

Community Support Network of Nevada County Agreements and Guidelines

I. NAME

Community Support Network of Nevada County (CSN).

II. VISION STATEMENT

All families in Nevada County have ready access to a well-integrated and coordinated support network that is easily available and well funded.

III. GOALS

A. Capacity Building: Building CSN Partners' skills and abilities to sustain and improve their efforts in serving the community, specifically in the areas of organizational and collaborative capacity.

B. Service Integration: Improving and fostering communication, coordination, and collaboration of public and private agency services for families.

C. Advocacy: Identifying, raising awareness, building recognition, and enhancing visibility about existing and emerging issues that strengthen families and improve the health and quality of life for people in our community, especially those at risk and underserved.

IV. PARTNERSHIP

The CSN is an inclusive, voluntary association of individuals from the Nevada County community, with representation from government agencies, education agencies, community-based organizations, businesses, parents, faith-based groups, and others interested in improving the quality of life in our community.

General Partnership

Partners attend CSN meetings to share, collaborate, grow, and learn.

Responsibilities include:

- share information
- network
- educate
- assessment/issue identification
- encourage collaborative efforts

Partnership shall be open to all individuals desiring to promote the mission and goals of CSN. Partners are requested and encouraged to participate in and support CSN-sponsored events. Partnership is established by attending monthly Partner meetings.

CSN staff will continuously update the partnership list after each Partner meeting for email purposes. In the event that a Partner has not actively participated or made a contribution to the Network for a period of one year, that individual may be considered inactive.

The Network welcomes the interest and support of others who may be on a mailing list without being Partners.

Organizations wishing to become CSN Partners may submit a letter of request to the CSN Steering Committee for consideration.

Steering Committee

The Steering Committee of the CSN shall consist of representatives of CSN Partner organizations who meet to support CSN staff and to set the agenda for the Partner meetings, based on input from Partners.

The Steering Committee shall meet monthly. The purposes of these meetings shall be:

- To set the agenda for the next CSN Partner meeting, including selecting a facilitator.
- To plan for upcoming CSN Partner meetings.
- To discuss and address issues arising from the CSN Partner meetings and/or the community.
- To identify ways to strengthen capacity of CSN Partners and the community.
- Review previous CSN Partner meeting to keep meetings relevant.

Steering Committee member responsibilities/expectations include:

- Time commitment of approximately eight (8) hours per month.
- Attendance at monthly CSN Partner meetings.
- Attendance at monthly Steering Committee meetings.
- Being a liaison for an ad hoc/action committee.
- Accepting responsibility for leadership and facilitation of periodic Steering Committee & Network meetings

V. DECISION MAKING

CSN uses consensus as its decision-making protocol. In other words, action is taken only when everyone present comes to agreement.

This is generally accomplished with thumb signals for **decision-making**.
Up = Agree, Sideways = Neutral or Okay, Down = Block

The facilitator of a **discussion** may choose which, if any, hand signals are used. The facilitator may consult with the steering committee and others before the discussion in order to make this decision.

CSN Partners agree that when there is a call for consensus after ample opportunity for thorough discussion:

- anyone who blocks the consensus works to be part of the solution, either during the meeting or in a separate action group;
- there is an expectation that five or six blocks will be a lifetime quota.

The reference document titled “**Consensus Decision-Making - Overview & Process, Community Support Network of Nevada County**” provides further detail of the consensus decision-making process.

VI. STAFF

CSN shall have a Coordinator who is an independent contractor through the fiscal agent, the Child Abuse Prevention Council of Western Nevada County (CAPC), yet receives direction from the CSN Steering Committee and is under the oversight of the Chair of the CAPC or a designee.

Coordinator’s responsibilities include:

- With Steering Committee, plan CSN Partner meeting agendas
- Take minutes at CSN Steering Committee and Partner meetings
- Maintain and update the website
- Serve as central communications hub and clearinghouse for the Network
- Maintain membership and participation records
- Support CSN Action Groups
- Other duties as assigned

VII. MEETINGS

CSN Partner meetings are held nine times/year. The Partner meetings also serve as the CAPC forum as mandated in the Welfare and Institutions Code, including the requirement for one public meeting per year.

Community Support Network of Nevada County Meeting Agreements

- Make decisions by consensus.
- Create an atmosphere of mutual respect that includes active listening and listening without judging.
- Start and end on time.
- Maintain a sense of humor and a positive attitude.
- Bring concerns to the whole group. Don’t take them to the parking lot after the meeting.
- Set up the room in an inclusive way.
- Take responsibility for a task only if you have the time to accomplish it.

- Everyone is empowered to be a process observer and take ownership for the health of the meeting and is responsible for the health of the whole meeting.
- Be sensitive to others' need for more information. Make sure everyone understands. Be careful of injecting your self-interest and label it as such. Be able to articulate your agency's interest and be open to other's interests.
- Meetings are meaningful and have a shared purpose.

VIII. FISCAL AGENT

The Child Abuse Prevention Council of Western Nevada County (CAPC), a 510(c)(3) entity, shall serve as the fiscal agent for the Network. At least one member of the CAPC shall serve on the Steering Committee of the Network and shall act as liaison between the CSN and the CAPC.

IX. SIGNATURE AUTHORITY

The Steering Committee may designate one member as signatory for the group for the purposes of signing correspondence and memorandums of agreement or understanding. The signatory's name shall appear on documents requiring a signature followed by the language "designated signatory on behalf of the Community Support Network of Nevada County."

X. AMENDMENTS

These Agreements and Guidelines may be amended by a proposal from the Steering Committee that is approved by consensus in a Partner meeting.