



VINEYARD
STAY CONNECTED

**NOTICE OF A REGULAR
COMMUNITIES THAT CARE COMMISSION
December 13, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard Communities That Care Commission will hold a regularly scheduled Communities That Care Commission meeting on Friday, December 13, 2024, at 6:00 PM, on Microsoft Teams.

Meeting ID: 225 827 797 227

Passcode: t8dZ339w

AGENDA

1. CALL TO ORDER

1.1. Call To Order

2. APPROVAL OF MINUTES

Approval of September - December 2024 Coalition Meeting Minutes

2.1. Approval of Minutes (CTC)

3. BUSINESS ITEMS

3.1. Board appointment terms

- Voting on terms and editing the bylaws
- Deciding which position will be a voting alternate (2)

3.2. Board Maintenance

- How is the coalition doing?
- Ways to get more members?

4. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS

4.1. Guiding Good Choices: February 1 - March 1

- We need another instructor

5. ADJOURNMENT

The next meeting is on March 2025.

The Public is invited to participate in all public meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should contact Julia Tateoka at least 24 hours prior to the meeting by calling (801) 687-7705 or emailing her at juliat@vineyardutah.org.

I, the undersigned, hereby certify that the foregoing notice and agenda was posted at Vineyard City Hall, on the Vineyard and Utah Public Notice websites, and delivered electronically to staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON:

12/13/2024

CERTIFIED (NOTICED) BY:

/s/Julia Tateoka

JULIA TATEOKA, VINEYARD CARES COORDINATOR



Vineyard Cares

Coalition Meeting

12/12/2024

Conducting: David Pearce

Agenda:

- Icebreaker: Please share one Vineyard Cares event you enjoyed this year and what event you look forward to having in 2025.
- Guiding Good Choices
 - Next session will begin February 1 through March 1.
 - 2 hour session each Saturday from 10 AM to 12 PM with a family meal provided after.
 - Please hand out fliers! (PR/Youth Involvement Workgroup)
 - More on facebook to advertise and boost for GGC
 - More on Zoom for mental health night
 - Lakeridge and Orem Junior High - social workers. Reach out to the principal first. Not going over anyone's head.
 - Do Youth mental health night in April -avoid end of march or beginning of april
 - Junior Jazz may interrupt attendance for GGC
 - A good time to avoid conflicting for sports is March
 - More with the tree lighting - Christmas market
- White Elephant Celebration!

Upcoming:

- VC Board Meeting
 - Please let Julia know if you would like to be considered for appointment by the mayor to be on the Vineyard Cares Community Board.
 - Gary Blair, Cindy Walker, DoK Woods

Next Meeting: 01/09/2025?



Vineyard Cares

Community Board & Coalition Meeting Minutes

Sept. 12, 2024 @ 6:00 P.M.

Conducting: Julia Tateoka

Attendance:

David Pearce	Brian Weed
Kena Mathews	Katy Sidwell
Lacey Winkel	Wendy Wright
Gary Blair	Amber Rasmussen
Lee Burdge	Polly Murdock
Cindy Walker	
Jenna Ahern	
Alex Anderson	
Bret Ryan	
Ashlyn May	

Agenda:

- Julia's Introduction to the Board
Our new coordinator is from Idaho, a MPH student at BYU, and dog mom to Otto
- Conflicting information in the "Vineyard Cares Communities That Care Community Coalition Policies & Policies"
 - Article III, first paragraph says Board members ..."shall serve for a term of four (4) years and shall not serve more than two (2) consecutive terms".
 - Article IV, Section 4 says "Board membership continues in perpetuity...".Coalition discussed workgroups vs event based organization. Ultimately discussion was tabled until our December 2024 meeting.
Julia will send bylaws, an org chart, and work group descriptions to the coalition members prior to that December meeting.
- 6:15 P.M. – Coalition Meeting Begins
- Ice Breaker
 - State your name and why you are a part of the Vineyard Cares Coalition
- Youth Council: Mental Health Night
Overwhelming support to host this event again. Potentially October 2024.
Needs- vendors/exhibitors, refreshments (Crumb last time), counselors for panel, raffle prizes, marketing, QR code to submit questions, facilitator
Consider moving to HBA building for venue
Consider breakout sessions to include teaching tools for meditation, communication, some GGC tools
Consider adding some sort of QPR training, or offer signups for a full QPR training

Invite SMR to come also (Stabilization Mobile Response)

Market through Kena in the Interfaith Community Group and also through Amber to make sure we are inviting non-LDS congregations of the event.

- CTC Phases
 - Where Vineyard Cares Coalition falls
 - Still hitting some benchmarks for phase 1, entering phase 2
 - Still needed- Workgroups
 - Additional discussion about how to organize ourselves. Workgroup descriptions need to be revisited. Perhaps we start with data and also consider event-based organization for some of the coalition members. Additional data may be obtained from the County wide United Way community assessment in addition to SHARP data.
 - In addition, we need to shore up our ability to market to our community- not just events, but who we are. Surveys are good, but we are getting responses from people who are already involved in the community. Still searching for other options to get the word out and obtain feedback on our offerings.
- BYU MPH Student help
 - Alex Anderson (another MPH student from BYU) wants to study the feeling of youth belonging for his capstone project. He will work with Julia and also Ashlyn May, the new Youth Council Mayor

Upcoming:

- Boo-a-Palooza- 10/21, 5:30pm
 - \$50 budget from city, Julia checking on who provides candy for our booth
 - Theme and Volunteer conversation finalized at October meeting.
- Red Ribbon Week
 - Vineyard Elementary will run program in October (Lacey)
 - Trailside Elementary will run program in January (Cindy)
 - Lacey, Cindy, and Katy volunteered to reach out to Franklin and Freedom Prep to gauge interest this year.
 - Tool kits are available along with \$4275 from budget
 - Questions on table... is that money split 4 ways evenly? If only 2 schools are participating, can they split the money in half and use it for their schools?
- Youth Council
 - A member of youth council is invited to attend every monthly coalition meeting
 - Gary mentioned how Lehi go the youth involved in designing logos and branding, while also having a local graphic design business donating time and expertise to help bring their ideas to life.

