

SERVICE REPORT – for Individual Project Proposals

A supplement to the 2007 - 2009 Statement of Work
that details planned measurable results and their indicators for each network project
TO BE SUBMITTED PRIOR TO REIMBURSEMENT FOR ANY PROJECT/SERVICE

South King County Community Network

The activities on this Service Report detail Statement of Work #:

(SOW Number from FPC)

1. Project or Service Name: Board Development

Project Description:

Please provide a short summary of the program or project. What will be done? How will the project be carried out? Who will participate?

The SKCCN Board will continue its efforts to improve and expand their efforts to develop a strong Community Network Board that will have the skills needed to succeed. To reach our goals we will:

1. **Recruit** – Attracting and retaining 23 members of the community is a difficult task that requires a committed effort by both Board and staff as a team. The SKCCN goal continues to be to recruit members who represent the community in every way both as citizens and professionals. In addition, we will focus on including members who represent a variety of cultural, ethnic, economic and educational backgrounds as well as members who live or work throughout the 8 school districts and 17 cities in our boundaries.
2. **New Board Orientation** – Board members quickly lose interest when they are not provided with the skills to participate effectively and our past experience has shown us that we must find ways to shorten the time it takes for Board members to understand the intricacies of the Community Network system. During 2005-07 we developed a New Board Orientation that provided the needed knowledge and skills to successfully fulfill their duties. The session includes:
 - The goals and purpose of the Family Policy Council and Community Networks in Washington State including the seven problem behaviors
 - An in-depth discussion of RCW 70.190
 - The history of the Family Policy Council including the many “Theories of Change” generated during the process of organizing the work of Community Networks
 - The requirements for state funding including match and the use of a fiscal agent
 - A beginning knowledge of outcomes and reporting requirements
 - The requirement for Review of Community Efforts
 - How the SKCCN is organized including bylaws, leadership, committee structure, open public meetings and records, etc.
 - The role of SKCCN Board vs. SKCCN Staff
 - Contact information for Family Policy Council staff and an invitation to contact the Family Policy Council if a Board member has questions or concerns that cannot be answered by SKCCN Board or staff
 - A discussion of the expectations for Board member participation
3. **Educational Opportunities** – We are committed to sending Board members to FPC training and other trainings as time and budget allow. Specialty trainings will be provided for those members who have special interests or responsibilities so that the Board’s capacity to fulfill its mission can be supported. This includes trainings that will support the mission of the SKCCN, such as the Annual Children’s Domestic Violence Conference and the Native American Domestic Violence Conference being organized by the WomenSpirit Coalition in October. It will also include conferences for specific skills needed by the SKCCN in order to support our many collaborative partnerships such as non-profit financial supports and grant writing.

4. **Ongoing Education at Board Meetings** – The SKCCN Board will continue to focus time at regular Board meetings for trainings on a variety of subjects. During the October Board meeting the group discussed possible speakers. The following list represents some of the of possible subjects:
- Safe Havens Visitation Center in Kent, Washington
 - Batterers Intervention Treatment Providers
 - Domestic Violence in the Gay, Lesbian, Bisexual and Transgender population
 - Panel discussions with victims, youth and batterers who have successfully completed treatment
 - Men’s organizations working to combat domestic violence
- Development of a sound training strategy for the Board will require a commitment from staff. They will be asked to work with individual members, committees and the full Board to identify the training areas that are needed. Staff will be charged with the task of developing an SKCCN educational plan. Their work will include recruiting possible trainers and setting schedules OR doing the needed research and creating presentations for the Board.
5. **Board Retention** – To assure the SKCCN Board is at its strongest it is necessary to retain the members we have spent so much time and effort to recruit and train. In order to continually improve our efforts, and assure that we are meeting the needs of Board members, we will take constant steps to collect feedback through surveys or personal conversations with retiring Board members and make needed “course corrections” as needed.

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| Date Start: October 1, 2007 Date Finish: June 30, 2009 | Network Funds Committed to Project: (Exclusive of Matching Funds): Total = \$47,357.00 |
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2. Measurable Results (Outcome)¹:

Individual

- Increase child safety
- Increase parenting skills for offending and non-offending parents
- Strengthen families by increasing their resiliency
- Reduce perpetration of domestic violence

Community

- Improve community and system responses to children exposed to DV and other adverse childhood experiences.

1. Results (Outcome) Indicators²:

A. Development of Board Skills

A strong committed Board with the needed skills to manage the SKCCN work plan and provide community leadership to achieve the results planned for 2007-09 will understand:

- The process for policy development including the definition of policy, levels of policy making, how to make recommendations, etc.
- The process and requirements for Review of Community Efforts

¹ *Measurable Result: Short-term child and family result/outcome means a measurable change in the knowledge, skills, attitude, behavior, or status of a child or family that can be expected to occur within one to two years, and with sufficient scale and duration, may be logically related to a long term result; or Community Result means a change in the skills, practices, awareness, and/or response to human needs on the part of service providers, policy, and other decision makers, systems, organizations, and communities that can be expected to occur within one or two years and with sufficient scale and duration, is expected to lead to long-term results in the lives of children and families.)*

² *Result Indicator: A precise statement of what will be observed or asked that would give data for reporting results. Examples: What is the number of parents who use appropriate disciplinary techniques? What is the number of families who have at least one person to assist in respite care for child?*

- South King County service needs and existing services
- Domestic violence – victim needs, batterer’s treatment, its affect on children who are exposed, legislation concerning domestic violence, etc.
- Open public meetings and records requirements

We also believe that a strong Board will demonstrate increased levels of involvement in the community and will be able to participate in quality discussions on subjects related to the SKCCN focus during Board meetings.

2. How is the information being collected about the indicator?

A. Development of Board Skills

- Surveys of participating members after each New Board Orientation session
- Surveys and reports from participating members following each training opportunity through FPC and other trainings
- Survey of full Board yearly about:
 - The effectiveness of trainings provided at Board meetings
 - The quality of Board discussions
 - The quality of the Board education plan
 - The knowledge levels of staff and their ability to provide the Board with up-to-date information
 - Their assessment of their own abilities not only with the SKCCN Board but in other community efforts
- Review of Board discussions by Executive Committee yearly

5. How often will the Network receive reports about the measurable results?

- A. New Board Orientation and various trainings = As they occur
- B. Full Board survey to measure Board knowledge of policy, domestic violence and its affect on children, community needs, existing services, Review of Community efforts = Yearly
- C. Staff Evaluations = Yearly
- D. Staff reports to the Board on activities = Monthly