

GENESEE COUNTY COMMUNITY COLLABORATIVE OPERATIONAL GUIDELINES (AMENDED JULY 2013)

I. MISSION STATEMENT

We collaborate across networks and systems to develop, create and share resources to support and preserve strong healthy families who live in vibrant communities in Genesee County.

Guiding Principles

The Community Collaborative has developed a Mission Statement which is primarily concerned with the assurance of appropriate service delivery and coordination of services to residents of Genesee County, which includes:

- a. Establishing collaborative activities to meet the needs of all Genesee County residents through partnership activities designed to mobilize the available resources of the community.
- b. Promoting effective interagency communication, planning and problem-solving through collaborative action.
- c. Committing to developing an investment process to identify resources for initiatives seeking funding.
- d. Reducing or eliminating of all barriers to service accessibility and service delivery.
- e. Coordinating seamless services among public and private entities in the community.
- f. Recognizing and respecting the cultural and ethnic diversity of the community.
- g. Using, developing and monitoring data for needs identification and evaluation activities.
- h. Providing guidance and direction for the expansion of existing services, economic and community development for new initiatives and programs.
- i. Supporting the efforts of the Community Collaborative through shared leadership, responsibilities and resources.
- j. Fostering the healthier development of Genesee County residents, through the reduction of risk factors and the enhancement or strengthening of healthy factors.
- k. Continuing to develop a consumer driven human service system that emphasizes consumer empowerment through access to information, education, choice and partnership.
- l. Engaging relevant policy makers, organizations and the community in our efforts.

II. THE STRUCTURE OF THE COMMUNITY COLLABORATIVE

The structure of the Community Collaborative will consist of two main bodies. These are (1) the Steering Committee and (2) the Community Collaborative. Persons serving on the Steering Committee shall also be members of, and be elected by, the Community Collaborative.

The Community Collaborative will have working committees that will be designed to address specific issues. The Committees will be issued specific tasks and will report back on a quarterly basis to the Collaborative.

III. PURPOSE AND FUNCTION OF STRUCTURAL ELEMENTS

Steering Committee– The Steering Committee is designed to provide special advisory consultation to the Community Collaborative. The Steering Committee recommends direction and has the authority to propose:

1. Policy changes,
2. Operational guidelines,
3. Collective action for impact,
4. Contractual relationships, and
5. Membership of the Collaborative

The Steering Committee is responsible for monitoring the funds of the Community Collaborative. The Steering Committee will notify the Collaborative of requests for support and letters of endorsement.

The Steering Committee will meet immediately preceding Collaborative Meetings unless notified otherwise. The Committee will also hold an Annual Meeting. The committee membership will consist of at least 7 members selected by election from the Community Collaborative to serve for a 2 year term (with 50% staggered terms). Committee members may send a designee to a meeting to act on their behalf. Only 1 vote is allowed for a given agency, organization, or group.

Officers— There shall be two officers: Chairperson and Vice-Chairperson elected by the Collaborative. When the Chairperson's term expires or becomes vacant, the Vice-Chairperson shall become the Chairperson and a new Vice-Chair shall be nominated and elected at that time and shall serve the balance of the terms. The term of office shall be one year beginning at the July meeting. Nominations will be sought by no later than May with an election in June.

Community Collaborative - The Community Collaborative's role is to strive for collective action for impact. The work of the Community Collaborative includes but is not limited to:

1. Drafting and entering into appropriate memorandums of understanding as needed.
2. At the recommendation of the steering committee, the Community Collaborative will review and vote on requests for endorsements and/or support for grant applications.

Membership:

GCCC membership will consist of persons with decision-making authority from a broad representation of public and private organizations and systems that may include:

- Basic Needs [food, shelter, etc.] (Department of Human Services, Homelessness/Housing Continuum of Care, Food Banks), Transportation
- Emotional Health (Genesee Health System, Child Abuse/Neglect Councils, Domestic Violence)
- Medical/Health (Public Health, Health Care Organizations)
- Education and Vocational Training (Intermediate School District, local Districts, Post Secondary)
- Family Support (Community Action Agency, MSU extension, Veteran Services)
- Legal (Family Court Judge, Court Administrator, Prosecuting Attorney, County Sheriff)
- Philanthropic Resources [Funding Organizations] (Community Foundations, United Way)
- Jobs/Employment (Michigan WORKS!)
- Spiritual (Faith Based Representative)
- Residents
- Senior Representatives (Area Agency on Aging and Commission on Aging)
- Community Representatives (Local Government, Business, Networks, Veterans Associations, Others)

A member may appoint an alternate designee to attend Collaborative meetings in their absence. The designee should be fully authorized and prepared to represent, make decisions and commitments, and allocate resources on behalf of the member.

GCCC membership implies certain responsibilities to each other and the residents of Genesee County.

The responsibilities of membership include:

- Meeting on a regular basis
- Identifying need areas, service delivery, and prevention planning issues based on available data
- Participating in workgroups to develop action plans in a specific area of concern
- Ensuring the coordination of planning and implementation
- Reviewing workgroup recommendations and action plans
- Initiating appropriate implementation steps
- Acting as liaison to his/her respective organization as appropriate
- Participate in and/or support in GCCC endorsed initiatives
- Appointing staff to workgroups as appropriate

Membership Contribution:

The Steering Committee will review/make a decision for new members of the Collaborative who pay an annual membership fee as follows:

- Agencies, Organizations and Networks
Fee based scale based on expenses:
 - a. Less than \$25,000 \$50
 - b. From \$25,000 to \$74,999 \$125
 - c. \$75,000 or greater \$200
- Individual Membership: \$25

Membership fees will be invoiced annually.

IV. SHARED DECISION-MAKING AND CONFLICT RESOLUTION

Each member has one vote. Decisions can be made by a simple majority vote as long as a quorum of members-in-good-standing is present. A quorum is defined as 50% plus one of the member organizations.

The Community Collaborative values and encourages the input and interjection of new ideas and perspectives. The Community Collaborative also recognizes that in collaborative decision-making, areas of conflict and disagreement may arise. Therefore, the Community Collaborative shall address areas of conflict and disagreement by the following:

- A. Exploring impasses:
 - a. Identifying the areas of agreement.
 - b. Clarifying the points of disagreement.
 - i. Explore the facts: What is the data and what does it tell us?
 - ii. Explore methods: How should we do what we need to do?
 - iii. Review goals: What is our objective?
 - iv. Review values: Why do we think it must be done in a particular way – what does the Community Collaborative believe?
 - c. Affirming the alignment of all positions with the Community Collaborative's Mission and Guiding Principles.
- B. Continue to address the points of disagreement
- C. When areas of conflict and disagreement cannot be resolved or impede the process within the Community Collaborative, the assistance of a facilitator or mediator shall be obtained.

V. OPERATIONAL GUIDELINES

Members will abide by the Operational Guidelines. These guidelines will be reviewed and updated as needed.

VI. COORDINATOR

The coordinator services for the Community Collaborative are currently provided by Metro Community Development, Inc, the fiduciary for the collaborative. The coordinator role will provide staff services to the Community Collaborative by:

- Assisting the chair with development and dissemination of meeting agendas
- Preparing background and descriptive materials to facilitate the investigation and research of programs, issues or problem areas
- Coordinating Community Collaborative activities with the State of Michigan and other counties, and represent Genesee County at various initiatives
- Reviewing meeting minutes