



**SOLANO COUNTY BOARD OF SUPERVISORS
ADVISORY BOARD/COMMISSION REVIEW SHEET**

Date: 9/11/14

Name of Advisory Board: Solano Partnership Against Violence (SPAV)

Name of person completing review sheet: Lori Frank – OFVP - OA II

Name and Department of County Contact/Staff assigned to Board:

Kevin McAllister, Assistant Family Violence Prevention Coordinator
Lori Frank, OAll

PURPOSE

1. What is the purpose of the advisory board?

- A. To provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of family violence cases.
- B. To promote public awareness of family violence and the resources available for intervention and treatment.
- C. To provide the Board of Supervisors with policy, legislative and funding recommendations.
- D. To encourage/facilitate in training of professionals for the detection, treatment, and prevention of family violence.
- E. To recommend improvements in services to families and children.
- F. To encourage and facilitate community support for family violence prevention programs
- G. To facilitate better integration of family violence prevention services within Solano County.
- H. To oversee and evaluate the strategic action plan every one to three years, for the purpose of updating and revising the overall goals/priorities and accomplishments of the Partnership as needed. (Letter H officially added to purpose in August 2014)

2. Does the board/commission have a mission statement? If so, please provide.

Mission: To develop a comprehensive, inclusive and collaborative approach to preventing violence in Solano County.

3. **Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.**
4. **Please reference how, why and when the board/commission was created.**

The Advisory Board was created in 1999 to provide a formal mechanism for the Board of Supervisors to obtain policy advice from selected groups of individuals within the county with particular expertise, interests or backgrounds. The selected members of the Advisory board should provide advice that is well reasoned, credible and/or can appropriately represent opinions held by the broader community or relevant segments of the broader community.

MEETING SCHEDULE

5. **How often does the advisory board meet?**

Monthly

6. **Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?**

Yes, SPAV Board members created a strategic plan that serves as its work plan. This plan, originally dated March, 28, 2008, was recently reviewed by SPAV board members and revised. The updated plan went into effect on August 12, 2014 and is attached.

7. **Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period. (Refer to sample attendance record)**

BROWN ACT REQUIREMENTS

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

- A. **Was a quorum present at each meeting?**

No. (Please see membership attendance record) Since, Solano Partnership Against Violence (SPAV) is a small advisory board; there have been meetings where there was not a quorum. SPAV and staff are working to increase membership and to implement strategies to ensure full participation by SPAV members.

- B. **Did each new member receive training and written guidelines on the Brown Act?**

Yes.

- C. **Did existing members receive a review of the Brown Act?**

Yes.

- D. **Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Polices?**

Yes.

OBJECTIVES AND ACCOMPLISHMENTS

9. List primary goals and objectives from the last reporting period and note if they were met.

a. Educate ourselves on services, programs, and resources the community

Yes, SPAV members have organized a list of agencies, services and programs in Solano County that provide services to family violence victims and are listed in the strategic plan. Representatives of these agencies are invited to meetings to provide presentations on the services they provide.

b. Learn about the Board of Supervisors Legislative / Policy Process

SPAV members received a presentation from Carolyn Wold on the legislative and policy process at their August 12th, 2014 meeting and plan on receiving regular updates from the Office of Family Violence Prevention.

c. Partner with agencies doing domestic violence outreach

This is an ongoing agenda item and is discussed at each board meeting. SPAV members have committed to outreach activities that include:

- Attend functions associated with recognized awareness months
- Conduct site visits
- Recruit members that represent certain affiliations to advocate toward the prevention of domestic violence

d. Conduct a community needs assessment

The most recent needs assessment conducted by SPAV was reviewed in June 2014. It was determined that this survey, the "Domestic Violence Services Gap Survey", is still a useful tool in determining the needs of the community and no immediate revisions are necessary.

10. List primary goals and objectives for the current reporting period

See the current SPAV Strategic Plan attached

11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.

The "SPAV Strategic Plan" outlines the activities and the due dates for each activity and gives a thorough description of the goals and accomplishments for the reporting period.

ADDITIONAL INFORMATION

12. Please add any additional comments. Comments should be 150 words or less.

Solano Partnership Against Violence is an advisory board committed to the prevention and advocacy of family violence prevention in Solano County. In order for SPAV to better meet SPAV's goals, it was determined that through education, reconnecting with other agencies, assessing the needs of the community and learning more about the Board of Supervisors Legislative and policy process; SPAV will be in a better position to advise the Board on family violence prevention issues.

