

Strategic Prevention Framework Webinar Series

Organizational Development,
Governance, Mission Statements

January 31, 2017

Organizational Development TA Call

2/16/2017

Department of Social and Health Services
Division of Behavioral Health and Recovery

Introductions





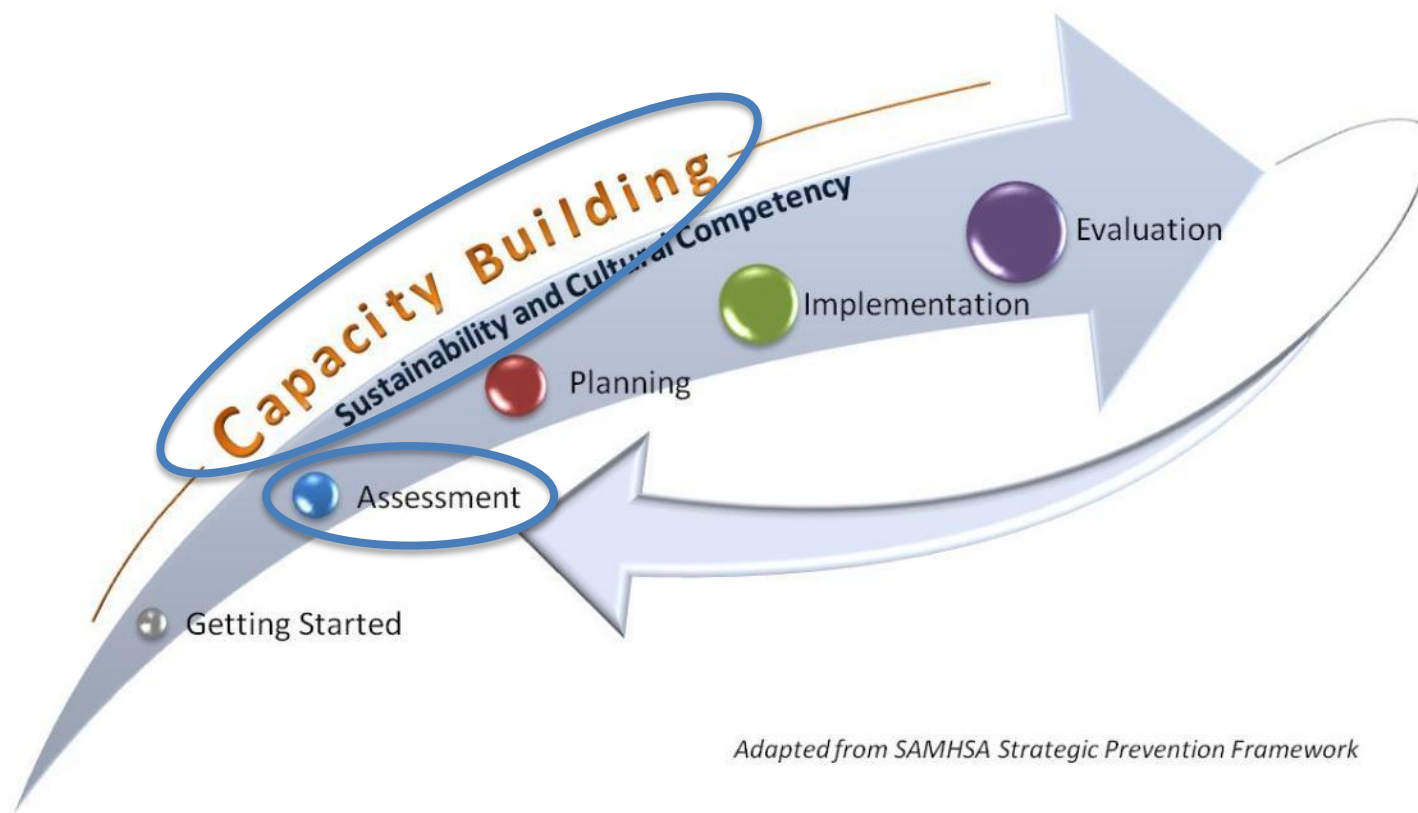
Objectives & Agenda

- Welcome and Introductions
- Building the Capacity of Your Coalition
- Governance
- Mission Statements
- Writing Your Strategic Plan
- Check in on Timelines
- Coalition Sharing

Strategic Framework for CPWI



DBHR Community Prevention & Wellness Initiative Planning Framework



Adapted from SAMHSA Strategic Prevention Framework





INTRODUCTION TO COALITION DEVELOPMENT



What is a Coalition?

