

<p>APPLICATION PACKET EASTSIDE HUMAN SERVICES FORUM (EHSF) MEMBERS AND FRIENDS</p>

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
<ul style="list-style-type: none"> • May affiliate as an organization or government entity with EHSF 	Yes	Yes
<ul style="list-style-type: none"> • May affiliate as an individual with EHSF 	No	Yes
<ul style="list-style-type: none"> • May participate in annual meeting(s) to help inform EHSF's agenda 	Yes	Yes
<ul style="list-style-type: none"> • Has a voice in decision making about EHSF's advocacy agenda 	Yes	No
<ul style="list-style-type: none"> • May vote for EHSF Executive Board 	Yes	No
<ul style="list-style-type: none"> • May serve on EHSF Executive Board 	Yes	No
<ul style="list-style-type: none"> • May be a member of the EHSF Work Group 	Yes	No
<ul style="list-style-type: none"> • 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 and literature.

_____ We accept and sign on to EHSF's Policies and Procedures and appendices, including EHSF's Member Rights and Responsibilities, and Contributions Agreement (attached).

_____ We accept and sign on to EHSF's Tier 1 Statements (pp. 18-19), Work Plan, and current Legislative Agenda (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

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 next page), we see that our suggested contribution range for 2010 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>
<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 	<ul style="list-style-type: none"> \$1,000 - \$3,000
<ul style="list-style-type: none"> • Hospitals 	<ul style="list-style-type: none"> \$1,000 - \$3,000
<ul style="list-style-type: none"> • Private Foundations 	<ul style="list-style-type: none"> \$1,000 - \$3,000
<ul style="list-style-type: none"> • Corporations 	<ul style="list-style-type: none"> \$1,000 - \$5,000
<ul style="list-style-type: none"> • United Way 	<ul style="list-style-type: none"> \$5,000 - \$12,000
<ul style="list-style-type: none"> • Alliance of Eastside Agencies (AEA) <i>(AEA represents over 50 human service providers)</i> 	<ul style="list-style-type: none"> no charge
<ul style="list-style-type: none"> • Organizations 	<ul style="list-style-type: none"> \$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
2011 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 advocate for funds to help people in need, bring people, groups and services together to maximize resources, educate and influence decision makers, and proactively impact regional issues related to human services. 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/Treasurer 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. When the current Vice Chair will assume the Chair position in the upcoming year, the Vice Chair will attend 1-2 Board planning meetings along with the current Board Chair to assist in the transition.

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

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. Board members will be invited to submit officer nominations to the Work Group Chair (the Board's only non-voting member). Assuming that a quorum is present at the first Board meeting of the calendar year, Board members will vote on nominees and elect officers. Officers may serve two consecutive terms and can be eligible for office again after at least one year of serving in a non-officer capacity.

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 3.

Section 7. Election. Open Board seats may be elected at EHSF's Annual Meeting held in the Fall of each year or at any regularly scheduled meeting of the Board. 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. 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. Initial terms will be for two years. Board members may opt to serve more than one term. After the initial two-year term, Board members will stagger their terms, serving 1-, 2-, or 3-year terms to avoid a majority of members completing terms at the same time.

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 last meeting of each calendar year, typically the first week in December. The Board's regular meetings are held in January, March, May, September, and November, and 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 3.

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 4.

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.

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.

Section 5. Reserve Funds. The financial objective of the Eastside Human Services Forum is to establish a financial reserve to provide for situations such as a sudden increase in expenses, one-time unbudgeted expenses, or unanticipated loss in funding. Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

The funds for the reserve fund will come from the surplus from operations, or the net operating excess for each fiscal year.

The target reserve fund amount is to be equivalent to 3-6 months of average operating income. The calculation of average monthly operating costs includes an amount sufficient to maintain ongoing operations and programs: all recurring, predictable expenses such as salaries, office expenses/supplies, and website support. The amount of the target minimum will be calculated each year after approval of the annual budget.

Once reserve funds reach the target of 6-months of operating costs, the board should consider options for spending down the funds for projects that adhere to the guidelines in Article 9, Section 3, expenses related to capacity building such as staff development/training, research and development, or an infrastructure investment that will build long-term capacity. Another option includes lowering membership dues for a designated period of time.

