

# Interagency Council for Children & Families (ICCF) Fresno County Gang Prevention Steering Committee **Plan of Operations**

## INTRODUCTION

The following plan of operations are set forth herein to provide for an orderly process to administer the implementation of the Fresno County Five-Year Gang Prevention Strategic Plan and coordination of gang prevention, intervention, and suppression related activities within Fresno County.

## ARTICLE I – Name

The name of the Interagency Council sub committee shall be the, ICCF Gang Prevention Steering Committee also known as the Gang & Juvenile Delinquency Prevention Initiative, an initiative of the Fresno County Board of Supervisors.

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## ARTICLE II – Vision and Purpose

Based on a data driven assessment ending in 2010, this Initiative is established to meet the goals and objectives of the Five Year Strategic plan as outlined in Article III of this document.

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**Vision** – Bringing together government, businesses, community organizations, resources, and residents to form a partnership serving the County of Fresno for gang prevention, intervention, suppression, community education and awareness.

**Purpose** – A countywide collaborative of proactive partners and communities taking on responsibility for coordination and oversight of targeted prevention and intervention in order to identify Fresno County youth at high risk for gang involvement and increase their opportunities for participation in activities and programs that foster more positive life directions.

## ARTICLE III – Goals and Objectives

- A. Build capacity in existing, effective, promising gang prevention and intervention program strategies on a neighborhood-by-neighborhood basis, so as to: alleviate community residents' fear of gang activity; improve targeted gang members neighborhood attachment, and/or reduce gang related violent crime.
- B. Improve opportunities for at-risk youth and former gang members age 10 - 24 to participate in at least one positive development activity annually that improves self control and/or neighborhood organization.
- C. Establish a data gathering and research analysis process to keep the Fresno County Board of Supervisors, Committee and Community Action Teams aware of key gang trends, anti-gang research and programming on an ongoing basis.
- D. Institute an effective coordinated and community-inclusive collaboration process to impact gang activity countywide.
- E. Identify and develop sustainable funding sources for the Strategic Plan implementation.

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## ARTICLE IV – Initiative Director

- A. Role of the Initiative Director: The Initiative Director, with input from the ICCF Gang Prevention Steering Committee, shall oversee the fiscal and contractual obligations for the initiative, ensuring the fulfillment of all Fresno County and grant agreement requirements. The Initiative Director has responsibility for the administration of any grants under which this initiative functions.
- B. Committees: The Initiative Director shall serve as the County of Fresno liaison to the Steering Committee, permanent committees and other ad-hoc committees. The Initiative Director is required to attend all regular Steering Committee meetings, standing committee meetings and ad-hoc committee meetings. The Initiative Director will not be a voting member of the Steering Committee. The Initiative Director will ensure the meeting minutes are recorded and distributed to committee members.
- C. Accountability: The Initiative Director will report to the Steering Committee concerning the status of the initiative and other relevant issues.
- D. Selection: The Initiative Director shall be appointed by the CAO as approved by the Board of Supervisors.
- E. The Initiative Director shall provide staff support for the Steering Committee as it relates to implementing the 5 Year Strategic Plan and coordinate with other departmental and agency staff participating in this plan implementation as needed to accomplish the Plan, Goals & Objectives.

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## ARTICLE V – Members

Members: The Steering Committee shall ~~be appointed from the general membership of the Interagency Council or the public as deemed necessary (see Article VI-B). The Steering Committee shall have at least one (1) member of the Executive Committee or a designee and two (2) members of the Council or two (2) designees among their members. Every effort will be made to select subcommittee members who reflect the diversity of Fresno County.~~

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## ARTICLE VI – Governance

- A. Governing Body: The Steering Committee types of agency/organizations represented shall be approved by the ICCF and be comprised of representatives from:
- 1) Business Community
  - 2) Community-Based Organizations
    - A. Youth Development Service Agency
    - B. Adult and Family Supportive Services Agency
  - 3) Corrections/Parole
  - 4) County Executive
  - 5) Courts
  - 6) Faith-based Community
  - 7) Law Enforcement

- 8) Manpower/Employment Agencies
- 9) Mayor's Offices
- 10) Neighborhood Association
- 11) Probation
- 12) Prosecution
- 13) Public Housing
- 14) Education
- 15) Health and Social Service Agencies

B. **Public Appointments:** The public members of the Steering Committee shall be selected by the agency/organization which they are representing. Nominations or recommendations can be made by ICCF or the Steering Committee.

C. **Vacancies:** Should a member of the Steering Committee that represents an appointed organization vacate the position, the organization which they are representing has thirty days to appoint another member to the Steering Committee. If the appointing organization fails to do so within thirty days, the Chair of the Steering Committee will contact the head of the organization to obtain the name of a new appointee. If the Steering Committee does not receive a response from the organization within 10 working days, the organization may be removed from the Steering Committee.

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D. **Voting:** Quorum shall consist of one half of the members present. No action shall be taken unless the action has been approved by a majority of the members of the Steering Committee present representing a Quorum.

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E. **Conduct of Meetings:** The meetings of the Committee shall be conducted in accordance with Robert's Rules of Order (Revised Edition) and the Brown Open Meeting Act. The Chair or Co-Chairs of the Steering Committee shall make all necessary rulings.

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F. **Meetings:** The Steering Committee shall have no fewer than 4 meetings within a calendar year with a total of six meetings scheduled per calendar year. The Steering Committee shall conduct an Annual meeting and invite the public to discuss the status of the initiative. Notice of meetings involving votes shall be sent to the Steering Committee Members, by the Initiative Director, a minimum of 3 days in advance. Public notice shall be in the form of public postings at designated locations.

