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## LTCCC Steering Committee Meeting Minutes

**Thursday, April 14, 2015**

**3:00 – 4:00pm**

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**PRESENT:** Anne Quaintance, Cathy Spensley, Cindy Kauffman, Marie Jobling, Vince Crisostomo  
**DAAS STAFF:** Valerie Coleman, Melissa McGee

### **MINUTES**

Setting agenda for **May** LTCCC meeting: DAAS Needs Assessment will take 1hr, would like an update on the Dignity Fund (30min), a report back on the “Middle Poor” Study’s focus group results (30min), and a short report back from members regarding their Board of Supervisor visits (10min). Workgroups and the legislative update will be pushed back to accommodate the presentations.

Discussing tentative **June** agenda: A decision to push back the emergency preparedness topic, partly because of Carla Johnson being out of office and also to include other presenters in addition to Daniel Homsey. Cathy Spensley mentioned an active workgroup that might be a great place to start. However, the group would like a report back from the folks who went to Amsterdam (including Shireen McSpadden, Anne Hinton, Dave Knego, and staff from the Jewish Home). Apparently they’re developing a presentation for the tech council and Melissa will reach out to Shireen about possibly presenting in June.

### **Future Topics**

Workgroups & the LTCCC: there was much discussion about the process and relationship between the workgroups and the larger committee, everyone was in agreement that more structure and a clearly laid out process would benefit the groups. There was a suggestion that workgroups work within a larger agenda (the annual Policy Agenda), which would shape where the LTCCC is working on moving forward more generally and that workgroups would use that framework to determine where they see their work going in the coming year. Additionally, the steering committee should be more than just approving agendas, that it should be an active and frequently used connection between the greater community and the LTCCC. Similarly, the workgroups are a body of the larger LTCCC but other members are unaware of what the groups are working on, a need for a clear and more consistent sharing of information, recommendations, and updates between the LTCCC and the workgroups, a recognition that they shouldn’t be off working on their own. There was mention of a lack of an approval process, that if there was a different structure and guidance around that structure and how to move an item/project/idea forward (within the LTCCC or beyond), that it would benefit workgroups. A realization that more structure and process would also require the workgroups to be more formalized in general, such as a standard meeting protocol, minutes, etc. Also a recommendation to ensure that the groups are establishing actionable goals, with consistent report backs on where they are, if/when they reach goals, etc. A comment was made to remember that the LTCCC is supposed to be a policy body, that perhaps many folks have different expectations about creating policy and ways to focus and reinvigorate that aspect of the LTCCC’s work. Also regarding formalizing, the members agreed there should be job descriptions and a process by which projects, workgroups or recommendations are funded. There was discussion on the connection of policy and funding, that a policy can often lead into budget asks or recommendations. Recognition that the LTCCC really only has the bandwidth for one policy item at a time. Finally, there was discussion about having a retreat for the steering committee members (including all workgroup co-chairs) soon.

Next steps re: Civic Bridge: there was discussion about the process for hearing a presentation about a future partnership and an update with regards to Civic Bridge. Traci will meet with Jeremy Goldberg about what a partnership would look like and will report back. Marie felt that they’re really looking for a city agency partnership (such as with DAAS) and not necessarily a project with one of the member organizations.

When to set-up budget meeting with Mayor's office: Just an update, has been difficult to get a response back from the Mayor's budget office temp staff but suggestions were made about how to move the conversation forward.

Behavioral health workgroup – reconvene? / take to council?: not discussed, due to time

### **Logistics**

Change LTCCC Protocols re: Term Limits: When a member's term expired, new members would undergo a review and would either be re-nominated or not based on their participation. The members voted and decided to move forward with keeping the terms but removing the term limit; the protocols will be revised to reflect this.

Move “announcements” to bottom of agenda for LTCCC: not discussed, due to time

Finalize/Approve Policy Agenda: members remember that it's still in draft form, that there was small edit that needed to happen and didn't. Will follow up – either editing or drafting a new one during the retreat.

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**Next Steering Committee meeting**  
Thursday, May 12, 2015, 3:00 – 4:00pm