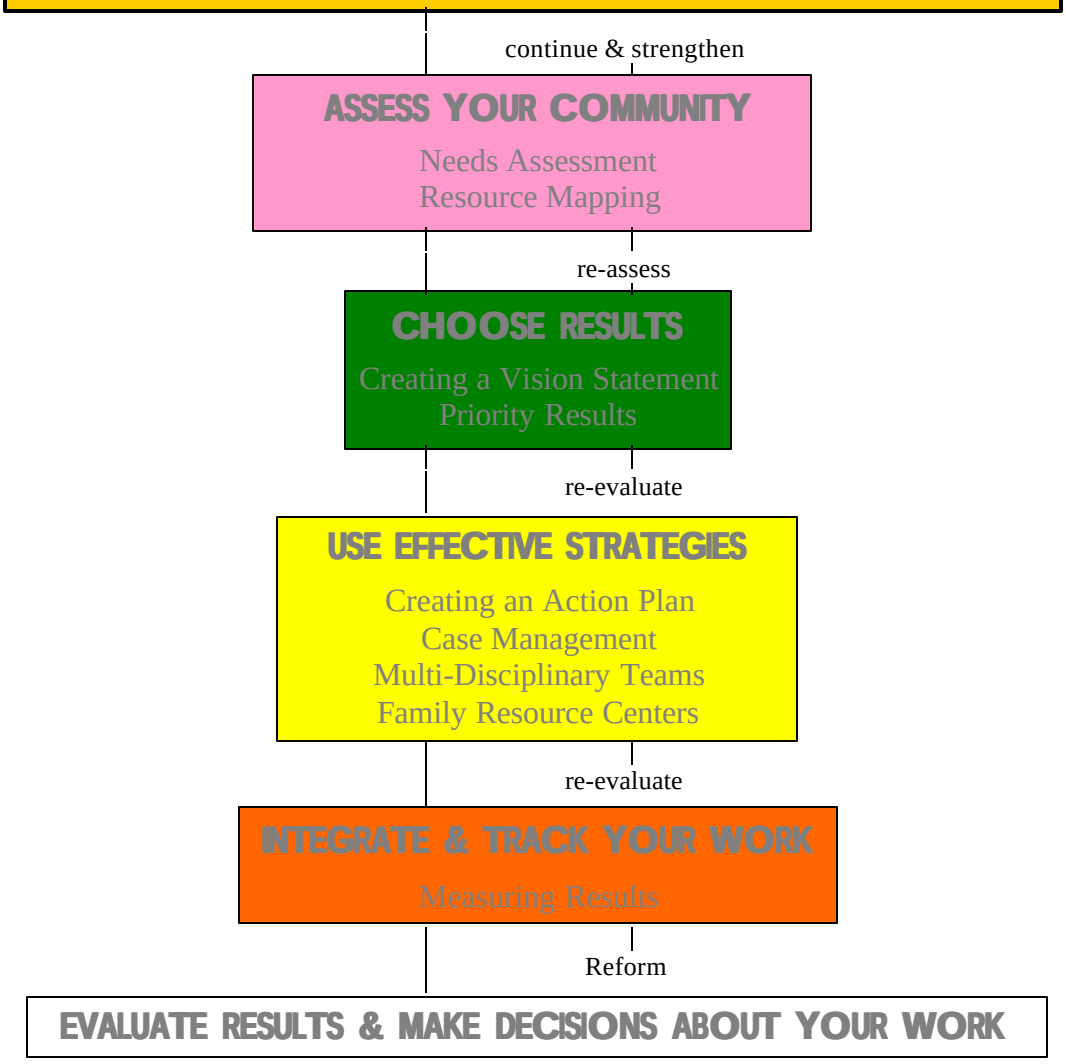
Section 1
COLLABORATE

Community Coordinating Council
Defining the Community
Leadership Development



COMMUNITY COORDINATING COUNCIL

"None of us is as smart as all of us."
--Roy Disney

Description:
Key representatives of the community who meet regularly, make decisions, share governance, and provide leadership. Although council membership will be unique to each community, consideration should be given to including at least one representative from each of the following groups:

Groups	Examples
• Public agencies	Economic development; parks & recreation; law enforcement agencies; elected officials; County departments of Health, Human Services, Probation, Kern Medical center, and Mental Health; etc.
• Interested residents	Adults, youth, apartment managers, etc.
• Schools	Preschools through college
• Community-based organizations	Non-profit organizations, service clubs, churches, etc.
• Business	
• Local interest groups	Citizen patrol, neighborhood associations, etc.

