

## County of Santa Clara Clerk of the Board Transmittal Item Authorization Notice



The Agenda Transmittal Item number **15**  
that was heard by the Board of Supervisors on  
**12/7/99**  
has received the following Board Action:

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Approved governance and organizational model utilizing existing structure to  
implement approved Violence Prevention Action Plan.

### **Distribution**

12/16/99 - Approved transmittal to: SCVHHS Administration, Public  
Health Department and Deputy Clerk, Domestic Violence Council  
/ml

*Makalia O. Layman*

Dedicated to the Health  
of the Whole Community



Administration  
2220 Moorpark Avenue  
San Jose, California 95128  
Tel. (408) 885-4202  
Fax. (408) 885-4248

HHS # 4  
12.7.99

Prepared by: Andrea V. Perry, Sr. Health Care Analyst  
Reviewed by: Aimee Reedy, Senior Public Health Manager  
Submitted by: Guadalupe S. Olivas, PhD, Public Health Dir.  
Allan Rawland, MSW, Mental Health Dir.

Approved Accepted Adopted Denied Presented

**DATE:** November 12, 1999

**TO:** Board of Supervisors

**FROM:** Robert Sillen, Executive Director  
Santa Clara Valley Health & Hospital System

BY THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CLARA  
Phyllis A. Perez, Clerk of the Board

By

Deputy Clerk

Date: DEC 07 1999

**SUBJECT:** Report Back on Violence Prevention Action Plan Recommendations  
on Governance & Organizational Structure:  
"Procedure to address items in the Violence Prevention Action Plan  
Matrix utilizing existing organizational structure and to ensure that  
efforts are coordinated"

### RECOMMENDED ACTION

Approve the recommended governance and organizational model which utilizes existing structures to implement the approved Violence Prevention Action in a collaborative, coordinated and efficient manner.

### FISCAL IMPLICATIONS

No additional General Funds are required as a result of this action. The Board approved \$350,000 ongoing funding during the FY98/99 budget hearings for implementation of the Violence Prevention Action Plan.

### CONTRACT HISTORY

Not applicable.

ORIGINAL

## **REASONS FOR RECOMMENDATION**

The following five principles guided the development of this recommendation for the governance and organization to implement the Violence Prevention Action Plan as modified and approved by the Board of Supervisors. These criteria have been identified as critical to the successful implementation of the Board approved Violence Prevention Action Plan.

- Support the goals articulated in the Violence Prevention Action Plan consistent with recommendations that the Board of Supervisors approved to move those goals forward
- Minimize duplication and utilize existing bodies to oversee the implementation of the Violence Prevention Action Plan
- Facilitate maximum collaboration and participation of key partners delineated and approved in the Violence Prevention Action Plan
- Incorporate processes for community input and ongoing partnership building
- Provide an efficient structure for maximizing and leveraging resources.

The recommended model provides a governance and organizational mechanism to ensure implementation of all parts of the plan, as well as the coordination of the whole Violence Prevention Action Plan. It creates a forum to: (1) bring together the various organizations; (2) coordinate the implementation of the plan through existing Commissions, Councils, Boards, Agencies and Departments; and (3) bridge agendas in order to maximize effort and focus on violence prevention. The model consists of the following interrelated levels of coordination and collaboration:

1. Utilization of existing commissions, councils, departments and/or agencies as **Lead Partners** as designated in the Violence Prevention Action Plan for implementing, coordinating and evaluating specific parts of the plan.

First, the proposed model consists of delegating specific Violence Prevention Action Plan parts to specific commissions, councils, departments and/or agencies to take the lead role in implementing, coordinating and evaluating aspects of the plan. The approved Violence Prevention Action Plan matrix clearly identified lead partners for various components; and these lead partners are identified as the first needed level of collaboration. In some cases, the Public Health Department, which is the responsible administrative department, has initiated MOUs with lead partners and the Public Health Department. These MOUs outline key roles and responsibilities in carrying out the Board approved plan. Examples include: Department of Drug and Alcohol Services is designated as being responsible for various alcohol related recommendations; Adult Protective Services is designated as responsible for the public awareness campaign component focused on elders; Office of Human Relations is responsible for the youth leadership component; and the Mental Health Department is delegated responsibility for violence prevention and training programs for professionals and organizations working with people with disabilities.

