefield Road project will affect the elementary schools that Redwood City 2020 cares about.

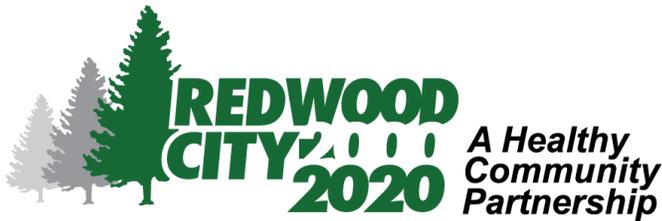
#### **GLOW: Decision Requested**

- Janneth Lujan explained the vetting process that she and Matthew Reeves performed to evaluate GLOW; process included online research and an interview with a partner organization that uses GLOW's curriculum.
- Janneth Lujan overviewed GLOW's mission, which is to provide students with the financial means to afford college as well as the skills needed to manage their finances while in college.
- Janneth Lujan said that Redwood City 2020 feels that there are no concerns with GLOW joining the collaborative, and then asked for the Council to consider approving GLOW's application.
- Jim O'Donnell asked if GLOW's work takes place in the Redwood City area even though they're based in San Francisco.
- Jana Kiser responded that their work is spread around the Bay Area, and that they are hoping to use their partnership with Redwood City 2020 to deepen their work in the Redwood City area.
- Diana Rodriguez asked if the low income group that GLOW serves includes children in foster care communities.
- Jana Kiser responded that GLOW did not highlight foster care communities in her conversations with them.
- Barbara Pierce asked for a motion to approve.
- Alan Sarver gave the motion; Gerald Shefren seconded the motion.

#### **Governance Structure: Discussion**

The governance structure dialogue took longer than anticipated in the agenda. A consensus was reached that the most appropriate names for the two governing bodies are "Leadership Council" and "Executive Team", which will replace "Coordinating Council" and "Cabinet" respectively. The dialogue follows:

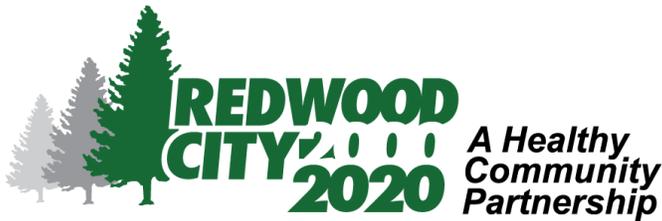
- Jana Kiser offered information on the progress of Redwood City 2020's Governance Structure.
- Jana Kiser stated that, as a whole, we agreed to maintain some of the strength of our current structure by keeping a Policy-Level body and a Cabinet body.
- Jana Kiser explained how we reached a general consensus that the Coordinating Council is the decision-maker, and sets the vision of the collaborative. In addition, the Cabinet contributes by co-creating proposals for the Coordinating Council to consider, supporting the Executive Director, and implementing the work of the collaborative.
- Jana Kiser explained consensus was also reached regarding the evaluation of the Executive Director. It was determined that an Ad Hoc Committee comprised of Coordinating Council and Cabinet members, with strong city representation, would evaluate the Executive Director and make recommendations to the Coordinating Council. The Executive Director reports to the Coordinating Council.



