



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

Date: 11/5/2018

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

Name of person completing review sheet: Lori Frank

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

District Attorney / Office of Family Violence Prevention (OFVP)

Angel Aguilar – Family Violence Prevention Officer

Lori Frank – OFVP / OAI

PURPOSE

1. What is the purpose of the advisory board?

The purpose of SPAV is to:

- a. Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of family violence cases.
- b. Promote public awareness of family violence and the resources available for intervention and treatment.
- c. Provide the Board of Supervisors with policy, legislative and funding recommendations.
- d. Encourage and facilitate training of professionals in the detection, treatment and prevention of family violence.
- e. Recommend improvements in services to families and children.
- f. Encourage and facilitate community support for family violence prevention programs.
- g. Facilitate better integration of family violence prevention services within Solano County.
- h. Oversee and evaluate the strategic action plan every 1-3 years, for the purpose of updating and revising the overall goals/priorities and accomplishments of the partnership as needed.

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

SPAV Mission Statement: 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.**

The SPAV Bylaws were last approved on November 6, 2007. A copy is attached.

4. **Please reference how, why and when the board/commission was created.**

The Advisory Board was created in 1999, followed by a significant change in 2008, when members held a Strategic Retreat to develop new strategic priorities and establish an action plan to better meet the identified priorities. The vision is to engage all members of the community in heightened awareness and collaboration; and to transform Solano County into a safe, violence-free place. This collaborative group of professionals aims 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?**

The advisory board meets monthly, but minimally 10 times per year.

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 originally created a "Strategic Plan" in 2008, which serves as their work plan. It was revised again in 2014, to serve as a guideline through the year 2017. This year, the goal was to complete a needs assessment in 2018 so the Strategic Plan can be updated and serve as a useful tool for the next 2 years.

7. **Please attach membership list and attendance records for October 2017 through October 2018 or since the last reporting period. (Refer to sample attendance record)**

Please see Attendance Record attached.

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): Solano Partnership Against Violence is a small advisory board of no more than 15 members, who are all volunteers for SPAV. This year the quorum was met almost every month; however, when a quorum was not met, it was due to conflicting work schedules and/or personal obligations. When a quorum is not met, no official business is conducted.

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

Yes. The Brown Act training was last held on July 11, 2017, and each year the written guidelines are distributed for review.

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.

All goals and objectives were met during the last reporting period as listed: (beginning from October 2016 – October 2017)

- Educate members on services, programs, and resources in the community by inviting guest speakers to monthly meetings who are associated with SPAV priority topics and/or training. (as outlined in the Strategic Plan) To include:

November 2016	Senior Coalition of Solano County – Rochelle Sherlock
January 2017	The Leaven - Mark Lillis
February 2017	FF PD - Jeff Conner / Crime Free Multi-Housing Coordinator
March 2017	Solano Family Justice Center - Angel Aguilar
April 2017	SENECA - Lindsey Miller
May 2017	Vacaville PD - Kevin Foderaro / Community Response Unit
June 2017	Volunteer Solano / Tina Chechourka
July 2017	Brown Act Training - Clarisa Sudarma *(special meeting)
August 2017	Sexual Abuse Training - Christina Baird *(special meeting)
September 2017	Solano Advocates for Victims of Violence (SAVV)
October 2017	APS - Meeting cancelled due to fires and rescheduled next month

- Learn more about the Board of Supervisor's (BOS) Legislative/Policy Process

The State and Federal Legislative platforms are reviewed each year.

- Partner with community agencies and outreach

SPAV was a vendor participant at the Senior Coalition Forum on Financial Fraud in February 2017; The Family Fun Fest at TAFB in April 2017; The Partner Collaboration Forum in May 2017; The World Elder Abuse Forum on June 15th, 2017, and the 3rd Annual Solano Family Justice Center Health Fair on October 7th, 2017.

- Provide SPAV members with the opportunity to be involved in Proclamations & Resolutions

SPAV was represented in the 2017 resolution for World Elder Abuse Awareness Day in June 2017 and Domestic Violence Awareness Month in October 2017.

- Create a list of nationally recognized awareness months

Each year this is created and SPAV lines up speakers in association with this list.