Next Coalition Meeting: 10/10/24



**NOTICE OF A REGULAR
VINEYARD CARES COALITION MEETING**

November 14, 2024, at 6:00 PM

PUBLIC NOTICE is hereby given that the Vineyard Cares Coalition will hold a regularly scheduled Vineyard Cares Coalition meeting on Thursday, November 14, 2024, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

1. CALL TO ORDER/ICEBREAKER

Icebreaker: What are we grateful for

2. APPROVAL OF MINUTES

2.1. Approval of 10/10/24 Coalition Meeting Minutes

3. BUSINESS ITEMS

3.1. Review of Boo-A-Palooza

We had a packed booth and promoted future events

3.2. Review of the Mental Health Night

10-15 participants that had a great conversation with the 7 panelists. Consider a zoom options for next time.

3.3. Vineyard Elementary Red Ribbon Week Review

Crazy Days theme, overall successful although not great marketing for Family Night
Feelings wheel and school counselor confirmed kids are generally happy

3.4. Workgroup Training

Feedback from last time was positive. We are at the end of phase 2 and moving into phase 3. Goal would be to pick 2 or 3 main risk/protective factors to focus on moving forward. Julia will work on getting us all a community login at the CTC website for additional access to some resources. There are workshops for the different workgroups. Polly and Julia can work together to come up with key areas we can focus on in a 1 hour session.

4. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS

4.1. Guiding Good Choices: Facilitator Training and Scheduling

5 families filled out survey from Boo-a-pa-looza/2 returned the email Julia sent

We need better marketing channels for the class we want to start in January

School principals and counselors will be notified/Bryan will post flier in his office waiting room/PTA can put on their SM sites

4.2. Coalition Celebration

Bring a wrapped white elephant gift to the next meeting (something from your home or a \$5 limit)

5. ADJOURNMENT

The next meeting is on 12/12/2024.

This meeting was notice due to the possibility of more than two (2) CTC Commission members being present.

This meeting may be held in a way that will allow a coalition member to participate electronically.

The public is invited to participate in all public meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Julia Tateoka at least 24 hours prior to the meeting by calling (801) 687-7705.

I, the undersigned, hereby certify that the foregoing notice and agenda was posted at Vineyard City Hall, on Vineyard City and Utah Public Notice websites, and delivered electronically to staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON:

11/07/24

(NOTICED) BY:

/s/Julia Tateoka

**JULIA TATEOKA, VINEYARD CARES
COORDINATOR**



Vineyard Cares

Coalition Meeting

10/10/2024, 6-7:30pm

Conducting: David Pearce

Attendance:

Objectives:

At the end of the meeting, coalition members will be able to

- Understand their role in their workgroups
- Know their responsibilities for the Mental Health Night

Agenda:

- 6:00pm: Welcome & Icebreaker: Congratulations to the winners of the survey answers
- 6:15pm: Recognition for workgroup survey & workgroup meetings
 - Community Outreach, Youth Involvement & PR Workgroup
 - Kena (lead), Jane and David Pearce, Ashlynn, DoK
 - Resource Assessment & Evaluation Workgroup
 - Bryan (lead), Katie, Manda, Eric
 - Bryan also working to integrate/implement 4 points from *The Anxious Generation* on a wider, community level
 - Risk & Protective Factors Workgroup
 - Lee (lead), Gary, Wendy, Polly, Lacey
- 6:45pm: Reconvene & discuss upcoming events
- 7:15pm: Wrap Up

Upcoming:

- RAD Collaborative
 - We agreed to move forward and apply to participate here in Vineyard
 - Police also have responsibility to perform the checks, but didn't know until recently
 - Julia to follow up on the process
- Boo-A-Palooza – Oct. 21st, 5:30-7:30pm @ Vineyard Grove Park
 - Dave, Jane, and Lee volunteered to help- will be there at 5pm to set up
 - Julia to decide on theme and decorations
- Mental Health Talks – Oct. 23rd, 7-8:30pm @ Utah Valley Home Builders Association (HBA building)
 - Review of what worked/what didn't last time we held this event
 - 5-6 confirmed for panel

