

**12-MONTH STRATEGIC ACTION PLAN**

**Purpose:** Work on Capacity Building to become eligible to apply for DFC (and other) funding.

**Goal 1: Strengthen the coalition’s organizational structure.**

**Objective 1:** *By September 29, 2017 build capacity by increasing Iron County Prevention Coalition membership and involvement of key agencies and individuals in by recruiting 6 new members to support the 12 sectors and to participate in monthly meetings as supported by the annual coalition member survey and increases of total meeting attendance from past meeting minutes.*

**Strategy 1.1:** Identify any coalition membership gaps and recruit non active local agencies, organizations and leaders to partner with the Iron County Prevention Coalition to enhance representation and provide support to all 12 sectors.

<b>Activity</b>	<b>Who is responsible?</b>	<b>By when?</b>
Recruit a Key Leader board religious leader to represent the non-dominant religious demographic	Coalition Involvement Workgroup	November 1, 2016
Recruit a Community board religious representative of a non-dominant religious demographic	Coalition Involvement Workgroup	January 1, 2017
Recruit a Key Leader from the local Paiute Indian Tribe of Utah	Coalition Involvement Workgroup	March 1, 2017
Recruit a Community board representative of Law Enforcement (County & City)	Coalition Involvement Workgroup	May 1, 2107
Recruit a Community Board representative of School Resource Officers	Coalition Involvement Workgroup	July 1, 2017
Recruit someone to represent the Latino population	Coalition Involvement Workgroup	September 1, 2017

**Strategy 1.2:** Strengthen the process by which new members join the coalition to enhance the coalition’s ability to complete our action plan and to better provide support to our community as a prevention resource.

<b>Activity</b>	<b>Who is responsible?</b>	<b>By when?</b>
Create a new member packet to educate new members on the history of the coalition, as well as goals, objectives and strategies of the coalition.	Program Director, Coalition Involvement Workgroup	December 30, 2016

Assign new members a mentor to facilitate their integration into the coalition and answer questions.	Program Director, Coalition Involvement Workgroup	September 30, 2017
Get new members involved in a coalition activity or decision, and assigned to a committee within two months of joining the coalition.	Program Director, Coalition Involvement Workgroup	September 30, 2017

**Objective 2:** *By September 29, 2017 increase youth membership and participation in the Coalition by 6 as evidenced by the coalition member survey and pre & post-test training.*

**Strategy 2.1** Increase Youth Involvement in the Iron County Prevention Coalition – YOUTH to provide support and collaboration of coalition activities as outlined in the action plan, and create opportunities to enhance skills of the youth by workshops and trainings.

Activity	Who is responsible?	By when?
Meet with the counselors at our local secondary schools to obtain their buy-in and support of the youth coalition	Youth Involvement Workgroup	October 1, 2016
Meet with the administration at our local secondary schools to obtain their buy-in and support of the youth coalition	Youth Involvement Workgroup	November 1, 2016
Work with the secondary school counselors to hold a recruitment activity for new youth	Program Director, Youth Involvement Workgroup, Youth Coalition	December 1, 2016
Hold monthly planning meetings for the youth coalition to teach them the Strategic Prevention Framework and enhance their skills to assess their community, and create data-driven strategies based on identified risk and protective factors.	Program Director, Youth Involvement Workgroup, Youth Coalition	January 1, 2017
Conduct a yearly training for youth to build leadership skills, learn prevention science, and begin action planning	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	June 1, 2017

**Goal 2: Increase the coalition’s leadership and community readiness to address youth substance use problems in the Iron County.**

**Objective 1:** *By September 29, 2017, increase by 25% the prevention knowledge and skills of the coalition members and leaders to increase the overall prevention capacity of the coalition as supported by coalition member survey and pre & post-test of trainings.*

**Strategy 1.1:** Enhance the coalition’s internal capacity (including leadership, management, board structure, recruitment, resource attainment, and community readiness) in order to sustain active memberships and coalition outcomes, by providing workshops/trainings to build the skills of the key leader board.

Activity	Who is responsible?	By when?
Conduct key leader meetings/trainings quarterly, to update key leaders in the community on activities, progress of coalition, and to keep them invested, gain their continual support on coalition needs for the completion of activities.	Executive Committee, Panguitch Prevention Coalition, Southwest Prevention	November 2016 February 2017 May 2017 August 2017

**Strategy 1.2:** Enhance leadership skills, prevention planning skills, community readiness and prevention standards and current substance abuse trends by providing coalition members with opportunities to attend Local, State and National trainings.