- Identify agencies who host events in honor of violent crimes in our community

SPAV has identified and participated with Travis Airforce Base, which held a collaboration community partner meeting so that agencies can introduce themselves. A list of contacts was given to each participant so that networking may continue. SPAV also participated in the H&SS Community Outreach Event held in May 2017 to network with many community agencies. SPAV also assists with promotion of events on their SPAV face book and other social media. Agency affiliates include: NorthBay Kaiser, Fairfield PD and other law enforcement departments, The Sheriff's Office, SAVV, SafeQuest Solano, Childhaven, Solano Trauma Recover Center, Courage Center 2, TAFB, Children's Network, and many non- profit organizations who hold events in honor of violent crimes in our community. SPAV members also attend vigils during National Crime Victims Rights Week and Children's Memorial Flag Day, both held in April each year.

- Conduct Site Visits

SPAV members were invited to attend many on site events in the community as hosted by various organizations.

- Recruit new SPAV members

Mihri Cakir, Cora Young, and Tiffani Thomas were appointed in January 2017.

Cynthia Williams and Jane Johnson were reappointed in January 2017.

Josette Lacey was appointed in March 2017 to represent Supervisor, Erin Hannigan for District 1.

K. Patrice Williams was appointed to represent Supervisor Monica Brown for District 2, in June 2017. (resigned in April 2018)

- Community Outreach

Networking with organizations has assisted in the increase of attendees at the monthly meetings and becoming more involved with community events. SPAV members also appointed a sub-committee to establish outreach using social media. A face book page is available and a website is in progress.

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

All goals and objectives were met from the current reporting period as listed: (beginning October 2017 – October 2018)

SPAV member's goal this year was to focus intently on the four areas of "Strategic Priorities" as follows:

1. Educate ourselves on services, programs and resources in the community
 2. Learn about the Board of Supervisor's (BOS) legislative/policy process
 3. Partner with agencies doing outreach
 4. Conduct a needs assessment
- Educate members on services, programs and resources in the community by inviting guest speakers to monthly meetings who are associated with SPAV priority topics and/or training. (as outlined in the Strategic Plan) To include:

October 2017	Meeting cancelled due to fires in Solano County
November 2017	Adult Protective Services – Lynn Fuller & Jacqueline Patterson
December 2017	No Meeting in December for Holiday time off
January 2018	Housing Authority
February 2018	Bikers Against Child Abuse (B.A.C.A.) – Father Time & Dancer
March 2018	Caminar - Tranine Chisom
April 2018	International Women's Day - Mihri Cakir
May 2018	Family Investigative Response Team (FIRST) & Vacaville Family Resource Center - Gloria Diaz and Det. Don McCoy
June 2018	MedMark Treatment Center - Sean Erickson
July 2018	CA Protective Parents Association & Protective Mothers of Solano County - Connie Valentine & Jaclyn Qirreh
August 2018	Midsi Sanchez Foundation - Advocate for Missing & Exploited Children
September 2018	Victims of Crime Resource Center / Sacramento
October 2018	First 5 Solano / Solano Kids Thrive / ACEs Connection
 - Learn More about the Board of Supervisor's (BOS) Legislative/ Policy Process

The State and Federal Legislative platforms for 2018 were distributed and reviewed by members.

- Partner with agencies doing outreach

SPAV was the sponsoring host and a vendor participant at the 3rd Annual Elder Abuse Forum held on June 13th, 2018. This event had an attendance of 150, with 20 community vendor participants. Guest speakers included:

1. Solano County District Attorney - Krishna Abrams
2. California State Senator, District 3 - Senator Bill Dodd
3. Senior Advocacy Services for Sonoma - Crista Chelemedos
4. California Department of Social Services – Lori Delegrammatikas
5. District Attorney Investigator - Renier Hernandez
6. Department of Aging and Adult Services - Jill Nielsen
7. Elder & Dependent Adult Protection Team of San Mateo County – Nicole Fernandez
8. Ombudsman Services of Contra Costa & Solano County – Nicole Howell
9. Solano Family Justice Center - Angel Aguilar

- SPAV also attended (a site visit) for the “Art of Peace Exhibit” Tour in Vallejo on gun control. - June 26th, 2018
- SPAV was also on the forefront of the 4th Annual Solano Family Justice Center Health Fair scheduled on Saturday, October 6th, 2018, as a vendor participant and offering volunteer support.
- SPAV was in support of, or was presented with resolutions on (4) awareness dates during this reporting period:

1. International Day for the Elimination of Violence to Women – November 2017
2. National Crime Victims Rights Week - April 2018
3. Elder Abuse Awareness Day - June 2018
4. Domestic Violence Awareness Month - October 2018

