

## Kane Community Coalition Mentoring Action Plan 2016 - 17

**GOAL 1: Prepare the Kane Community Coalition (KCC) to meet eligibility to apply for the DFC funding on their own.**

***Objective 1: Build Capacity by increasing membership and involvement of key agencies and individuals on the KCC.***

**Strategy 1.1:** Review and fill membership gaps.

Activity	Who is responsible?	By when?	Completion Date
Use the CTC Tool for building coalition membership to identify gaps (new members) and activity levels of current members.	Executive Committee.	November, 2016	
Set assignments to contact/recruit new members as defined in the gaps analysis.	KCC	December, 2016	
Contact/recruit new members as assigned above.	KCC	January, 2017	
Contact current members who may be active and discuss their involvement. Update and sign new coalition involvement agreement to increase activity.	Executive Committee. Key Leader Board	January, 2017	
Evaluate executive committee's term timeline	Exec Committee	December, 2016	

**Strategy 1.2:** Strengthen the process by which new members join the coalition.

Activity	Who is responsible?	By when?	Completion Date
Continue using the new member packet to educate new members on the history of the coalition, as well as goals, objectives and strategies of the coalition. This will give new members an outline of their job description and expectations as a coalition member, and will improve membership capacity and prevention knowledge of new member	Coalition Involvement Committee, Executive Committee.	Ongoing	

Assign new members a mentor to facilitate their integration into the coalition and answer questions.	Executive Committee	Ongoing	
Assign new members to a subcommittee and get them involved in a specific coalition activity or decision within two months of joining to facilitate their capital and investment in the group.	Executive Committee	Ongoing	

***Objective 2: Enhance the coalition’s internal capacity (including leadership, management, board structure, recruitment, and resource attainment) in order to sustain active membership and coalition outcomes.***

**Strategy 2.1:** Solicit ongoing, formal feedback from members on their experience with the coalition in order to identify areas of functioning that need improvement.

Activity	Who is responsible?	By when?	Completion Date
Administer an annual coalition member survey assessing factors research has shown to be predictive of successful coalitions and use results to identify areas of coalition capacity that need enhancing	Executive Committee & Evaluation Team. Bach Harrison	April, 2017	
Conduct follow-ups with former members to assess member experience satisfaction and reasons for leaving to identify areas of the coalition that need enhancing.	Bach Harrison	April 2017	

**Strategy 2.2:** Provide Regular Trainings to coalition members on the Strategic Prevention Framework process, the Communities That Care organizational structure, and Prevention Science principles.

Activity	Who is responsible?	By when?	Completion Date
Strategic Prevention Framework Training for coalition	WCPC Leadership (Mentor Coalition) Southwest Prevention	November, 2016	

	Executive Committee		
Communities That Care Training for coalition	Southwest Prevention & Mentor Coalition	March 2017	
Prevention Science Training for Coalition	Mentor Coalition (WCPC)	June 2017	

**Strategy 2.3:** Increase leadership skills and prevention planning skills through state and national trainings.

Activity	Who is responsible?	By when?	Completion Date
Send two Mentee coalition members to the Prevention Track Training at the Utah Fall Substance Abuse Conference	KCC Leadership (Mentee Coalition)	September 2017	
Send one Mentee coalition member and one Mentor coalition member to the CADCA National Leadership Forum	WCPC Leadership KCC Leadership	February 2017	
Assign a coalition member to attend the monthly Utah Prevention Coalition Association webinar trainings	WCPC Leadership KCC Leadership	December 2017	
Send two coalition members to the Utah Coalition Training Summit	KCC Leadership	June 2017	

**Strategy 2.4:** Increase Coalition Capacity through training and review of CADCA and National Coalition Academy Materials.

Activity	Who is responsible?	By when?	Completion Date
Update the Coalition Community Assessment using tools from the NCA.	WCPC Leadership (Mentor Coalition) KCC Leadership (Mentee Coalition)	Dec, 2016	
Review and update logic models using the NCA Required Products	KCC Leadership	Dec, 2016	

Review and update job descriptions for each role on the coalition, and include it in the new member packet for newly joined members.	KCC Leadership	Jan, 2017	
Review Organizational Chart, By-Laws, Meeting Protocols, and MOU's through the Key Leader Board. Review them with the coalition	KCC Leadership WCPC Leadership (Mentor Coalition)	Jan, 2017	

**Strategy 2.5:** Strengthen internal capacity of the coalition by building a Youth Committee.

Activity	Who is responsible?	By when?	Completion Date
Continue recruitment activities for youth to join the Youth Committee/Coalition	WCPC Leadership (Mentor Coalition) KCC Leadership (Mentee Coalition)	Oct, 2016 (Ongoing)	
Continue to work with partners and School District to identify key youth in the community.	KCC Leadership	Oct, 2016 (Ongoing)	
Send youth leaders to the Southwest Youth Training Summit.	KCC Leadership	June, 2017	
Send at least two youth to the CADCA Leadership Forum	KCC Leadership	February, 2017	
Conduct a training for youth to build leadership skills, learn prevention science, and begin action planning	WCPC Leadership (Mentor Coalition) KCC Leadership (Mentee Coalition)	November, 2016	
Develop a youth action plan using resources from the National Youth Leadership Initiative	WCPC Leadership (Mentor Coalition) KCC Leadership (Mentee Coalition)	Jan 2017	

***Objective 3: Build Coalition Capacity and Readiness through effective and comprehensive Community Assessment.***

**Strategy 3.1:** Assist the Kane Community Coalition in using their community assessment to create a readied Action Plan.

Activity	Who is responsible?	By when?	Completion Date
Use the CADCA Action Plan Primer to develop logic models	KCC (Mentee Coalition)	April, 2017	
Use the CADCA Action Plan Primer to develop and implement an action plan	KCC (Mentee Coalition)	April 2017	

***Objective 4: Further prepare the KCC for DFC Eligibility by ensuring collaboration between Mentee and Mentor and effective implementation of the 12-month Mentoring Plan.***

**Strategy 4.1:** Create consistent communication/collaboration between mentee and mentor coalitions.

Activity	Who is responsible?	By when?	Completion Date
Hold a monthly meeting with the leadership from Mentee and Mentor coalitions to discuss progress of 12-month action plan, review accomplishments and discuss pitfalls and barriers	WCPC Leadership (Mentor Coalition) KCC Leadership (Mentee Coalition)	Ongoing	
Leadership from the WCPC will attend three meetings of the KCC	WCPC Leadership	September, 2016	
Two times a year leadership from the KCC will attend meetings of the WCPC (mentor coalition).	KCC Leadership	September, 2016	

**Strategy 4.2:** Measure & report progress toward eligibility to ensure accomplishment of action items by goal dates.

Activity	Who is responsible?	By when?	Completion Date
Use action-plan checklist to monitor progress of 12-month mentoring plan	WCPC Coordinator	October 2016	

Create a progress report on the 12-month action plan to be presented to Key Leader Board, Kanab City Council, and County Commissioners	WCPC Leadership (Mentor Coalition) KCC Leadership (Mentee Coalition)	June 2017	
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