



County of Santa Cruz

DISTRICT ATTORNEY'S OFFICE

701 OCEAN STREET, ROOM 200, P.O. BOX 1159, SANTA CRUZ, CA 95060

(831) 454-2400

FAX: (831) 454-2227

KATHRYN CANLIS
DISTRICT ATTORNEY

Michael S. McFarland
Chief Deputy-Administration

December 21, 2001

BOARD AGENDA: January 8, 2002

Members of the Board of Supervisors
Governmental Center
701 Ocean Street, Room 500
Santa Cruz, California 95060

RE: DOMESTIC VIOLENCE COMMISSION PLANNING RETREAT

Dear Members of the Board:

As you are aware, the Santa Cruz County Domestic Violence Commission (SCCDVC) was established by your Board in 1994 to respond to the growing problem of domestic violence in Santa Cruz County. The SCCDVC is composed of twenty-eight members representing a broad range of government agencies, advocacy groups, citizens and other interested parties who advise your Board about domestic violence issues. The Commission has been actively involved in developing policies to coordinate and enhance services and has developed training programs and policies including a training video on domestic violence that was distributed to the medical community. This video was partially funded by the Community Foundation.

The Commission recently determined that a new strategic plan would enable the Commission members to develop future goals and projects. Towards this end, the Commission has requested funds from the Community Foundation to help the SCCDVC plan for and conduct a one day planning retreat that will focus on developing a strategic plan and team building. The Community Foundation has agreed to provide \$2,500 towards this proposal. The consultant selected, Kay Bowden, will interview commissioners and work with the executive committee to prepare for the one day planning session will be held on February 22, 2002, from 8 a.m. to 5 p.m. at the Simpkins Swim Center. In addition, **Ms.** Bowden will prepare a final report evaluating the retreat and its effectiveness in achieving the retreat objectives. The application for the planning funds is attached for your



WATSONVILLE OFFICE
P.O. BOX 228
FREEDOM, CA 95019

430 FREEDOM BLVD.
WATSONVILLE, CA 95076
(831) 763-8120



PUBLIC ADMINISTRATOR
P.O. BOX 1159
420 MAY AVENUE
SANTA CRUZ, CA 95061
(831) 454-2442
(831) 454-3752 FAX

Members of the Board of Supervisors
December 21, 2001
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information

As a result of the planning retreat, the Commission will develop a process to identify our yearly goals and objectives, establish data collection elements and reporting procedures that will enable the Commission to evaluate the success of the domestic violence initiatives within the county and create a comprehensive education awareness program. The Domestic Violence Commission believes that the creation of a strategic plan and team building will enable the Commission to more effectively fulfill the mandates established by your Board.

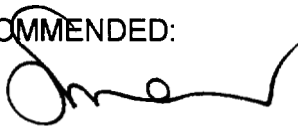
IT **IS** THEREFORE RECOMMENDED THAT YOUR BOARD:

1. Approve the receipt of \$2,500 from the Community Foundation to pay for the planning and implementation of an all day planning retreat for the Domestic Violence Commission;
2. Adopt the attached resolution accepting unanticipated revenue in the amount of \$2,500 from the Community Foundation and appropriate these funds as described in the attached AUD-60.

Sincerely,


KATHRYN CANLIS
DISTRICT ATTORNEY

RECOMMENDED:



SUSAN A. MAURIELLO
COUNTY ADMINISTRATIVE OFFICER

BOS ltr re retreat

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from The Community Foundation for the Domestic Violence Commission program; and

WHEREAS, the County is recipient of funds in the amount of \$2,500 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County: and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE **IT RESOLVED AND ORDERED** that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 2,500 into Department Probation

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	574100	2700	Other local revenue	\$2,500

and that such funds be and are hereby appropriated as follows:

<u>TIC</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	574100	3665		Prof & Special Svcs	2,000
	574100	4164		Meals	500

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By John P. Rhoads
Department Head

Date 12/21/01

COUNTY ADMINISTRATIVE OFFICER /_____/ Recommended to Board

/_____/ Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____, by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman Jr.
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Ray A. Branstetter
Auditor-Controller

Distribution:

Auditor-Controller
County Counsel
County Administrative Officer
Originating Department

AUD60 (REV 12/97)

cc:audit:aud60.wpd

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Proposal Summary Form

0081

Please complete and submit this form with your proposal. Provide the attachments requested. You may recreate this form on your computer, but please limit responses to the space allotted. You may elaborate further within the proposal narrative.