- SPAV also conducted a community needs assessment - they developed a Strategic Planning Standing Committee in 2018, to plan a Community Roundtable Needs Assessment Forum scheduled on September 18th, 2018. The (4) topics that were chosen to assess are:

1. Intimate Partner Violence
2. Youth Violence
3. Elder Abuse
4. Child Abuse

- The goal and purpose of the needs assessment is to collect statistics and information from agencies, organizations and non-profits in Solano County on these (4) topics in

order to develop a needs assessment, so recommendations can then be brought to the County Board of Supervisors. These needs may include: additional services, funding, additional resources to compile data and survey information and/or a website that is universal to all Solano County residents listing all services available. This assessment is in the next stage, which is developing a presentation to be brought to the supervisors in 2019.

SPAV members are completing the current Strategic Plan by completing this 4th priority: Conduct a Needs Assessment - (as all other 3 priorities have been completed or are in an on-going process)

After the 4th priority is complete, then SPAV's goal will be to redo the current Strategic Plan with new ideas and priorities that will be relevant over the next few years.

11. Briefly outline accomplishments for the current reporting period (October 2017 – October 2018), and how those accomplishments were shared with other agencies.

The accomplishments for the current reporting period are outlined above:

To summarize: the main accomplishment during this reporting period was to wrap up the current Strategic Plan by completing the 4th priority: Conduct a Needs Assessment. However this is not officially complete until the recommendations are brought to the County Board of Supervisors in presentation form. This is priority in progress and should be complete by the end of the 1st quarter of 2019.

ADDITIONAL INFORMATION

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

Besides bringing recommendations to the County Board of Supervisors, SPAV will also be recruiting members in 2019 to fill empty or resigned positions. Additionally, outreach will be on-going, and the new "Strategic Plan" will be a new goal for 2019. SPAV will continue to reach out to organizations to attend monthly meetings for collaboration and growth.....and for the continued efforts towards the prevention of violence in Solano County.

Solano Partnership Against Violence
Attendance Record
October 2017 through October 2018

Committee Position	Member	Term of Office	10/10/2017	11/14/2017	12/12/2017	1/9/2018	2/13/2018	3/13/2018	4/10/2018	5/8/2018	6/12/2018	7/10/2018	8/14/2018	9/11/2018	10/9/2018		
District 1 Representative	Josette Lacey	3/28/17 - 3/28/20	NM	A	NM	X	X	A	A	X	A	A	A	A	X		
District 2 Representative	K. Patrice Williams	6/27/17 - 4/2/18	NM	X	NM	X	X	X	R	R	R	R	R	R	R		
District 3 Representative	Jenalee Dawson	4/28/15 - 4/28/18	NM	X	NM	X	X	X	A	X	X	X	X	X	X		
District 4 Representative	Jennifer Hamilton	3/10/15 - 3/10/18	NM	A	NM	A	A	A	A	A	A	A	A	A	A		
District 5 Representative	Christina Baird	4/28/15* - 4/28/18	NM	X	NM	A	X	X	A	X	A	X	A	A	X		
Professional Affiliation	Jane Johnson	1/10/17* - 8/15/18	NM	X	NM	A	X	A	A	A	A	A	R	R	R		
Professional Affiliation	Tiffani Thomas	1/10/17 - 1/9/19	NM	X	NM	A	X	A	X	X	X	X	X	X	X		
Professional Affiliation	Cora Young	1/10/17 - 1/9/19	NM	X	NM	A	X	A	X	X	A	A	X	X	A		
Professional Affiliation	Brenna Benjamin	3/13/18 - 3/13/20						X	X	X	X	X	X	A	A		
Professional Affiliation	Wendy Loomas	3/13/18 - 3/13/20						X	A	A	X	X	A	X	X		
Non-Professional Affiliation	Mihri Inal Cakir	1/10/17 - 1/9/20		A	NM	A	X	X	X	X	X	A	X	X	X		
Non-Professional Affiliation	Lisette Estrella-Henderson	5/24/16* - 5/24/19	NM	X	NM	A	A	X	X	A	A	X	A	X	X		
Non-Professional Affiliation	Cynthia Williams	1/10/17* - 1/9/20	NM	X	NM	A	X	A	A	X	A	A	X	X	A		
Non-Professional Affiliation	Sandra Lee	6/9/15 - 6/9/18	NM	X	NM	X	X	X	X	X	X	X	X	X	A		
Non-Professional Affiliation	Caryn Brock	6/9/15 - 8/14/18	NM	A	NM	A	A	A	X	A	A	A	R	R	R		

