



**CAMConnect – Executive Committee  
Meeting Minutes  
February 2, 2006**

**In Attendance:** Jeffrey Brenner, Hilary Colbert, Chris DiCarlo, John Hart, Darrell Staton, Bill Whitlow, Derek Ziegler/Executive Director.

1. **Minutes:** Hilary Colbert called the meeting to order. It was suggested that the words “Camden County” be added before OEM in #9 for clarification. ***Motion by Brenner, second Hart, for approval of the January 5, 2006 Executive Committee Minutes with added wording*** passed.
2. **Board Meeting Recap:** Discussion about the January 26<sup>th</sup> Board meeting occurred with several follow up items identified including:

***Board Meeting Minutes:*** Under #2 of the Executive Director’s Update from the January 26, 2006 Minutes language should be added to the end of the paragraph that says “Consensus was that in house ability to provide the skill sets outlined in the Data Manager’s job description is desired.”

***Strategy Question 1:*** Discussion ensued on what bundle of services partners can provide. For example, training that is free for members but charged for non-members. Chris DiCarlo noted that it is better to focus on CAMConnect’s Mission and offer sessions on things like use of data, evaluation, etc. Jeff Brenner noted that training should be provided on site. We could have 4 offered trainings that are part of our bundle of member services that are outlined in our newsletter as being a privilege of being a member. John Hart offered the Rutgers Smart Labs with computers as a possible venue for some of the trainings. A suggestion was made that trainings be free to the delegated member from an agency with additional members from that agency being charged a small fee.

Under this Strategy Question, members were reminded to e-mail Derek Ziegler their suggestions for potential members.

***Strategy Question 2:*** A recap of the need for agreement on “Board Member responsibility” regarding collaboration ensued. The question was asked whether agencies can commit to a dollar amount to contribute to CAMConnect. John Hart noted that for many agencies this agreement to collaborate and build CAMConnect’s capacity did not necessarily need to be anything members sign but rather needs to be something included as part of a member packet

so that in the event of potential conflict the agreement can be referenced. This focus on collaboration should be something all board members focus on. Derek Ziegler will draft some type of agreement for the next meeting. Derek is also working on getting the marketing materials together and will check to see if there are any extra marketing dollars from last year's budget that we can use this year.

**Strategy Question 5:** Jeff Brenner suggests that CAMConnect needs to have a proposal written that we shop around to potential funders. At the same time, Sean Brown can be tasked with gathering information on foundations that might fund CAMConnect. Jeff suggests that a yearly health census report might be a draw for funders. Darrell Staton noted that the Camden Empowerment Zone Corporation has \$10,000 pots of restricted funds for projects. If a project impacts the quality of life or resources in the Empowerment Zone area it could be funded. He will forward information to Derek re same. In the meantime, Derek will put together a draft proposal to share with the Executive Committee.

The Volunteers of America (VOA) is trying to put a 60 bed substance abuse center in South Camden. Jeff Brenner has data on medical billing codes for substance abuse, "frequent flyers" at hospitals for substance abuse issues, costs etc. Jeff asks if CAMConnect wants to create a small report for VOA. The Executive Committee agreed that Jeff should create the report; a larger report using this data can be created at a later time for CAMConnect.

- 3. Executive Director Update:** Derek Ziegler asked that members make a note of the new Board Meeting dates for the rest of 2006: April 20<sup>th</sup>, July 20<sup>th</sup> and October 19<sup>th</sup>. Other highlights include:

**VISTA:** Derek noted that our VISTA Volunteer, Sean Brown, has requested a bus pass to get him to/from meetings. Rather than have to expense each trip, it is more cost effective to procure a monthly pass at the cost of \$41 per month. **Motion for approval to allow CAMConnect to pay for the monthly bus pass for Sean was made by Hart, 2<sup>nd</sup> by Brenner and approved by those present.**

**Data Manager:** Derek requests that he be allowed to spend up to \$1,000 to advertise for the Data Manager position. **Motion for approval for Executive Director to spend \$1,000 advertising the position was made by Hart, 2<sup>nd</sup> by Brenner and approved by those present.** Derek noted that he will do the initial screening of applicants and will then get resumes to a small group of interviewers to review and participate in the interviews. Goal: get someone on board by March.

**Kids Count Survey:** the 4 page glossy summary is going to be produced and will then be reviewed by the Data (John Hart) and Outreach (Jerry Harris) committees of one.

**Volunteers of America Mapping:** Derek Ziegler met with VOA to do some parcels maps for them. This is an easy service we can provide using our existing resources.

**Police Department:** Sean Brown has been working with the Camden Police Department to get them to provide us with maps. He has gotten them to commit to producing 16 maps per

month using their data. John Hart asked whether we can do some district maps and/or reports since the Police Department is now using district policing. He noted that the Rand Institute is working with the Attorney General's office on the Safe Cities Initiative and that type of information would be extremely helpful.

4. **Board Member Responsibilities:** See #2 Board Meeting Recap notes under Strategy Question 2.
5. **Fund Development Follow Up:** See #2 Board Meeting Recap notes under Strategy Question 5. Jeff Brenner noted that a potential project for the future was brought up by our NNIP Partners – the digital divide getting the elderly linked with computers and access to data. Jeff noted that of the 100 community leaders identified in the Opinion Leader Survey, over 40 or slightly more than 20% of them are on-line. Is there a way to target the other 60% to get them on line? This may be something we can get funding to research.
6. **Opinion Leaders Survey:** An animated discussion ensued about the Opinion Leader Survey. John Hart noted that the methodology section needs to be improved and expanded to include more information on the sample size. One question was how much analysis should we do of the data? Are there themes under the opinion data that need to be fleshed out or do we keep the report as providing a snapshot of opinion leader responses? John also questioned the value of the scales being from 1 to 10. The scales should be better qualified with a short explanation under each chart/graph. Also, the number of respondents for each question needs to be noted (i.e. the “n”). John also recommended that an explanation showing how we got to our “n” be included: show the number of surveys that went out and how many came back and how the two groups differ.

Jeff Brenner noted that the report is of value although not research publishable. One of the main concerns was articulated by Chris DiCarlo: if the document has so many caveats, are we meeting the purpose for which the survey was done? Initially the survey was done with the intent on presenting it to the Governor's Transition Team. Is it still of value? And will the people who read the report assume that it is scientific based on past reports that have been produced by CAMConnect? Chris noted that once the report is released you lose control over how it is interpreted.

It was decided that Derek would make the recommended revisions, put the report up on the Members Only section of the CAMConnect website with a watermark and note that the report is for internal use and not for distribution.

7. **Data Open House:** It was suggested that we do a Spring Data Open House on an afternoon in one of the City's neighborhoods to get more of our data highlighted and out in the neighborhoods. The event could be similar to one of our past Open Houses. Alternatively, CAMConnect could do some smaller presentations to neighborhood groups at one of their regular meeting times.

The Executive Director was asked whether Sean Brown was doing any data presentations and/or data collection from groups that he is meeting with. Jeff Brenner noted that he had sat

in on a presentation that Sean did and realizes that he needs to draft a script or presentation for Sean to use. Also, a small survey or feedback sheet could be created so that we know what types of information groups are finding useful and what some of their other needs may be. Derek recommended that Sean come to the Executive Committee meetings to provide an outreach update.

There being no further business, the meeting was adjourned.  
Minutes submitted by Hilary Colbert.

**Next Meeting:            March 2, 2006 at 10:00 a.m.**