

**Los Angeles County Office of Violence Prevention**  
**County Leadership Committee**  
**CHARTER (DRAFT: January 9, 2019)**

This Charter creates a clear and mutually agreeable definition of the Los Angeles County Office of Violence Prevention (OVP) County Leadership Committee's role and purpose. The Charter may be revised as better ways of functioning emerge and will be reviewed annually or when major changes to the group's structure or function occur to ensure relevance to the work of OVP.

## **A Purpose**

### **Background**

On March 13, 2018, the Los Angeles County Board of Supervisors unanimously passed a motion directing the Los Angeles County Department of Public Health (DPH) to develop a plan for establishing a countywide Office of Violence Prevention, and to develop a strategic plan for a countywide initiative, that improves coordination and builds on existing work to implement key strategies to prevent multiple forms of violence. As part of the planning and preparation to establish the OVP, an immediate first step was to create a County Leadership Committee to guide the office and work together to build a coordinated approach to prevent multiple forms of violence and promote healing among Los Angeles County residents, by addressing the shared root causes that underlie the disparate work of county departments.

### **Scope**

The OVP County Leadership Committee will leverage the experiences, expertise, and insights of key county agencies, which have a vested interest in preventing violence and promoting healing. The Committee will provide a structure for county agencies to continue to do in-house work to align existing efforts and initiatives while creating a space to advance new and innovative ideas, strategies, policies and practices. The charge of the OVP County Leadership Committee is to communicate, manage, advise and serve as a formal stakeholder in the early implementation phase of the OVP and to guide the development, implementation, and monitoring of the strategic plan and its vision to improve the safety and wellbeing of Los Angeles County individuals, families, and communities.

DPH will assume a facilitation role to work alongside county departments in an environment where we are all equally accountable, responsible and involved in making decisions. Via the OVP, DPH will support county departments and initiatives to lift up and connect existing violence prevention and trauma work, advance meaningful system change, and coordinate the identification of resources and funding to implement early actions.

### **Goals**

The OVP County Leadership Committee will initially be tasked with the following goals:

- 1) Finalize Committee Charter and develop a common vision and guiding principles for the OVP
- 2) Review and provide input on the OVP Early Implementation Strategic Plan

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- 3) Recommend an infrastructure and outreach strategies for the Community Partnership Council
- 4) Provide input on work plans for early implementation strategies prioritized during the strategic planning process
- 5) Develop data sharing agreements for OVP planning and implementation
- 6) Identify at least 2 joint policy strategies to prevent violence across multiple forms
- 7) Share updates and solicit feedback from department leadership and share with committee members

**B Membership**

County Department heads have been asked to designate a **senior level representative** that will be a point of contact and who can liaise with your agency’s various divisions and initiatives, make decisions on behalf of your department, and attend 2-hour monthly meetings for a minimum commitment of one year.

Alternate Public Defender	Medical Examiner-Coroner
Arts Commission	Mental Health
Center for Strategic Partnerships	Military & Veterans Affairs
Chief Executive Office	Office of Child Protective Services
Children and Family Services	Office of Diversion & Reentry
Community Development Commission/ Housing Authority	Office of Education
Consumer and Business Affairs	Parks and Recreation
County Counsel	Probation
Countywide Criminal Justice Coordination Commission	Public Defender
District Attorney	Public Health
Fire Department	Public Library
Health Services	Public Social Services
Human Relations Commission	Public Works
Human Resources	Regional Planning
Integrated Health Agency	Sheriff’s Department
Los Angeles Homeless Services Authority	Workforce Development, Aging & Community Services

New members can be recommended for consideration pending approval of their Department Head and the OVP County Leadership Committee. If there is consensus among the Committee, the recommendation will be submitted to OVP leadership for review and approval. New members will be formally invited to join the Committee by the OVP Director. New members will be provided the Charter as well as a brief history of the Committee and any materials produced by the group.