Activity	Who is responsible?	By when?
Send one Mentee coalition member and one Mentor coalition member to the DFC New Grantee Meeting	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	December 2016
Send two Mentee coalition member to the CADCA National Leadership Forum	ICPC Leadership (Mentee Coalition)	February 2017
Send two Mentee coalition member and one Mentor coalition member to the National Coalition Academy	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	September 2017
Send four Mentee coalition members to the Prevention Track Training at the Utah Fall Substance Abuse Conference	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	September 2017

**Strategy 1.3:** Enhance Coalition Capacity through training and review of CADCA and National Coalition Academy Materials.

Activity	Who is responsible?	By when?
Review CADCA's Capacity Primer with coalition leadership and have them present it to the community board during a monthly meeting	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	March 1, 2017
Conduct a skills/resource assessment with all coalition members, including Key Leader Board.	ICPC Leadership, Board Maintenance Workgroup	February 1, 2017
Create a job description for each role on the coalition, and include it in the new member packet for newly joined members.	ICPC Leadership, Board Maintenance Workgroup	February 1, 2017
Finalize and approve Organizational Chart, By-Laws, Meeting Protocols, and MOU's through the Key Leader Board. Review them with the coalition	ICPC Leadership, Board Maintenance Workgroup PPC Leadership (Mentor Coalition)	August 1, 2017
Create an information flow list, assign communication tasks to specific coalition members and review with the coalition	ICPC Leadership, Board Maintenance Workgroup PPC Leadership (Mentor Coalition)	August 1, 2017
Create a Cultural Competency Team, made up of representatives from primary cultural demographics in the community, to develop a culturally appropriate outreach plan, and to review all publications and documents for cultural competency (taking into account, language, religion, socio-economics and other culture issues.) Use the Cultural Competency Primer published by CADCA.	ICPC Leadership, PPC Leadership (Mentor Coalition Cultural Competency Team)	April 1, 2017

**Strategy 1.4:** 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?
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 , Data Workgroup, Bach Harrison	August 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.	Executive Committee, Bach Harrison	August 2017

**Objective 2:** *Build Coalition Capacity and Readiness through effective and comprehensive Community Assessment*

**Strategy 2.1:** Assist the Iron County Prevention Coalition in conducting and compiling a Community Assessment that will prepare them for a readied Action Plan.

Activity	Who is responsible?	By when?
Define the boundaries of the community being assessed, and provide rationale for selecting these boundaries, (use CADCA Community Assessment Planning Documents).	ICPC (Mentee Coalition)	October 1, 2016
Create a document listing relevant geographic and demographic information to describe the community and the issues the community faces, (use CADCA Community Assessment Planning Documents).	ICPC (Mentee Coalition)	December 1, 2016
Create a community history document describing major events and forces that have affected the community, (use CADCA Community Assessment Planning Documents).	ICPC (Mentee Coalition)	February 1, 2017
Compile a needs assessment	ICPC (Mentee Coalition)	April 1, 2017

document identifying both qualitative and quantitative data that identifies community problems, and identifies and describes root causes and local conditions that contribute to the identified community problems, (use CADCA Community Assessment Planning Documents).		
Compile a resource assessment describing resources that are currently being used to address identified community problems, and resources that could be directed toward addressing identified problems, (use CADCA Community Assessment Planning Documents).	ICPC (Mentee Coalition)	June 1, 2017
Work with PPC (mentor coalition) to use the community assessment materials to being creating problem statements and constructing Logic Models that follow a line-logic leading to comprehensive strategies to address each local condition.	ICPC (Mentee Coalition) PPC (Mentor Coalition)	August 1, 2017

**Goal 3: Work through a strategic planning process that will result in a comprehensive 12-Month Action Plan.**

**Objective 3: ?????**

**Strategy 3.1:** Create consistent communication/collaboration between mentee and mentor coalitions.

<b>Activity</b>	<b>Who is responsible?</b>	<b>By when?</b>
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	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	September 1, 2017

Leadership from the PPC will attend three meetings of the ICPC	WCPC Leadership	September 1, 2017
Two times a year leadership from the ICPC will attend meetings of the PPC (mentor coalition).	ICPC Leadership	September 1, 2017

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

<b>Activity</b>	<b>Who is responsible?</b>	<b>By when?</b>
Create an action-plan checklist to monitor progress of 12-month mentoring plan	PPC Leadership (Mentor Coalition) ICPC Leadership (Mentee Coalition)	October 1, 2016
Create a progress report on the 12-month action plan to be presented to Key Leader Board, Cedar City Council, and County Commissioners	PPC Leadership	June 1, 2017