

## ECCCA's Six Months Action Plan (March - August 2022) – REVISED DRAFT 2/17/2022

Purpose – Identify key priorities that ECCCA will focus on during the next six months

Objective	Key Action Steps	Expected Outcome(s)	Responsible Person(s) Date
<b>Clarify governance structure and roles of members.</b> <i>Include process for adding new members to the Steering Committee, S.C. member responsibilities, and establish criteria for selecting an organization to join ECCCA without being on the Steering Committee.</i>	<ol style="list-style-type: none"> <li>1. Review existing charter and propose revisions to the S.C.</li> <li>2. Adopt updated Charter</li> <li>3. Propose protocols and procedures(P&amp;P) for adding new members</li> </ol>	<ol style="list-style-type: none"> <li>1. Gather amendments and propose revisions that conform to current practice and allows for ECCCA's membership expansion</li> <li>2. Charter adopted</li> <li>3. Achieve clarity on process for adding new members</li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">Solomon Belette</a> present initial draft and solicits feedback at the Feb. 2022 S.C. meeting</li> <li>2. Solomon presents a revised charter for adoption byt ECCCA S.C. at the March 2022 meeting</li> <li>3. Membership Committee presents P&amp;P at the March 2022 S.C. meeting</li> </ol>
<b>Expand ECCCA membership base</b>	Membership Committee recommends East Contra Costa serving organizations to join ECCCA	Recommended slate of new ECCCA members are approved to join original S.C. members	Membership Committee presents new members for approval by SC in April 2022
<b>Build Advocacy skills of ECCCA Steering Committee members through training</b> <i>Close the skills gaps in advocacy for ECCCA SC members to ensure their full participation and engagement in implementing our Theory of Change</i>	<ol style="list-style-type: none"> <li>1. Identify an appropriate Advocacy Trainer that is most suited to provide baseline training to organizations providing safety net services</li> <li>2. Trainer identifies specific gaps and needs</li> <li>3. Schedule trainings with Sacred Heart for ECCCA leaders in championing advocacy</li> </ol>	<ol style="list-style-type: none"> <li>1. Trainer is selected (Sacred Heart)</li> <li>2. Specific trainings areas are outlined after consultation with ECCCA</li> <li>3. Training(s) scheduled</li> </ol>	<ol style="list-style-type: none"> <li>1. Debra Ballinger and Jason Schwarz, Advocacy Subcommittee Chair and VC in Feb. 2022</li> <li>2. Debra Ballinger and Jason Schwarz in March 2022</li> <li>3. Debra Ballinger and Jason Schwarz in Spring 2022</li> </ol>

<p><b>Organize implementation of the TOC by pathway committees</b>  <i>The scope of activities envisioned in ECCCA's TOC for the three PATHWAYS requires engagement of stakeholders, community partners and residents working collaboratively.</i></p>	<ol style="list-style-type: none"> <li>1. Launch Pathway Committees with S.C. members and identified leads</li> <li>2. Pathway committees begin meeting and develop Scope of Work (SOW) for each of the three PATHWAYS</li> <li>3. Identify and invite new members to join a TOC Pathway Committee</li> </ol>	<ol style="list-style-type: none"> <li>1. Pathway committees are established</li> <li>2. Each Pathway Committee has SOW drafted</li> <li>3. New members join a TOC Pathway Committee</li> </ol>	<ol style="list-style-type: none"> <li>1. Solomon Belette proposes a committee roster by the end of February 2022, ratified at March S.C. meeting.</li> <li>2. Pathway Committee leads by May/June 2022 following advocacy training(s)</li> <li>3. Pathway leads integrate new members by May/June 2022</li> </ol>
<p><b>Diversifying funding to support ECCCA's implementation of its TOC</b>  ECCCA should work with the STRONG funders to diversify funding sources to sustain ECCCA's work and support collaborative partnerships with non-ECCCA organizations</p>	<ol style="list-style-type: none"> <li>1. Follow-up with STRONG Funders on ECCCA's budget submission</li> <li>2. Work with STRONG Funders to identify additional funding partners and arrange introductions</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm funding approved by STRONG for ECCCA</li> <li>2. At least one additional funder commits to support the work of ECCCA.</li> </ol>	<ol style="list-style-type: none"> <li>1. Solomon will report on the status of the STRONG Funding by late February 2022.</li> <li>2. STRONG Funders, Solomon, and ECCCA S.C. approach potential funders f May/June 2022.</li> </ol>
<p><b>Develop a scope and process for Resident Listening Sessions</b>  <i>Resident engagement in ECCCA's implementation of its TOC requires a thoughtful and methodical process that includes clear objectives and tactical steps to ensure multiple opportunities with residents that represent those who are most vulnerable across the ECC region</i></p>	<ol style="list-style-type: none"> <li>1. Design and hold a series of Resident Listening Sessions after completion of Sacred Heart training</li> <li>2. Prepare report on the results of the Listening Sessions using a professional volunteer</li> </ol>	<ol style="list-style-type: none"> <li>1. Residents' concerns are fully heard, recorded, and identified</li> <li>2. Report recaps listening sessions, elucidates key themes, and identifies advocacy priority issues</li> </ol>	<ol style="list-style-type: none"> <li>1. Debra and Jason present key findings at the July SC meeting, and all ECCCA members engage and add color from their organizational perspectives</li> <li>2. Catchafire professional volunteer (or other) will prepare a report by August laying out a process for engagement in ECCCA's equity policy agenda</li> </ol>