Date of Last Brown Act Training and/or Review	Date of Last AB 1234 Training**	Received Copy of BOS Principles and Policies
7/11/17		Yes
7/11/17	RESIGNED	Yes
7/11/17	5/12/15	Yes
7/11/17	1/21/15	Yes
7/11/17	12/28/16	Yes
7/11/17	RESIGNED	Yes
7/11/17	2/8/17	Yes
7/11/17	3/23/17	Yes
		Yes
		Yes
7/11/17	2/24/17	Yes
7/11/17	1/19/17	Yes
7/11/17	2/23/17	Yes
7/11/17	8/11/15	Yes
7/11/17	RESIGNED	Yes

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

Agenda Posting Locations:	County Administration Center Bulletin Board Solano Family Justice Center
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* = Reappointment
** = Pending
X = PRESENT
A = ABSENT
Y = YES
N = NO
R = Resigned
NM = No Meeting
Blank = See appt. date
SM = Special Mtg/Training

Brown Act Training is required within one year of appointment and reviewed every two years thereafter.

AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements.

District representatives shall not exceed term of appointing supervisor.

December 2017 is holiday month off.

** All SPAV members were notified of the AB 1234 requirements in January 2018 and thereafter.

Oct. 2017 was cancelled due to fires

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.

SOLANO PARTNERSHIP AGAINST VIOLENCE (SPAV) STRATEGIC PLAN

Original dated: March 2008 / Revised: June 2014

BACKGROUND:

The Solano Partnership Against Violence, hereafter referred to as SPAV, is an advisory board to the Solano County Board of Supervisors. The purpose of SPAV is to develop a more comprehensive and systemic approach to ending family violence in Solano County. SPAV is a collaborative group of professionals interested in addressing issues pertaining to the prevention, detection and intervention of family violence in Solano County.

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

Vision: To engage all members of the community in heightened awareness and collaboration; to transform Solano County into a safe, violence-free place.

Purpose:

- 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.

* In August of 2007, SPAV underwent a significant change in membership. The newly formed SPAV group held a Strategic Retreat, dated March 28, 2008; with a follow-up session, dated April 8, 2008; to develop strategic priorities and establish an action plan to meet the identified priorities. In 2014, six years later...SPAV is in a review process of the action plan to reconnect with its purpose and update the guidelines as set forth:

STRATEGIC PRIORITIES

The Solano Partnership Against Violence (SPAV) established strategic priority areas to strengthen and develop their internal capacity as an Advisory Board to the County Board of Supervisors (BOS). The members of SPAV agreed, that given their status as a newly formed advisory board; their efforts would be directed on behalf of these key priorities:

- 1) The services and resources available in Solano County that address family violence,
- 2) BOS legislative/policy process

. In addition, and concurrently, SPAV also chose:

- 1) Partnering with other agencies doing family violence prevention and outreach
- 2) Conducting a needs assessment in order to further reach the goals set

As a recap.....the four areas of "STRATEGIC PRIORITIES" are as follows:

1. Educate ourselves on services, programs, and resources in the community
2. Learn about the Board of Supervisor's (BOS) legislative/policy process
3. Partner with agencies doing outreach
4. Conduct a needs assessment

Strategic Priority I: Capacity Building -Become educated about the services and resources available in Solano County that address family violence.

Activities	Output / Measurement	Responsible Party	Due Date
<p>1. Invite experts/professionals from agencies, organizations, and collaborative groups to give presentations to the SPAV members on their services, resources and activities.</p> <p>Parameters - Prevention oriented, public awareness focus, public education focus, emphasis on Intimate Partner Violence (IPV), purpose and services that are most similar to the purpose areas and focus of SPAV as an advisory board to the County Board of Supervisors (BOS). List of guest agencies/organizations to include , but are not limited to:</p> <ul style="list-style-type: none"> • Healthcare • Law Enforcement • Mental Health • Housing • Courts • Probation • Health and Social Services • Prison Re-entry • Education 	<p>1. Presentation by guest speakers</p> <p>1.1 Meeting minutes reflecting presentation</p> <p>1.2 Materials, brochures, handouts provided by speaker</p>	<p>1. OFVP is responsible for inviting individuals to give presentations to SPAV members.</p> <p>2. OFVP will give an annual presentation at May meeting on OFVP</p> <p>3. SPAV Chair and Executive Committee will place item on SPAV meeting agenda</p>	<p>1. List by Jan. 2015 or as needed in 2014</p> <p>2. May 2015</p> <p>3. On-going</p>
	1.3 Guest speakers identified and prioritized in order of presentation	1.3 SPAV	1.3 Jan. 2015

Strategic Priority I:
Continued.....

