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| Project Name | Project Sponsor | Lead(s)  |
| *Operations Working Group* | *The Center for Safe Futures Steering Committee, Safe Futures CEO and Board of Directors* | *Safe Futures Co-Chair:**Co-Chair:**CSF Project Coordinator: Marie Kenny* |

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| Team Members | Start Date | Target End Date  |
| *TBD* | July 2021 | ongoing |

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| The Desired Outcome; Success Criteria |
| *The family justice center framework is unusual because it brings governmental and non-governmental agencies together under one roof to provide wrap-around services for survivors and their families. Finding the right balance of onsite partner autonomy and cohesiveness is largely due to how the Center operates in creating a hope-centered environment for survivors and staff. The Operations Working Group will facilitate this by articulating the mission, vision, and guiding principles of the Center, and writing the Operations Manual to reflect and incorporate those ideals.* |
| Scope; Criteria; Interfaces |
| *This group will provide drafts for review by the Steering Committee based on the objectives and tasks below and others as identified by the Steering Committee or the CEO of Safe Futures.**The Center for Safe Futures Project Coordinator will provide administrative support to the Working Group.**The group will incorporate input from Safe Futures’ DEI Committee, VOICES Committee to provide guidance.*  |
| Milestones |
| 1. **Articulate what everyone believes**
	* *Review our Five-Year Vision on pages 9 – 10 of the Strategic Planning Report*
	* *Review Beliefs and Values on pages 12 – 14 of the Strategic Planning Report*
	* *Review the Alliance for HOPE’s 11 Guiding Principles on page 46 of the Strategic Planning Report*
	* *Convene meetings with onsite partners to begin talking about their beliefs and values*
	* *Create a mission-focused environment that is*
		+ *Fair and consistent*
		+ *Legal and ethical*
		+ *Repeatable and sustainable*
2. **Learn how each onsite partner works**
	* *Create a plan to gather information about each partner (self-evaluation, audit, internal reports, focus groups)*
	* *Convene regular partner meetings to share ideas about content based on combined best practices*
3. **Identify components of the Operations Manual**
	* *Refer to templates from the Alliance and other DV agency-led FJCs (E.G. Bridgeport and New Haven)*
	* *Identify Center functions*
	* *Create a communication strategy*
		+ *Internal plan*
		+ *Between Center and partner agencies*
		+ *Establish Leadership Team*
	* *Decide content based on the difference between an Operations Manual and Staff Policies and Procedures Manual*
		+ *Protocols/forms*
		+ *Workplace culture*
			- *Staff recruitment, selection, and retention*
			- *Cross-trainings*
			- *Professional development training plan*
			- *Weekly staff/partner meetings*
			- *Information sharing (access and confidentiality)*
			- *Security practices and policies*
			- *Develop and plan Orientation training for Center Staff*
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| Decision-Making; Budget |
| *All expenses are subject to approval as outlined in the Safe Futures Procurement Policy. The Safe Futures Co-Chair and Project Coordinator will facilitate this process.* |
| Reporting Frequency and Method |
| *The group will meet a minimum of once each month. Smaller task groups may choose to meet in between. Task groups will present to the working group to finalize proposals. Minutes will be taken at working group meetings. The Project Coordinator will provide all meeting minutes and oral reports as requested by the Steering Committee.**The Co-Chairs may be invited to present to the Steering Committee as well.* |
| ***Notes*** |
| *This Working Group may opt to establish smaller task groups to manage individual tasks. This group will be responsible for approving all final drafts for presentation to the Steering Committee.**The Steering Committee will assist in developing a timeline and establish priorities to facilitate meeting the Phase One Opening target date set by the Steering Committee.*  |