

**CHARLOTTESVILLE/ALBEMARLE COMMISSION  
ON CHILDREN AND FAMILIES  
MEETING MINUTES  
June 2, 2010  
ACOB-5<sup>TH</sup> STREET EXTENDED, ROOM B**

**MEMBERS PRESENT**

Leslie Beauregard, City of Charlottesville  
Colette Blount, City School Board  
Representative  
Jacki Bryant, Private Service Provider  
Representative  
Martha Carroll, 16<sup>th</sup> District Court Service Unit  
Ralph Chester, Albemarle Citizen  
Representative  
Bryan Elliott, Albemarle County  
Steve Koleszar, County School Board  
Representative  
Diane Kuknyo, Charlottesville Dept. of Social  
Services  
Winx Lawrence, University of Virginia  
Kathy Ralston, Albemarle Department of Social  
Services  
Cathy Train, United Way Representative  
Paul Wisman, Charlottesville Citizen  
Representative

**MEMBERS NOT PRESENT**

Rosa Atkins, Charlottesville City Schools  
Chelsea Henderson, County Youth  
Representative  
Robert Johnson, Chair, Region Ten Community  
Services  
Amy Laufer, Albemarle Citizen Representative  
Carolyn Lawlor, Albemarle Citizen  
Representative  
Tim Longo, Charlottesville Police Department  
Jan Martin, Albemarle Citizen Representative  
Sean McCord, Charlottesville Citizen  
Representative  
John Miller, Albemarle Police Department  
Pam Moran, Albemarle County Schools  
Pat Mullaney, Albemarle Department of Parks &  
Recreation  
Lilian Peake, Thomas Jefferson Health District  
Tanner Perkins, City Youth Representative  
Ruth Stone, Charlottesville Citizen  
Representative  
Maurice Walker, Charlottesville Citizen  
Representative

**CCF STAFF PRESENT**

Gretchen Ellis, Director  
Rory Carpenter, Prevention Team Leader  
Linda Rahman, Information-Outreach-Volunteer  
Coordinator

**OTHERS PRESENT**

None

**HANDOUTS (prior to meeting)**

Agenda for June 2, 2010 CCF meeting  
Draft of the April 7, 2010 CCF meeting minutes  
CCF Functions & Recommendations  
Nominating Committee Report  
Director's Report  
CSA Monthly Program Report  
Charlottesville CSA Summary Financial Report  
Albemarle CSA Summary Financial Report

**HANDOUTS (during meeting)**

**I. WELCOME AND INTRODUCTIONS**

L. Beauregard, Chaired, called the meeting to order at 5:35pm, welcomed Commissioners and introductions were made around the table.

**II. SPECIFICATION OF ITEMS TO BE ADDED AND ADOPTION OF AGENDA**

Chair postponed as a Quorum was not present.

**III. COMMENTS FROM THE PUBLIC**

No comments from the public.

**IV. RECOGNITION – CHELSEA HENDERSON**

Chair postponed as C. Henderson was not in attendance.

**V. REMINDER ON DECLARATION ON CONFLICTS OF INTERESTS**

G. Ellis reminded Commissioners on the rules regarding voting on items that could present a conflict of interest.

**VI. COMMISSIONER ISSUES**

No comments from the Commissioners.

**VII. MINUTES FROM THE CCF MEETING FOR APRIL 7, 2010**

Chair moved to postpone till next meeting as a Quorum was not present.

**VIII. STAY ACTIVE WEBSITE**

Chair moved to postpone as M. Walker was not present.

**IX. COMMISSION WORK PLAN**

Ongoing Function/Activity	Description	Staff responsible/	Commissioner Role
<b>Internal</b>			
Program Subcommittee	Determine service gaps for CSA youth and develop capacity	Director	CSA CCF agencies are represented
Human Services Strategic Prioritization (due to begin FY11) <i>Delay to FY12- recruit students</i>	3 phase project which includes Human Service Budget, identification of Human Service Priorities, and completion of strategic plan	Director UVA	At least 4 Commissioners to serve on Steering Committee
Agency Budget Review Team Prioritization Process	Develop a comprehensive strategy for prioritizing local	Director and work group; OA logistics	At least 2 Commissioners to serve on work group