Activities	Output / Measurement	Responsible Party	Due Date
<ul style="list-style-type: none"> • Prevention and Early Intervention • Shelters • Advocacy • Victims of Crime (VOC) • Faith based services 			
2. Identify the purpose of presentations and outline what each speaker should address(community needs, sponsored events, ways to partner, etc)	2. Parameters and expectations for presentations.	2. OFVP will provide an outline of presentations if needed	2. Sept. 2014
3. Clarifying SPAV as a DV Coordinating Council, is accomplished. Review of DV Coordinating Council guidelines will be ongoing	3. DV Coordinating Council guidelines 3.1 Meeting minutes reflect discussion of topic	3. OFVP will keep copies of DV Coordinating Council guidelines and give presentation as needed	3. Annual review of guidelines

Strategic Priority I:
continued.....

Page 5

Activities	Output/ Measurement	Responsible Party	Due Date
4. Network by developing a plan to conduct site visits to relevant agencies, organizations or groups and keep a list of these site visits.	4. Identify and prioritize agencies to conduct site visits and create a list 4.1 Sign-up for site visits	4. SPAV 4.1 Lori will bring sign-up sheet; SPAV members will sign-up	4. List of site visits by January 2015 4.1 January 2015, or as needed
5. Define family violence and explore how the definition applies to the work of SPAV.	5. Review legislative definitions annually (attached to legislative Platform)	5. OFVP will provide copies of legislation definitions annually to SPAV members	5. Ongoing
6. Reach out to other Family Justice Centers <ul style="list-style-type: none"> • Network ▪ Site visits 	6. Make a list of specific Family Justice Centers to network with	6. SPAV will delegate who will contact the neighboring centers	6. May 2015
7. Reach out to advocacy Agencies / State Child Abuse Coalitions, plus other DV Coalitions	7. Make a list of various agencies and coalitions that advocate to domestic violence issues	7. SPAV will delegate a small team to create a list and begin contacts	7. May 2015
8. Reach out to potential funders	8. Make a list of potential Funders	8. SPAV	8. May 2015

Strategic Priority II: Building Partnerships – Partner with community agencies doing prevention and outreach regarding family violence prevention in Solano County

Activities	Output/Measurement	Responsible Party	Due Date
1. Review list of nationally recognized awareness months	1. List of nationally recognized family violence relevant awareness months 1.1 Review and add	1. OFVP 1.1 SPAV and OFVP	1. May 2015 1.1 On-going
2. Identify agencies who host events in honor of family violence relevant awareness months	2. List of local activities and their sponsors in honor of nationally recognized family violence relevant awareness months	2. OFVP	2. May 2015
3. Invite agencies to provide in-services: (see Activities listed under Goal I: Educating SPAV)	3. See Goal I	3, See Goal I	3. See Goal I
4. Conduct site visits (see activities listed Under Goal I: Educating SPAV)	4. See Goal I	4. See Goal I	4. May 2015

Strategic Priority II

Continued.....

Page 7

Activities	Output / Measurement	Responsible Party	Due Date
<hr/>			
5. Recruit SPAV members that represent certain affiliations, which may include but are not limited to: <ul style="list-style-type: none">• Healthcare• Law Enforcement• Mental Health• Housing• Courts• Probation• Health and Social Services• Prison Re-entry• Education• Prevention and Early Intervention• Shelters• Advocacy• Victims of Crime (VOC)• Faith based services	5. Make a list of members affiliations / businesses	5. SPAV and/or OFVP	5. May 2015

Strategic Priority III: Capacity Building -- Help Guide Board of Supervisor's Legislative and Policy Priorities