What is a Coalition?

A formal arrangement for cooperation and collaboration between groups or sectors of a community, in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug free community.



What is a Coalition?

Who is a Coalition?

- Members (Sector Representatives) are local key players who represent and can function on behalf of their respective sector constituents to contribute to carrying out planning and strategies for the local community. PRI Coalitions need to have at least 8 of the 12 representative sectors actively participating on the Coalition and in the Coalition efforts.
- Members act within their own sphere of influence thus enlarging the coalition's ability to create needed change and implement multiple strategies.
- New members are invited to join in an effort to enlarge the coalition's sphere of influence and to gain needed capacity to address additional root causes
- Coalition staff assists with support for planning, problem solving and information management (evaluation, reporting, etc.).

Capacity Building:

Mobilizing your coalition and community



CPWI tasks:

- Recruit and retain membership
 - 8 of 12 sectors
 - Membership section in Strategic Plan
 - Conduct ‘Coalition Assessment Tool’ (CAT)
 - Complete ‘Community Profile’ (p. 65)
- Community coalition orientation
- Establish and maintain coalition structure
- Engage key leaders in coalition’s CPWI efforts
- Gather community information and feedback
- Participate in training and technical assistance

Building Coalition Capacity



- Membership
 - Leadership
 - Job Descriptions
 - Coalition Membership Roles
 - Memorandum of Understanding (MOU)
- Recruitment Plan
- Organization and Infrastructure
- Organizational Chart
- Mission/Vision
- By-Laws
- Decision making Processes
- Communication Plans
- Meeting Management
- Conflict Resolution Processes