### **Role of Committee Members**

The roles of OVP County Leadership Committee members include, but are not limited to, the following activities:

- Follow-up on OVP action items and review draft reports/materials on behalf of your department
- Facilitate communication with leadership and divisions of your department
- Assist with OVP planning and evaluation activities including the identification of relevant agency data sources and by obtaining access to relevant department data
- Participate in meetings with philanthropic and academic partners to collaborate on violence prevention efforts and maximize collective impact
- Share knowledge and expertise with best and promising practices, opportunities and challenges, and areas where we can work collectively on policy and system change to reduce violence and promote healing
- Assist in the dissemination of OVP resources to communities and other stakeholders
- Assist with the development and proliferation of one voice to frame the efforts of the OVP
- Draft the scope of an OVP evaluation including metrics and help to monitor outcomes
- Act as an intermediary between the Leadership Committee and Community Partnership Council
- Fully engage and participate in discussions and decision-making activities in a manner that is inclusive, respectful and shares responsibility
- Fully engage and participate in consensus decision-making; the committee may elect to move a decision forward with a 2/3 majority vote of members.
- Draft the roles and responsibilities for the Community Partnership Council and recommend members

### **Role of DPH**

DPH will facilitate meetings of the OVP County Leadership Committee and provide support to committee members. OVP Director and staff will be responsible for:

- Planning and managing logistics for meetings
- Member engagement and regular communication
- Facilitating meetings, preparing materials and presentations
- Preparing meeting notes and emailing meeting documents and materials to members
- Communicating with Community Partnership Council to ensure their input is considered and report back regularly on Committee progress
- Communicating with County Board of Supervisors regarding Committee progress and recommendations

**Roles and Responsibilities of Community Partnership Council**

- Represent a non-government organization and/or community network and serve as a liaison between them and the OVP / County Leadership Committee
- Coordination and integration of community violence prevention activities/priorities with County efforts
- Membership is restricted to individuals who live or work in LA county and represent one of the following categories: (estimated 30-40 people)
  - Networks or coalitions (local, state, or national non-governmental) engaged in violence prevention;
  - Representatives of organizations serving individuals impacted by different types of violence including survivors;
  - Community leaders organizing efforts to address violence in each SPA or a distinct demographic group.
- Commit to regular attendance and participation in quarterly meetings for a minimum of 18 months
- Provide feedback and recommendations to OVP on strategic plans, resources allocations, advocacy efforts, and other issues as determined by the council, county leadership committee, or OVP staff

**C Deliverables, Outputs, Work Products**

**Deliverables**

- Final OVP Early Implementation Strategic Plan
- The identification of 2 -3 priority areas for county policy and systems change
- Library of data resources and identification of opportunities for improved data sharing across county departments including data sharing agreements once determined feasible
- Identification of communication platforms for messaging on violence prevention and trauma
- Quarterly reports to the Board of Supervisors (May, August, November, February)

**Early Milestones and Deadlines**

April 2019	OVP launches
May 15, 2019	OVP Early Implementation Strategic Plan Progress Report to Board
August 2019	Community Partnership Council Established

## **D Meetings**

### **Meeting Schedule and Process**

Two-hour meetings will be held every other month on the fourth Thursday of the month at locations in downtown Los Angeles. Participation in ad-hoc meetings such as task focused workgroups may be needed focused on specific strategies and issues. Periodic meetings with philanthropic and academia partners will be scheduled as part of Committee meetings or special sessions outside of normal meeting times and dates. Special sessions with community members and violence survivors may also be scheduled throughout the year to inform OVP work.

### **Attendance**

Regular participation and attendance during the OVP County Leadership Committee meetings are critical for Los Angeles County to move towards building a more coordinated violence prevention initiative with greater collective impact and improved outcomes.

Members must participate in monthly meetings in person and agree to participate for a minimum of one-year. If a committee member is unable to attend, they must:

1. Select an alternate (optimally, should be the same alternate over time);
2. Meet with the alternate to review the group charter and onboard them to the process;
3. Provide a brief overview of progress and topics being explored prior to sending alternate to a meeting;
4. Review the notes available after the meeting.

### **Meeting Communication and Documentation**

Meeting documentation, including notes, presentations, action items and decisions, will be recorded and distributed to all members via email prior to each meeting.

The Committee will explore viability of video conferencing for future meetings. A shared drive will be developed to share slides, notes, and minutes.

Action items are followed up on by placing them in the next meeting' agenda. A meeting reminder will be sent out prior to the meeting with materials attached so that members can come prepared.