The Work Group Chair may propose use of reserve funds to the board at its regularly scheduled meetings or via email. Through discussion and majority vote, the board will authorize disbursements from the reserve fund.

Reserve funds will be identified and tracked in a line item in the annual budget.

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.

FUNCTIONS:

advocate for funds to help people in need, bring people, groups and services together to maximize resources, educate and influence decision makers, and proactively impact regional issues related to human services

Advocate for Funds

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

Bring People, Groups, and Services Together to Maximize Resources

- 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

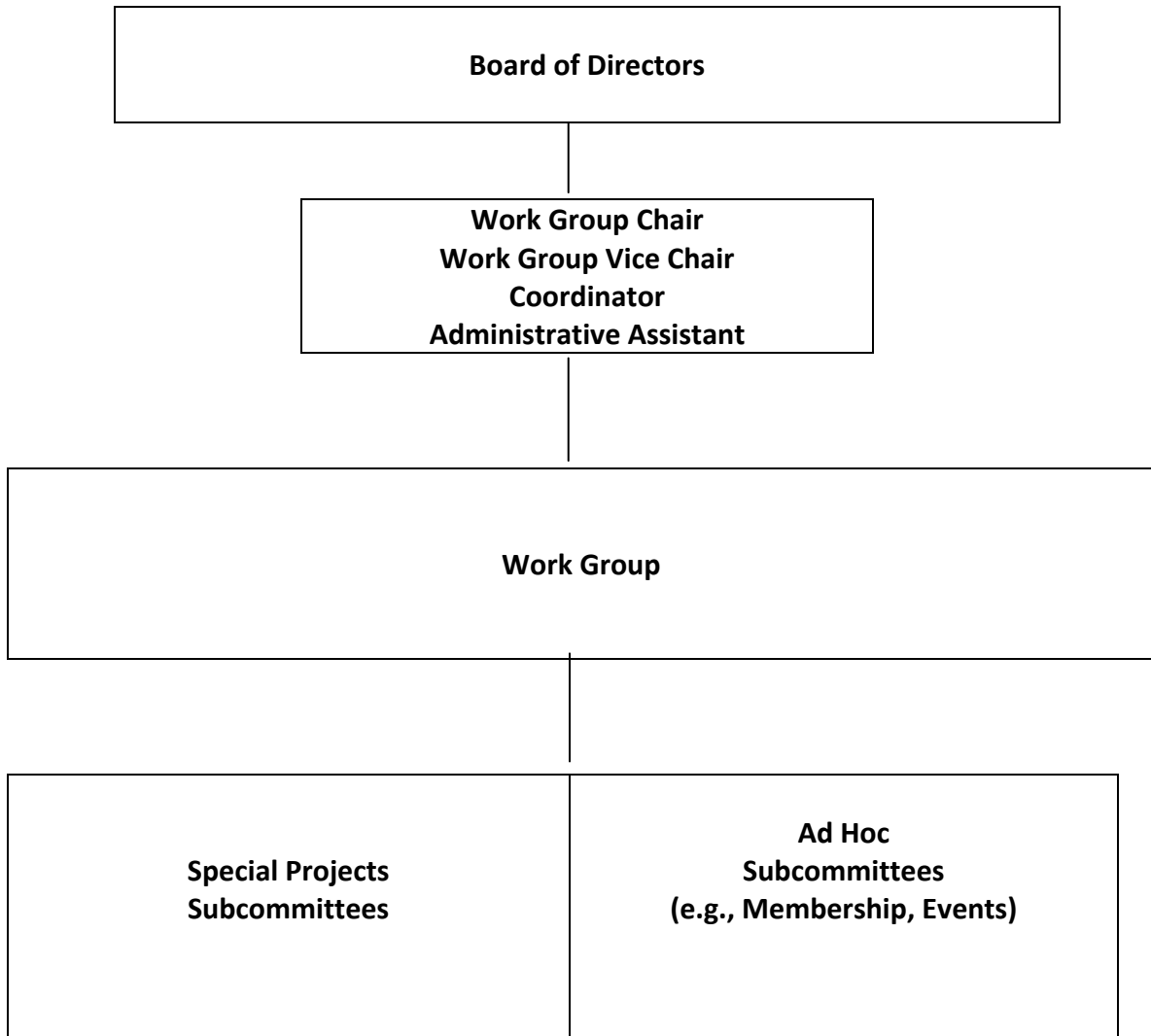
Educate and Influence Decision Makers

- 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

Proactively Impact Regional Human Services Issues

- Ensure Eastside representation on regional efforts that impact human services.
- Gather input from constituents and give voice to commonly shared recommendations.

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
 - 2 Hospital/health care seats
 - 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 Work Plan
- 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 5 times annually in addition to the Annual Meeting.

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 Work Plan
- 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

EASTSIDE HUMAN SERVICES FORUM 2010 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 2010, 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.

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
• Corporations	\$1,000 - \$5,000
• 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.

EHSF Endorsement Policy

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 2011 Priorities and Work Plan

REGIONAL AND SUBREGIONAL FUNDING

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

1. **Impact decision-making on regional funding initiatives** including the MIDD (Mental Illness and Drug Dependency fund), and especially concerning the renewal of the Veterans and Human Services Levy--with outreach and education efforts, by participating in County meetings, and inviting regional representatives to EHSF meetings. (Timeline: all year)
2. **Assist in convening county-wide discussions** (with United Way, King County, providers, and others) to identify the core infrastructure components for human services; explore opportunities presented in the midst of dwindling resources and increased need; tap available assets.