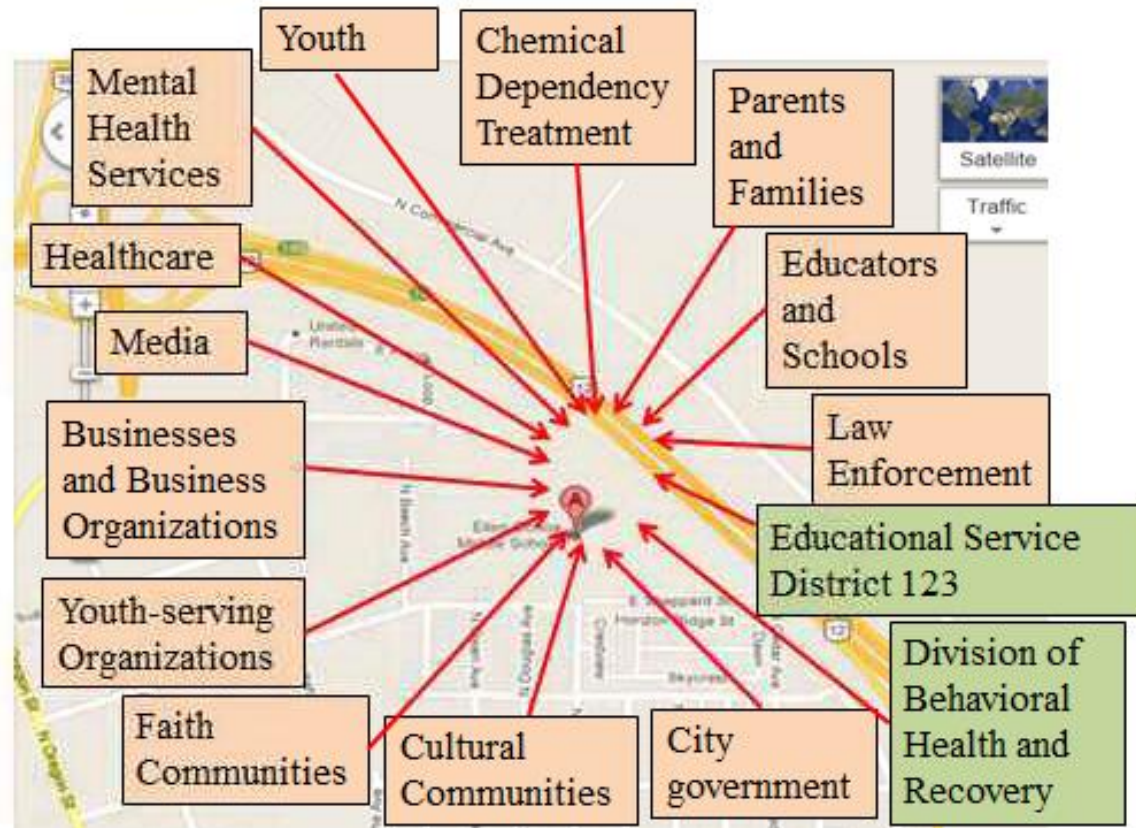


Principles in building a Successful Coalition

- Community Membership
- Organizational Competence
- Action and Advocacy
- Hope and Celebration
- Time and Persistence
- Monitoring and Assessment
- Shared mission and goals



Community Membership



This is “Our” Concern. And “WE” will work to make it better!



Elevator Pitch

- Reasons community members join the coalition
 - Substance abuse concerns
 - Issues surrounding youth substance use
 - Believe in the power of prevention
 - Relates to their work
 - Concerned parent, community member, youth
 - Intersted in civic work
 - Their current job aligns with coaltion mission/vision



What are the Roles in this Effort for...

- ...community coalition members?
- ...school administration and Prevention/ Intervention Specialists?
- ...formal community leaders?
- ...community champions?
- ...community members?



Practice Recruiting New Members

- Who is your potential new member?
- What can you say about your coalition to engage that new member?
- What would this member benefit from in participating on the coalition?
- Who can contact the person of interest?





Membership Roles

- Definition of a member
- Leadership
- Job descriptions
- Memorandums of Understanding (MOU)



Coalition Members Expectations

- Attend meetings and workshops
- Attend Coalition Orientation
- Learn about prevention science
- Participate in decision making
- Engaging coalition members through action

Level of Engagement of Coalition Members



CONTINUUM OF ENGAGEMENT

Low COMMITMENT

To vision & mission

High COMMITMENT

To vision & mission

Low KNOWLEDGE

of big and little picture

High KNOWLEDGE

of big and little picture

Low INVOLVEMENT

In core activities

High INVOLVEMENT

in core activities

Low POWER

And decision-making

High POWER

And decision-making

Low CONNECTION

To people & culture

High CONNECTION

to people & culture

Low PERCEPTION

As critical force

High PERCEPTION

As critical force

Assessing Membership Activity



Assessing membership and identifying new members

For PRI the coalition is required to have 8 of the 12 DFC sectors represented.
 *Sector is recommended for participation in PRI, but is not a required sector for Drug Free Communities grantees.

Type	Members (new or current)	Benefits of Involvement	Level of Involvement: (Key Leader/ Active Member/ Champion)	Contact
Youth				
Parent				
Law Enforcement				
Civic/Volunteer Groups				
Business				
Healthcare Professionals				



Questions to Consider for Involvement...



- Consider the individuals and groups that work with you currently, what is their engagement profile?
- If you wanted to sustain their involvement, what do you need to do?
- If you wanted to strengthen their engagement with you, what do you need to do?
- What might a new member need from a group in order to feel involved and engaged as opposed to someone who has been involved for a while?
- What might someone from another culture or someone who is not familiar with group problem-solving and decision-making need from a group in order to feel involved and engaged as opposed to someone who is very familiar with those processes?



A High-Performing Community Coalition

- Clearly defined roles and responsibilities, and leadership roles including:
 - Chair/Facilitator
 - Vice Chair
 - Recorder/Secretary
 - Coordinator/Staff
 - Coalition member



A High-Performing Community Coalition



- Shared vision
- Strong bonds
- Engaged members/partners

A Community Vision Statement



- Expresses what we want our future to be. (Is future-focused.)
- Impacts decisions, choices and actions. (Organizes and unites up around a common purpose.)
- Provides direction.