The Public Health Department is designated as the lead partner for the public awareness and education campaigns, relationship violence training for providers, parent education, PeaceBuilders, media training, community outreach components and plan support. The Interagency Taskforce, coordinated through the County Executive Office and supported by the Public Health Department, is responsible for the development of the Violence Prevention Community Information System. As needed, additional lead partners may be identified over time.

Accordingly, this aspect of the recommendation builds upon the existing efforts of organizations and groups dedicated to various “slices” of the violence problem by delegating aspects of the plan to lead partners and having them coordinate with other stakeholders as well. Thus, the recommendation acknowledges the role, responsibility and/or expertise of these partners and therefore aims to minimize and/or eliminate duplication of effort.

2. Inclusion of **Stakeholders** to work with Lead Partners on specific parts of the plan.

This second level of collaboration includes the stakeholders delineated in the Violence Prevention Action Plan that should work with the Lead Partner to implement specific parts of the plan. These stakeholders include commissions, councils, departments and agencies; and also extend to community-based organizations, faith community, other governmental entities, business/industry, as well as others. The inclusion of stakeholders for various parts of the plan allows for broader collaboration and further community input into the implementation of components of the plan.

3. Creation of a forum through a **Violence Prevention Task Group** to assure that the implementation of the plan as a whole is efficiently and effectively coordinated among the many partners focusing on parts of the plan.

We reviewed existing mechanisms which might have been used to accomplish the coordination and collaboration across County-wide commissions, agencies and departments needed to implement the Action Plan. Unfortunately, no such mechanism currently exists. Whereas, the Children & Families Leadership Team brings together various County department directors to facilitate coordination for children and family services, its membership does not include any County commissions or councils.

Accordingly, there is a need to create this third element of the model. The Violence Prevention Task Group would provide a forum to coordinate and guide the implementation of the whole Action Plan as the County’s strategy to prevent and reduce violence. The convening of this group creates a forum for information sharing by the coming together of the lead partners focusing on all of the components in the Violence Prevention Action Plan matrix. In addition, the Task Group members will have the opportunity to share the respective agendas of the groups they represent.

The Violence Prevention Task Group will include the lead partners implementing parts of the plan and others to bring together the “whole of the plan”. Again, it utilizes existing organizational structures as it will be comprised of representatives from lead partner agencies and chairs (or their designees) from the following County-wide commissions, councils, departments and agencies:

- Domestic Violence Council
- Child Abuse Council
- Human Relations Commission
- Commission on the Status of Women
- Office of the County Executive
- Social Services Agency
- Adult Protective Services
- Health & Hospital System
- Mental Health Board
- Office of the District Attorney
- Office of the Public Defender
- Public Safety and Justice
- Office of the Sheriff
- Probation Department

Consistent with the Board approved plan, the Public Health Department (PHD) will play the role of convener of the Task Group at quarterly meetings. The PHD Violence Prevention Program will provide staff support. The meetings of the Task Group will be conducted in accordance with the requirements of the Brown Act. The Public Health Department will be accountable to the Board of Supervisors through existing mechanisms for reporting, preparing budgets, and obtaining necessary reviews and approvals regarding the ongoing implementation of the Violence Prevention Plan. Each lead partner that has been delegated a part of the plan will have the responsibility to provide updates to the PHD to facilitate the department’s ability to report back to the Board of Supervisors on all aspects of the plan. As the group evolves, the participation of additional leaders may be indicated, and this will remain flexible.

This Task Group includes critical entities able to advise the Public Health Department and ensure adherence to the intent and content of the approved Violence Prevention Action Plan. Further, the proposed model allows for efficient use of Public Health Department Violence Prevention Program staff to support Violence Prevention Action Plan activities (by staffing the Task Group), to administer funds, and maintain ongoing Violence Prevention Program efforts within the department.

#### **4. Facilitation of Continuous Feedback Loop**

With the proposed levels of coordination and collaboration, participating organizations and groups will have the opportunity to communicate back to their “home” commission, council, agency, department, organization, etc. These avenues for enhanced communications will provide opportunities to bridge and share agendas, thus potentially

increasing the positive impact of those Violence Prevention Action Plan components as well as the plan as a whole.