3. Continue efforts for **Eastside Social Sustainability Partnership**:
 - a. With combined funding from EHSF, Eastside Cities, and King County, hire a consultant to develop a business plan with options for generating dedicated sub-regional funding (i.e., endowment fund or community foundation). (Timeline for hiring: Jan. 2011 timeline for business plan: June 2011).
 - b. Research infrastructure and system support for sustainable East King County human services (i.e., possible sub-regional governance, strategic plan).
 - c. Explore the idea of a subregional innovations fund which could support entrepreneurial projects aimed at sustaining nonprofits.

[A **Regional and Subregional Funding Subcommittee** will be formed to carry out the above activities.]

RESPOND TO NEEDS IN THE ECONOMIC CRISIS

Objective: Highlight the needs of low income and vulnerable communities as part of effective messaging to advocate for human services and strengthen services to meet basic needs in East King County.

1. Monitor the efforts of “**Meeting Needs Together**,” the Emergency Financial Assistance Providers, and provide support as needed for their systems change goals. (Timeline: all year)
2. Support the **2011 Regional Food Drive** and provide quarterly updates. (Timeline: Fall, 2011)
3. Evaluate the **Eastside Helps** website through the end of 2011; assess need for the website beyond 2011 and explore options for continued maintenance if necessary. (Timeline: by 3rd quarter)

CREATE AND STRENGTHEN PARTNERSHIPS

Objective: Leverage the Forum's ability to assure a stable network of health and human services in East King County via effective and mutually beneficial partnerships

1. Continue to build a strong partnership with **United Way**; organize a meeting between United Way and EHSF Board members with follow up on next steps. (Timeline: meeting by end of 1st quarter)
2. Build connections with the Veteran's Administration in support of Levy renewal activities and to increase our awareness of veterans' issues, funding/service delivery opportunities, etc.
3. Reach out to **school boards and hospitals** to explore common priorities and ways to collaborate; invite participation on the EHSF Board. (Timeline for filling Board seats: end of 1st quarter.)
4. To increase connections with the **business community**, share updates pertaining to our Regional and Subregional Funding activities with service groups (Rotary, Kiwanis and Lions) as follow-up to last year's presentations; Submit articles to Chambers of Commerce newsletters. (Timeline: all year)

EDUCATION AND ADVOCACY

Objective: Coordinate activities and create consistent messaging to support EHSF's main goal areas.

