Welcome and Opening Remarks
Today’s meeting began with a toast to acknowledge the one year anniversary since the inception of the RPC. Each of the partners shared a welcoming toast in honor of all the hard work and commitment that each RPC member has contributed over the past year.

Myel Jenkins, Program Officer, Sierra Health Foundation: Center for Health Program Management, welcomed the RPC and provided an overview for today’s meeting. She highlighted the role of the RPC to make decisions on the review and approval of the grantee progress reports. The active convening of the Grantmaking and Evaluation Committee over the past two months was instrumental in presenting the products for the RPC to respond to today. The committees and their work is another demonstration of the RPC community-driven process.

Myel set the context for the progress report presentation by members of the Grantmaking and Evaluation Committee. The progress reports are for the time period of January 2013 to March 2013. The four grantee contracts started in January 2013. Service start-up varied between January to March 2013. The first round of progress reports is really tracking the start-up of services for this reporting time period.

Round 1 Respite Services Grantee Progress Reports
Jane Ann LeBlanc and Lyn Corbett, Grantmaking and Evaluation Committee members, opened the progress reports review section of the meeting and provided a high-level presentation of each grantee. Lyn provided a complete snapshot of the committee recommendations as a whole. Please refer to the following handouts for more information:

- RPC Round 1 Respite Services Grantee – Capital Adoptive Families Alliance – Progress Report Summary
- RPC Round 1 Respite Services Grantee – United Iu-Mien – Progress Report Summary
- RPC Round 1 Respite Services Grantee – Del Oro Caregiver Resource Center – Progress Report Summary
- RPC Round 1 Respite Services Grantees – Year 1 Progress Report Recommendations.

There was a question and answer period in which RPC members asked questions in regard to the grantees’ respite approaches, marketing strategies and performance measures. Jane Ann LeBlanc, Lyn Corbett and Myel Jenkins answered these questions.

Recommendation:
The Grantmaking and Evaluation Committee recommended to approve the four grantees’ progress reports.
It was recommended that Turning Point’s second year of funding not be approved until a follow-up report is submitted and reviewed in June. This provides Turning Point with additional time to demonstrate progression toward performance measures.

**Decision:**
The RPC unanimously approved the Grantmaking and Evaluation Committee’s recommendation to approve the four grantees’ progress reports. Turning Point’s progress report was approved with a contingency allowing the agency more time to demonstrate successful progression toward performance measures. Turning Point will submit their progress report in June and the Grantmaking and Evaluation Committee will review the progress report at that time.

RPC Approval of Progress Reports:
- Release the remaining 40% of first year grant funds per grantee
- Approves the second year of grant funding per respite service grantee

RPC is asked to give the authority to the Grantmaking and Evaluation Committee to move forward and review and either approve or not approve the progress report submitted by Turning Point in order to address the gap in time and not stop the second year contract. The alternative would be to call a special meeting of the RPC.

**Decision:**
The RPC unanimously agreed to grant the Grantmaking and Evaluation Committee the authority to review and either approve or not approve Turning Point’s June progress report.

The RPC congratulated the Grantmaking and Evaluation Committee and noted that they did a great job. RPC members are encouraged to share feedback on this process by submitting their comments on the evaluation forms.

**Updates**
Myel provided an update on the May to June RPC activities, including RPC Membership Expectations and the Round 2 Funding Recommendation Timeline. Key dates include:
- May 10: Release of the Request for Proposals
- May 29: Proposers’ Conference
- June 5: Newly seated RPC established
- June 24: Proposal deadline

The RPC membership application review process is under way. Sixteen applications were received.

**Closing**
RPC members and guests gathered to mark the transition of founding members completing their service. Each participant shared one thing that allowed the RPC to reach this stage of growth and one hope for the future.