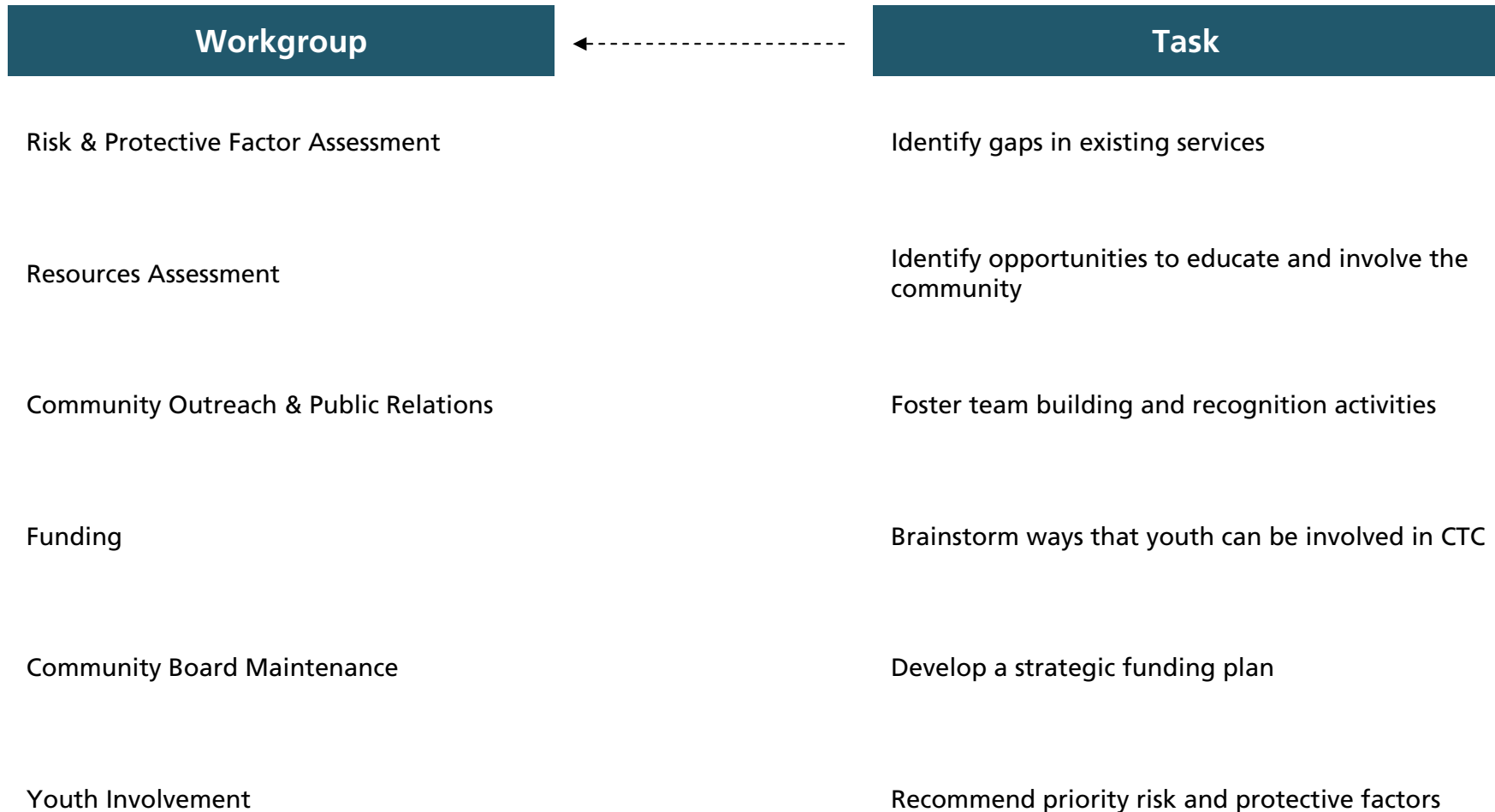
- Julia will facilitate discussion and have QR code available for question submission
- Vendors
- Marketing- Lee and David will contact respective stakes to announce to LDS church youth groups
- Raffle Prizes
- Refreshments
- Take Back Day – Oct. 26th, sponsored by DEA

Next Meeting: 11/14, 6-7:30pm



Activity: CTC Workgroup Responsibilities

Match the task to the correct workgroup by drawing lines between them!





Community Board Orientation

The 6 CTC Workgroups

One of the variables in the Community Board’s success is to have an organizational structure that supports the various functions of the CTC process. The recommended Community Board structure includes six workgroups:

- The Risk & Protective Factor Assessment Workgroup
- The Resources Assessment & Evaluation Workgroup
- Community Outreach and Public Relations Workgroup
- The Funding Workgroup
- Community Board Maintenance Workgroup
- The Youth Involvement Workgroup

The Risk & Protective Factor Assessment Workgroup

Role

The Risk & Protective Factor Assessment workgroup collects and reviews youth survey and public data to help the community board select priority youth outcomes, and priority risk and protective factors. This group also monitors changes in community-level outcomes over time.

Tasks

- Review risk and protective factor and youth outcome data from the Youth Survey
- Collect needed public data and prepare it for review
- Recommend priority risk and protective factors
- Present recommendations to Community Board and Key Leaders
- Reassess risk and protective factors and youth outcomes every 2-3 years
- Report progress and findings, verbally and via a written report
- Design and implement an evaluation of changes in community-level outcomes

Membership

Members of this workgroup should have experience or expertise in data collection and analysis, for survey data as well as public data sources. It’s important to ensure representation from all major public data sources, including schools, law enforcement, public health, and social services.

Workshops for this Workgroup

Phase 3: Community Assessment Workshop

Phase 5: Evaluation Planning Workshop

(continued)

The Resources Assessment & Evaluation Workgroup

Role

The Resources Assessment & Evaluation workgroup is responsible for identifying current community services that address the priority risk and protective factors, identifying service delivery gaps, and recommending solutions. This workgroup also designs and oversees monitoring and evaluation of the programs & policies implemented under the Community Action Plan.

