

<p>2008 APPLICATION PACKET EASTSIDE HUMAN SERVICES FORUM (EHSF) MEMBERS AND FRIENDS</p>
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Details about EHSF's membership categories appear in the Policies and Procedures, Appendix 4. Below is a brief description of the differences between the two categories.

Activity	EHSF Members	EHSF Friends
• May affiliate as an organization or government entity with EHSF	Yes	Yes
• May affiliate as an individual with EHSF	No	Yes
• May participate in annual meeting(s) to help inform EHSF's agenda	Yes	Yes
• Has a voice in decision making about EHSF's advocacy agenda	Yes	No
• May vote for EHSF Executive Board	Yes	No
• May serve on EHSF Executive Board	Yes	No
• May be a member of the EHSF Work Group	Yes	No
• May participate on EHSF Subcommittees	Yes	Yes

EHSF MEMBER APPLICATION

- _____ My organization/local government would like to be a member of the Eastside Human Services Forum. We agree to be listed as a *Member* on EHSF's website, literature, and letterhead.
- _____ We accept and sign on to EHSF's 2008 Policies and Procedures and appendices, including EHSF's Member Rights and Responsibilities, and Contributions Agreement (attached).
- _____ We accept and sign on to EHSF's 2008 Tier 1 Statements and 2008 Priorities and Work Program (attached).

I have answered the questions above and am authorized to make these decisions on behalf of my organization/local government. If my status changes, I will notify EHSF in writing.

Signature	Date	Title
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ORGANIZATION/LOCAL GOVT NAME: _____

AUTHORIZED DECISION MAKER: _____

PHONE: (____)_____ FAX:(____)_____ E-MAIL: _____

How should your organization/local government be listed?

ORGANIZATION/LOCAL GOVT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE: (____)_____ FAX:(____)_____ E-MAIL: _____

Based on the Suggested Range of Financial Contributions (on reverse side), we see that our suggested contribution range for 2008 is \$ _____ to \$ _____.

- _____ A check made payable to "Eastside Human Services Forum" is enclosed for \$ _____.
- _____ Please bill us for \$ _____.
- _____ We would like to offer an in-kind contribution to offset part of our dues: _____
- _____ Please contact me at _____ to discuss our monetary or in-kind contribution.

Applications for EHSF Membership will be accepted at the discretion of the EHSF Membership Committee.

**Please send this form to Debbie Lacy, EHSF, 505 Market St, Kirkland WA 98033
(For information, call 425-587-3324)**

Suggested Range of Financial Contributions for Core Operations

MEMBERS

<u>Membership Category</u>	<u>Annual Contribution Range</u>
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- | | |
|---|--|
| <ul style="list-style-type: none"> • Cities, King County, and Tribal Governments <ul style="list-style-type: none"> ≥ 80,000 people ≥ 40,000 people < 40,000 people | <ul style="list-style-type: none"> \$9,000 - \$12,000 \$6,000 - \$8,000 \$1,000 - \$5,000 |
|---|--|

Note: smaller cities geographically grouped, e.g. Snoqualmie Carnation, Duvall, North Bend, etc., may pool their resources to purchase one membership.

- | | |
|--|---|
| <ul style="list-style-type: none"> • School Districts • Hospitals • Private Foundations • United Way • Alliance of Eastside Agencies (AEA)
<i>(AEA represents over 50 human service providers)</i> • Organizations | <ul style="list-style-type: none"> \$1,000 - \$3,000 \$1,000 - \$3,000 \$1,000 - \$3,000 \$5,000 - \$12,000 no charge \$100 - \$500 |
|--|---|

Potential In-kind donations:

The value of these donations will be negotiated based on EHSF needs, and can be used to offset a portion of a Member organization’s financial contribution. Examples of in-kind contributions might include website maintenance, printing, marketing assistance, graphic design, etc.

FRIENDS

- **“Friend of the Forum” Category:**

\$50/year

This category is for those that wish to be kept informed of Forum activities and/or participate in sub-committee work, but not assume the responsibilities of full membership.

These are annual contributions covering January 1 through December 31 of each year.
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EASTSIDE HUMAN SERVICES FORUM

2008 POLICIES AND PROCEDURES

Article 1: Name

The name of this organization is the Eastside Human Services Forum (EHSF).

Article 2: Mission Statement and Functions

The mission of the Eastside Human Services Forum is to foster strong public and private partnerships to assure a stable network of health and human services for the benefit of all East King County residents. This will be accomplished through efforts to strengthen the funding base for human services, create partnerships and efficiencies, advocate to protect Eastside interests, and help inform decision makers (including funders, policy makers, and the public) about issues of importance. A description of EHSF's mission and functions is attached as Appendix 1.