- ☐ Program Grant ☐ Planning ☐ Implementation ☐ Evaluation
☒ Management Assistance Grant
☐ Other

Date of Application November 2001 Year Founded 1994

Agency Santa Cruz County Domestic Violence Commission Director Chair - Christine McGuire

Address 701 Ocean Street Room 200 City Santa Cruz ZIP 95060

Telephone (831) 454-2138 FAX (831) 454-2626 Email _____

Website www.co.santa-cruz.ca.us

Contact Person (if different from above) & Title _____

Date FY Begins Not applicable.

Current FY Agency Budget \$ 5000.00 Previous FY Agency Budget \$ 0

Total Project Budget \$ 3750.00 Amount Requested \$ 3000.00

Project Start Date: January 2002 End Date: March 2002

Tax Status: ☐ 501(c)3 ☒ Government Agency ☐ Other/Describe _____

Total Income from all sources for your most recently completed fiscal year: \$ Not applicable.

Approximate % received from:

Individuals <u>0</u> %	Wills/Bequests <u>0</u> %
Corporations <u>0</u> %	Fees/Other Revenue <u>0</u> %
United Way <u>0</u> %	Gov't Grants/Contracts <u>0</u> %
Cultural Council <u>0</u> %	Foundations <u>0</u> %
Children & Families Commission <u>0</u> %	Endowment Income <u>0</u> %
Fundraising Projects <u>0</u> %	

Fiscal Sponsor (if applicable) Santa Cruz County Probation Department

Address 303 Water Street Santa Cruz, CA 95060

Contact Person Fred Nohr Phone (831) 454-2550

Please list year and amount for all previous grants from the Community Foundation.

The Domestic Violence Commission received a grant in the year 1999
in the amount of \$3000.00.

1. Briefly describe the history purpose and activities of your organization.

The Domestic Violence Commission was established in 1994 by the Board of Supervisors to address the problem of domestic violence. The Domestic Violence Commission is committed to the elimination of domestic violence from the community through education, prevention, intervention and outreach programs.

2. Summarize the specific purpose for which funds are being requested.

Facilitation of a one-day retreat.

3. Summarize what the project seeks to accomplish and how you will know if success has been achieved.

The retreat will focus on developing leadership, team building and communication skills and strategic planning for a comprehensive, coordinated approach to reduce domestic violence.

4. Describe the special knowledge or skills board members contribute to the organization's operations. What percentage of your board contributes financially?

The Domestic Violence Commission is comprised of diverse members representative of the community and each possesses knowledge of domestic violence.

5. Please list other anticipated sources of income related to this application.

None.

We certify that:

- 1) The applicant organization has a written and board approved policy to employ staff, elect its governing board and provide services without discrimination on the basis of race, religion, gender, sexual orientation, age, disability, or national origin; and
- 2) The information contained in this proposal is accurate and submitted with the Board of Directors' full knowledge and endorsement.

Staff

Name & Title

Kathryn Canlin

Signature

Kathryn Canlin

Board Officer

Name & Title

Christine McVire
Chair, DV Commission

Signature

Christine McVire

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Don't Forget Your Attachments: See page 7 for checklist!

** This information is contingent on Board of Supervisors' review and approval.

Project Budget

project Expenses

Projected Budget

Request from CFSCC

Salaries – If less than full-time, provide percentage of full-time in bracketed space.

_____	○	_____	_____
_____	○	_____	_____
_____	○	_____	_____
_____ ()		_____	_____
_____	○	_____	_____
_____	○	_____	_____

Subtotal – All Salaries

Fringe Benefits – All Salaries (%)

Consultants **Rate of Pay**

Consultant (TBD)	\$3000.00	\$2500.00
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Subtotal Consultant Fees

TOTAL PERSONNEL COSTS

Non-Personnel

Expenses

Facility rental, supplies	\$250.00	
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Food	\$500.00	\$500.00
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TOTAL NON-PERSONNEL COSTS

GRAND TOTAL - ALL COSTS

\$750.00

\$3750.00

\$500.00

\$3000.00

Project Income

Contributed sources
Probation Dept.