Solano Partnership Against Violence
Attendance Record
 October 8, 2013 through September 9, 2014

Committee Position (List all committee positions)	Member (List names or Vacant)	10/8/2013	11/12/2013	12/10/2013	1/14/2014	2/11/2014	3/11/2014	4/8/2014	5/13/2014	6/10/2014	7/8/2014	8/12/2014	9/9/2014	Date of Last Brown Act Training	Received Copy of Principles and Policies	Date of Last AB 1234 Training
District 1 Representative	VACANT															
District 2 Representative	Pat Renfro	X	A	X	A	NM	A	A	A	A	NM	A	A	2014 review	Yes	**
District 3 Representative	Virginia Barraza	A	A	A	A	NM	R	21-Apr-14					2012 Online	Yes	N/A	
District 4 Representative	VACANT															
District 5 Representative	Pat Nicodemus	X	X	X	A	Resigned 2/1/2014						N/A	Yes	N/A		
Professional Affiliation	Jane Johnson	A	X	X	X	NM	X	A	X	X	NM	X	X	2013 Online	Yes	2013 Online
Professional Affiliation	Dionne Brooks	A	X	A	A	NM	X	X	X	A	NM	X	X	2014 review	Yes	**
Professional Affiliation	VACANT															
Professional Affiliation	Claudia Humphrey	X	X	A	A	NM	X	A	A	X	NM	A	X	2014 review	Yes	**
Professional Affiliation	Angel Reese-Galloway	A	X	A	A	NM	X	A	A	X	NM	A	A	2012 Online	Yes	2012 Online**
Non-Professional Affiliation	Lisette Estrella-Henderson	A	X	A	X	NM	X	X	X	X	NM	X	X	2013 Online	Yes	2013 Online
Non-Professional Affiliation	Cynthia Williams	X	X	X	X	NM	X	X	X	X	NM	X	A	2012 Online	Yes	2012 Online**
NPA Apted Nov 2013--New	Barbara Ellis	X	X	X	X	NM	A	X	X	A	NM	X	X	2013 onine	Yes	2013 Online
Non-Professional Affiliation	VACANT															
Non-Professional Affiliation	VACANT															

Minutes sent to BOS		N	*	N	Y	N	Y	Y	Y	Y	N	Y	Y
Minutes sent to CAO		N	*	N	Y	N	Y	Y	Y	Y	N	Y	Y
Quorum Present	51% of filled positions	N	Y	N	N	N	Y	N	Y	Y	N	Y	Y

X = PRESENT
 A = ABSENT
 Y = YES
 N = NO
 P = PENDING
 NM = NO MEETING

Agenda Posting Locations: (State where agendas are posted)	County Administration Center Bulletin Board
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R = resigned

QUORUM = 5 Members

*Pending

** Committee members will be notified at the December 9th meeting, on the requirement for the Brown Act/ethics training review.

February- No meeting and July 2014 - Summer month off

SOLANO PARTNERSHIP AGAINST VIOLENCE BYLAWS

ARTICLE I -- NAME

The name of this association shall be the Solano Partnership Against Violence, hereinafter known as "SPAV". SPAV is an Advisory Board to the Solano County Board of Supervisors ("Board of Supervisors") and is governed by the County Charter and the Board of Supervisors Advisory Board Principles and Policies ("Principles and Policies"), adopted by the Board of Supervisors on June 7, 2005.

ARTICLE II – PURPOSE

The purpose of SPAV is to develop a more comprehensive and systematic approach to ending family violence in Solano County consistent with the Board of Supervisors policies by:

- A. Providing a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of family violence cases;
- B. Promoting public awareness of family violence and the resources available for intervention and treatment;
- C. Providing the Board of Supervisors with policy, legislative and funding recommendations;
- D. Encouraging and facilitating training of professionals in the detection, treatment, and prevention of family violence;
- E. Recommending improvements in services to families and children;
- F. Encouraging and facilitating community support for family violence prevention programs; and,
- G. Facilitating better integration of family violence prevention services within Solano County.

ARTICLE III – MEMBERSHIP

- A. The Partnership shall consist of 15 voting members.
- B. The Board of Supervisors shall, in their sole discretion, appoint all the members of SPAV who serve at the pleasure of the Board of Supervisors.
- C. SPAV shall recommend individuals to the Board of Supervisors for appointment who have the necessary expertise, commitment and time to support the work of SPAV and who qualify for membership under the following categories:

Category A: Professionals Affiliations

Law Enforcement, community based organizations serving victims/survivor, TAFB Family Advocacy Office, courts, representatives of Senior Coalition, Child Abuse Prevention Council, mental health, substance abuse recovery and public health.

Category B: Non Professional Affiliations

Board of Supervisor's district representatives, faith leaders, health care representatives, education and business leaders, survivors of family violence including adult children exposed to family violence, other community members.