Article 3: Offices

The offices of the organization will be in Kirkland, Washington. The organization may have offices in other places as determined by the Board of Directors.

Article 4: Organizational Design

The organizational structure of EHSF will include a Board of Directors, a Work Group, and specific Subcommittees. One or more part-time staff members or consultants will coordinate the work. The EHSF Membership will include two membership categories, defined as Members and Friends. A description of the Board, Work Group, and Subcommittees is attached as Appendix 2. A description of EHSF Members and Friends is attached as Appendix 3.

Article 5: Board of Directors

Section 1. Description. The Board of Directors of EHSF has final legal authority over all EHSF affairs.

Specific aspects of the Board's responsibility may be delegated to another EHSF entity or individual, as determined by a vote of the Board. Areas that can be delegated include, but are not limited to, staff and consultant hiring and supervision, financial oversight, fundraising, budget development, membership recruitment, and issue advocacy.

Section 2. Officers. The Board will nominate and select a Chair, Vice Chair, and Secretary to serve as officers.

The Board Chair will be expected to serve as the first point of contact between the Work Group and the Board, to take the lead in communicating with the other Board members, and to lead Board meetings. The Board Chair will represent the Board at Work Group

meetings, and serve as a public spokesperson for EHSF, when appropriate. Because EHSF expects to involve all Board members in publicly representing EHSF, the Board Chair need not be the primary spokesperson for the Board.

In the absence or disability of the Board Chair, the Board Vice Chair will act as Chair.

The Secretary will be responsible for ensuring that all official acts or meetings of the Board are documented and that complete records are maintained.

Section 3. Election of Officers. Officers will be elected annually at the first Board meeting of the calendar year and will serve one-year terms beginning at the board's Annual meeting each year. Board members will be invited to submit officer nominations to the Work Group Chair (the Board's only non-voting member), who will create a ballot that will be distributed at the Annual Board meeting. Assuming that a quorum is present, Board members will complete the ballot and return it to the Work Group Chair, who will tabulate results and announce officers later at that meeting.

Section 4. Vacancies. Vacancies in any office arising for any cause may be filled by the Board by a majority vote at any regular or special meeting.

Section 5. Removal. Any officer elected or appointed may be removed by a majority of the remaining Board members whenever, in its judgment, the best interests of EHSF will be served.

Section 6. Membership. The Board will be composed of individuals from EHSF Member groups who are high level leaders and elected officials. Approximately fifteen members will be sought for the Board, with specific slots defined, per Appendix 2.

Section 7. Election. Except for cases where organizations appoint people to fill specific seats, open Board seats will be elected at EHSF's Annual Meeting held in the Fall of each year. Each Member organization present at that meeting will have one vote. At that meeting, those appointed to open seats will be announced.

Section 8. Nominations. A subset of the EHSF Work Group will act as the Nominating Subgroup. In this capacity, the Nominating Subgroup will be responsible for identifying candidates to stand for election to the Board at the Annual Meeting. The Nominating Subgroup will identify candidates and determine their interest in serving on the Board. Nominations may also be offered from the floor at the Annual Meeting.

Section 9. Terms. Terms will be for two years, except for the Founding Board. The Founding Board will consist of approximately 50% of its members who will serve for two years, and approximately 50% who will serve three years, as determined by the Board.

Section 10. Resignation or Removal. Any member of the Board, by notice in writing to the Board, may resign at any time. Any Board member may be removed from office for failure to fulfill his/her responsibilities by a vote of two thirds of the other members of the Board. A Board member must vacate her/his seat if s/he is no longer affiliated with a Member organization or local government. Such vacancies will be filled at the next regular or special meeting of the Board, with the remaining Board members selecting the

person(s) to fill existing vacancies. Each person so chosen will serve the remainder of that vacated term.

Section 11. Quorum. A majority of the whole authorized number of Board members will constitute a quorum for the transaction of business at any meeting of the Board.

Section 12. Meetings of Board Members. The Annual Meeting of the Board will be the first meeting of the calendar year. The Board may meet at other times as required for EHSF business.

Section 13. Meeting Minutes. Minutes of all Board meetings will be made available to the Membership within fourteen (14) days of its meetings, via electronic means.

Section 14. Notice of Meetings of Board. Notice of the time and place of each meeting of the Board will be given to the Board and the Membership not less than fourteen (14) days before the date of such a meeting.

Section 15. Manner of Acting. The Board will seek to reach consensus for its decisions. If this is not possible, the act of the majority of the Board members present at a meeting at which a quorum is present will be the act of the Board, except in instances where these Policies and Procedures or State law conflict. There may be no proxies or alternates for Board decisions.