Income – Committed
\$750.00

Income – Pending

Total Contributed Income

\$750.00

0

Earned Sources

Total Earned Income

0

Total Income – Committed

\$750.00

(A)

Total Income – Pending

0

(B)

Amount Requested from CFSCC

(C)

\$3000.00

TOTAL COMBINED INCOME

(A+B+C)

\$3750.00

Organization: Santa Cruz Co. Domestic Violence Commission

Budget Prepared By:

CHRISTINE McGUIRE

Phone:

831-454-2138

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DOMESTIC VIOLENCE COMMISSION
APPLICATION FOR MANAGEMENT ASSISTANCE GRANT

I. Organization

The Santa Cmz County Domestic Violence Commission was established by the Board of Supervisors in 1994 to respond to the growing problem of domestic violence in our nation and specifically, Santa Cmz County. During the month of October, 142 complaints of domestic violence were made to emergency dispatchers, up nearly 25 percent compared to this time last year. The recent terrorist attacks only compound the problem. A recent study by the University of British Columbia shows that domestic violence increases following major disasters. The Commission recognizes that domestic violence is a serious social problem and is dedicated to its elimination from our community because it believes that all people have a right to a life free of violence.

The Domestic Violence Commission is composed of twenty-eight members representing a broad range of government agencies, advocacy groups, citizens and other interested parties who advise the County Board of Supervisors on issues within the purview of the Commission. During its seven years of existence, the Commission has been supported solely by volunteered resources from both public and private agency representatives. Clerical support has been provided by the office of the District Attorney. Through collaborative efforts, such as outreach programs, the Commission develops and recommends education, prevention, and intervention policies that hold batterers accountable and ensure safety and support for victims, including children and survivors.

Since inception, the Domestic Violence Commission has sponsored various events during October, which is Domestic Violence Awareness month. Some of the more recent achievements of the Commission include sponsoring a Domestic Violence Seminar/Awards Dinner on October 12, 2001, during Domestic Violence Awareness Month. With a grant received from the Community Foundation of Santa Cruz County, the Domestic Violence Commission was able to go out into the community of local physicians to produce an educational video tape on how to recognize and report domestic violence. The Commission then distributed the video tape to medical providers throughout the county and training sessions were provided to educate medical providers on how to recognize and report incidents of domestic violence. The Commission has also developed law enforcement response protocols and medical reporting protocols and sponsored training for the legal community on domestic violence.

II. Needs Statement

The members of the Domestic Violence Commission recognize that domestic violence is a serious social problem that affects people of all races, ages, income levels, and sexes and shatters families and communities. The Commission would like to work towards reducing the number of incidents of domestic violence by promoting effective and accessible education, prevention, intervention and treatment techniques and improving the response to domestic violence and abuse. The Commission would also like to make recommendations to the Board of Supervisors regarding administrative and legislative action that can be taken to reduce the occurrence of domestic violence.

To be a powerful force in the community, the Commission must have a shared vision and all the members must work together towards a common end. Therefore it is necessary to build a

strong foundation with good leadership and communication skills. These will be the building blocks to develop productive goals for themselves and the community and access the resources for efficiency and effectiveness. The Commission plans to work with a consultant to plan a one day retreat that will focus on strategic planning and team building to help the Commission develop a comprehensive, coordinated strategy to reduce domestic violence.

III. Goals and Objectives

The preliminary objectives for the retreat are as follows:

1. Build a foundation for this year's work
2. Improve communication and leadership skills
3. Improve the group's ability to work as a team
4. Develop goals for the year/Strategic Planning

With strong leadership, team work and communication, the Commission will have the necessary tools to assess the needs of the community and develop solutions to effect positive change and make it's goals a reality. The Consultant will first meet and interview with the Executive Committee. A questionnaire will be prepared that will be circulated to the Commission members and used to define the retreat purpose and goals and identify measures of success. The Consultant will then design a draft agenda and retreat activities to address those specific goals. The Consultant will then facilitate the retreat, which will include small group work and large group discussions to create an atmosphere that will support participation by all group members. The Consultant will then prepare a written report on the decisions made at the retreat and assist the Executive Committee draft a survey for evaluation purposes.