Effective Coalition Mission Statements

- Provide the “How”.
- Generally describe things that can be measured.
- Provides immediate information for potential partners.

- *American Planning Association, 2000*



Effective Coalition Mission Statements

- Does it describe what your organization will do and why it will do it?
 - Is it concise (one sentence)?
 - Is it outcome oriented?
 - Is it inclusive of the goals and people who may become involved in the organization?
- *American Planning Association, 2000*



Mission Statement Activity

- Share your process for developing a mission statement
- Please share you mission statement





Organization and Infrastructure

- Organizational Chart
- Leadership Team
- Workgroups

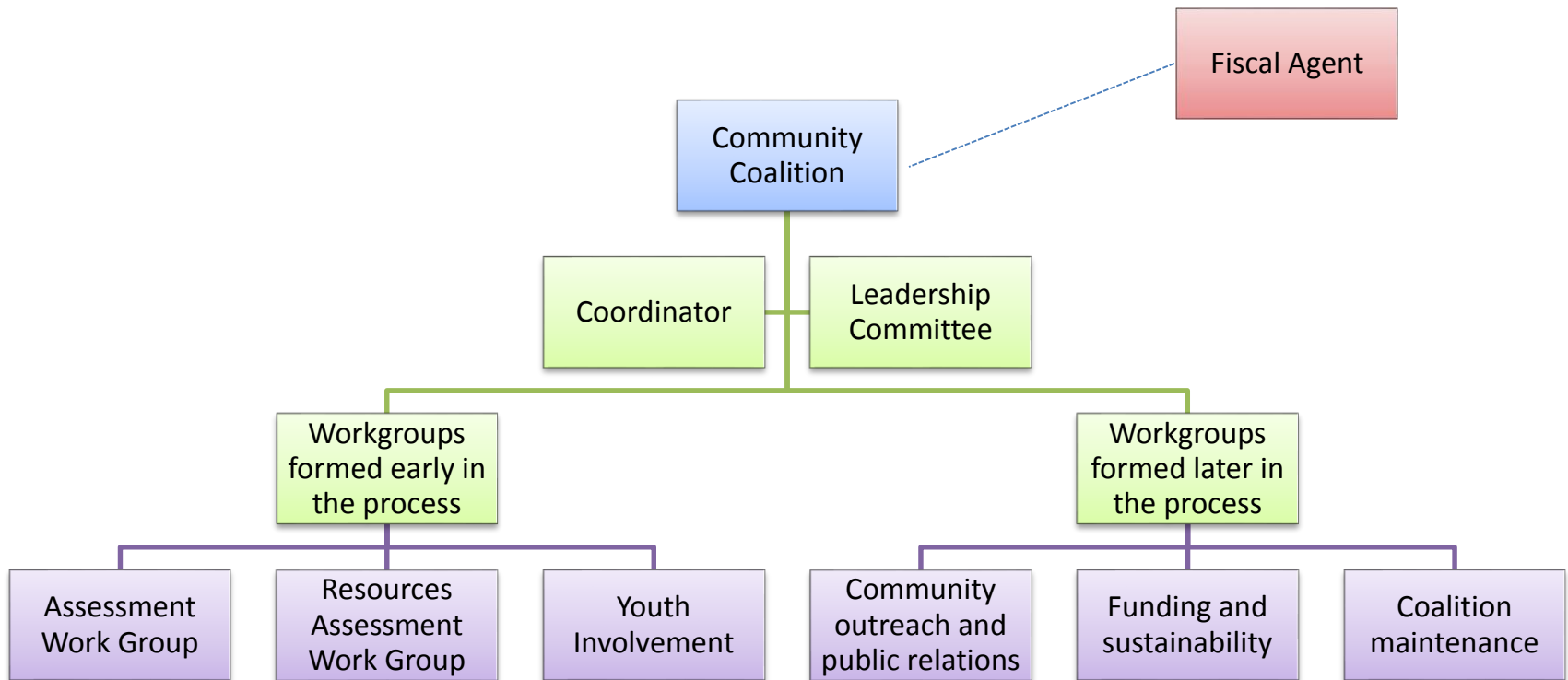


Sample Workgroups

- Executive Committee
- Recruitment Workgroup
- Needs Assessment Workgroup
- Resources Assessment Workgroup
- Sustainability Workgroup