These avenues for bridging and sharing of agendas are essential because violence prevention is a very complex challenge, and the strategies delineated in the Violence Prevention Action Plan are multi-faceted and comprehensive. In addition, the need to create these bridges acknowledges that numerous organizations in Santa Clara County are working to address various components of the violence problem. The proposed recommendation provides an important mechanism to build bridges across those efforts and work collectively to ensure that ongoing gaps are identified, resources are strategically applied, and linkages are made to maximize effort and impact. Finally, the recommendation offers a governance structure that promotes collective effort focused on a comprehensive solution while utilizing existing structures.

## **BACKGROUND**

At the March 16, 1999 Board of Supervisors meeting, the Board approved, in concept, the modified 1998 Violence Prevention Action Plan Governance Recommendations as proposed by the Ad-Hoc Task Force on Future Governance and Organizational Structure of the Violence Prevention Council (VPC).

On May 5, 1999 a Violence Prevention Council Transition Team (a subgroup of the Ad-Hoc Task Force) met to discuss refinement of the Governance recommendations. A revised governance proposal and by-laws was drafted and sent to the Health & Hospital Committee in early June. At the June 3rd meeting of the Health & Hospital Committee a request was made to County Counsel to draft an ordinance to create the Violence Prevention Coalition based upon the work done by the Ad-Hoc Task Force and VPC Transition Team.

At the August 31, 1999 meeting of the Board of Supervisors, the Board considered but did not approve the preliminary adoption of an ordinance to create the Violence Prevention Coalition. Instead, the Board requested staff complete a report back outlining the "development of a procedure to address items in the Violence Prevention Action Plan matrix utilizing existing organizational structures and to ensure that efforts are coordinated."

After receiving this direction from the Board of Supervisors, the Public Health Department convened representatives from the original governance task force to develop a recommendation for utilizing existing organizational structure to implement the Violence Prevention Action Plan and ensure that efforts are coordinated. The recommendation was subsequently shared with key commissions, councils, agencies, and departments to solicit their input. County Counsel has reviewed this recommendation as well.

### **CONSEQUENCES OF NEGATIVE ACTION**

Failure to approve this action will result in the lack of an official mechanism and procedure to efficiently and effectively implement the Board modified and approved Violence Prevention Action Plan.

### **STEPS FOLLOWING APPROVAL**

Return the approved transmittal to SCVHHS Administration.

# County of Santa Clara

Office of the Clerk of the Board of Supervisors

County Government Center, East Wing  
70 West Hedding Street  
San Jose, California 95110-1770  
(408) 299-4321 FAX 298-8460 TDD 993-8272  
Web site: <http://claraweb.co.santa-clara.ca.us/clerk/clrkhome.htm>



Phyllis A. Perez  
Clerk of the Board

Approved Accepted Adopted Denied Presented

BY THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CLARA

Phyllis A. Perez, Clerk of the Board

By

*Michele Napier*  
Deputy Clerk

Date: DEC 07 1999

Prepared by: Michele Napier *hon*  
Deputy Clerk  
Reviewed by: Ann Sloan *des*  
Chief Deputy Clerk  
Submitted by: Phyllis Perez  
Clerk of the Board

DATE: December 7, 1999  
TO: BOARD OF SUPERVISORS  
FROM: DOMESTIC VIOLENCE COUNCIL (DVC)  
SUBJECT: Violence Prevention Action Plan

## RECOMMENDED ACTION:

Endorse, in concept, the governance and organizational model recommended by the Public Health Department, utilizing existing commissions, councils, departments, and agencies to implement the Violence Prevention Action Plan (VPAP).

## FISCAL IMPLICATIONS:

None.

## REASONS FOR RECOMMENDATIONS:

On November 5, 1999 the Domestic Violence Council (DVC) received an oral presentation from Andrea Villasenor-Perry, Public Health Department, in which she requested endorsement of the governance

*cjg*  
**ORIGINAL**



and organizational model for implementation of the Violence Prevention Action Plan (VPAP).

Ms. Villasenor-Perry provided a brief overview of the proposed model, outlining the goals and level of participation by the DVC. Due to the limited opportunity to thoroughly review the recommendation, the Council voted unanimously to forward their endorsement of the model to the Board of Supervisors and refer the proposal to the Executive Committee for further review.

### BACKGROUND

At the August 29, 1999 meeting of the Board of Supervisors, the Board requested that staff prepare a report outlining the "development of a procedure to address items in the Violence Prevention Action Plan matrix utilizing existing organizational structures and to ensure that efforts are coordinated."