IV. Work Plan

<u>TASK</u>	<u>PARTY RESPONSIBLE</u>	<u>TIMELINE</u>
Hire Consultant	Executive Committee	By Jan.4, 2002
Meet with Consultant	Executive Committee	By Jan. 11, 2002
Develop Questionnaire& Design Draft Agenda	Consultant	By Jan. 25,2002
Approve Questionnaire & Agenda	Executive Committee	By Feb. 8,2002
Hold Retreat Introduction Leadership Activity Team Building Activity Communication Activity Strategic Planning Evaluation	All	February 22,2002
Final Report and Survey Evaluation	Executive Committee & Consultant	By March 30, 2002

V. Consultant Information and Interaction

The Domestic Violence Commission has been in contact with two consultants for this purpose: Kathleen Archer Bowden of Kathleen Archer Bowden Associates and Ben Saltzman of Create Your Vision. A copy of their qualifications has been attached for your reference. The Executive Committee will work closely with the Consultant to assess the needs of the Commission and shape the retreat and develop a strategic plan. The retreat will keep in mind the Commission's goals of leadership, team building, communication and effectively approaching the problem of domestic violence. The entire group itself will actively participate in the retreat activities, To ensure that the group will use the skills gained from the retreat, the consultant and

the Executive Committee will develop a strategic plan that will detail the plan of action and goals for the Domestic Violence Commission

VI. Budget

The projected cost of this retreat is \$3750.00, which includes preparation, the retreat itself and preparation of a final report, which will summarize retreat activities and the decisions made. The Domestic Violence Commission is asking for a Management Assistance Grant in the amount of \$3000. These funds will be used to pay consultant fees and the costs associated with the retreat and food for the retreat. The Domestic Violence Commission will provide \$750 towards the cost of the consultant, a retreat facility and any necessary retreat materials.

VII. Evaluation

The Domestic Violence Commission will come away from the retreat with specific goals for the year and a plan of action; To measure the successfulness of the retreat, the Executive Committee and the Consultant will draft a questionnaire or survey to be completed after the retreat. The survey will ask commission members to evaluate the retreat and describe their opinions regarding the usefulness of the retreat with regard to the retreat objectives. More specifically, the survey will **ask** the members questions about what they learned during the retreat with regard to leadership, team building **and** communication and what information they are taking with them that can be applied towards the Commission goals.

Kathleen Archer Bowden Associates

225 Ross Street ♦ Santa Cruz, California 95060 ♦ 831.425-3613 ♦ kay@cruzio.com

October 31, 2001

Christine McGuire
Santa Cruz County Domestic Violence Commission
701 Ocean Street
Santa Cruz, CA 95060

Re: Proposal for Needs Assessment, Meeting Planning, and Facilitation Services

In response to your request, I **am** pleased to submit this Proposal to provide meeting planning and facilitation services to the Santa Cruz County Domestic Violence Commission.

1. Purpose

The Domestic Violence Commission comprises twenty-eight members appointed by the Santa Cruz County Board of Supervisors. The Executive Committee wants to hold a one-day facilitated retreat. There will be twenty-eight participants. This Proposal will describe the process, terms, and conditions for planning and facilitating the retreat and providing a written follow-up report.

2. Objectives

The preliminary objectives for the retreat are:

- Build a foundation for this year's work
- Develop goals for the year
- Improve communication and leadership skills
- Improve the group's ability to work as a team.

The final objectives of the retreat will be determined as part of the planning process.

3. Role of Consultant

Kay Archer Bowden will:

- Prepare a questionnaire, circulate it to Commission members, and analyze the answers to define the retreat purpose and goals;
- Prepare a draft agenda and activities for review by the Retreat Planning Committee;
- Prepare retreat materials;
- Facilitate the retreat;
- Prepare a written report on the decisions made at the retreat.

4. Role of The Domestic Violence Commission

The Domestic Violence Commission will:

- Arrange for a meeting facility consistent with the consultant's guidelines;
- Arrange for meals, and refreshments;
- Pay for duplicating and assembling retreat materials prepared by Consultant;
- Duplicate and Distribute Final Report.

5. Scope of Services

I propose the following services for this process:

- Preparation

Meeting with Executive Committee	2	Hours
Prepare Questionnaire for gathering information on organizational needs	1	Hour
Analyze Data From Questionnaires	4.5	Hours
Prepare draft agenda and activities	6	Hours
Meet with Planning Committee to review Draft agenda & develop final agenda	2	Hours
Prepare Retreat Materials	6	Hours
Preparation Time:	21.5	Hours

- Retreat

Facilitate One-Day Retreat (Includes set-up and Takedown time)	10	Hours
Facilitation Time:	10	Hours

- Final Report

Prepare Final Report on Retreat	4	Hours
Report Time	4	Hours

Total Time: 35.5 Hours

6. Methods

I will provide a retreat and follow-up process tailored to the Domestic Violence Commission's identified needs. My method encourages the active participation of group members in all phases -- planning, implementation and evaluation.