Sample Local Organization





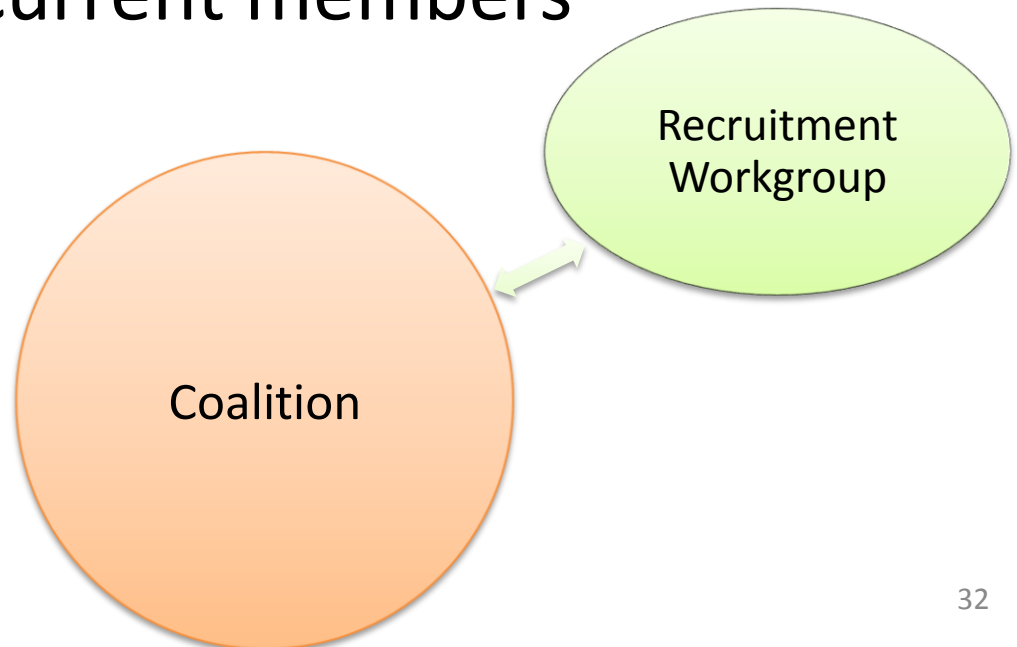
Sample Local Organization





Recruitment Plan

- Workgroup
- Individual
- Process to recruit new member
- Process to retain current members





Elements of Coalition Structure

- Governance
- Rules by which the coalition operates
- A clear distribution of work

- This is not an agency coalition it is a “community coalition”
 - A coalition of the community.



By-Laws

- Formal vs Informal
- Membership
- Decision Making
- Leadership
- Conflicts of Interest
- Decsion of Funding
- Evaluation of the coalition



Decision Making Process

- Who make decisions on the coalition?
- When is this updated?
- Financial Decisions
- Programmatic Decisions
- Decisions related to the action plan



Communication Plan

- Internal Communication
- External Communication
- Roles in Communication



Meeting Management

- Starting and ending on time
- Agendas
- Meeting minutes
- Keeping contact list
- Setting up reoccurring meetings
 - Improvments such as webinar, teleconference
- Meeting location
- The food issue...



Effective Meeting

- Building an Action Oriented Meeting Agenda
- Consider Meeting Timeliness
- Start and End on Time
- Follow Agenda – table items that need further discussion
- Develop ground rules
- Establish an environment where everyone is encouraged to share and participate



Conflict Resolution

- *Discuss different types of conflict within your coalition?*
 - *What were some good resolutions? Not so good resolutions?*
- *Discuss different types of conflict outside of your coalition?*
 - *What were some good resolutions? Not so good resolutions?*



So ...What's my Job then?