Tasks

- Develop an inventory of existing programs, policies, and practices that address the priority risk and protective factors
- Assess the existing programs regarding the extent of their implementation and any evaluation of their effectiveness
- Identify gaps in existing services
- Recommend tested, effective programs, policies, and practices to fill the gaps
- Report accomplishments and findings, verbally and via a written report
- Participate in the development of the Community Action Plan
- Design and oversee an evaluation of the implementation of the Community Action Plan programs and policies

Membership

Members of this workgroup should have knowledge of community resources for children, youth and families. The group should represent all of the community's major service providers. Other community experts should be involved as needed.

Workshops for this Workgroup

Phase 3: Assessing Community Resources Workshop

Phase 5: Implementation Planning Workshop
Monitoring Program Implementation & Outcomes Workshop
Observation Workshop

(continued)

Community Outreach and Public Relations Workgroup

Role

The Community Outreach & Public Relations workgroup is responsible for involving stakeholders, promoting the Communities That Care system, and educating and updating key leaders and the community about the work of the community board.

Tasks

- Maintain contact with stakeholders and Key Leaders
- Identify opportunities to educate and involve the community
- Work with the media
- Identify opportunities to celebrate success
- Create opportunities for receiving input, promoting benefits, and announcing outcomes
- Develop and maintain a distribution list for the Community Action Plan and other community board materials
- Create opportunities to promote the Social Development Strategy broadly in the community

Membership

This workgroup consists of community board members with interest and expertise in community mobilization, public relations, and media.

Community Board Maintenance Workgroup

Role

The Community Board Maintenance workgroup builds and sustains a healthy and effective community board.

Tasks

- Establish communication and reporting protocols
- Establish decision-making protocols (bylaws and operating procedures)
- Develop a process for recruiting and educating new community board members
- Foster team-building and recognition activities

Membership

This workgroup should consist of community board members with expertise and interest in organizational development and team building. Other community experts should be involved as needed.

(continued)

The Funding Workgroup

Role

The Funding workgroup identifies funding needs and manages the acquisition of public and private funds to support the community coordinator, community board, and the action plan programs, policies, and practices.

Tasks

- Identify resources to aid the CTC process
- Develop a strategic funding plan
- Identify and communicate with potential funders
- Write, or facilitate the writing of grants, proposals, or help with raising funds

Membership

This workgroup should consist of community board members with knowledge of local, state, and federal funding, including philanthropic sources. Other community experts should be involved as needed.

Workshops for this Workgroup

Phase 5: Funding Workshop

The Youth Involvement Workgroup

Role

The Youth Involvement workgroup recruits youth for all aspects of the CTC effort. It works with other workgroups to identify meaningful opportunities for young people, skills and training needed by young people, and appropriate recognition.

Tasks

- Identify and engage existing youth groups
- Brainstorm ways that youth can be involved in CTC
- Recruit youth involvement in community board and workgroups and in specific tasks and activities
- Coordinate skills development and recognition of involved youth

Membership

This workgroup should consist of community board members with expertise and interest in youth involvement. Other community experts should be involved as needed.



Vineyard Cares

Coalition Meeting

10/10/2024, 6-7:30pm

Conducting: David Pearce

Attendance:

Objectives:

At the end of the meeting, coalition members will be able to

- Understand their role in their workgroups
- Know their responsibilities for the Mental Health Night

Agenda:

- 6:00pm: Welcome & Icebreaker: Congratulations to the winners of the survey answers
- 6:15pm: Recognition for workgroup survey & workgroup meetings
 - Community Outreach, Youth Involvement & PR Workgroup
 - Kena (lead), Jane and David Pearce, Ashlynn, DoK
 - Resource Assessment & Evaluation Workgroup
 - Bryan (lead), Katie, Manda, Eric
 - Bryan also working to integrate/implement 4 points from *The Anxious Generation* on a wider, community level
 - Risk & Protective Factors Workgroup
 - Lee (lead), Gary, Wendy, Polly, Lacey
- 6:45pm: Reconvene & discuss upcoming events
- 7:15pm: Wrap Up

Upcoming:

- RAD Collaborative
 - We agreed to move forward and apply to participate here in Vineyard
 - Police also have responsibility to perform the checks, but didn't know until recently
 - Julia to follow up on the process
- Boo-A-Palooza – Oct. 21st, 5:30-7:30pm @ Vineyard Grove Park
 - Dave, Jane, and Lee volunteered to help- will be there at 5pm to set up
 - Julia to decide on theme and decorations
- Mental Health Talks – Oct. 23rd, 7-8:30pm @ Utah Valley Home Builders Association (HBA building)
 - Review of what worked/what didn't last time we held this event
 - 5-6 confirmed for panel

- Julia will facilitate discussion and have QR code available for question submission
- Vendors
- Marketing- Lee and David will contact respective stakes to announce to LDS church youth groups
- Raffle Prizes
- Refreshments
- Take Back Day – Oct. 26th, sponsored by DEA

Next Meeting: 11/14, 6-7:30pm

Vineyard Cares Communities that Care Community Coalition Policies & Procedures

Article I – Name, Mission, Vision, and Location

Section 1 – Name: The name of the organization shall be Vineyard Communities that Care “Vineyard Cares”

Section 2 – Mission: The mission of Vineyard Cares is to prevent and reduce substance misuse, as well as spread resources and awareness regarding mental health issues, among youth and families living in Vineyard, Utah.

