

**SUN Service System  
Coordinating Council  
Workgroup Planning Worksheet  
June 1, 2007**

**Workgroup Name:** Allocation Workgroup

**MEMBERSHIP**

In attendance:

Name	Organization
John Richmond	DHS
Nancy Culver	County DCHS
Bill Scott	Leaders Roundtable/Flexcar
Krista Larson	Metropolitan Family Service
Susan Stoltenberg	Portland Impact
Lisa Pellegrino	City of Portland CHIF
Lee Po Cha	IRCO/Coalition of Communities of Color
Diana Hall	DCHS

Suggestions for membership/representation:

Name	Organization	Notes
	Portland Parks and Recreation	
	District representatives	Andrea Watson will participate from Reynolds (East County School Districts)

**LOGISTICS**

- *Determine a point person for the Workgroup. This person will chair the Workgroup meetings and work with DCHS and the person staffing the meetings to determine the agenda and facilitation of each meeting.*

Lisa Pellegrino will act as Chair.

- *Who will staff the meetings (inviting membership, finding meeting locations, taking notes, creating documents)?*

Lisa P has a staff person who can do logistics. The group needs a notetaker. Lisa will check to see if someone at CHIF can go any Friday meetings. Susan Stoltenberg offered a staff person for notes on non-Friday meeting days.

- *How often will the workgroup meet?*

To be determined.

- *When will meetings take place? When is the first meeting?*

The first meeting is on June 12<sup>th</sup> from 8:30-10:30 at the Multnomah Building in Room 625

- *Where will meetings take place?*

Multnomah Building assuming that space allows

## **SCOPE OF WORK / NOTES**

*How will you accomplish this work?*

Work needs to be accomplished by end of August so that the allocation recommendations can be brought to the core services conversation and discussion can happen about siting of services.

- Need to review current formulas and data
  - What are current formulas being used by the various partners?
  - What data is available?

Action Step: DCHS will develop a grid to collect current allocation formulas/methodologies from the partners and will fill in the grid for current partners – information will be needed from the City, DHS and districts. The grid should include:

- County: SUN SS current svcs, Mental Health, Health, Library
  - City: Parks & CHIF
  - DHS
  - Districts: Title 1 and ?
- Need to part out the work to determine a strategy to work through all the details and determine the number of meeting times and additional experts/resources needed at each session.

Action Step: Lisa Pellegrino will draft a process that includes sectioning the work into steps.

- First Meeting Agenda – June 12<sup>th</sup>
  - Look at resources
  - Look at current formulas for distributing those resources
  - What are possible data or criteria that could be used in formulas (brainstorm)
  - Discussion – how to incorporate the possibility of looking beyond current partners (leave options open)

*Who do you need to get input from?*

- PSU population center
- Scott Stewart?
- County Evaluation/Budget office?

Other Notes from the conversation:

- Possible factors to consider in allocation: law enforcement, addictions, domestic violence

- Will need to hear from core services at some point as to what services will be purchased to make final determinations about what factors/criteria should be used to allocate resources to specific services
- Need to keep broad perspective – perhaps this means a set of guidelines or principles for all partners to use – then each organization can develop the detail of the formula. Want this to work across the broader SUN Service System – beyond County dollars.
- Questions:
  - Will this group decide specific allocation amounts for the DCHS RFP?