SPF CPWI Logic model
assessment
implementation
build capacity
sustainability
DBHR evaluation R/P factors
data planning
cultural competency

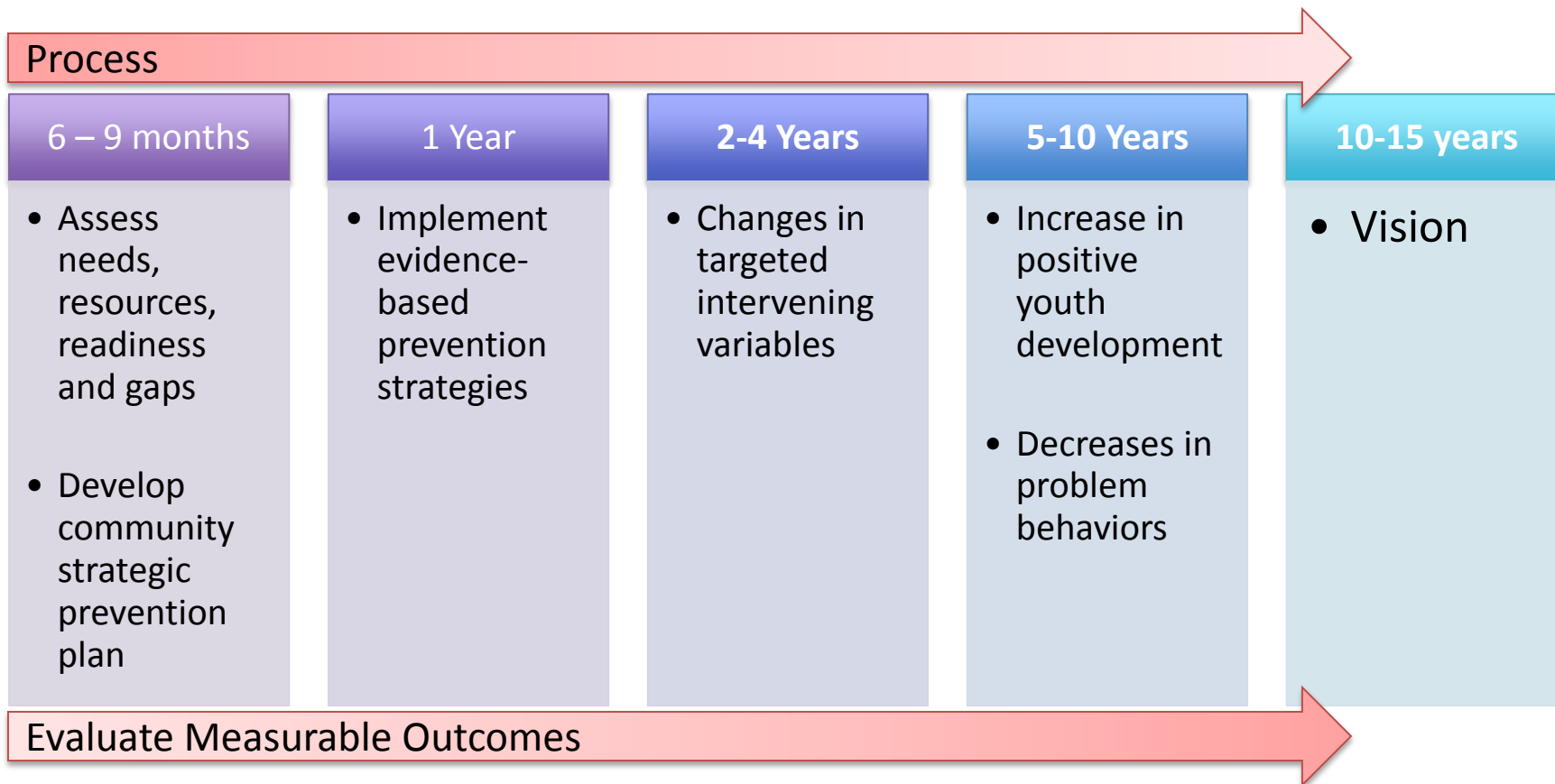


So ...What's my Job then?