The Public Health Department convened representatives from the original governance task force to develop a recommendation for utilizing existing commissions, councils, departments, and agencies to implement the Violence Prevention Action Plan in a collaborative, coordinated and efficient manner. The recommendation was subsequently shared with the Domestic Violence Council to solicit their input.

### CONSEQUENCES OF NEGATIVE ACTION:

Failure to approve the governance and organizational model will further delay implementation of the VPAP.

### SUPPORTIVE MATERIAL ATTACHED:

None.

### STEPS FOLLOWING APPROVAL:

1. Send original transmittal, with notification of Board action affixed, to Records Coordinator, Office of the Clerk of the Board.
2. Send copy of transmittal, with notification of Board action affixed, to Deputy Clerk of the Board, DVC, who will inform the DVC of BOS action.

Jeanette Michalczuk - Tub File item BUD40-061698.10B

**From:** Jeanette Michalczuk  
**To:** gwia:"Phyllis.Perez@cob.co.santa-clara.ca.us"  
**Date:** Tue, Oct 12, 1999 2:22 PM  
**Subject:** Tub File item BUD40-061698.10B

Hi Phyllis,

At Friday's ARC meeting, you and Pete said that the Violence Prevention Action Plan Matrix referral had to bypass HHC and go directly to the full Board. However, the Summary of Proceedings does not reference that specific direction from the Board of Supervisors. Please clarify.

Also, since the Board is not meeting in late November (90 days after the referral) can we take it to them the first meeting in December?

Thanks!  
Jeanette

**CC:** McMartin, Maureen

cc: Ann 10/21/99  
Alsa / Bd Ops

Post-It™ brand fax transmittal memo 767		# of pages ▶ 1
To <i>Phyllis Perez</i>	From <i>Jeanette Michalczuk</i>	
Co. <i>J</i>	Co. <i>HHS</i>	
Dept.	Phone # <i>885-4165</i>	
Fax #	Fax #	

*Dedicated to the Health  
of the Whole Community*



**Robert Sillen**  
Executive Director  
2220 Moorpark Avenue  
San Jose, California 95128  
Tel (408) 885-4030  
Fax (408) 885-4051

October 21, 1999

TO: Phyllis Perez  
Clerk of the Board

FROM: Robert Sillen  
Executive Director

SUBJECT: Request to Postpone the Violence Prevention Report Back on  
Governance to December 7, 1999.

The Santa Clara Valley Health & Hospital System is scheduled to report back to the Board of Supervisors on November 9, 1999. SCVHHS respectfully requests to defer the report back until December 7, 1999 to allow additional time for critical input by key stakeholders into the recommendation coming to the Board. We acknowledge that the December 7 date extends beyond the 90-day report back rule and request that it be allowed to bring this report back at that later date. Thank you for your consideration.

cc: Jeanette Michalczuk  
Guadalupe Olivas, PhD

10/22/99

12:10

408 885 4051

SCVHHS ADMIN

+++ B OF SUPERVISORS 001/001

Dedicated to the Health  
of the Whole Community



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Executive Director  
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San Jose, California 95128  
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October 21, 1999

Post-it* Fax Note 7671		Date 10/22/99	# of pages 1
To Phyllis Perez	From Robert Sillen		
Co./Dept.	Co.		
Phone #	Phone #		
Fax #	Fax #		

TO: Phyllis Perez  
Clerk of the Board

FROM: Robert Sillen  
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SUBJECT: Request to Postpone the Violence Prevention Report Back on  
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cc: Jeanette Michalczuk  
Guadalupe Olivas, PhD

99 OCT 22 P 2:33  
RD OF SUPERVISORS  
CO. OF SANTA CLARA

cc: Bd Cps 10/22/99

**County of Santa Clara Clerk of the Board Transmittal Item Authorization Notice**



The Agenda Transmittal Item number 8  
that was heard by the Board of Supervisors on  
**8/31/99**  
has received the following Board Action:

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Considered introduction and preliminary adoption of Ordinance No. NS-300.630 adding Chapter XXI (commencing with Section A18-400) to Division A18 of Title A of the Santa Clara County Ordinance Code relating to establishment of the Violence Prevention Coalition.