Activities	Output/Measurement	Responsible Party	Due Date
1. Invite Legislative Analyst to give an in-service on the Board of Supervisor's Legislative and Policy Process	1. Presentation 1.1 Minutes highlighting the key content of the presentation 1.2 Materials distributed by the guest speaker	1. OFVP - Carolyn (to invite guest)	1. August 2014
2. Provide recommendations to The Board of Supervisor's - related to Domestic Violence and Family Violence Prevention Priorities	2. Meeting with BOS and supporting documents	2. SPAV	2. September 2014
3. Review Board of Supervisors Legislative Platform	3. Annual Legislative Platform document	3. OFVP – Carolyn (to obtain platform) And/or a review with BOS speaker	3. October 2014

Activities	Output/Measurement	Responsible Party	Due Date
1. Conduct a recent Needs assessment	1. Review prior needs assessment 1.1 Invite speakers to inform 1.2 Accumulate statistics 1.3 Document Statistics	1. SPAV 1.1 SPAV 1.2 SPAV and OFVP 1.3 SPAV and OFVP	1.- By Jan. 2016 1.3 and then on-going
• Collect and compile data on the services and resources available on family violence	1.4 Compile flyers, brochures, documents, from presenters 1.5 Meeting minutes 1.6 OFVP Resource Guide	1.4 SPAV 1.5 Lori 1.6 Kevin	1.4 on-going 1.5 Monthly 1.6 update annually
• Develop a Matrix of services by compiling data collected and inserting into a matrix format	1.7 Matrix	1.7 Kevin	1.7 On-going until completed
• Develop a plan to identify and collect additional relevant data such as family violence statistics, Family Justice Center feasibility Study, and other surveys that may have been conducted	1.8 Form a plan to collect updated data	1.8 SPAV	1.8 By Jan. 2016 and then on-going
• Ask professionals what they see as the needs in the community regarding family violence prevention and services	1.9 Summary of identified needs	1.9 SPAV and OFVP	1.9 On-going from regularly scheduled presentations and out-reach

Planning Process:

Page 10

Although a vision Statement is in place, the SPAV members were led through a visioning process to facilitate setting sights on the future. It was openly stated that the purpose was not to develop a replacement Vision Statement. The ideas of SPAV members were collected and the following draft vision statement which guided the strategic planning process was developed.

Draft Vision Statement

*Through the vision of our leaders our community is easily accessible,
violence free, for each person to secure a respect for life for all.*

Other pieces of the planning process that led to the development of the Strategic Priorities follows:

INTERNAL ASSESSMENT

An internal assessment helps an organization determine its capacity to undertake its strategic goals. Capacity building may become one of the strategic goals in order to position the organization for success.

Strengths - Best of what was

- Decisions about training were made through assessment
- Annual training
- Dynamic speaker and informative (e.g., Bruce Perry)

- Tied to POST training
- Resource Cards
- Materials Developed
- Teen Dating Violence
- SPAV members served as post performance resources for the audience of the Yellow Dress performance
- Medical training – building relationships – Kaiser, Partnership Health Plan, SPAV – lunch/brought lunch to site
- Collaborative
- Developed resources and information (e.g., the Victim's Resource card)
- Built Relationships
- Go before the BOS for agenda items
- Representatives served on other groups to stay connected to other groups
- Collaborated with national campaigns against violence (e.g. cut out campaign)

Internal - Areas of Needed Improvement

- Outreach to diverse SPAV meetings
- Collaborate education and training
- Learn about policy/legislation development and process
- Evaluate our capacity for marketing and outreach
- Need Clarity about what is needed in the Community and about identity (needs assessment)
- Evaluate community of members
- Need to develop our ability to stay focused and prioritized
- Expand membership
- Understanding of services in Solano County
- Develop group skills (decision making process, roles, purpose, etc.)
- Evaluate DV statistics in the community by collecting data from other agencies

EXTERNAL ASSESSMENT

Assessing environmental factors, such as identifying who is doing similar work, examining trends and resources, helps organizations make strategic decisions by avoiding duplication of efforts and carving out a niche.