1. **Advocate during the Legislative Session** to ensure that our Legislative Agenda items are included in the State budget, coordinating with other agencies/cities to continue development of ongoing legislative messages. **Prepare proactive messaging** for the Governor's next biennium budget that's aligned with partner groups. (Timeline: Legislative Session, 2011 and late summer/fall for 2012 preparation)
2. **Promote local needs, opportunities, and solutions**; establish clear messaging around what EHSF is asking of legislators, local elected officials, providers, the business community, faith groups, and the community at large; develop the story and data to increase engagement across different sectors. Strategies may include an impact video, social media efforts, PSA's for local TV, articles, submissions to Chambers of Commerce newsletters, press releases, op eds, etc. (Timeline: all year)

[An **Education and Advocacy Subcommittee** will be formed to carry out the above activities, coordinating messages with other groups such as the Alliance of Eastside Agencies, the King County Alliance for Human Services, and the North Urban Human Services Alliance, including the Northshore Senior Center.]

3. Convene the annual **June event** on a topic relevant to current priorities for human services. Ideas will be explored in Work Group and Board discussions with a topic selected by the end of March.

[An **Ad Hoc Event Subcommittee** will plan and coordinate the June event.]

The Eastside Human Services Forum partners frequently with other organizations and groups whose missions are aligned with the Forum's mission and Work Plan.

- 1. Preventing and Ending Homelessness:** Eastside Homelessness Advisory Committee and the Committee to End Homelessness
- 2. Getting School Ready:** Families and Children Early Support (FACES) and SOAR
- 3. Improving Access and Services for Immigrants and Refugees:** Eastside Refugee and Immigrant Coalition (ERIC), the Eastside Cultural Navigator Program
- 4. Regional Funding:** King County Alliance for Human Services, United Way of King County, local foundations, King County government, Alliance for Eastside Agencies, North Urban Human Services Alliance
- 5. Older Adults:** Bellevue Network on Aging, Kirkland Senior Advisory Committee, the Seattle King County Aging and Disability Services, the King County Coalition on Aging, and Eastside Senior Centers
- 6. Call to Caring:** Countywide effort to achieve the 2020 vision.
- 7. TimeBanking Project:** Hopelink, Kirkland Conversations, and other local representatives working to expand the TimeBank to other Eastside communities after the pilot is completed in the first quarter of 2011
- 8. Meeting Needs Together:** Network of Eastside social service organizations who provide emergency financial assistance.
- 9. Transportation/Accessibility:** Eastside Easy Rider/King County Mobility Coalition
- 10. Washington Anti-Trafficking Response Network (WARN):** This is a new coalition with no presence yet on the Eastside. EHSF will reach out to explore possible partnership in 2011.
- 11. Leadership Eastside:** Regional leadership development program

2011 Legislative Agenda

Ensuring Access to Basic Needs

- Increase access to public benefits and services, such as basic food (Supplemental Nutrition Assistance Program), the Earned Income Tax Credit, and mental health counseling.
- Allocate funding of \$3 million for the Washington Information Network (WIN) 2-1-1 from reserve funds in WTAP (Washington Telephone Assistance Program) to ensure accessibility to information about health and human services.

Preventing and Ending Homelessness

- Maintain the State investment in the Housing Trust Fund.
- Maintain the Washington Families Fund, a public/private partnership which provides funds to support families who are homeless or at risk of becoming homeless.

Supporting Early Learning and School Readiness

- Maintain the current investment in home visiting funding and advocate for evidence-based home visiting programs such as Healthy Start by the federal government.
- Protect current investments in early learning for the Early Childhood Education and Assistance Program (ECEAP) and the Working Connections Child Care Program which provides subsidies for low-income working families or families seeking work.

Supporting the Most Vulnerable Older Adults

- Sustain Senior Citizens Services Act funding. SCSA is a primary source of funding for the critical Senior Information and Assistance Program operated through Area Agencies on Aging.
- Implement the Pierce County model for Aging and Disability Resource Centers statewide to promote better information access for older adults and their families.
- Support follow-up actions recommended by the “Washington State Abuse/Neglect of Older Adults who are Vulnerable Study Group.”

Please visit www.eastsideforum.org for a detailed Legislative Agenda which includes Eastside statistics and issues the Forum is monitoring in addition to the above items.