- D. The term of membership shall be two years for category A and three years for category B from the date of appointment by the Board of Supervisors; however, the term of the Board of Supervisors' representatives shall not exceed the term of the appointing supervisor.
- E. The officers and chairs of committees shall be members of SPAV.
- F. The Board of Supervisors and SPAV members shall be entitled to receive meeting agendas and minutes and, as appropriate, all other materials related to SPAV activities.
- G. Existing and newly appointed advisory board members shall receive training and written guidelines on the Ralph M. Brown Act and a copy of the Board of Supervisor's Advisory Board Principles and Policies.
- H. SPAV members shall review the requirements of the Brown Act on at least an annual basis.

ARTICLE IV – RESIGNATIONS AND VACANCIES

- A. A member resigning from SPAV shall submit a written notice to the executive committee advising of his or her resignation, which notice shall be filed with the Board of Supervisors.
- B. Upon a member's absence from any three (3) general membership meetings in a one-year period, the advisory board is to make a report to the Board of Supervisors of the absences, and make a recommendation regarding whether the person should remain on the advisory board.
- C. Vacancies in any membership categories shall be filled according to Article III of these bylaws.

ARTICLE V – MEETINGS

- A. SPAV regular general membership meetings shall be held within Solano County at a minimum of ten (10) times during the calendar year.
- B. Meetings of the SPAV executive committee shall be held at a minimum of six (6) times during a calendar year.
- C. Meetings of the SPAV standing or ad hoc Committees shall be held at the direction of the committee chairs or the executive committee.
- D. SPAV meetings shall be noticed and conducted according to the requirements of the Ralph M. Brown Act.
- E. SPAV meetings shall be conducted according to the revised Robert's Rules of Order insofar as such rules are not inconsistent with or in conflict with these bylaws or state or federal law.

ARTICLE VI – QUORUM AND VOTING REQUIREMENTS

- A. A quorum for general membership, executive and committee meetings shall be a simple majority of appointed members.
- B. Unless otherwise specified in these bylaws, a majority vote of a quorum is required to take any action.
- C. In the absence of a quorum, any SPAV meeting may be adjourned by a majority vote of the members present, but no other business may be transacted.
- D. Items which qualify as an emergency in accordance with the Brown Act, California Government Code §54956.5. Emergencies are limited to: (1) work stoppage, crippling disaster or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of SPAV
- E. Items can be added to the agenda upon a determination by a 2/3 vote of the members at the time of the meeting, or if less than 2/3 of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and the need for action came to SPAV's attention subsequent to the agenda being posted.
- F. Members shall indicate their attendance at SPAV meetings by signing a meeting sign-in sheet.

ARTICLE VII– OFFICERS

- A. The officers of SPAV shall be Chair, Vice-Chair, and Secretary/Treasurer
- B. The term of each SPAV officer shall be one year, and a member may be elected to serve more than one term.
- C. The powers and duties of the officers shall be as follows:
 - a. The Chair shall preside at all SPAV general membership and executive committee meetings, facilitate the purposes of SPAV by having such powers and duties as may be prescribed by the membership and may delegate a reasonable portion of his or her duties to the Vice-Chair.
 - b. The Vice Chair shall assist the Chair in his or her duties as delegated by the Chair and shall perform the duties of the Chair in his or her absence, inability to perform, or resignation.
 - c. The Secretary/Treasurer shall maintain the SPAV bylaws and assure compliance to bylaws at Executive and General Membership meetings. Secretary/Treasurer will coordinate the following activities with administrative staff of the Office of Family Violence Prevention: maintaining general membership and executive committee meeting minutes, bylaws and correspondence, maintaining the general membership and executive committee meeting attendance sign-in sheets, posting the general membership and executive committee meeting agendas and maintaining the financial records of SPAV.
- D. An officer may resign by submitting a written notice to the Chair.

ARTICLE VIII- NOMINATION AND ELECTION OF OFFICERS

- A. At the September general membership meeting each year, the SPAV membership shall designate three (3) of its members to serve as a Nominations Committee to develop a slate of nominees for the election of officers for the coming year. Prior approval of the nominees shall be obtained before their names are placed on the slate. The Nominations Committee shall publish the slate of nominees to the SPAV membership not less than seven (7) days prior to the last regular general membership meeting of the calendar year.
- B. The Nominations Committee shall publish the slate of nominees to the SPAV membership not less than seven (7) days prior to the last regular general membership meeting of the calendar year.
- C. The annual election of officers shall be held at the last regular general membership meeting of the calendar year. Members may vote for the slate of officers recommended by the Nominating Committee, or may nominate members from the floor prior to the vote.
- D. If no nominee receives over fifty percent (50%) of the vote, a run-off vote between the top two candidates shall be taken immediately following the first vote.
- E. A vacancy in any office shall be announced at the general membership meeting immediately following the occurrence of the vacancy. Nominations to fill the vacancy shall be made at the same meeting. The election of a SPAV member to complete the unexpired term shall be taken at the next general membership meeting according to Subsection D in this Article.

