

CAMConnect Board Meeting September 20, 2007

Present: Derek Ziegler, Lauren Hill, Hilary Colbert, Jean Mouch, Joye Rozier, Bill Whitlow, Joyce Kurzweil, Jeanette King, Ray Lamboy, Tom Jones, Sean Brown, David Gonzalez (intern), Joe Myers, Stacey Pierce, AD. Lingo, Bernadette West, Jeffrey Brenner

- Welcome & Introductions
 - Chairwoman Hilary welcomed members to our September Board meeting and requested all members introduce themselves to the group
- Data presentation by Executive Director
 - Excerpts from Camden Facts 2007 updated by David, was highlighted by Derek; Economics section shows a significant decrease in unemployment with some increase in the employment rate. Derek indicated that he is unsure of the factors contributing to these developments, there's a lack of clarity as to why unemployment has declined; members discussed whether there are methods to identify these shifts; Ray indicated that depending on the user people may assume these data reflect positive outcomes of the Recovery Act; Tom indicated that we must recognize the presence of joblessness (those not in the labor market because they are not working or seeking work); Bill suggested that we attempt to identify factors to determine relevance for interpreting these data for Camden, what are the possible concerns and other considerations
 - The Camden Facts 2007 Housing section was also provided; Sean requested that Derek cite the original data source on diagram
 - Derek indicated that he would like to receive member comments on the Data Facts by September 30
- Review May Board Meeting Minutes
 - Members reviewed May 2007 Board meeting minutes, Sean offered a motion to accept the minutes, Jean seconded, all in favor
- Discussion of Grant Proposal and Strategic Plan
 - Board Members reviewed the Grant Proposal/Plan provided by Derek; Proposal presents detailed information concerning CAMConnect, its primary areas of work, and added-value of hiring a new staff person who would focus on Database development & design, Survey design & analysis, Grant evaluation, and Training. Board Members were asked to review the proposal and provide feedback to Derek. Once there are specific contact with foundations for funding support, Board Members will be ask to provide letters of support.
 - Jean indicated that the development of a "proposal packet" would be useful, including implementation strategies for securing funding support. Board members who will participate with Jean are Ray, Stacey, Hilary, and Tony (if needed), Derek will also participate.

- Tom stated that many large foundations are meeting as a coalition
 - Stacey shared that Empowerment Zone is looking to address lack of capacity among many non-profits, the lack of capacity is a concern of foundation officials
 - Hilary stated that the United Way and CPAC will be dealing with capacity building; would like to collaborate with EZ
 - Jeanette shared that CCYD would also like to participate
 - Ray inquired about the “impact indicators” funders use to assess/evaluate outcomes; a menu of such indicators could be developed to present to funders
 - Jean indicated that William Penn may be a foundation to target
 - Tom indicated that foundations are seeking anchor institutions as sign of stability to funding; we should play to strengths of CAMConnect Board Members
 - Sean indicated that we must be mindful that sometimes grants fund areas that don’t address some people’s immediate needs
- Executive Director’s Update
 - Fee for Service – Camden Coalition of Healthcare Providers for 3 years at \$20,000 per year; New Jersey Health Initiatives database and report generation support; Camden Cancer Coalition developed and analyzed online survey; Heart of Camden prepared and revised parcel maps; Camden Empowerment Zone organized a GIS training; Abbott Indicators developed summary profiles; Camden Center for Youth Development completed project related to comparing juvenile justice outcomes; Cooper’s Ferry Budget White Paper.
 - Meeting schedule was provided as was the NNIP conference dates of October 3-5 in Indianapolis.
- Budget Review
 - Board members reviewed the current budget document; Joe emphasized the importance of CAMConnect investment income and costing-out of Cooper (Dept. of Family Medicine) in-kind support
- Review and Discuss Expense & Purchasing Policy
 - Board members reviewed and discussed the Purchasing Process document; the policy is as follows: for purchases under \$200, the Executive Director shall have the authority to initiate purchases w/o prior approval; for purchases between \$200 and \$1000, the Executive Director shall clear the purchase with the Treasurer prior to the purchase, the Treasurer shall have the right to delay the purchasing pending approval of the Chair and/or the larger Executive Committee; for purchases larger than \$1000 the Executive Committee’s approval is required. All purchases will be listed on Executive Director’s monthly reports and as addendum to CAMConnect’s financial statement. Lauren offered a motion to accept the recommended purchasing policy, Bill seconded, all in favor.

- Discuss Governance Issues – Sean led Board members in a discussion dealing with each of the following issues:
 - Board Succession
 - Organizations that have a representative that leaves their organization must identify a new person to represent its organization; the representative’s name should be provided in writing; a second representative may be identified who will act in the absence of the primary representative. Our Bylaws must be amended to incorporate this provision; Board members have 10 days to vote on the measure, the provision requires two-thirds of membership to support. Lauren will notify all members of the item and request response within 10 day period.
 - Board Election Tie Votes
 - In the event of a tie vote during our election process, the Chair provides the tie-breaking vote. Jean offered a recommendation to accept the provision as presented, Joye seconded, all in favor.
 - Executive Director Succession & Continuity Plan
 - Have all passwords and PINs available; identify a staff or Board member that would be responsible for critical tasks; have the plan available online. Joe offered a recommendation to approve the plan as presented, Bill seconded, all in favor.

- Data Open House
 - December 2007 – date to be announced
 - Release of Camden Facts 2007-08; interactive discussions, provide opportunities to raise analysis concerns and considerations, and poster presentations

- Open Discussion
 - Sean reminded everyone that the CAMConnect election process begins first week of October 2007; members in good standing can pursue Board positions. An election form will be circulated requiring response in 10 days, a description of the Board positions will be included; once nominations are complete, a ballot will be circulated electronically; when someone accepts nomination she/he must include their bio (200 word max.); further members discussed having brief bios of all Board members
 - Hilary provided a brief overview of the Board’s purpose, structure, and position categories. Generally, the Board provides oversight, serves as a sounding board providing comment on programming, project proposals and planning; all meetings are open
 - Tony discussed opportunities for CAMConnect to participate in City grants, provide evaluation support to needle exchange project and State of NJ needle exchange project; showcase CAMConnect resource documents at League of Municipalities November 13-15 in Atlantic City; Tom

reminded that we must remain aware of our capacity issues, must not promised or give the appearance of capacity to deliver products statewide

- Tony indicated that he will forward the Budget Report electronically to city officials
- Tony stated that City of Camden has initiated a process that requires partnerships and collaboration with other local providers
- Jeff stated that we should step up our outreach to City, determine whether Judge Davis would give keynote address and extend an invitation to all City directors to attend the Date Open House
- Jean emphasized that selling ourselves requires more discussion, especially sense our mission is a focus on Camden, perhaps with new staff and selective external projects, opportunities to expand our focus will emerge

Next CAMConnect Executive Committee meeting is Thursday, October 4th 10 AM.