Section 16. Action by Board without a Meeting. Any action required or permitted to be taken at a meeting or conference call may be taken without a meeting via email communication. To be approved, the action will require an affirmative response by a majority of the Board members. In the event of a conference call, written documentation of the action and votes will be provided to all Board members.

Section 17. Meetings held through Communications Equipment. Meetings of the Board or any committee of the Board may be held through communications equipment if all participants can understand each other. Minutes of these meetings, like all Board meetings, will be distributed to all members of the Board with fourteen (14) days of its meeting, via electronic means.

Section 18. Compensation. Board Members will serve as such without compensation, but the Board may authorize the payment by EHSF of reasonable expenses incurred by the members of the Board in the performance of their duties.

Article 6: Work Group

A description of the EHSF Work Group composition, expectations, meeting frequency, and decision making methods is attached as Appendix 2.

Article 7: Subcommittees

Subcommittees of EHSF will be established by the Work Group, on an ad hoc basis. Participants may include EHSF Members, Friends, and other stakeholders.

Article 8: Membership

Section 1. Description. The Membership of the organization will be composed of two categories: Members and Friends. The Rights and Responsibilities of Members and Friends is attached as Appendix 3.

Section 2. Policies for Admission. The Board, acting on advice from the Work Group's Membership Subgroup, will develop and update policies for inviting Members and Friends to join EHSF. The Board authorizes the Membership Subgroup to implement these policies and to assume responsibility for admitting new Members and Friends. A description of the Membership Subgroup is attached as Appendix 4.

Section 3. Public Representation. An Affirmative Sign-on Policy has been developed to ensure appropriate representation of EHSF and its member organizations. This policy is attached as Appendix 5.

Section 4. Meetings. The Membership will meet at least once per year, for the purpose of providing input to the EHSF issue agenda and to elect the Board. The Annual Meeting of the Membership will be in the Fall. Meetings may be held more or less often, as the Board decides, based on Membership and Work Group advice and financial considerations.

Article 9: Fiscal Issues

Section 1. Contributions. EHSF has developed a Proposed Contributions Agreement and Suggested Range of Financial Contributions for Core Operations. These documents are attached as Appendix 6. It is understood that this agreement and range of contributions will be revised as needed.

Section 2. Fundraising. EHSF's Contributions Policy and Range of Financial Contributions for Core Operations are not intended to inhibit any other fundraising for EHSF's work. EHSF will actively solicit funds and create diverse giving options, including sponsorship opportunities for public and private funders.

Section 3. Funding Role. EHSF sees itself as a facilitator of collaborative funding. EHSF will only fund those projects that originate with the Forum, are adopted as Forum priorities, or directly relate to the Forum's focus areas. EHSF will not accept unsolicited requests for funding.

Section 4. Fiscal Year. The fiscal year of the organization will be the calendar year.

Article 10: Organizational Policies and Procedures

EHSF organizational policies and procedures, include:

1. EHSF Mission and Functions
2. Organizational Structure Diagram
3. Description of EHSF Board, Work Group, and Subcommittees
4. EHSF Member and Friend Rights and Responsibilities

5. EHSF Affirmative Sign-on Policy
6. Suggested Range of Financial Contributions for Core Operations
7. Policy for EHSF Endorsements of Organizations and/or Proposals

All of these organizational policies and procedures appear as Appendices 1- 8.

Article 11: Amendments to Policies and Procedures.

Amendments and additions to this document may be made only by the Board of EHSF. This document will be reviewed and updated annually, prior to preparing the annual Membership packet. Proposed amendments or additions must be circulated to the Membership at least thirty days before the meeting at which they will be considered.

[Appendices follow.]

Appendix 1
EHSF Mission & Functions

MISSION:

Foster strong public and private partnerships to assure a stable network of health and human services for the benefit of all East King County residents.

FOCUS AREAS:

Create Partnerships and Efficiencies

- Support and involve small communities and new leaders
- Coordinate efforts and planning to ensure a strong human services system
- Add value to and leverage other work in the sub-region