**Referred to Administration for report on date uncertain:**  
Development of procedure to address items in the Violence Prevention Action Plan Matrix utilizing existing organizational structure and to ensure that efforts are coordinated. (Supervisors Alvarado and Beall voted no)

**Distribution**

9/9/99 - Copy of transmittal to: SCVHHS Administration, County Counsel  
and Director, Public Health Department  
/ml

*Makalia O. Layson*

Dedicated to the Health  
of the Whole Community



PUBLIC HEALTH  
DEPARTMENT

Administration  
2220 Moorpark Avenue  
San Jose, California 95128  
Tel. (408) 885-4202  
Fax. (408) 885-4248

Prepared by: Andrea V. Perry, Sr. Health Care Analyst *amp*  
Reviewed by: Aimee Reedy, Central Services Manager  
Submitted by: Guadalupe S. Olivas, PhD, Dir. Public Health *for*

*HHS #9  
8-31-99  
Rewrite*

DATE: August 18, 1999

TO: Board of Supervisors

FROM: Robert Sillen, Executive Director  
Santa Clara Valley Health & Hospital System

SUBJECT: Report Back on Violence Prevention Coalition  
Recommendations on Governance & Organizational Structure

*considered* Approved Accepted Adopted Denied Presented

BY THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CLARA  
Phyllis A. Perez, Clerk of the Board

By *Phyllis A. Perez*  
Deputy Clerk  
Date: **AUG 31 1999**

### RECOMMENDED ACTION

Approve the attached Ordinance relating to the creation of the Violence Prevention Coalition.

### FISCAL IMPLICATIONS

No County General Funds are required as a result of this action. The Board first set aside funds during the FY98/99 budget hearings and approved additional funding for implementation of the Board modified Violence Prevention Action Plan in FY 99/00.

### CONTRACT HISTORY

Not applicable.

### REASONS FOR RECOMMENDATION

The 1998 Violence Prevention Action Plan was first presented to the Board of Supervisors on October 27, 1998. One of the primary recommendations of the Action Plan was to create a Violence Prevention Coalition (VPC) which would help to monitor the implementation of the Violence Prevention Action Plan, support community collaboration and advise the Board of Supervisors on matters relating to the prevention

and reduction of violence and its impact on the health, welfare and safety of the residents of Santa Clara County. Adoption of the attached Ordinance will allow for the establishment of the Violence Prevention Coalition.

## **BACKGROUND**

At the March 23, 1999, Board of Supervisors Hearing on the Alcohol and Governance segments of the Violence Prevention Action Plan, the Board approved in concept the draft recommendations proposed by the Ad-Hoc Task Force on Future Governance and Organizational Structure of the Violence Prevention Coalition as modified by Supervisor James T. Beall, Jr. In his memo dated March 16, Supervisor Beall asked that the VPC Co-Chairs and VPC Standing Committee Chairs serve as a Transition Team and Nominating Committee to further refine the overall VPC organization and membership of the VPC Executive Committee. In addition, Supervisor Beall invited the Board offices to participate as members of the VPC Transition Team/ Nominating Committee.

The VPC Transition Team recognized the essential need to have a governance structure that would ensure policy, program and fiscal accountability to the Board of Supervisors and the community. Therefore, the VPC Executive Committee was designated as the leadership/ steering committee of the VPC Coalition. It was also decided that all members of the VPC Executive Committee will be appointed by the Board of Supervisors. The VPC Executive Committee will have the overall responsibility to monitor and evaluate the implementation of the Board approved Action Plan. The Board appointed Executive Committee will also be responsible for the creation of Standing Committees which would serve as advisory bodies to the VPC Executive Committee. (Attachment A is a diagram of the suggested membership for the VPC Executive Committee and the suggested VPC Standing Committees)

The VPC Executive Committee will work to establish multi-year priorities and develop a yearly work plan that will be used as a guide by the Standing Committees in setting their objectives each year. Finally, the VPC Executive Committee will report regularly to the Board of Supervisors and prepare an annual report at the end of the fiscal year to the Board and the community. All proceedings of the Violence Prevention Coalition, which includes both the Executive Committee and Standing Committee meetings, will be open to the public

On May 5, 1999 the Violence Prevention Coalition Transition Team met to review and refine the governance and organizational structure document based on input received from the Board of Supervisors. In early June, Supervisor Beall referred the Transition Team's revised governance proposal to County Counsel. After review, it was decided that County Counsel would draft an ordinance to formally establish the Violence Prevention Coalition. The Violence Prevention Coalition is expected to be convened in November upon approval of the ordinance by the Board of Supervisors.