G. **Meeting Attendance:** Irregular attendance of an appointee will be addressed by the Steering Committee Chairperson as follows: After a member has missed two consecutive meetings, the Steering Committee Co-Chair shall send written notification of the continued obligation as a voting member of the steering committee and if that member/organization deems it necessary to appoint another member to the committee, such member shall be named within 15 working days. If no appointment is made, the Steering Committee shall vote upon the removal of such member and/or organization. Each Steering Committee member may designate one (1) alternate who may vote in the absence of the Steering Committee member. Designation of the alternate will be made in writing by the Steering Committee member with formal approval by the ICCF Executive Committee.

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**ARTICLE VII – Officers**

- A. Chairs: There shall be Co-Chairs of the Steering Committee. The Co-Chairs shall be represented by the Presiding Judge of Juvenile Court and another member of the Steering Committee membership. The Judicial Co-Chair shall preside over meetings when available. Vice Chair: There shall be one Vice Chair of the Steering Committee. The Vice Chair shall preside in the absence of both Co-Chairs.
- B. Term: No officers shall be eligible to serve more than two consecutive terms in the same office with the exception of the Judicial Co-Chair, which will serve based on position.
- C. Election: The remaining Co-Chair and Vice Chair shall be elected by members of the Steering Committee to serve for one year, unless a successor is elected due to resignation or removal. Their term of office shall begin immediately upon election. Election of officers shall take place at the April (or spring) regular meeting of the Steering Committee.
- D. Vacancy: In the event of a vacancy occurring in the office of the Co-Chair or Vice Chair, a special election to replace the Co-Chair and/or Vice Chair shall be held at the next regular meeting following the vacancy.

**ARTICLE VIII – Committees**

- A. Creation: The Steering Committee can establish and abolish ad-hoc committees by a majority vote. Ad-hoc committees shall consist of at least one Steering Committee member serving as the chair or co-chair and may consist of members of the community interested in assisting in the fulfillment of the goals and objectives as outlined by this initiative.
- B. Members: All standing committees shall include but are not limited to at least one member from the Steering Committee.
- C. Standing Committees: It shall be the duty of the Steering Committee to establish the following permanent committees, and appoint its members:
  - 1. Plan of Operations
  - 2. Other Committees as deemed appropriate or necessary
- D. Meetings: Standing committee meetings may be held as necessary as deemed by a majority of committee members.
- E. Community Mobilization: To accomplish a coordinated countywide effort, it is understood that coalitions and community groups outside the purview of the Steering Committee will be engaged in information sharing, community events, and other activities related to the goals and objectives of the initiative.

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**ARTICLE IX – Amendments**

This Plan of Operations may be revised or amended in accordance with Robert’s Rules of Order (Revised Edition). Plan of Operations may be revised or amended by a majority vote of a quorum of the Steering Committee at a regular Committee meeting or a special meeting with a quorum being present.

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By their signature, Steering Committee Officers, Members, and Staff as representatives of their respective agencies agree to be bound by all requirements and conditions of the Plan of Operations.

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Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

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TYPE OF ORGANIZATION/AGENCY	REPRESENTED BY	MEMBER NAME / TITLE	SIGNATURE
<b>2010-2011 Officers</b>			
<b>Courts</b>	a) Juvenile Justice Division Fresno County Superior Court of California	Honorable David Gottlieb, Presiding Judge <i>Judicial Co-Chair</i>	_____
<b>Health and Social Services Agencies</b>	a) Fresno County Dept. of Social Services	Steve Rodriguez, Deputy Director <i>Co-Chair</i>	_____
<b>Probation</b>	Fresno County Probation Department	Mike Elliott, Juvenile Division Director <i>Vice-Chair</i>	_____
<b>2010-2011 Members</b>			
<b>Business Community</b>	Fresno Business Council	Doug Davidian, Vice President, Peninsula Business Interiors	_____
<b>Community-Based Organizations</b>	a) Boys & Girls Club of Fresno County	Diane Carbray, Executive Director	_____
	b) To be determined		_____
<b>Corrections / Parole</b>	CDCR, Parole	Daniel Renteria, Central District Administrator	_____
<b>County Executive</b>	County Administrative Office	John Navarrette, County Administrative Officer	_____
<b>Courts</b>	b) Fresno County Public Defender	Elizabeth Diaz, Assistant Public Defender	_____
<b>Faith-Based Community</b>	Peace Officer's Chaplain Board	Doug Lanier, Chaplain	_____
<b>Law Enforcement</b>	Multi-Agency Gang Enforcement Consortium	Lt. Neil Dadian, Fresno County Sheriff's Office	_____
<b>Manpower / Employment Agencies</b>	Fresno County Economic Opportunities Commission	Marcelino Salazar,	_____
<b>Mayor's Office</b>	a) City of Fresno Mayor's Gang Prevention Initiative	Maggie Navarro, Community Coordinator	_____
	b) Fresno County Council of Governments Representatives (2)	Mary Fast, City of Reedley Mayor Frank Steenport, Orange Cove Chief of Police	_____
<b>Neighborhood Association</b>	To be Determined		_____
<b>Prosecution</b>	Fresno County District Attorney's Office	Greg Anderson, Chief Deputy District Attorney	_____
<b>Public Housing</b>	Housing Authority of the City and County of Fresno	Allysunn Walker-Williams, Director of Planning and Development	_____
<b>Education</b>	Fresno Unified School District	Ed Gonzalez, Director Prevention & Intervention	_____

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**Health and Social  
Services Agencies**

**b)** Fresno County Dept. of  
Behavioral Health

Ike Grewal,  
Staff Analysts

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