Process and Timeline



Organizational Development Coalition Structure and Organization



*Community Prevention
& Wellness Initiative*



Guide p. 38

- Explain the coalition's organizational structure and how it supports coalition members as they accomplish the work of the coalition, including workgroups, subcommittees, and fiscal agency relationships.
- Describe the coalition's decision-making processes including financial decisions.
- Describe the procedures in place to ensure effective communication and coordination among coalition members, workgroups, staff, and administration.
- Describe the procedures in place to ensure effective communication and coordination among partners, the media, policymakers, and others.
- Include an organizational chart illustrating the relationship between the coalition, workgroups, fiscal agent, and staff. In the organizational chart, identify the individuals associated with the coalition's leadership, workgroups and subcommittees.



Organizational Development

Coalition Structure and Organization

Concentrate on the section on *Coalition Structure and Organization* (Page 38).

Discussion:

- *How will you facilitate a discussion happening with your coalition to answer these questions?*
- *What tools will you use?*



Capacity Building



Guide p. 39

- Outreach
- Training/Technical Assistance (TA)
- Cultural Competency in Capacity Building
- Sustainability in Capacity Building



Capacity Building

Community Outreach

Please read the entire Capacity section of the Strategic Plan Requirements Guide (Page 39).

Discussion:

- *How many of you have ever worked with a community coalition before? What was that like?*
- *How did you reach out to the community?*
- *...specifically to the under-served populations?*



Resources

- Community Coalition Coordinator Orientation
- Key Leader Event slides
- Community Coalition Orientation slides
- University of Kansas Community Tool Box for Prevention
 - <http://ctb.dept.ku.edu/en/table-of-contents>
- CADCA trainings
- Each other
- DBHR staff



We are here to help...

One of the required steps is conducting a Key Leader Orientation and there is a training on The Athena Forum that you can use for that purpose.

10-things Medicaid Demonstration - 3rd hour presentation - Mar 22, 2017 2 weeks 1 hour ago

ACH Timeline 2017 - 3rd hour presentation - Mar 22, 2017 2 weeks 1 hour ago

SFY 2018 CPWI Budget Template 3 weeks 5 days ago

Feb 22 2017 - Prevention Learning Community Meeting Slides 6 weeks 16 hours ago

Community Prevention and Wellness Initiative (CPWI) Coalitions

Access key CPWI documents and information with these quick links:

- CPWI Guides
- CPWI Trainings
- CPWI Community Coalitions
- CPWI Community Surveys 2016



ATHENA

known for wisdom, strategy and skill

Sign In

Join Now

Search...



The site for substance abuse prevention professionals and volunteers who want to become better at what they do.

Home | Prevention Hea

Upcoming Trainings

CPWI Trainings

CTC Study Guides

OWL E-Learning

PBPS Training

SHARE ...

Quick Links

[Site Map](#)

[Calendar](#)

[Shared Documents](#)

[Community Prevention & Wellness Initiative \(CPW\)](#)

[State Projects](#)

2015 Webinar Series:

[2015 Strategic Plan Update Overview Webinar Feb 19, 2015](#)

[2015 CPWI Strategic plan update instructions](#)

[Needs Assessment 101 - Webinar Slides Feb 23, 2015](#)

[Using your 2015 Data Book \(PDF version\) - March 17, 2015](#)

[Using your 2015 Data Book \(PPT version\) - March 17, 2015](#)

[Gap Analysis/ Strategy Selection- April 8, 2015](#)

[Community Survey and Local Evaluation](#)

[Balancing Adaptations and Fidelity Presentation, Brittany Rhoades-Cooper, Ph.D- April 30, 2015](#)

[Handout](#)

[Environmental Prevention Strategies Overview Presentation, Scott Waller, DBHR - April 30, 2015](#)

Key Leader Orientation – Oct 2015+

KLO Samples from communities

[Pasco KLO slides](#)

Coordinator Orientation Training



Contact Information

Lucilla Mendoza

(360) 725-3760

mendol2@dshs.wa.gov

Julia Havens

(509) 220-4752

Julia.havens@dshs.wa.gov

Your Prevention System Manager!



Transforming lives

Thank You!