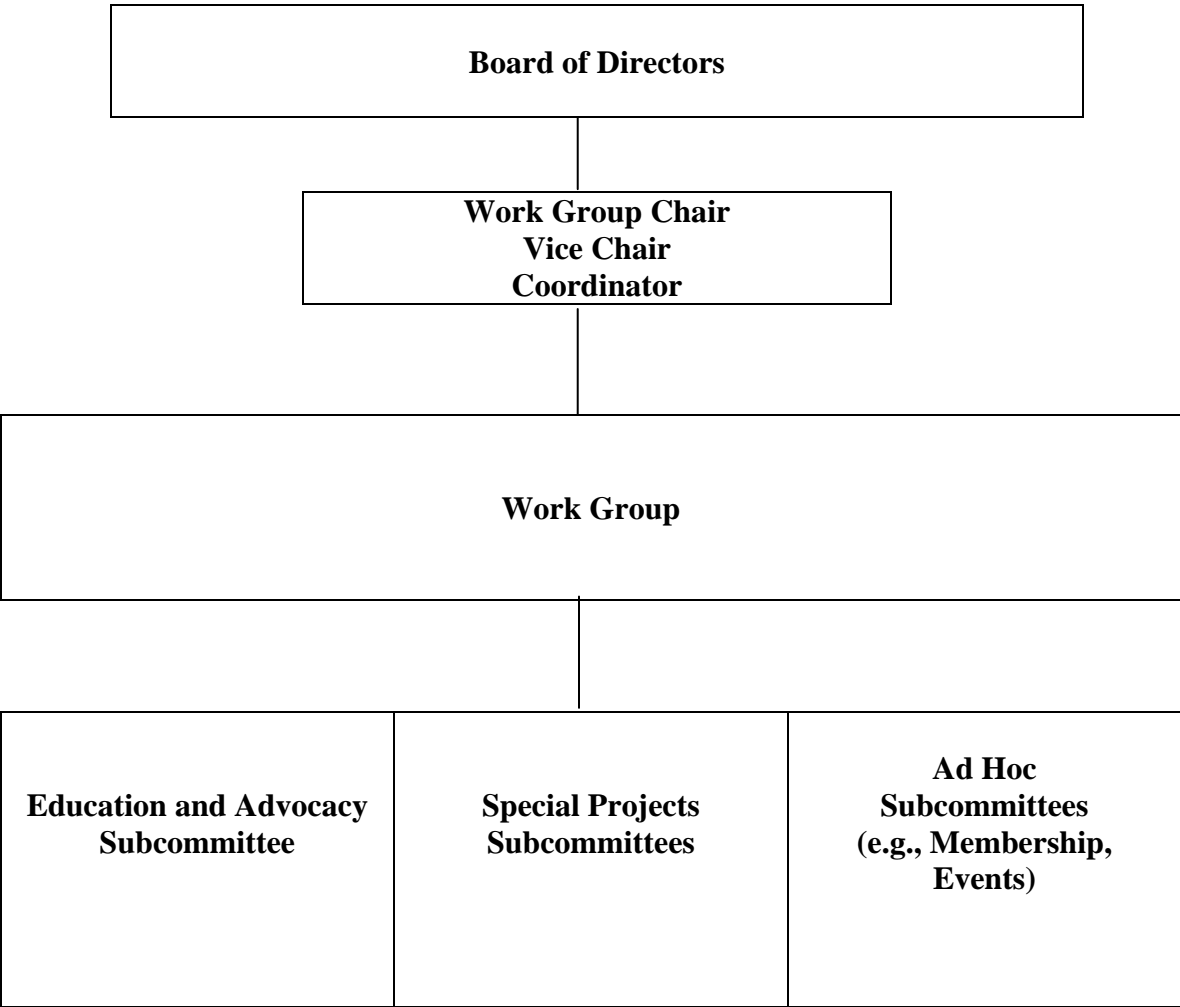
Strengthen Our Funding Base

- Pool resources
- Seek new sources of support for human services
- Work to stabilize current funding while advocating for long-term solutions

Inform Decisions Makers and Advocate for Eastside Interests

- Educate Funders (public and private) and policy makers
- Develop knowledge and reach agreement about shared priorities
- Educate the general public about the importance and impact of human services
- Track and respond quickly to local, regional, and state level initiatives

Appendix 2
EHSF Organizational Structure



Appendix 3

Description of EHSF Board, Work Group, and Subcommittees

The organizational structure of EHSF includes a Board, a Work Group, and Subcommittees. Staff (when hired) will provide ongoing coordination among these entities.

Board

Composition

- All individuals on the Board will be from Member groups of EHSF
- The Board will be composed of individuals from EHSF Member groups who are high level leaders and elected officials. Every effort will be made to fill the following slots:
 - 4 local government seats
 - 1 King County government seat*
 - 2 School district seats
 - 1 Hospital/health care seat
 - 2 Corporate seats (one business and one foundation)
 - 2 multi-service agency seats (specifically, United Way* and Alliance of Eastside Agencies*)
 - 2 at-large seats
- The Work Group chair will serve as a non-voting member of the Board.