Environmental Assessment – Resources, Services, Groups	
<ul style="list-style-type: none"> • LIFT3 • Safe Quest • STAND • Family Intervention Response Services Team (FIRST) • Catholic S.S. • Youth and Family Services (YFS) • Fighting Back Partnership • Family Law Facilitator's Office • Office of Family Violence Prevention • Northern Cal Legal Services • Family Violence Intervention Team (FIT) • Sexual Assault Response Team (SART) • Kaiser Family Violence Prevention Team • Probation • Law Enforcement • Court Investigator Office • Victims of Crime (VOC) 	<ul style="list-style-type: none"> • Alcoholics Anonymous (AA) • Narcotics Anonymous (NA) • Pacific Education Services (PES) • Child Haven • Child Net • Child Abuse Prevention Council (CAPC) • Child Welfare Services (CWS) • HEROES • Family Resource Centers (FRC'S) • Opportunity House • Heather House • Adult Protective Services (APS) • Vacaville Senior Round Table • Senior Coalition of Solano County

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OVERARCHING THEMES AND PURPOSE AREAS

SPAV members identified the following strategic objectives under each theme or purpose area. Members then selected the top four priority areas through a dot voting process. The number located at the end of each item represents the number of votes for that item. The top four items with the most dots were selected at the Strategic Priority Areas.

Top Priority Areas

1. Educate ourselves on services, programs, and resources in the community
2. Partner with agencies doing outreach
3. Conduct a needs assessment
4. Learn about the Board of Supervisor's (BOS) legislative/policy process

Capacity Building

- Educate our selves of services (5)
- Hear from Police(Front Line) about current trends in DV arrests (1)
- Understanding current agencies-services/goals/gaps
- Train, educate-see what other countries/states are doing and how they handle family violence
- Don't just think outside the box BREAK THE BOX!
- Team building

Encourage and Facilitate Training of Professionals

- Find Available Training Aids For (1)
 - a. RN's
 - b. Social Service Staff
 - c. Physicians – Paychecks-Medical(Family Protections)
- Design Out-Reach Programs For Solano County That Are:
 - a. Training Oriented
 - b. Brochure Available
 - c. Potential CME, CNE etc (Approval Available through UC Davis? Touro University)
- Meet with our leaders and encourage them to take a STAND! (2)

Recommend Improvements in Services to Families and Children

- DV classes either free or covered by MediCal-culturally specific language
- Out reach Out High School/Jr. High/ College campuses to counselors and encourage them to get the message out.**
- At Time of DV arrest, SW meets with victim (mutual combat needs to be assessed) (1)
- Find out what is going on nationally with other DV services and courts, legislation
- Learn about Solano County's best practices (2)

Encourage and Facilitate Community Support for Family Violence Prevention Programs

- *Meet and greet with BOS and community leaders (1)
- Community providers of services meet with SPAV

Facilitate Better Integration of Family Violence Services within Solano County (1)

- Needs assessment at some level of the various agencies(may change due to budget cuts) (4)
- Linking agencies together to provide stronger prevention services – Family Justice Center? (FJC)

Provide BOS with Policy, Legislative and Funding Recommendations

- Get on BOS agenda to present topics at least 2 times a year***
- Present to BOS what works in “other” communities
- BOS Legislative priorities (2)
- Learn about the legislative process (4)

- Support/dovetail on “Awareness Months” – Locally and Nationally participate in campaigns*
- Make flyers; pass out at agencies, put at MediCal office, Doctor’s Office Etc.- churches & other faith community services
- Multi-cultural out reach (2)
- Partner with agencies doing outreach and join (5)
- Break cycle of violence

Forum for Interagency Cooperation and Coordination

- Do not re-invent the wheel-SPAV acts as a conduit of information among agencies-
- *Use our resources with in our group – Claudia especially!
- *Conduct Town Hall Meetings invite Service Providers, and the community
- *Attend other advisory board meetings (2)

Overview of: 2014 Revised “SPAV’S Strategic Plan”

In May of 2014, the members of “Solano Partnership Against Violence (SPAV)” recognized the need to review the original “Strategic Plan” (dated March 28, 2008), for the purpose of acknowledging the accomplishments over the past 6 years. This review also brought forth the realization that some of the original priorities were in need of revision, as well as the dates that were established in which to accomplish these goals. Furthermore, public awareness of domestic violence issues have increased and become more apparent in the community; along with the rise of newly established organizations, also seeking the prevention of domestic violence. In order for SPAV to better meet the needs of those in a DV crisis situation...it was determined that through education, reconnecting with these other affiliations, assessing the needs of the community and learning more about the Board of Supervisor’s Legislative/policy process; SPAV will have further promoted “The Fight Against Violence”. Therefore, SPAV members collectively agreed on the document revisions made herein. This newly revised plan, is considered in effect as of August 12, 2014, and will be reviewed annually, or more often if necessary, by SPAV members.