The Coalition will be staffed by the Violence Prevention Program. All meetings of the Coalition will be open to the public and meeting agendas and minutes will be forwarded to the Clerk of the Board for public noticing.

To facilitate the convening of the Violence Prevention Coalition by November, 1999, staff requests that the Board of Supervisors make their appointments during the months of September and October. ( See Attachment B )

### **CONSEQUENCES OF NEGATIVE ACTION**

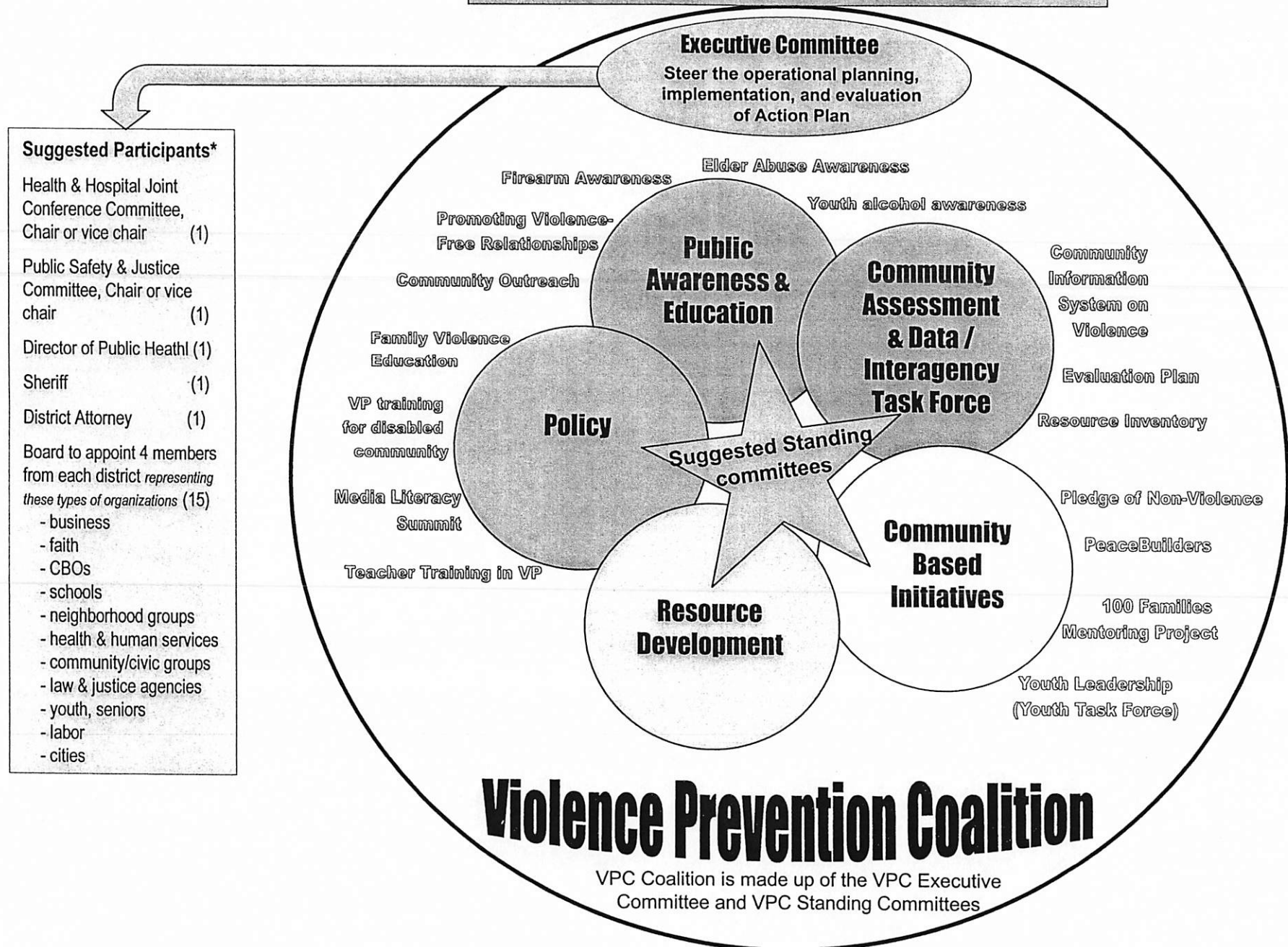
Failure to approve this action will result in the lack of a broad-based, collaborative community coalition to implement the Violence Prevention Action Plan recommendations.