Interviews with the Executive Committee and analysis of questionnaire answers will identify Retreat goals and measures of success. I will then design an agenda and retreat activities to address those specific goals. Retreat activities that include small group work and large group discussions will create an atmosphere that supports participation by all group members.

I will clarify the decision-making method to be used and suggest methods and techniques based on materials I have developed.

The decisions and action plan for next steps developed at the retreat will serve as the basis for implementation.

7. Cost

Consultant will provide the services described above to the Commission for \$3,017.00 plus duplication, and mailing costs. If you wish to reduce this cost, I will be happy to discuss changes to the scope of services. My fee is based on a rate of \$85.00 per hour

8. Consultants' Experience and References

Consultant, Kay Archer Bowden, will do the work described in this proposal.

I am a mediator, a trainer and a management consultant. I have a law degree from the University of California at Berkeley. I have designed and taught mediation and communication skills classes for fifteen years. I have mediated organizational disputes in private business and government and conflicts between individuals. I have designed and facilitated retreats, developed strategic plans, and provided management assistance for non-profit boards for twelve years.

The following individuals may be contacted if you wish to discuss my previous work.

References:

Martina O'Sullivan
Executive Director
Catholic Charities of The Diocese of Monterey
580 Fremont Street
Monterey, CA 93940
(831) 375-1577

Diane Saign
Chief Executive Officer
Catholic Charities of Santa Clara County
2625 Zanker Road
San Jose, CA 95134
(408) 325-5114

Bonnie Schell
Director
Mental Health Client Action Network
1024 Soquel Avenue
Santa Cruz, California 95062
(831) 469-0462

Denny Carroll
President
Diversity Center
P.O. Box **8280**
Santa Cruz, California 95061
(831) 426-6253

9. Billing and Payment

Consultant will invoice Santa Cruz County Domestic Violence Commission for services at the completion of the retreat . Payment will be due upon invoice presentation.

10. Additional Services

Additional services beyond the Scope of Services listed above may be performed if authorized in advance by the Chair of the Commission or the Executive Committee. Additional services will be compensated at the rate of \$85.00 per hour.

11. Termination

Either party upon written notice to the other may terminate this contract at any time. If terminated, payment of Consultant's uncompensated services shall be immediately due and payable.

12. Contract/Notice to Proceed

When executed by both Consultant and the Santa Cruz County Domestic Violence Commission, this Proposal shall serve as the contract for the project. Receipt of **an** executed original of this proposal by Kay Archer Bowden shall constitute the Commission's "Notice to Proceed".

Please contact me if you have any questions regarding this proposal or if you wish **any** further information. I look forward to working with the Commission on their retreat.

Sincerely,

Kay Archer Bowden

13. Acceptance

Santa Cruz County Domestic Violence Commission hereby approves and accepts this Proposal subject to the terms and conditions outlined above.

By: _____ Date: _____

(Printed Name and Title)

BIOGRAPHY

Kathleen Archer Bowden, J.D. is a trainer, a mediator, meeting facilitator, and a management consultant. Kathleen has a law degree from the University of California at Berkeley. She is one of the founders of the Santa Cruz Conflict Resolution Program.

Kathleen is the principal consultant in Kathleen Archer Bowden, Associates, a firm that specializes in meeting facilitation, conflict management, designing training programs, leadership skills coaching, and governmental relations. She designs and teaches classes in mediation, communication skills, facilitation, and conflict management. She assists organizations with meeting design and facilitation, problem solving, team building programs, strategic planning and governmental relations. Her clients include corporations, homeowners associations, government, nonprofit agencies and universities.

Areas of Expertise

Communication Skills
Conflict Management
Facilitation
Governmental Relations
Meeting Management

Mediation
Strategic Planning
Team Building/Leadership Training
Time Management
Team Retreats

Clients

Catholic Charities of Monterey
University of California
Santa Cruz Human Care Alliance
Pajaro Dunes Homeowners
Associations
Toshiba
Mental Health Client Action
Network
The Diversity Center
Land Trust of Santa Cruz County

Santa Cruz Community Foundation
Santa Cruz Women's Crisis Support
Santa Cruz Aids Project
Catholic Charities of Santa Clara
County
Group Home Society, Inc.
Santa Cruz County Office of
Education
Santa Cruz Volunteer Center
Center for Excellence in Nonprofits