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- Jim O'Donnell asked for clarification on the title "Coordinating Council," and wondered why we could not use the title "Board" instead.
- Barbara Pierce responded that there are legal ramifications for using the term "Board of Directors."
- Gerald Shefren asked why the Coordinating Council is subject to the Brown Act, whereas the Cabinet is not.
- Robert Bell responded that the Coordinating Council is subject to the Brown Act because it is made up of public officials who expend public funds, and who are appointed by a larger body.
- Lee Michelson suggested that we clarify who performs the work of the collaborative: the Executive Director and a staff or members of the partnering organizations.
- Barbara Pierce responded that Redwood City 2020 has several roles. On one hand, we facilitate partnerships between organizations for some projects, and take more of a back-seat role. For other projects, however, the Executive Director and staff contribute most of the work and take a leading role.
- Jana Kiser proposed to bring information on this piece to the next meeting. She suggested making a diagram that clarifies which projects are led by Redwood City 2020 staff, and which projects (e.g. Alcohol and Other Drug Prevention) Redwood City 2020 only convenes.
- Amy Gerstein said that Governance discussions raise questions about what Redwood City 2020 is, and what it does. She said that it is important to be reminded of what decisions have been made, what is the collaborative's current focus, and what is each member's role.
- Sara T. Mayer responded to Lee Michelson's comment by highlighting the Alcohol and Other Drug Prevention project. She explained that the health system gives staff resources to Jana Kiser and the Redwood City 2020 staff help carry out the work of the project.
- Robert Bell said that he understands Lee Michelson's point, and has sometimes felt as though decisions were made without much input from the Cabinet. He thought this improved last year. He liked Jana Kiser's suggestion and said it would be helpful to bring in a model that highlights the different initiatives and how Redwood City 2020 contributes to each one.
- Gerald Shefren offered suggestions on the directions of the arrows on the Governance Structure visual.
- Barbara Pierce suggested that there is still a lot of work that needs to be done, and proposed that two individuals from each governing board can come together to discuss the next best steps moving forward.
- Amy Gerstein raised concern that this idea will be difficult to implement, seeing as it is difficult to get everyone in the same room to vote.
- Jana Kiser suggested that we should name a meeting in the near future where a decision will be made, and the results of that decision will last for a year. Everyone will be made aware of that meeting, and whoever is present will have the only contributing votes.
- Jan Christensen strongly supported Jana Kiser's proposal.
- Robert Bell recommended potential names for the two governing bodies. He suggested "Leadership Council" to replace "Coordinating Council," and "Executive Team" to replace "Cabinet".
- Jim O'Donnell and Amy Gerstein offered other suggestions for the replacement of "Coordinating Council," including "Board" and "Board of Managers".
- Gerald Shefren said that the current names of the governing bodies sometimes make it difficult to distinguish who makes the final decisions.
- Kitty Lopez said that Redwood City 2020 doesn't stick to a traditional hierarchy frame because of its collaborative effort. Instead, we model a 2014 organizational structure in that thinking goes up ways.
- Jana Kiser supported Kitty Lopez by saying that the Executive Director and Cabinet report up to the Coordinating Council, and receive guidance down from them.



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- Barbara Pierce noted that the arrows in the Governance visual suggest that the Cabinet directs the Executive Director, when in reality, they are responsible for evaluating the Executive Director. She then asked if the group could agree on Robert Bell's suggestions for new names.
- Everyone agreed.
- Diane Howard expressed gratefulness for clarification on the names and roles of the two governing bodies.
- Barbara Pierce asked for two leaders from each body who will make up an evaluation team to evaluate Jana Kiser. She then asked to start the rotation of Chairs, with herself as the Chair of the Leadership Council and Robert Bell as the Chair of the Executive Team.
- Everyone agreed.

#### **Initiatives: Updates and Invitations**

- Jana Kiser gave the following invitations – details will follow via email.
  - In the vertical expansion of community schools, we invite you to join the workgroup. First meeting will be in October.
  - In the family engagement work, we invite you to act as thinking partners and to give input on the framework of the new professional development program for leaders that Redwood City 2020 will be hosting.
  - Safe Routes to School work (e.g. Walking School Buses, Educational Programming, Outreach) is launching for the 2014/15 schools year and everyone is invited to participate in International Walk to School Day on October 8<sup>th</sup>.
- Jana Kiser noted that more communication will be happening between Redwood City 2020 and Leadership Council (e.g. emails, quarterly updates/newsletters, quarterly financial updates, etc.).

#### **Member Updates/Announcements/Good News/Kudos**

- Jana Kiser announced that the next Leadership Council meeting is on October 8<sup>th</sup>. Jana Kiser gave kudos to Janneth Lujan and the administrative assistance on everyone's team, as everyone has been working hard to find meeting dates that work for everyone's schedule.
- Janneth Lujan announced that dates for Leadership Council meetings have been established, and dates for Cabinet meetings are still in the works.
- Alan Sarver announced that Peninsula College Fund is having a Community Engagement Breakfast at the end of October, so he will be sending out a "Save the Date!" email soon.