### **STEPS FOLLOWING APPROVAL**

1. Send original transmittal, with notification of Board action affixed, to Documents Librarian, Clerk of the Board.
2. Send copy of transmittal, with notification of Board action affixed, to County Counsel.
3. Return the approved transmittal to SCVHHS Administration.



# Board of Supervisors



**TIMELINE****Approval and Implementation of the VPC Governance Recommendations**

August 18, 1999	Health & Hospital Committee Review & Approval of VPC Governance Proposal
August 31, 1999	Board of Supervisors Review & Approval of VPC Governance Proposal
September, 1999	Board of Supervisors Solicit Names for Appointment to the VPC Executive Committee
September, 1999	Public Health Staff to assist Board Offices in Developing/Refining List of Potential Nominees to Ensure Diversity and Inclusiveness on the VPC Executive Committee
October 19, 1999	Transmittal to the BOS with Recommended Names for Appointment to VPC Executive Committee
November, 1999	Convene first meeting of the VPC Executive Committee Convene VPC Standing Committees

ORDINANCE NO. NS- 300.630

**AN ORDINANCE ADDING CHAPTER XXI (COMMENCING WITH SECTION A18-400) TO DIVISION A 18 OF TITLE A OF THE SANTA CLARA COUNTY ORDINANCE CODE RELATING TO THE ESTABLISHMENT OF A VIOLENCE PREVENTION COALITION**

Summary

This ordinance creates a Violence Prevention Coalition to support community collaboration on matters relating to the prevention and reduction of violence and its impact on health, welfare and safety of the residents of Santa Clara County. The Violence Prevention Coalition shall make recommendations to the Board of Supervisors regarding policies, programs, initiatives and funding to prevent and reduce violence.

THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA ORDAINS AS FOLLOWS:

Chapter XXI is hereby added to Division A18 of Title A of the Santa Clara County Ordinance Code to read as follows:

**CHAPTER XXI. VIOLENCE PREVENTION COALITION**

**Sec. A18-400 Establishment and purpose.**

There is established a Violence Prevention Coalition. The general purpose of the Coalition is to coordinate and build on local prevention efforts and advise the Board of Supervisors on policies, programs and initiatives that can help prevent and reduce violence and its impact on the health, welfare and safety of the residents of Santa Clara County. The Coalition will be composed of the Executive Committee and members of the Standing Committees.

**Sec. A18-401 Membership of the Executive Committee.**

(a) The Executive Committee shall consist of twenty five (25) members appointed by the Board of Supervisors. The membership shall include the following:

(1) Permanent Members

(a) The Chair or Vice Chair of the Board's Health & Hospital Joint Conference Committee.

(b) The Chair or Vice Chair of the Board's Public Safety & Justice Committee.

**ORIGINAL**

AUG 31 1999

(c) The Director of Public Health or his or her designee.

(d) The Sheriff or his or her designee.

(e) The District Attorney or his or her designee.

(2) Members appointed by the Board of Supervisors:

Twenty members, appointed by the Board of Supervisors, four members from each supervisorial district. Members shall be appointed from community groups and organizations, with the intent that members represent the diversity of the community. Member representatives will include those from the business and faith communities, community based organizations engaged in programs which prevent and reduce violence, neighborhood groups, local school districts, health and human services organizations, law and justice agencies, labor organizations, city agencies, youth and senior groups.

(b) Nominating Procedure

(1) Executive Committee Members shall be appointed by the County Board of Supervisors from nominations submitted.

(2) Procedures to be utilized by the Executive Committee to make such recommendations shall be set forth in its by-laws.

(3) Recommendations for nominations shall state whether the persons being recommended are willing to serve on the Executive Committee and shall describe the qualifications of the person recommended for membership.

(4) The Board of Supervisors may fill vacancies from the recommendations submitted by the Executive Committee or may select other qualified persons.

(c) Term of appointment

Members appointed pursuant to subsection (a)(2) above shall have a term of two years and shall continue to serve until a successor is appointed, except that the term of the first appointees shall be staggered so that ten members have a one year term, and the remaining ten members have a two year term. The length of the initial appointee's terms is to be decided by lots drawn at the first meeting of the Executive Committee. Members appointed pursuant to subsection (a)(2) shall serve at the pleasure of the Board.