ARTICLE IX – COMMITTEES

- A. Executive Committee
 - a. The executive committee shall advise and assist the membership in attaining the purpose of SPAV as set forth in Article II hereof by setting the agenda for the general membership meetings.
 - b. The executive committee shall consist of the SPAV officers and the chairs of the standing committees.
 - c. In the event an executive committee member is unable to attend an executive committee meeting, the member may designate another SPAV member to attend and vote as proxy for the absent member.
 - d. A staff member from the Office of Family Violence Prevention shall serve as a non-voting member of the executive committee.
 - e. The executive committee shall recommend to the membership for its approval SPAV members to serve as chairs of SPAV standing and ad hoc committees.
 - f. The executive committee shall have the authority to make decisions on behalf of the general membership when one or more of the following circumstances occur:

- A time sensitive issue must be addressed prior to the next general membership meeting in accordance with the Ralph M. Brown Act;
- An endorsement of a family violence prevention resolution or other public statement attributed to the Solano Partnership Against Violence that is required prior to the next general membership meeting.

B. Other Committees

- a. Any member of SPAV may recommend the creation of a standing or ad hoc committee, which committee shall be established upon the approval of the membership.
- b. Standing committees shall be defined as on-going committees and ad hoc committees shall be defined as time-limited committees organized to accomplish a specific purpose, and which dissolve once that purpose is accomplished.
- c. Any standing or ad hoc committee may be disbanded upon approval of the membership during a general membership or special membership meeting.
- d. Standing and ad hoc committee meetings shall be called by the committee chair or by the chair of SPAV.

C. Solano County Departments and Community Organization Liaisons

In order to foster collaborations with entities within Solano County which will assist SPAV to achieve its purpose, SPAV will initiate liaisons with the following:

- a. The department heads of the Solano County Health & Social Service Department, the Probation Department and the District Attorney shall be invited to designate an appropriate employee in their departments to serve as an advisor or liaison to SPAV.
- b. The executive committee shall recommend to the SPAV membership for its approval SPAV members to serve as liaisons to community organizations whose focus is the detection, prevention and intervention of family violence.
- c. SPAV liaisons will be responsible for attending their designated community organization meetings and keeping the SPAV membership informed on the programs and activities of these groups.

ARTICLE X – AMENDMENTS

- A. These Bylaws may be amended by a majority vote of a quorum of the SPAV membership at any regular general membership meeting, provided that written notice of the amendment has been submitted to each SPAV member at least seven (7) days prior to the meeting. Upon approval of any amendment to these bylaws, the executive committee shall submit the amended bylaws to the Board of Supervisors for approval and adoption.

ARTICLE XI – ANNUAL REPORTS

- A. SPAV shall make a report to the Solano County Board of Supervisors on at least an annual basis.
- B. The SPAV annual report shall review the association's goals and accomplishments for the previous year, outline goals for the coming year and offer recommendations for action to be taken by the Board of Supervisors.

ARTICLE XII – ROLE OF OFFICE OF FAMILY VIOLENCE PREVENTION

The Office of Family Violence Prevention (OFVP) is charged with assisting and supporting SPAV in carrying out the purposes for which the organization exists. Furthermore, OFVP acts as a liaison between SPAV and county departments, functions and resources for the purposes of carrying out SPAV's purposes. The specific role of the Office of Family Violence Prevention includes:

- A. The Office of Family Violence Prevention will provide appropriate staff support to the organization for the purposes of facilitating the organization's business including but not limited to developing, posting and distributing meeting agendas and minutes in compliance with these bylaws and the Ralph M. Brown Act; taking meeting minutes and notes in compliance with these bylaws and the revised Robert's Rules of Order; providing necessary and appropriate meeting space and supplies.
- B. The Office of Family Violence Prevention will not have a recognized vote in SPAV matters before the membership but will participate in an advisory capacity. OFVP staff is charged with assuring adherence to county policy including the Solano County Principles and Policies for Advisory Boards.
- C. The Office of Family Violence Prevention will assist SPAV, as needed, with assistance in member recruitment, facilitating Board of Supervisor's agenda items, facilitating the annual Brown Act Training, and will provide other support services as needed and appropriate at the discretion of the Director of the Office of Family Violence Prevention and SPAV membership.
- D. SPAV will, upon majority vote of members, make recommendations regarding the use of SPAV funds to the Director of the Office of Family Violence Prevention, and unless the recommendation is inconsistent with county policy, said direction will be followed.