Section 3 – Vision: Vineyard Cares vision is an inclusive and thriving community where mental, social, emotional, and physical wellness are prioritized, empowering residents to lead fulfilling, healthy lives.

Section 4 – Location: Vineyard Cares is run through Vineyard City to serve Vineyard, Utah.

Section 5 – General Coalition: All Board members, workgroup members, Key Leaders, or interested collaborative parties who participate in various Coalition strategies, are considered Coalition members. General Coalition Membership of Vineyard Cares is open to those individuals, agencies, organizations, or government entities that support the mission and goals of the Vineyard Cares Coalition.

Article II – Coalition Structure, Composition, and Roles

Section 1 – Coalition Structure and Composition: The Vineyard Cares Coalition is an unincorporated association. The Coalition includes the entire roster of volunteers under the Vineyard Cares initiative who meet and work under the guidance of the Vineyard Cares Coalition Coordinator, including Key Leaders, Board members, workgroup members, and other volunteers and interested parties.

A. KEY LEADERS: Key Leaders are influential members of the Vineyard community or of supporting systems who leverage their influence to support Vineyard Cares. Key Leaders may or may not serve on the Coalition or on workgroups.

B. COALITION MEMBERS: Membership of the Vineyard Cares Coalition is open to those individuals, agencies, organizations, or government entities that support the mission and goals of Vineyard Cares. Membership is without regard to gender, race, color, age, religion, national origin, sexual orientation, or disability. Vineyard Cares memberships shall consist of members who are in good standing in the community and support stated purposes: Mission and Vision, as outlined in Article I.

C. COMMUNITIES THAT CARE COMMISSION BOARD: The Communities that Care Commission Board in collaboration with the Key Leader Board and Coalition Members are the decision-making entities for the Coalition. See Commission code for further details.

The Commission Board is considered a workgroup and is appointed by the Mayor according to the Communities that Care Commission Code. Commission Board members serve as the governing board of the coalition. Positions within the Commission Board include:

- (1) Board Chair
- (2) Board Vice-Chair
- (3) Board Secretary
- (4) Workgroup Chairs

D. WORKGROUPS: Workgroups are comprised of Commission Board members and Coalition members who have volunteered for these specific task teams. Each workgroup has a Chair and/or Co-Chairs. The five (5) workgroup Committees will be based on the needs and goals of the coalition. Key workgroups can include:

- (1) Commission Board
- (2) Risk & Protective Factor Assessment (data)
- (3) Resource Assessment & Evaluation
- (4) Coalition Maintenance
- (5) Community Outreach, Youth Involvement, & Public Relations

Vineyard Cares Community Coalition Structure

Section 2 – Coalition Roles:

A. KEY LEADERS: Key Leaders build support for Vineyard Cares efforts and provide access to resources for the Coalition.

B. COALITION: The Vineyard Cares Community Coalition is managed by the Commission Board. The coalition aims to maintain high representation from Vineyard parents, families, schools, and residents. The Coalition cannot have more than 35 members at a time.

The Coalition is the primary decision-making body for the Vineyard Cares Coalition and is responsible for developing the strategic direction of the Coalition's efforts. The Coalition has decision-making authority around the following issues:

- Coalition's priority indicators, including risk and protective factors and problem behaviors
- Which tested, effective programs to implement and support
- Which environmental strategies to implement and support
- Policies & Procedures

Members are invited to join the Coalition based on their sector representation, affiliations, willingness and ability to serve according to their Coalition Member Agreement (see New Member Packet), support of the Mission and Vision, and special skills and expertise. Member's interests must align with and support those of Vineyard Cares. Specific duties include:

- Provide input on various issues through Coalition meetings, workgroup meetings, via email, or through other means of communication;
- Develop and review the Vineyard Cares guiding documents (e.g. Vision Statement, Mission Statement, Policies & Procedures, Community Action Plan, etc.);
- Participate in at least one workgroup, attending workgroup meetings and completing interim assignments;
- Decide and act on recommendations provided by the workgroups (e.g. priority risk and protective factors; tested, effective programs; funding priorities, etc.)

General Coalition partners may assist efforts in various ways, including: attending meetings, assisting at community events, connecting the Coalition with new supporters, working within their organization to partner with Vineyard Cares, etc.

C. COMMISSION BOARD: The Commission Board meets on an as-needed basis, at least quarterly, to make decisions for the Coalition, give feedback on specific issues, or other specific tasks. The Commission Board may make decisions on behalf of the Coalition if a) the matter is not specifically identified as a Coalition decision in Article II Section 2F or Article V Section 1, and b) the matter must be addressed before the next Coalition meeting. In these situations, the Coalition will be apprised of the Commission Board's decision. The Commission Board may meet regularly, if warranted.

D. WORKGROUPS: Workgroups develop and recommend work plans and strategies, and implement Coalition efforts associated with their defined outcomes. For descriptions of the workgroups, refer to the New Member Packet.