(d) Attendance

The Executive Committee may adopt a policy for issuing a letter of concern to a member with a copy to the supervisor who appointed the member when the lack of attendance at

meetings affects the proper function of the Violence Prevention Coalition.

**(e) Conflicts of Interest**

(1) No member of the Executive Committee or a standing committee shall make, participate in making, or in any way attempt to use such official position to influence governmental decisions in which the member knows or has reason to know he or she has a financial interest as defined in Government Code section 7103.

(2) All members shall comply with provisions of the county conflict of interest code which has been adopted pursuant to the Political Reform Act of 1974, as amended.

**Sec. A18-402 Officers.**

(a) The Executive Committee shall, at its first meeting and then annually, as soon as practicable following the first day of July each year, elect two co-chairs. These officers shall perform the duties prescribed in this chapter and in the Violence Prevention Coalition by-laws, or by the parliamentary authority governing the board.

(b) The co-chairs shall appoint, subject to approval by the Executive Committee, a nominating committee at the regular April meeting. This committee shall nominate co-chairs for the coming year. The nominating committee shall be composed of at least three (3) current members of the Executive Committee. Said committee shall submit a written report to the Executive Committee at its regular May meeting. Nominations may be made from the floor at the regular June meeting.

(c) A term of office is one (1) year. No person may serve more than (2) consecutive terms in an office.

**Sec. A18-403 Powers and Duties of the Executive Committee.**

The following shall be the duties of the Executive Committee:

- (a) Make recommendations to the Board of Supervisors, agencies, departments, the courts and others regarding the reduction of violence in the community.
- (b) To elect co-chairs and standing committee chairs from its membership.
- (c) To report regularly to the Board of Supervisors and prepare an annual workplan.
- (d) To make recommendations regarding budget allocations for the annual workplan.

## **Sec. A18-404 Standing Committees.**

### **(a) Establishment.**

(1) The Executive Committee may establish standing committees. The Executive Committee shall provide for the number, composition, and terms of the members of a committee and shall specify the duties. All such groups are advisory to the Executive Committee, and no action may be taken by them except to make recommendations.

(2) All members of the Executive Committee shall have at least one (1) committee assignment.

(3) The co-chairs of the Executive Committee shall appoint a chair and the members of each committee, subject to confirmation by the Executive Committee. All committee chairs shall be appointed from the members of the Executive Committee. The co-chairs of the Executive Committee shall be ex-officio members of all the committees, except the nomination committee.

(4) Committee members shall serve for a term of one (1) year, until successors are appointed, or until the task is completed, as specified by the Executive Committee.

### **(b) Procedures.**

(1) Each committee member shall have the right to one (1) vote. Members are not entitled to vote by proxy.

(2) The action of the majority of members present in any committee shall be the action of the committee.

(3) Minutes of each regular and special meeting of a committee shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the Executive Committee. Each committee shall maintain a permanent notebook of the minutes of each meeting.

(4) Chairs from the standing committees shall report on the activities of their respective committees at each Executive Committee meeting.

(5) The Chairs of the standing committees shall present committee recommendations to the Executive Committee.

## **Sec. A18-405 Lead Agency and Staffing.**

The Department of Public Health shall be the lead agency with administrative responsibility for the Violence Prevention Coalition including the responsibility for providing staffing, as may be necessary, for all committees of the Violence Prevention Coalition.

**Sec. A18-406 Meetings.**

(a) Regular meetings of the Executive Committee shall be held on a monthly basis at least ten times per year.

(b) Special meetings may be called by the chairperson or by a quorum of the Executive Committee. The call shall state the time and place of the special meeting and the business to be transacted. Special meetings shall be called and held in accordance with all legal requirements.

(c) A majority of the Executive Committee members of the shall constitute a quorum for the transaction of business.

**Sec. A18-407 By-Laws.**

The Executive Committee may adopt by-laws governing the conduct of business and amend existing by-laws by a two-thirds (2/3) vote, provided that a proposed amendment has been submitted to the Executive Committee at the previous regular meeting. Additional by-laws and amendments thereto shall become effective upon approval by the Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on \_\_\_\_\_ by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

\_\_\_\_\_  
Chair, Board of Supervisors

**PETE McHUGH**

ATTEST: PHYLLIS PEREZ, Clerk

\_\_\_\_\_  
APPROVED AS TO FORM AND LEGALITY

 8/20/99  
Susan G. Levenberg, Assistant County Counsel