* = Board member to be appointed by agency

Role

- Approve policies and procedures
- Approve issue agenda and annual workplan
- Approve budget
- Empower others to accomplish work with appropriate accountability mechanisms
- Ensure that Work Group and Subcommittees operate according to agreed upon process
- Publicly represent EHSF (as needed)
- Advocate for EHSF's work and agenda

Expectations

- Board members will be expected to represent and consider the needs of East King County as a whole. Individuals are not on the Board to represent their own entities.
- Board Members are expected to have a direct connection to the work of the Forum. This can occur through participation in the Work Group, on subcommittees, or through other Forum events and initiatives.

Meeting Frequency

- Meets quarterly.

Decision Making

- Decisions on recommendations will be made by a vote of those in attendance (provided that a quorum is present)

Work Group

Composition

- Composed of individuals from EHSF Member groups who are willing to commit to serve at the level required
- EHSF will strive to achieve a balance between being inclusive and accomplishing its work. The goal is to allow as much active membership as is feasible, while sustaining its momentum and ensuring productivity. In order to be successful, the Work Group must have consistent attendance and participation.
- Includes some individuals from the Board.

Role

- The Work Group "holds" the workload of EHSF with the following specific functions:

External (achieving EHSF's program and activities in the world)

- Propose scope of work for this year
- Develop EHSF's workplan
- Plan for issue and advocacy work and ensure relevance to EHSF mission, functional areas, and issue criteria
- Oversee substantive work on issues, establish subcommittees, and track subcommittee work
- Manage Affirmative Sign-On Policy
- Ensure achievement of EHSF outcomes
- Develop issue-related proposals and recommendations to the Board

Internal (developing and ensuring EHSF's capacity to do its work)

- Propose appropriate composition of Board and Work Group
- Develop policies and procedures (for board approval)
- Oversee membership issues (establish method for recruiting and selecting members and friends and for handling contributions)
- Set up office, contact information, letterhead, etc.
- Establish and maintain Website
- Hire and supervise staff and consultants
- Develop a fundraising plan
- Track the budget
- Establish and utilize excellent communications mechanisms
- Identify issues that require Board or membership approval

Outreach (attracting money, people, and interest)

- Identify and recruit potential members and friends
- Recruit the appropriate people for subcommittees
- Raise funds
- Network beyond EHSF
- Seek opportunities to promote EHSF's work
- Gain media attention

Expectations

- Everyone on the Work Group will be expected to represent and consider the needs of East King County as a whole. Individuals are not on the Work Group to represent their own entities.
- The Work Group does most of the work of the Forum, with the help of Subcommittees
- Work Group participants serve as chairs of the Subcommittees
- A Work Group Chair will be selected by consensus of the Work Group in consultation with the Board Chair. Work Group chair will attend all Board meetings and serve as a non-voting member of the Board.
- The term of the Work Group Chair will be determined by the Work Group.

Meeting Frequency

- Meets monthly

Decision Making

- Uses consensus model to develop recommendations to the Board

Subcommittees

Composition

- Composed of Work Group participants, EHSF Members, Friends, and other stakeholders.

Role

- Subcommittees are small groups that are focused on EHSF's substantive work, in accordance with EHSF's annual workplan.
- Subcommittees have a chair (who is a member of EHSF's Work Group) and a charter (which defines their goal, products, timeline, and milestones) and they are open to EHSF members, friends, and others who have an interest in or expertise about the issue being considered.
- Subcommittees are established by EHSF's Work Group, and the Work Group determines whether and when the subcommittees' recommendations advance to the Board.
- The Board will authorize the Forum's annual workplan, giving the Work Group the authority to establish specific subcommittees to help accomplish the work.

Expectations

- Subcommittees are chaired by individuals from the Work Group

Meeting Frequency

- As determined by each individual subcommittee, according to the workload

Decision Making

- Uses consensus model to develop recommendations to the Work Group, which then determines whether and when to send recommendations to the Board

Appendix 4
EHSF Member and Friend Rights and Responsibilities

DESCRIPTION OF MEMBERS AND FRIENDS

There will be two kinds of affiliation with EHSF – Members and Friends. Both Members and Friends may participate in any meetings and in discussions to develop EHSF's issue agenda. The most significant differences between the two are that:

- Participation on the Board or Work Group is limited to Members
- Members will have the right to vote for the Board
- Members play a major role in determining EHSF issue positions and advocacy agenda

Other differences are described below:

EHSF Member Rights and Responsibilities

Who can be a Member?

- Local governments and other organizations that:
 - work on human services issues in East King County
 - are willing to meet the Member responsibilities noted below
 - make a financial or equivalent in-kind contribution in a timely manner.