Article III - Coalition Leadership and Officers

Officers of the Coalition, including the Board Chair, Vice-Chair, and Secretary/Treasurer, will be selected from the appointed Communities that Care Commission Board. Commission Board Members shall serve for a term of four (4) years and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of appointment and shall end on December 31 of the year when the appointment expires or until a successor is appointed. The terms shall be staggered. A commission member may be appointed for a term of less than three (3) years to provide for staggered terms or to complete a vacated, unexpired term.

Officers serve 1 year with an option to extend another year

Limits for attendance on the commission meeting

Members and alternates

A. COALITION CHAIR

The main role of the Coalition Chair is to provide leadership and direction to the entire Vineyard Cares effort. A Board Chair may be re-elected for a second term or may serve again after a different Chair's term.

Role of the Coalition Chair

- (1) Provide overall leadership to the Coalition and its workgroups.
- (2) Preside at Board meetings.
- (3) Assist Coalition Coordinator(s) in setting agendas for Coalition and Commission Board meetings.
- (4) Review with the Coalition Coordinator(s) any issues of concern to the Coalition and Commission Board.
- (5) Work with Coalition Coordinator(s) to ensure responsible Coalition management.

B. COALITION VICE-CHAIR

The Coalition Vice-Chair's duty is to assist the Chair. The Vice-Chair will preside over meetings in the absence of the Chair. The Vice-Chair will also take on tasks as necessary.

Role of the Vice-Chair

- (1) Oversees Coalition and Commission Board meetings in the absence of the chair.
- (2) Assumes the functions of the chair in the event of a vacancy until a new chair is elected.
- (3) Communicates regularly with the chair and the Coalition Coordinator
- (4) Assists the chair in providing overall leadership to the Coalition and its workgroups.

C. COALITION TREASURER- Coordinator

All funds of Vineyard Cares will be facilitated through Utah County and the City of Vineyard, who will have fiduciary oversight and auditing authority. Vineyard Cares resources will be maintained by the City as otherwise provided by City ordinance. The Vineyard Cares Community Coalition does not hold funds or debt. The Board therefore acts only as an advisory Board to the Coalition Facilitator in all financial matters, including contracts, grants, and matters concerning County resources.

D. COALITION SECRETARY-Coordinator

Role of the Coalition Secretary

- (1) Makes written recording of meetings (notes or minutes) of the Coalition and Commission Board Meetings.
- (2) Oversees the distribution of meeting notes or minutes to Commission Board members.

E. WORKGROUP CHAIRS

Role of the Workgroup Chair(s)

- (1) Provide leadership and direction to their specific workgroup.
- (2) Schedule regular/as needed workgroup meetings and communicate details of meetings to members in a timely manner.
- (3) Set meeting agendas, lead the meetings, and guide the group toward issue resolution through consensus and group decision-making in an informal atmosphere.
- (4) Ensure workgroup goals and tasks are met as set by the work plan.
- (5) Create the communication channels and working relationships with the other workgroups.
- (6) Commit to full participation on the Commission Board and Coalition.
- (7) If not possible to attend any meetings, provide a designee to represent the workgroup.
- (8) Communicate progress of the workgroup to the board and progress of the board to the workgroup.

The selection of workgroup chairs is on a volunteer basis, and is approved by the Vineyard Cares Coordinator. The term for workgroup chairs will be for one year and be opened for re-appointment. The existing chairs will have the option of serving for a consecutive term(s) with the approval of the Coalition Coordinator. When considering a potential chair(s), individuals may be nominated or volunteer themselves.

F. COALITION COORDINATOR

The Coalition Coordinator plays a crucial role in Vineyard Cares by ensuring that the Coalition's work keeps moving forward in partnership with the community and its public systems. The Coordinator ensures that all parts of the effort cohesively support its goals. It is envisioned as a full-time role.

Role of Coalition Coordinator

- 1) Focus and facilitate the efforts and energies of the Board and its workgroups.
- 2) Work with executive leadership and board chair(s) to ensure Vineyard Cares objectives are achieved.
- 3) Manage key Board tasks, including collecting, organizing, and analyzing data; community outreach and public relations; strategic financing; program implementation and evaluation.
- 4) Provide staff support to the Board and its workgroups. Collaborate with workgroups to support or at times lead activities to meet workgroup goals.
- 5) Work with the Coalition Chair to create and maintain a productive Board by setting meeting objectives, facilitating meetings and articulating roles, responsibilities and expected results.
- 6) Foster support from stakeholders.
- 7) Collaborate with Vineyard City and Utah County finance lead or assume finance lead's duties, if necessary.
- 8) Work with executive leadership, Coalition, partners, and Finance & Funding workgroup to secure funding for programming, program support infrastructure, and ongoing staffing to support the community process.
- 9) Manage project planning, timelines, and maintenance.
- 10) Represent the Communities That Care in local, state and national conversations as opportunities arise.
- 11) Facilitates communication among workgroups.
- 12) Monitor and direct the entire Vineyard Cares to ensure compliance with the goals and other regulatory requirements.
- 13) Monitor fiscal management.
- 14) Work with coaches and professional development trainers, as required.

Article IV – Election, Terms, and Termination of Coalition and Commission Board

Section 1 – Selection of Board Members: The Vineyard Cares Commission Board members are appointed to the Board as per the ordinances of Vineyard City. ([2.30.010](#))

Section 2 – Receiving New Coalition Members: All members of the Vineyard community as defined in Article II Section 1B, are invited to join the coalition. Vineyard Cares memberships shall consist of members who are in good standing in the community and support stated purposes: Mission and Vision, as outlined in Article I. Members must sign on an annual basis a Coalition Membership Agreement and a conflict of interest form (see New Member Packet).

