



Charlottesville/Albemarle Commission on Children & Families (CCF) **WORK GROUP MEMBERSHIP**

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CURRENT CCF WORK GROUPS

- Agency Budget Review Team
- Assets for Youth Work Group
- Comprehensive Services Act (CSA) Committee
- Stepping Stones Advisory Committee
- Family Violence Work Group
- Juvenile Justice Advisory Committee
- Outcome Measurement Work Group
- Partnership for Children
- Teen Pregnancy/Sexually Transmitted Disease Prevention Work Group
- Youth Service Work Group

About CCF

The Charlottesville/Albemarle Commission on Children and Families (CCF) serves as an information source, advisor to local governments, coordinator of services, and catalyst for improved conditions for children and their families.

Commission members have designated work groups to help plan for and coordinate improved and efficient services to children and their families.

Currently CCF has 10 work groups including over 200 individuals aimed at bringing about improvements in key areas of child and family well being.

What is the typical work group?

CCF work groups generally fall into three categories: (1) Work groups established for a time-limited period to make policy and planning recommendations to improve child and family well-being; (2) Work groups tasked with research and planning designed to identify needs and trends, and enhance the effectiveness and efficiency of local resources; and (3) Interagency work groups coordinating strategies and service delivery to enhance resources, increase impact and reduce duplication through collaborative action.

All work groups have facilitators and consistent membership. The majority of CCF work groups are staffed and administered by CCF, yet two work groups are housed in local

agencies outside of CCF and managed by a staff person at that agency.

Why be part of CCF?

CCF work groups are part of a broad strategy for a healthy community, and members' ideas are communicated and implemented on a community-wide level.

CCF promotes coordination among service providers, including presentations of recommendations to the Charlottesville City Council and the Albemarle County Board of Supervisors, civic groups, published reports, quarterly updates, list serves notices, and community planning efforts.

Work groups provide a forum for community members to work together toward the same goals, to share successes, strategies, and results.

Decision makers rely upon CCF as a source for comprehensive child and family planning in the community.

Improved access to decision makers; heightened policy impact

When work group members present a recommendation to the CCF, the report is discussed, approved and/or revised for policy or program recommendations to the local governments and to the community. As a result, work groups' recommendations can impact the provision of resources and program decisions and improve the lives of children and



What's the next step?

Proposals for CCF work group affiliation are discussed with the director, then brought to the Executive Committee for review and approved by the full Commission at a regularly scheduled monthly meeting.

Who do I call for more information?

Please call CCF at 434-872-4545 for more information. Visit the Commission's web site at www.ccfinfo.org for more details on current projects and activities.

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their families. Work group recommendations are derived from outcome data, roundtable discussions, reports, and documented observations. In addition, CCF members connect work groups to other agencies for collaboration, to policy makers and civic groups, as well as helping groups to leverage additional resources.

Access to capacity building/ expert technical assistance

CCF helps build the capacity of local organizations and departments to better serve residents and to coordinate community strategies— through grants research, technical assistance, and many other staff development and capacity building efforts. Work group members have access to technical assistance from CCF staff to help guide their efforts, including the development of work plans and policy documents, the provision of data on child and family needs, the facilitation of meetings, and training and guidance in outcome measurement. Staff has a library of best practices, model programs, and a sound knowledge of local needs and resources.

Expanded outreach and awareness

Work groups are highlighted on the CCF web site, can network through the CCF list serve and CCF special events, have their legislative issues included in the City and County legislative agendas, have access to CCF mailing lists and databases, are included in quarterly newsletters, and benefit from access to CCF resources promoting child and family well-being.

Access to reliable and accurate information

Work group members can access current data on child and family conditions, a listing of local youth services, research on grants and funding resources, and can contribute to and use CCF's library of information on local needs.

Alliance with a neutral and trusted source

CCF work groups provide a neutral table to plan, collaborate and direct community based efforts with a diverse group of stakeholders. CCF is a community resource, not a direct service provider. Alliance with CCF allows a coalition to maintain its independent structure and goals while taking advantage of the power of collective action.

Are there basic requirements for Work Groups?

CCF members have developed a framework for work groups to move forward on improving the well-being of children and families in a coordinated and effective manner. The guidelines emphasize the setting and achievement of measurable outcomes and a work group charge that is based on identified documented needs.

Work group members are encouraged to:

- have at least one CCF member participate in their group who can represent the work group's perspective at monthly CCF meetings;
- update CCF members on the status of the work plan and recommendations;
- make public the locations of all work group meetings, and invite interested citizens;
- contribute information to the monthly Director's Report & the CCF Quarterly Report;
- include the CCF logo on workgroup materials and publications;
- check in with CCF before making policy recommendations or endorsements using the CCF's name.

(See "Guidelines and Expectations for CCF Work Groups" at www.ccfinfo.org/NewPages/aboutworkgroups.html)