What EHSF provides/offers to Members

- Opportunity to participate in defining EHSF's sub-regional priorities
- Opportunity to vote to elect members of EHSF's Board (with each member organization or local government having one vote)
- Opportunity to work in collaboration with cities, corporations, school districts, hospital districts, funders, providers, the faith community, and other human services stakeholders
- Support and mentoring for small communities and new leaders
- Regular communication about EHSF activities, priorities, and opportunities for involvement
- Clear, credible information about the status of human services needs in East King County
- Invitations to all EHSF activities
- Part of a dedicated e-mail membership distribution list
- Opportunity to participate in joint statements and to make recommendations about EHSF priorities
- Through subcommittees, the opportunity for targeted involvement on specific issues of importance to your organization/local government

Responsibilities of EHSF Members

- Actively address human services issues
- Contribute to the success of EHSF
- If participating on EHSF's Board, Work Group, or Subcommittees, agree to meet requirements and time commitments
- Be responsive to communications from fellow EHSF members: Agree to read mail and e-mail and respond in a timely manner; agree to return phone calls promptly

- Be a responsible meeting participant: Read materials in advance; respect group process; accept facilitation; participate, don't dominate
- Sign on to EHSF policies, Tier 1 Statements, and the annual agenda for EHSF
- Agree to the public use of your organization/local government's name as a member of EHSF (this may include an EHSF brochure, letterhead, and public statements) in accordance with EHSF's Affirmative Sign-On Policy
- Work in good faith with EHSF to resolve differences and problems

EHSF Friend Rights and Responsibilities

Who can be a Friend?

- Local governments and other organizations and individuals that work on human services issues in East King County that are willing to meet the Friend responsibilities noted below

What EHSF provides/offers to Friends

- Regular communication about EHSF activities, priorities, and opportunities for involvement
- Clear, credible information about the status of human services needs in East King County
- Invitation to participate in periodic EHSF activities
- Through subcommittees, the opportunity for targeted involvement on specific issues of importance to you or your organization/local government

Responsibilities of EHSF Friends

- Make an annual contribution of \$50 for individuals, local governments, and other organizations

Appendix 5

EHSF Affirmative Sign-On Policy

In recognition of the fact that EHSF membership will be composed of diverse local governments and other organizations with different perspectives, these guidelines are intended to serve as parameters within which EHSF-affiliated groups may speak on behalf of the Forum. Every Member group must designate a person authorized to speak on its behalf. If the member organization has a representative on the EHSF Board, that person will become the de facto authorized representative as long as he or she serves on the Board.

Three tiers of issues and policy statements are described below.

FIRST TIER – Unanimous Agreement of EHSF Membership

- First tier positions are statements about which EHSF is universally in agreement.
- With this set of positions, EHSF is free to initiate or react to statements in a public way under the banner of EHSF.
- Only positions explicitly stated in EHSF's current year's agenda or approved as EHSF policy positions by the full EHSF membership will qualify automatically as First Tier statements.
- Current Tier 1 positions and statements are maintained by the Work Group Chair and posted on EHSF's website.
- Requests to create a new first tier position should be submitted to the Work Group chair (or designee) for approval. The Work Group Chair (or designee) is empowered to solicit EHSF input as needed, verify accuracy of statements, and decide whether or not statements qualify as first-tier.
- All first-tier statements must be approved by the Board.
- Any candidate statement for second tier status that receives unanimous support from EHSF Member groups will automatically become a First Tier statement.

Tier 1 statements may appear on EHSF letterhead that lists Member groups down the side.

SECOND TIER – Agreement of 2/3 of EHSF Membership

- Second tier statements are less general, more delicate positions regarding particular issues or situations.
- With these statements, individual EHSF local governments and other organizations may either initiate or react to statements under the EHSF banner, but affirmative sign-on is required.
- Requests to issue a second tier statement using the EHSF name should be submitted to the Work Group Chair (or designee). The Work Group Chair (or designee) will seek input from EHSF Members.
- If 2/3 of EHSF Members approve the statement (and there are no objections from others who choose not to sign on), the statement may become a Tier 2 statement.
- If 2/3 of EHSF Members approve, but others object:

- The Work Group Chair (or designee) will arbitrate and then decide whether or not to proceed.
- If language changes would resolve the dispute, the Work Group Chair might suggest those changes to the initiator.
- If the dispute is not resolvable, the Work Group Chair will determine whether or not the issue should become Tier 3 as opposed to Tier 2.

Tier 2 statements may appear on EHSF letterhead that does *not* list Member groups. However, the Tier 2 statement's signature block will explicitly include only those local governments and other organizations that do sign on to the statement or letter.