Section 3 – Election of Board Officers: The Board Chair or, in their absence, the Vice Chair, may call for nominations when filling a volunteer leadership position (Board Chair, Vice-Chair, Secretary/Treasurer). The Board will follow formal voting procedure when electing Board Officers. Officers shall be elected by their fellow Board members at the January meeting on years when terms expire. Workgroup Chair terms may operate differently based on the needs of the Board and may coincide with changing priorities and requirements.

Section 4 – Terms of Officers and Board Members: The Chair, Vice-Chair, and Secretary shall be elected for a term of one (1) years with the option for a second consecutive term. Board membership continues in perpetuity unless the individual does not meet the conditions set forth in the Policies & Procedures, resigns, or is removed. The Vice-Chair will become the Chair after the term of the current chair ends.

Section 5 – Removal and Resignation of Officers: Any Officer may resign at any time upon written notice to the Commission Board and the Coalition Coordinator, and no acceptance of a resignation shall be necessary to make it effective. Officers’ terms begin January 1, and run for a full year. Should a vacancy occur during the year, the Board will elect a member on an interim basis until the next election.

Section 6 – Removal and Resignations of Board Members:

6.1 - Resignation: A Board member must notify the Commission Board and the Coalition Coordinator in writing of their intention to resign their membership.

6.2 - Removal: A Board member may be removed by a majority vote of the Board’s Commission Board. If a member of the Board wishes to remove another Board member, the member must inform the Commission Board and the individual in question no less than seven days prior to a vote on Board membership. The individual in question will have the opportunity to defend their position to the Board prior to the vote. Cause for dismissal of Board members -- as determined by the Commission Board --

may include: 1) being absent for at least 40% of Board meetings in any given year, 2) failing to perform their duties, and 3) engaging in conduct unbecoming of the goals and mission of Vineyard Cares.

6.2.1 - Removal: The mayor may remove any member of a commission without cause as determined solely by the discretion of the mayor and as approved by a majority of the city council. Any member of a commission so removed shall be entitled to a hearing before the city council if a hearing is requested in writing within seven (7) calendar days after the city council votes to remove the member. The purpose of the hearing is to allow the member being removed to be heard on the issue of removal.

Article V – Coalition Meetings and Voting

Section 1 – Coalition Meetings: The Coalition meetings of Vineyard Cares shall be held at least quarterly. Formal voting procedure will be adhered to for Board meetings. A Quorum is established with 60% of the Board present. If a quorum is not in attendance, action items and business will be deferred to the following Board meeting or conducted through special meetings or by email, as decided by the Board Chair. Special meetings of the Board may be called by the Chair, Coordinator, or upon the written request of two Board members.

All registered Board members may have one vote in all matters discussed in meetings. Coalition members who are not on the Board may also attend Board meetings but do not have a vote. Business requiring official notice and approval includes, but is not limited to:

- (1) Decisions of significant impact (strategic, political, legal, internal, etc.)
- (2) Amendments to the Policies & Procedures
- (3) Any other items reasonably deemed appropriate for approval

Section 2 – Special Meetings: Special Board meetings of Vineyard Cares may be called by the Commission Board, Coordinator, or Board Chair. The purpose of the meeting shall be stated in advance of the meeting. Except in cases of emergency, at least one week's notice shall be given.

Section 3 – Notice of Meetings: All Board members will be notified of Board meetings not less than one week in advance and of all special meetings not less than three days in advance. Notice stating the purpose shall be given by email at least one week prior to such meeting, unless the Board Chair or Coordinator waives notice.

Section 4 – Recording of Meetings: The Secretary shall maintain records of all Board meetings and special meetings through a register of attendance and either minutes of proceedings or meeting notes. Workgroup chairs shall maintain any meeting notes and assignments for their workgroup. All records shall be open to inspection. Notes from Board meetings and special meetings shall be posted on the Vineyard Cares website. Board meeting notes shall be maintained for at least five (5) years.

Section 5 – Virtual Meeting and Votes: The Coalition Coordinator or Board Chair may call a virtual meeting or vote at any time. Virtual meetings and votes will adhere to the same process as in-person meetings. The initial request for a virtual meeting must include:

- (1) The specific issue that the virtual meeting is designed to discuss and the reasonable implications for a yea or nay vote.
- (2) State that the vote is a yes or no vote and that no amendments can be made.
- (3) Specify a specific time and date that voting will be closed; time and date are not to exceed 10 days from the initial call for the virtual meeting.

During the time period for voting, members may change their vote as often as they wish and the Coordinator will not close voting until the time specified. After the vote is closed, the Coordinator is to publish to the relevant group the following:

- (1) The final decision.
- (2) The number of total participants required that constitute a quorum as outlined above.
- (3) The number of yea votes.
- (4) The number of nay votes.
- (5) The number of abstains.
- (6) The number of absences.

Section 6 – Absentee Voting: In cases where board members are not able to attend for in person meetings, votes may be made via email.

Section 7 – Ties: In the event of a tie during any vote, the Coalition Coordinator will cast the deciding vote.

Article VI – Grants and Contracts

Section 1 – Fiscal Management: Vineyard Cares will partner with a fiduciary agent for managing grants and finances. If the Coalition chooses to establish its own accounts and financial management system, compliant with IRS accounting standards, it will at that point revise these Policies & Procedures accordingly.

