SANDY SOCIAL SERVICES TASK FORCE OPERATING PRINCIPLES

(Approved by the group May 2021)

This document includes this Task Force's purpose, process and procedures by which the group will govern its discussions, deliberations, and decision-making.

I.   BACKGROUND AND PURPOSE

This Task Force was developed to address the complex issues of social services access for the wider Sandy community (including those who seek services within Sandy and reside in Boring, Rhododendron, Welches, Eagle Creek, and Estacada). The Task Force membership is composed of community leaders, social service providers, and city staff representation. The work of this group will take place over the next year and a half and includes:

- A community needs assessment (complete with publicly available report)
- Community input activities (including focus groups)
- Social services strategic plan

PURPOSE:

Create a strategic plan that increases access to social services for the community in an equitable and collaborative way.

Mission Statement:

Enhance collaboration and integration amongst providers and community members to increase participant's equitable access to social services in order to successfully meet community needs.

This Task Force's Values and Goals include:

- Developing a strategic plan to enhance coordination between the various social services providers.
- Facilitate greater equity and access to services for participants within the greater Sandy community.
- Improving the coordination of comprehensive preventative services that better serve community members and mitigate future costs to the community at large.

<u>Recurrent Key Concepts:</u>

- Facilitate access

- Social services coordination

- Satisfy the community needs

- Equity in access and service provision

II.   PARTICIPATION

This overall Task Force must strive to represent the diverse interests, service providers and community leaders from the community.

As needed, the Task Force will utilize subcommittees. These subcommittees are meant to be flexible and fluid, where members may move from one subcommittee to another depending on the needs of the group and availability of individual members.

The subcommittees are:

1. **Facilitator Subcommittee**
   a. Accountable to each participant and the group as a whole
   b. Responsible for "behind the scenes" work including:
      i.   Prepping materials for meetings
      ii. Engaging guest speakers as requested by the task force
      iii. Preparing meeting agendas
      iv. In meeting process support
      v.   Provide project management
   c. Meets weekly for two hours
2. **Sponsor Subcommittee**
   a. Provides resources need to support a collaborative process
   b. Can be one entity or divided up among multiple sponsor
3. **Convener Subcommittee:**
   a. Respected community leaders
   b. Responsible for supporting fair process of community input
   c. Supports effective public engagement
   d. Uses their social capital to support inclusive engagement with the whole community
4. **Participant:**
   a. Stakeholders
   b. Community members

Task Force Members:

	NAME	AGENCY
1	Catherine Koch	Clackamas Women's Services
2	Jan Lee	City of Sandy Planning Commissioner, Sandy Rotary Club
3	Jason McKinnon	Sandy Fire Department
4	Kirsten Pitzer	Sandy Action Center
5	Liz Sheridan	Oregon Trail School District
6	Lt. Sean Lundry	Sandy Police Department
7	Machel Heldstab	Sandy's Helping Hands
8	Olga Gerberg	City of Sandy - Community Services Department
9	Patricia Kendrick	DD & MH Providers of Oregon - Sandy Activity Night
10	Seth Lyon	Child Welfare and Self Sufficiency (DHS)
11	Stephanie Jeffereson	Sandy Behavioral Health Center
12	Two Foxes Singing (Nunpa)	AntFarm; Community Member
13	Erin Henkleman	Clackamas County Sheriff's Office
14	Andi Howell	Sandy Transit
	Maggie Gilman Holm	Master of Public Administration Student (Facilitator)
	Jordan Wheeler	City of Sandy (Sponsor)

III.   MEETINGS

This Task Force will meet monthly for two hours at minimum. The current schedule is meeting on the fourth Wednesday of the month from 9 am to 11 am.

The facilitator subcommittee will be responsible for sending out agendas ahead of the meeting, prepping materials, coordinating presentations, etc.

If additional meetings are necessary, it will be agreed upon and scheduled as a group. Subcommittee meetings may happen more frequently depending on task force needs.

Each task force member commits to attend meetings, participate in activities agreed upon by the task force, and provide outreach assistance as their roles allow. If a member cannot attend a task

force meeting, they may send a representative. This representative can engage within the meeting, but cannot vote in task force formal decision making.

V.   DECISION-MAKING

The mission will always serve as the basis for task force decision-making.

Decisions will also be guided by equity, inclusion, trauma-informed and poverty informed lenses.

This task force will use a combination of consensus and agreement seeking as our decision-making process. Consensus will always be the goal, however the group will use agreement seeking practices when all consensus possibilities have been exhausted.
To finalize any formal decisions (i.e., action items for the strategic plan) members will vote via google form. A record will be kept of each decision-making vote tally.

VI.   COMMUNICATION

This task force will rely on email for communication outside of meetings.

The group will also utilize a Shared Google Drive (invite only) for sharing non-confidential information, meeting notes, working documents, etc. The detailed meeting notes will also be emailed out after each meeting to task force members.

Task force members will work to develop a uniform way to communicate effectively and transparently with the public.

VII.   DISCUSSION PROTOCOLS

All discussions will be guided by equity, inclusion, trauma informed and poverty informed lenses.

The task force has committed to:
- focusing on an inclusive approach to community issues
- empathetically approaching one another and the community
- using data to help guide understanding and decision making
- being transparent with one another and the community
- be action oriented
- work collaboratively with current legislation in mind
- assume best intentions from each other
- be willing to grow and learn from feedback and new information

VIII. CONFLICT RESOLUTION

Conflict is a natural part of group processes. When these moments of conflict arise, each task force member commits to:

- assuming best of intentions
- lean into hard conversations
- be open to feedback, knowing that it is coming from a place of care
- step back and see people as people, not objects
- tabling issues until later in the meeting or another meeting, if needed, so conversations are productive and thoughtful
- see conflict as an opportunity for problem-solving and developing stronger relationships with one another
- not to make things personal – to focus on the issues, not on the individual
- approach conflicts with compassion and kindness