Community coordinating councils typically assist the community with:

- determining needs and priority results
- identifying resources that are available within the community (e.g. services provided by agencies, meeting rooms available for use at churches, volunteers, etc.)
- vision and value setting so that council and community members share a common view of what they want to achieve and work to accomplish the same goal(s)
- developing/implementing case management and multi-disciplinary teams
- policy making and problem solving
- strategic planning
- public relations, education, and information sharing
- obtaining technical assistance and utilizing resources available through the Kern County Network for Children
- planning and facilitating activities (e.g. street fairs, clean-ups, recreation), etc.
- planning and facilitating neighborhood issue forums/"town meetings"
- convening subcommittees that target priority concerns (e.g. healthcare, jobs, crime)
- building, strengthening, and sustaining partnerships with individuals and groups whose talents and/or resources will help the community to achieve their priority results
- hiring staff and writing grants (if applicable).

Resources you'll need:

- ✓ Community members and key representatives willing to volunteer the time.
- ✓ Community members willing to encourage others to attend and participate.
- ✓ Space for meetings, activities, and services donated by a church, school, community-based organization, etc.
- ✓ Meeting announcements that include date, time, location, and key discussion items.
- ✓ Refreshments.
- ✓ A school(s), agency(ies), business(es) or organization(s) willing to copy, post, and/or distribute meeting announcements and/or minutes.

Track your progress by:

Communicate about: what you want, what you need, how you did, and how you did it.

Approximate time frame:

Determine a reasonable time frame and work diligently to meet it. Sample timelines are attached.

Tools that may be helpful:

(Many of these documents can be accessed and printed from the **"Contents & Process At A Glance"** page under **"Tools"**.)

- Meeting Planning Reference Guide
- Meeting Organizer
- Sample Meeting Flyer
- Sample Meeting Agenda
- Planning Activities Timeline
- Sample Meeting Minutes
- Community Collaborative Member Composition Worksheet
- Community Collaborative Planning Worksheet
- Sample Press Release
- The Kern County Network for Children's video documents the success of existing community collaboratives and provides an overview of the Network. To check out a copy, contact the Kern County Network for Children.[1]

Potential barriers to watch for and suggestions for overcoming them:

- There is no single process for organizing a coordinating council that will work in every community. Before decisions regarding membership and structure are made, determine who the community's partners are and what types of talents, resources, and leadership the council will need.
- Meetings that aren't well organized, don't begin and end on time, aren't well attended, and/or lack purpose/meaningful discussion items. Careful meeting planning and effective announcements are important.
- Lack of community participation. Anticipate potential barriers (e.g. language differences, child care needs, work hours, etc.), focus on important/meaningful issues, ask neighbors to talk with neighbors regarding their need to attend and get involved.
- Unfamiliarity with the community. Invite members who don't live in the area to take a group walk so they may experience what it's like to live there, meet community members, and notice issues of

concern (e.g. lack of crosswalks, obvious drug/crime activity, unhealthy/unsafe conditions, etc.).
- Lack of communication with community members who can't attend meetings but want to be involved. Consider posting minutes and/or publishing a newsletter.

Success indicators to celebrate:

- Council and community members get to know each other; build trust, friendships, partnerships; and, work together to create measurable improvements that can be achieved early on.
- The decision making structure is built on shared accountability, and values input from community members (youth and adult).
- A spirit of cooperation and partnership exists between families, residents, businesses, agencies, and local organizations, and has led to more effective helping networks within the community.
- Council members become experts regarding community concerns and resources, and can facilitate solutions.
- Local leaders are actively involved and committed to community goals and objectives.
- Council members, especially those representing agencies and businesses, become involved as partners, as opposed to mere benefactors.
- Community members participate in decision making, have a direct stake in the community's priority results, and see themselves as having the power to influence change.

For technical assistance call:

The Kern County Network for Children.[1]

[1]Refer to the directory of agencies included in the appendix for the name, address, telephone and fax numbers.