Ongoing Function/Activity	Description	Staff responsible/	Commissioner Role
	government funding for human service agencies		
Agency Budget Review Team- <i>Postponed until FY13 cycle</i>	Review and evaluation funding applications	Director-manage OA- logistics	At least 2 Commissioners
Stepping Stones	Oversee collection of data and production of Stepping Stones	OA	At least 2 Commissioners needed
Community Needs Research Research partnerships with UVA	Conduct research to identify community needs	Director	Research Steering Committee with at least 2 Commissioners
Partnership for Children	Coordinate community strategies for children 0-6	Director Partnership Coordinator	At least 2 Commissioners on Partnership
Safe Schools/Healthy Students Core Management Team	Provide oversight for federal grant (participation required by funder)	Director	Commission agencies represented on Team
Youth Development Network	Coordination and information exchange among out-of-school service providers	Volunteer	At least 2 Commissioners on workgroup
After School and Summer Guides	Pamphlets describing available activities	OA	Provide information upon request
Grant writing	Complete proposals to build local capacity	Director	Participate upon request
Task Force on Racial Disparity and Disproportionality in Youth Services	Develop and implement strategies to address disparities in education, child welfare, health, mental health, juvenile justice	Director	At least 4 Commissioners on work group
Maintain website and listserv	Maintain CCF website and listserv	OA	
KidsWatch	Address needs of children exposed to domestic violence	Director	At least 2 Commissioners on work group
Guide to Youth Services	Web-based guide to services	Intern	
Volunteer/Intern Supervision	Supervise interns and volunteers	Director	
<b>External</b>			
Community Obesity Task Force	Develop and implement strategies	Director	At least one Commissioner on Task Force
Smart Beginnings	Coordinate early childhood strategies	Director	At least 2 Commissioners
Master's of Public Health Advisory Committee	Quarterly meetings regarding community needs	Director	

Eliminated Function/Activity	Description	Status
<b>Internal</b>		
CSA Committee;	Oversight of CSA Programs	Moved to CPMT
CSA Parent Participation	Improving parental involvement	Moved to CPMT
Juvenile Justice Advisory Committee	Coordination of juvenile justice	Moved to Community Attention (?)
Systems of Care Practice Model	Oversee implementation of SOC	Moved to CPMT
Youth Service Learning Work Group	Promote best practices	Work completed
Summer FUND	Scholarships for Albemarle youth	Moved to ACDSS
Teen Pregnancy and Substance Abuse Prevention	Develop comprehensive adolescent health strategy	Dissolved
<b>External</b>		
Improve Pregnancy Outcomes	Promote healthy pregnancy	Commissioner L. Peake to report to CCF
Runaway Shelter Advisory	Runaway services planning	Resign
Mental Health Re-entry	Adult mental health promotion	Committee in place in adult MH arena

G.Ellis first reviewed what functions/activities would be eliminated. G. Ellis secondly reviewed internal and external functions/activities. She stated that she would be asking for Commissioners to serve on the many committees. She stated that she will be sending out an email on which committees Commissioners would be better serving on and for Commissioners to let her know which Committees they would prefer to serve on.

Chair postponed further discussion and approval as a quorum had not been reached.

**X. ELECTION OF EXECUTIVE COMMITTEE**

Chair postponed election as a Quorum had not been reached. The present Executive Committee stays seated till a new Executive Committee is elected.

**XI. DIRECTOR'S REPORT**

G. Ellis stated that she wanted to make Commissioners aware of the changes in CSA. The CSA administration will transfer to the Departments of Social Services beginning July 1<sup>st</sup>, 2010. Staff is working with CSA partners for a smooth transition. G. Ellis wanted to acknowledge how professional CCF CSA staff has been during this transition. K. Ralston stated she wanted to also acknowledge G. Ellis' professionalism with this transition.

G. Ellis reviewed the status of current and pending CCF grants.

The meeting adjourned at 6:30pm.

**THE NEXT MEETING OF THE COMMISSION WILL BE**

**September 1, 2010**  
**ACOB 5<sup>th</sup> Street – Meeting Room B**

**5:30pm-7:00pm**