

Los Angeles County Office of Violence Prevention
Community Partnership Council
CHARTER

A Purpose

Background

On March 13, 2018, the Los Angeles County Board of Supervisors unanimously passed a motion directing the Los Angeles County Department of Public Health (DPH) to determine the infrastructure needed for a countywide Office of Violence Prevention (OVP) and develop a strategic plan for a coordinated countywide effort that implements key strategies to prevent multiple forms of violence. On February 19, 2019, the Board of Supervisors instructed DPH to launch the OVP in collaboration with County Departments and community partners.

A County Leadership Committee (CLC) was established to guide the office and work across county departments to build a coordinated approach to prevent multiple forms of violence and promote healing among Los Angeles County residents. The Committee consists of leadership from over 25 county departments involved in efforts to meaningfully impact violence prevention.

In addition to the direction provided by County Departments, community involvement is critical to ensure that the OVP achieves its purpose and mission. A Community Partnership Council (CPC) was established to serve in an advisory capacity to OVP and will:

- Engage survivors, representatives of non-government organizations and community networks, and community members addressing violence prevention.
- Provide guidance and recommendations to OVP on strategic plans, equitable resource allocations, policy and advocacy efforts, and other issues as determined by the CPC, County Leadership Committee or OVP.
- Help coordinate and integrate existing community violence prevention activities and priorities with County efforts.
- Develop recommendations and plans for collective action towards implementation of priority strategies identified by CPC.
- Contribute to the feedback loop between the community at large and county leadership structure, including OVP, the County Leadership Committee, and the Board of Supervisors.
Hold OVP accountable to the achievement of its stated goals and objectives and adherence to the vision, mission, values, and guiding principles of the Strategic Plan.

B Membership and Selection

The CPC includes representation from multiple sectors and organizations within the complex field of violence prevention and the diversity and geographic reach of LA County.

Membership

Membership is restricted to individuals who live or work in LA County and represent one or more of the following categories:

- Networks or coalitions (local, state, or national non-governmental) engaged in violence prevention;

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- Representatives of organizations serving individuals impacted by different types of violence including survivors;
- Community leaders representing organizing efforts to address violence in each SPA or a distinct demographic group;
- Survivors affected by violence, not representing an organization or network.

Selection

Members are selected to meet one or more of the categories named above. Members will be selected to meet the eligibility criteria and represent the diversity of experiences, expertise, communities, and demographics of LA County.

- Applications will be accepted by self-nomination for 20 seats on the CPC. CPC applications will be reviewed by a selection committee comprised of three community partners (who are not submitting or supporting applications), three County Leadership Committee members, and DPH representatives.
- In addition to the 20 self-nominated seats, five members of the CPC will be selected by the Board of Supervisors. Each Board member will select one person who: 1) is a survivor of violence and, 2) resides or works in their Supervisorial district.

Term

Members are selected/appointed for 2-year terms, with a maximum of 2 two-year terms.

Resignation of CPC Members

- A CPC member may resign after submitting a written resignation to the OVP Director.
- Missing three consecutive meetings will lead to an automatic resignation, unless the CPC member has extenuating circumstances such as a protracted illness or family emergency and communicates the need for an absence to the OVP Director.

Co-Chairs

The CPC elects two chairs to guide the CPC, plan and facilitate meetings with support from OVP staff. Co-chairs will be selected by majority vote and be limited to one two-year term. A Co-Chair's term may be less than 2 years if the Co-Chair's CPC membership term ends prior to the end of the Co-Chair's term and the Co-chair is not re-appointed to the CPC. Members can nominate themselves for these leadership roles or be nominated by another member of the CPC.

- Co-Chairs should have skills to: develop agendas that move the CPC forward on its priority areas; facilitate meetings effectively, allowing for the full participation of members; and maintain an atmosphere of collaboration and cooperation among CPC members.
- A Co-Chair may resign after submitting a written resignation to their Co-chair and the CPC members.
- If a Co-Chair resigns or their Task Force membership term expires without their re-appointment, the CPC shall nominate and vote on a successor Co-Chair at a regularly scheduled meeting of the CPC.

Community Partnership Council Roles Responsibilities

The roles of the CPC include, but are not limited to, the following:

Commitments

- Commitment to the OVP mission to coordinate existing efforts and prevent violence in LA County.
- Commitment to be a liaison with your organization or network. Provide regular feedback to their constituencies and obtain their input when decisions are made.

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- Commitment to address violence prevention broadly, beyond the specific focus of your agency or personal interests.
- Commitment to consider and respect different perspectives and work collaboratively.
- Commitment to participate on the Council for 24 months

Attendance and participation

- Attend regularly scheduled meetings which will be held bimonthly.
- Attend all meetings without substitution to provide continuity to the CPC meetings.
- Miss no more than 2 meetings in person annually. Extenuating circumstances will be evaluated on a case by case basis. Be available for one-on-one periodic telephone or email consultation between meetings with OVP staff.
- Join workgroups or subcommittees to help implement and advise on the strategies in the Strategic Plan.
- Participate in training opportunities or special events provided by OVP to enhance expertise and build leadership skills.

Communication with communities and networks

- Report back to the communities, organizations, alliances, or coalitions represented to ensure that networks stay informed of the Council's work and to allow OVP to stay informed about stakeholder priorities.

Decision Making

The CPC commits to a decision-making process that aims to make decisions by consensus of the members who are present at a meeting. OVP will utilize "Fist of 5" voting during meetings to determine consensus or need for further discussion. If consensus is not reached, decisions will be made by majority vote.

C Meetings

Meeting Schedule and Process

The CPC will meet monthly beginning October 2019 and then hold bimonthly meetings beginning January 2020. Two-hour meetings will be held on the third Fridays from 10 am - 12 pm at various locations.

Additional meetings may be scheduled outside of normal meeting times and dates, including but not limited to:

- Subcommittee or workgroup meetings
- Trainings
- Bi-annual meetings with County Leadership Committee
- Special events

Meeting Communication and Documentation

CPC members will be provided advance notices of the meeting agenda by email and posted on the OVP website. Documentation, including meeting notes, presentations, and handouts will be shared after each meeting.

Role of DPH

DPH will facilitate meetings of the CPC and provide support to council members. OVP Director and staff will be responsible for:

- Planning and managing logistics for meetings

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- Beginning meetings on time
- Communicating regularly with council members regarding OVP, CPC meetings, and sharing of information and opportunities
- Facilitating meetings, preparing materials and presentations
- Preparing meeting notes and emailing meeting documents and materials to members
- Communicating with County Leadership Committee the decisions of the CPC
- Communicating with County Board of Supervisors regarding CPC progress and recommendations
- Action items are followed up on by placing them in the next meeting’ agenda.

Meeting Schedule and Goals

October 2019	Hold orientation meeting to review the role of the CPC within the OVP and foster connections across members
November 2019	Develop Charter and provide feedback on the draft Strategic Plan
February 2020	Review Charter and Provide Input on Regional Coalitions Scope of Work
April 2020	Joint meeting with CLC — Review Final Strategic Plan – POSTPONED DUE TO COVID-19
May 2020	Finalize Charter, Discuss Process for Electing Co-Chairs, Share Updates
June 2020	Review Final Strategic Plan
July 2020	Develop early implementation plans for priority strategies
September 2020	Advise and provide input on OVP development and progress

Amendments to the CPC Charter

Proposed changes to the CPC Charter may be added to a CPC meeting agenda for discussion and approval by the members. Any changes to the CPC Charter may only be made by the vote of a supermajority or 60% of a quorum of the Task Force membership at a regularly scheduled CPC Meeting.