Section 2 – Sub-Contracting Services: The Coalition adheres to contract protocols of the fiduciary agent.

Article VII – Conflict of Interest

Vineyard Cares Community Coalition must meet high ethical standards in order to merit the trust of the Vineyard community and partners, as well as donors, governments and the public. The integrity of Vineyard Cares depends on ethical behavior throughout the coalition, and in particular, on fair, well-informed decision-making.

The Coalition’s Conflict of Interest policy establishes standards of conduct for the Coalition where there are actual or potential conflicts of interest between their duties and their private or professional interests, to promote honest and ethical conduct, and to permit Vineyard Cares to manage conflict of interest situations successfully.

Responsibilities and Procedure: Coalition Members are responsible for managing conflict of interest situations in order to ensure that behavior and decision-making throughout the Coalition are not influenced by conflicting interests.

- 1. Declare it:** Vineyard Cares requires members to identify and disclose a potential, perceived, or existing conflict of interest, including identifying the risk of harm and potential benefits as concretely as possible.
- 2. Discuss it:** In a doubtful situation, the commission board or a designated workgroup will ascertain whether the disclosed level of risk is acceptable to the Coalition.
- 3. Deal with it:** If the level of risk is too high according to the Board or designated workgroup, leadership will work with the member to reduce the risk to a tolerable level or find another solution agreeable to the Commission Board. Measures to mitigate or eliminate a conflict of interest will depend on what is appropriate to the severity of the situation.
 - Restrict the involvement of the individual. For example, withdraw from decision-making. This would not be appropriate if the conflict of interest arises frequently, or if the individual cannot be separated from parts of the activity.

- Remove the individual from affected duties. When restriction is not a suitable option, the individual with the conflict may be removed from duties related to the conflict. The individual could transfer to other duties.
- Relinquish the private interest. In cases of serious conflict, the individual may choose to drop the private interest, such as membership on the Board of another organization, which causes the conflict.
- Resign from the official duties. In serious cases where other solutions are not possible, the individual may have to resign from the position creating the conflict.

4. Document decisions: Board or workgroup notes or minutes, correspondence to interested parties, or other documentation will provide a record of steps taken. All Board members are required to fill out and sign the Conflict of Interest form (included in the New Member packet) each year of Board membership. Other Coalition members may also be asked to fill out the Conflict of Interest form. Such forms will be part of public record, and available for review on request.

Article VIII – Debt Obligations and Personal Liability

Vineyard Cares Community Coalition, as an unincorporated association, will not hold any financial resources and therefore cannot hold debt. Therefore, no Coalition or Community or Key Leader Board member, Commission Board member, or employee of Vineyard Cares or its fiduciary agent can be personally liable for the debts or obligations of Vineyard Cares of any nature whatsoever.

Article IX – Miscellaneous

Section 1 – Designated Contributions: Vineyard City on behalf of Vineyard Cares, any designated contribution, grant, bequest, or devise consistent with Vineyard City Policy. As so limited, donor-designations generally will be honored subject to review by Vineyard City.

Section 2 – Loans to Members Prohibited: Members shall not represent, encumber or enter into agreements that result in liability without approval and authorization of the coalition coordinator.

Section 3 – Severability: The invalidity of any provision of these policies and procedures shall not affect the other provisions hereof, and in such event these policies and procedures shall be construed in all respects as if such invalid provision were omitted.

Article X – Approval and Amendments

Section 1 – Ability to Amend: These policies and procedures may be voted on and amended at any Board meeting, provided that the amendment has been circulated at least one (1) week before the Board meeting.

Section 2 – Amendment Process: Any Board member or the Coalition Coordinator may propose an amendment to these policies and procedures at any time. To propose an amendment, the proposer must submit the proposed amendment(s) in writing to the Coalition Coordinator. The Board will vote on the amendments. Amendment process requirements:

- A. The petitioner must provide a written statement of the proposed change to the Coalition Coordinator who will distribute the amendment to the full voting Board. The petitioner may provide an explanation for the proposed change at that time. Proposed amendments must be made no less than two weeks prior to the next scheduled Board meeting.
- B. The amendment must be seconded by one other Board member at Board meeting. If the Coalition Coordinator proposes the amendment, a member must carry the motion to amend and receive a second on the motion.
- C. A quorum is required for any amendment vote to take place, and the amendment must receive majority approval of the members present.

Original guidelines adopted by vote of the Coalition on **September 14, 2023** and are effective as of **September 14, 2023**. Any changes made to the Policies and Procedures will be in effect immediately upon approval of the Board.

Vineyard Cares Community Coalition Board Member

Coalition Coordinator

FREE PARENTING CLASS: GUIDING GOOD CHOICES

02.01.2025-03.01.2025

10AM-12PM

Vineyard City Hall

with
Lee
Burdge



- ONCE A WEEK, TWO HOUR SESSION
- FREE FAMILY MEAL PROVIDED
- FREE CHILD CARE FOR CHILDREN AGES 0-8
- FOCUS ON FAMILIES WITH CHILDREN AGES 9-14



SCAN THE QR CODE TO REGISTER YOUR FAMILY OR
CONTACT JULIA AT [JULIAT@VINEYARDUTAH.ORG](mailto:juliat@vineyardutah.org) OR 801-
687-7705 FOR MORE INFORMATION!!