DEFINING THE COMMUNITY

"The strength of a nation is derived from the integrity of its homes."
-- Confucius (c.551 - 479 BC)

Description:
Describes who, where, and what your community is all about, and includes:

Characteristics	Examples
• Geographic boundaries	Streets that surround the targeted area on the north, south, west, and east sides; school attendance boundaries; zip codes; census tracts; etc.
• Socio-economic information	Number of families that receive public assistance, unemployment rate, number of thriving businesses, etc.
• Demographic information	Number of single parent households, ethnic breakdown, percentage of high school graduates, etc.
• Key community organizations	Churches, schools, government agencies, and/or non-profit organizations that are physically located within you boundaries or provide services to children and families who live within your community
• Unique characteristics	A large public housing project, citizen patrol, active neighborhood association, community center, parks, high concentration of gang activity, rural area that lacks public transportation, etc.

Resources you'll need:
- ✓ Meeting space, announcements, and refreshments.
- ✓ Residents, potential partners, and representatives of agencies, community-based organizations, schools, local interest groups, and business willing to participate in this important process.
- ✓ A trained facilitator to facilitate discussion and help the group reach consensus. Contact the Kern County Network for Children[1] if your community is in need of this service.
- ✓ Flyers or brochures that define you community and answer the following questions for residents and potential partners: Who?, What?, Where?, Why?, and How?. If community members speak languages other than English, have the brochures translated.

[1]Refer to the directory of agencies included in the appendix for the name, address, telephone and fax numbers.

Track your progress by:
Communicating about: what you want, what you need, how you did, and how you did it.

Approximate time frame:
Determine a reasonable time frame and work diligently to meet it. Sample timelines are attached.

Tools that may be helpful:
- The Kern County Network for Children's *Conditions of Children Website.* This report provides data regarding population, vital statistics, human services, trends in education, and criminal justice from agencies throughout Kern County and California. Mapped data specific to communities is used whenever possible. For information, contact the Kern County Network for Children[1].
- County and city street maps, school attendance boundary maps, zip code boundary maps, and/or census tracts.
- Sample brochures. (A sample brochure can be accessed and printed from the **"Contents & Process At A Glance"** page under **"Tools"**.)

Potential barriers to watch for and suggestions for overcoming them:
- Boundaries that are too large to measurably impact, or so small they are seen as exclusive or isolating. Research shows that community mobilization efforts are most effective in small neighborhood settings.
- Failure to include potential allies or partners can lead to competition and/or create obstacles. Consider changing your boundaries to reap the benefit of another group's expertise, resources, and support.

Success indicators to celebrate:
- Community members identify with the name of the community and share a sense of pride, ownership, and belonging.
- Community members discover common needs, beliefs, issues, and strengths.
- The name refers to/describes your community as opposed to an entity/institution.

For technical assistance call:
The Kern County Network for Children.[1]

[1]Refer to the directory of agencies included in the appendix for the name, address, telephone and fax numbers.

LEADERSHIP DEVELOPMENT

"Leadership is action, not position."
-- Donald H. McGannon

Description:
To empower residents to make and advocate for desired changes within the community.

Resources you'll need:
- ✓ Volunteers who are well known, trusted/respected within the community.
- ✓ Volunteers who have networks and are willing to exercise these networks for advocacy.
- ✓ Volunteers who are willing to attend leadership development training workshops and put their learning into practice.

Track your progress by:
- ∗ Recruitment and retention of volunteers for leadership development training workshops.
- ∗ Consistent advocacy work by volunteer leaders.
- ∗ Consistent mobilization of neighborhood networks, both formal and informal, to create positive change.

Approximate time frame:
Leadership development training is based on a year-long curriculum. Advocacy opportunities begin in the first quarter of the training.

Tools that may be helpful:
- ▪ The leadership development training program provided by the Kern County Network for Children. Contact the Kern County Network for Children[1] to learn more about this program and participate.

Potential barriers to watch for and suggestions for overcoming them:
- Volunteers whose time constraints prohibit them from regularly participating in leadership development training opportunities or community activities.
- Although some people appear to be natural leaders, others may have leadership traits that have yet to be discovered. Consider providing many people with leadership opportunities and training.
- Leaders who control activities/processes as opposed to empowering others to fully participate and guide the activity/process.

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[1]Refer to the directory of agencies included in the appendix for the name, address, telephone and fax numbers.

Success indicators to celebrate:

- Residents articulate their vision, needs, strengths, and successes to potential partners, policy makers, and elected officials.
- Residents advocate for and help shape/direct the change agendas within their community.
- Residents take active responsibility for planning and improving their quality of life.

For technical assistance call:

The Kern County Network for Children[1].

[1]Refer to the directory of agencies included in the appendix for the name, address, telephone and fax numbers.