THIRD TIER – One or more groups agree – no link to EHSF

- Third tier issues are controversial positions that some groups may need to articulate publicly, but others may need to be well-distanced from.
- With these issues, individual local governments and other organizations may work together to independently issue statements, but such statements would not use the EHSF name and none of the rest of the EHSF (including the Board) would have any role.

Tier 3 statements are not issued on EHSF letterhead

Appendix 6
Suggested Range of Financial Contributions for Core Operations

MEMBERS

<u>Membership Category</u>	<u>Annual Contribution Range</u>
• Cities, King County, and Tribal Governments	
≥ 80,000 people	\$9,000 - \$12,000
≥ 40,000 people	\$6,000 - \$8,000
< 40,000 people	\$1,000 - \$5,000

Note: smaller cities geographically grouped, e.g. Snoqualmie Carnation, Duvall, North Bend, etc., may pool their resources to purchase one membership.

• School Districts	\$1,000 - \$3,000
• Hospitals	\$1,000 - \$3,000
• Private Foundations	\$1,000 - \$3,000
• United Way	\$5,000 - \$12,000
• Alliance of Eastside Agencies (AEA) <i>(AEA represents over 50 human service providers)</i>	no charge
• Organizations	\$100 - \$500

Potential In-kind donations:

The value of these donations will be negotiated based on EHSF needs, and can be used to offset a portion of a Member organization’s financial contribution. Examples of in-kind contributions might include website maintenance, printing, marketing assistance, graphic design, etc.

FRIENDS

“Friend of the Forum” Category: \$50/year

This category is for those individuals and organizations that would like to be kept informed of Forum activities and/or participate in sub-committee work, but not assume the responsibilities of full membership.

These are annual contributions covering January 1 through December 31 of each year.
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Appendix 7
Policy for EHSF Endorsements of Organizations and/or Proposals

Background

Organizations have begun to approach EHSF with requests for us to endorse their work and/or funding proposals. Existing policies relate only to our role as a funder. Absent policy direction, the Work Group has declined to offer EHSF support for the requests that have come forward. Following is proposed language to guide future responses to requests for support.

Proposed Policy Language

EHSF will allow its name to be used in support of outside organizations under the following circumstances:

- Any request to support an application for outside funding must
 - address a current priority area of EHSF
 - benefit East King County if funded
- The agency has a positive track record and/or is known favorably by EHSF Member organizations
- The nature of the request clearly falls within the scope of EHSF's mission
- The request is consistent with EHSF's approved Tier 1 Statements
- The request must be approved by the Work Group

Appendix 8
Policy for EHSF Annual Legislative Agenda

An annual legislative agenda will be developed to focus EHSF's advocacy efforts and to streamline our ability to act quickly on upcoming legislative efforts.

Legislative agendas will be shaped, as much as possible, in alignment with other groups with whom the Forum has partnerships and collaborative relationships.

In addition, agenda items should meet the following criteria:

- consistent with EHSF's mission and Work Plan objectives
- linked to one or more of the Tier 1 Statements
- opportunity exists to advocate for Eastside-specific concerns
- significant relevance of the issue to Eastside decision-makers, electeds, general public and other stakeholders

Legislative agenda items require unanimous Board of Directors approval, and will follow the same protocol as the Tier 1 Statements.

EASTSIDE HUMAN SERVICES FORUM
2008 Tier 1 Statements

The mission of the Eastside Human Services Forum is to foster strong public and private partnerships to assure a stable network of health and human services for the benefit of all East King County residents. This will be accomplished through efforts to strengthen the funding base for human services, create partnerships and efficiencies, advocate to protect Eastside interests, and help inform decision makers (including funders, policy makers, and the public) about issues of importance.

We value human services and the role they play in everyone's quality of life. With a strong human services system, people's lives are better, cities save money, schools, hospitals and businesses are spared costly impacts, and society benefits in the short and long term.

In order to advocate for our priorities in 2008, EHSF has adopted the following public policy statements:

- 1) East King County's real and growing need for human services is at least as important as the need in other parts of King County. Funding for human services on the Eastside must accommodate the growing need.
- 2) We encourage individuals and corporations with ties to the Eastside to increase their investment in this community. Traditional sources of public and private funds, together with newly created revenue sources will be required to address the need for human services on the Eastside.
- 3) In view of our increasingly diverse communities, a sustained effort will be required to ensure that the Eastside's human services system can adequately respond.
- 4) EHSF is dedicated to serving the interests of the people in East King County, and we will work in the context of larger arenas (county and state) for our mutual benefit.
- 5) EHSF values a balance of services that include prevention, early intervention, crisis, and treatment. We will advocate for restoring prevention and intervention services that have been sacrificed in the current funding environment.
- 6) In light of recent research on infant brain development and what we now know about the economic and social cost savings of early prevention, the Eastside Human Services Forum will work with its members and partners in East King County to ensure that all children ages birth to 5 develop the cognitive, emotional, and motor competencies to help them succeed in school and in life.
- 7) The Eastside Human Services Forum supports collaborative efforts to prevent homelessness and to provide housing and services that help the homeless become self-sufficient.

Eastside Human Services Forum (EHSF) 2008 Priorities and Work Program

FOCUS ISSUES

1. 2008 Legislative Agenda

Objective: The 2008 legislative agenda will focus the Forum's advocacy efforts and increase the Forum's ability to act quickly on upcoming legislative efforts.

Goal 1: Affordable, High Quality Child Care Options

- Increase accessibility to child care by increasing investments in child care reimbursement rates.
- Fund implementation of the statewide Quality Rating Improvement System for child care providers to ensure high quality child care for all children.

Goal 2: Support All Efforts to Prevent and End Homelessness

- Increase funding significantly for the Housing Trust Fund, with an ultimate goal of \$230 million.
- Appropriate \$8M to expand the Washington Families Fund this biennium.

Goal 3: Increase Accessibility to Available Resources

Increase funding for the Washington Information Network 211.

2. Regional and Subregional Funding

Objective: Advocate for Eastside needs to be addressed through regional funding

Action Steps:

- Analyze regional funding resources, i.e. Veterans and Human Services Levy, Mental Health Sales Tax, Housing and Homelessness Assistance Fund.
- Host or co-sponsor event to educate and inform and develop messages to position ourselves (including North King County) regarding the funding resources listed above.
- Begin process to develop a subregional human services plan (possibly with North King County)

3. Business Involvement and Partnerships

Objective: Strengthen partnerships with local business community members to further mutual interests related to healthy, thriving communities.

Action Steps:

- Identify one to two specific business sectors that are housing related
- Conduct a focus group with identified business sector members.
- Determine strategies and secure a champion within the targeted business sector who can advocate for human services with other business members.
- Invite speaker to present information about the Community Reinvestment Act (mandates that banks donate to "CRA eligible" community efforts focused on low-income people).

4. Ten-Year Plan to End Homelessness

Objective: In partnership with the Eastside Homelessness Advisory Committee (EHAC), take a leadership role in highlighting Eastside homelessness concerns and strengthening the funding base in support of ending homelessness in East King County.

Action Steps:

- Advocate for implementation of the East King County Plan to End Homelessness at state and local level.
- Organize roll-out and scheduling of Plan presentations.
- Continue to track Committee to End Homelessness meetings and other regional homelessness meetings for issues pertinent to Eastside concerns, and summarize these issues concisely to keep local elected officials and others informed.
- Initiate discussion regarding the relationship between affordable housing, homelessness and the broader human services arena.

5. Getting School Ready

Objective: Partner with Eastside efforts to strengthen parent support, early childhood education and school readiness efforts in East King County, including ensuring that resources get appropriately allocated for Eastside communities.

Action Steps:

- Partner with other groups (i.e. FACES East, SOAR, faith community) for expanding events/services for immigrant and refugee families as well as those who have special needs & disabilities.
- Provide continued support to the Getting School Ready Teams as they expand to additional schools.
- Develop ways to support Family, Friends and Neighbor care and immigrant & refugee families.
- Track legislative issues related to early learning (i.e., activities of the Department of Early Learning and Thrive By Five) to share information with appropriate Eastside electeds and decision-makers.

6. Improve Access and Services for Immigrants and Refugees

Objective: The Forum aims to strengthen and improve services for immigrants and refugees as part of ensuring a healthy, effective service delivery system for all East King County families.

Action Steps:

In partnership with the Eastside Refugee and Immigrant Coalition (ERIC),

- Support marketing efforts for the Cultural Navigator pilot program.
- Participate in evaluation of the first year of the Cultural Navigator program (strengths, improvements needed, etc.) and help advocate for continued funding.

7. Older Adults

Objective: As a growing demographic with unique human services needs and challenges, the Forum is addressing older adults as a new focus area for 2008. This year's activities will center around information gathering and defining how to best benefit Eastside older adults within the scope of the Forum's mission.

Action Steps:

- Coordinate with existing groups such as the Bellevue Network on Aging, the Kirkland Senior Council, and others on the Eastside.
- Gather data/trends on aging issues (healthcare, housing, transportation, financial, etc.) for Eastside. (Include information about language proficiency and cross-cultural issues.)
- Develop work plan actions based on above and implement/distribute

For more information, including ways to get involved with the Eastside Human Service Forum's goals, please call 425-587-3324 or email info@eastsideforum.org.