

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
MINUTES
FEBRUARY 6, 2002**

MEMBERS PRESENT:

Martha Carroll, 16th District Court Services Unit
Dr. Kevin Castner, Albemarle County Schools
Robert Cox, Member-at-Large, Charlottesville
Department of Social Services

Dr. Susan McLeod, Thomas Jefferson Health District
Richard Merriwether, Chair, Charlottesville Citizen
Representative
Aurora Nichols, Charlottesville Youth Representative
Linda Peacock, City of Charlottesville
Jim Peterson, Member-at-Large, Region Ten
Community Services Board
Debby Pomerantz, Charlottesville Citizen
Representative
Kathy Ralston, Albemarle Department of Social
Services
Sterling Robinson, Albemarle Citizen Representative
Ruth Stone, Vice Chair, Private Provider
Cathy Train, United Way-Thomas Jefferson Area
Roxanne White, Albemarle County
Ashley Young, Albemarle Youth Representative

MEMBERS NOT PRESENT:

Dr. Michael Dickens, Charlottesville Citizen
Representative
Mark Kindler, Albemarle Citizen Representative
Larry Miller, Albemarle Citizen Representative
Marti Snell, University of Virginia
Dr. William Symons, Charlottesville City Schools
Roxanne White, Albemarle County

CCF STAFF PRESENT:

Saphira Baker, Director
Cindy Stratton, Administrative Secretary

OTHERS PRESENT:

Jacki Bryant, Partnership for Children

I. WELCOME

Richard Merriwether called the meeting to order at 5:04 p.m. and welcomed the Commissioners and all others present.

II. SPECIFICATION OF ITEM(S) TO BE ADDED AND ADOPTION OF THE AGENDA

Motion to adopt the agenda as presented was made by S. McLeod. D. Pomerantz seconded the motion.

- **THE COMMISSION ADOPTED THE AGENDA FOR THE MEETING AS PRESENTED.**

III. COMMENTS FROM THE PUBLIC

There were none.

HANDOUTS (PRIOR TO MEETING):

Agenda for February 6, 2001 Meeting
CCF Meeting Minutes for December 5, 2001
Director's Update
"Retain funding for our most needy children" paper
CCF FY03 City/County Funding Application
CSA Committee Report

HANDOUTS (DURING MEETING):

Sample Presentation Notes of 2001 Key Message
CART and CSA Committee Reports
CSA Financial Reports for November &
December 2001
Community Relations Advisory Workgroup
Meeting Minutes
Partnership for Children Report
Response letter to request from the Parent Center

FOLLOW-UP ACTION(S) NEEDED:

IV. MINUTES FROM THE MEETING.

B. Cox motioned to approve the minutes from the December 5, 2001 meeting. S. McLeod seconded the motion.

- **THE COMMISSION ADOPTED THE MINUTES OF THE MEETING WITH NO CHANGES OR ADDITIONS.**

V. PARTNERSHIP FOR CHILDREN – JACKI BRYANT

Jacki Bryant gave the Commissioners an update on the Partnership for Children, supported by a synoptic handout of its workgroups' activities (content of handout below).

★ Child Care Workgroup:

- Has developed a proposal for a "Seal of Quality Child Care." Seeking funding opportunities to support a pilot of the program.
- Conducting focus groups with child care center providers and family day home providers to obtain feedback about the Seal proposal.
- Exploring ideas for increasing business involvement, coordinating training opportunities, and developing incentives for providers to participate.

Notes: Ms. Bryant stated that the Under Five Study is also involved with the activities of this workgroup.

★ Early Literacy Workgroup:

- The second round of Literacy Kits will be distributed through the preschool programs this month. We continue to train staff who give the kits on effective and appropriate use of the kits.
- We have held follow-up meetings with the home visitors who provided the first round of kits to families. Feedback was very positive and suggested changes will be incorporated into the next distribution.
- A training with Dave Waters, Ph.D., was held this fall on "Working with Families with Mental Health Issues." We are planning a second part to the training this spring.

Notes: There was discussion around the need to have additional culturally sensitive materials in the kits (e.g. Hispanic); and it was noted that home visitors are transporting some families to the libraries.

★ Home-Visiting Collaborative:

- Submitted funding applications to city/county and United Way.
- Will be hosting a meeting of all home visiting programs in this area to increase collaboration and plan for future services.

★ Public Awareness Workgroup:

- Developing submissions that can be placed into community newsletters and bulletins to inform the community about the Partnership and its efforts as well as provide developmental information.
- Attempted to plan a kick-off event for the Partnership but were unable to secure a speaker for the event so it has been postponed.

★ Parent Education Workgroup:

- The first Grow Along With Me Guide, a catalog of family education and support programs, was mailed to 37,500 households at the end of January. Additional copies are being distributed through local community agencies.
- Submitted a funding application to city/county and United Way based on the proposed continuum of classes recommended by the work group.

★ Membership:

- Have received applications for two agencies to become Community Supporters: the Parent Center and the Blue Ridge Infant/Toddler Council. The Partners Group will consider their applications at their next meeting.

★ Strategic Planning:

- Developing a blueprint of activities that would be available in the community if the Partnership's efforts are successful. This document will hopefully serve as a tool for pursuing grant opportunities.

Notes: Ms. Bryant noted that this workgroup is looking at larger grant options that would support what an "at scale Partnership would look like".

Ms. Bryant gave information about the Partners/Advisory Board retreat held in November and stated that they have chosen child care as their priority issue for this year. There was some discussion of the content, distribution and effectiveness of the literacy kits and the need to track their usage.

K. Castner stated that Albemarle Schools did not support the stance the Partnership had taken on the Jefferson Preschool issue. He requested that in the future a disclaimer be issued to that effect.

VI. AGENCY BUDGET REVIEW - ROXANNE WHITE

In the absence of R. White, S. Baker gave the group an overview of the process of the Review Team's activities and next steps. She noted that many hours of hard work had been put in by the members and thanked them for their commitment to the process. She noted that the commission would receive a full report at the next meeting. The members of the Budget Review Team who were present were given a monogrammed tote bag with the Commission logo as a thank you gift.

VII. UPDATES FROM WORK GROUPS

D. Pomerantz handed out the minutes from the Community Relations Advisory Workgroup meeting held on February 1, 2002. The activities of the workgroup were as follows:

➤ **Review of Key Message(s) to the Community**

The group reviewed the CCF key message to the community. The impending budget cuts and lack of media attention regarding the impact they will have on children and families became the primary topic of choice, by consensus. Discussion ensued regarding the possibility of holding a press conference to raise the level of community awareness around this issue.

- Exploration of the potential of having or helping organize a Fall event
- Discuss the release and distribution of the new *Guide to Youth Services*
- Decide the future direction of the Workgroup

The group agreed that there is much work to do and suggested several names of potential new workgroup members. The next meeting of the workgroup will be scheduled at a later date.

S. McLeod asked whether it would be necessary to provide alternative methods of absorbing funding cuts as a response to the media at the press conference. Commission members shared their thoughts on the content of the press conference, potential responses from the community and the media and made suggestions regarding information to be provided.

VIII. CSA COMMITTEE – B. COX

B. Cox informed the members of the hiring of a new Coordinator, Jennifer Stone; the recently held Harmony training for Charlottesville staff; and, reviewed the CSA and CART Committee report handouts. Discussion ensued regarding the content of C.A.R.T. reports and the need to maintain confidentiality. S. Baker gave a brief summary of the legal advice that had been provided by the City Attorney's office. After additional discussion, S. McLeod motioned that copies of the reports be given to the CCF administrative secretary at the conclusion of the meeting. M. Carroll seconded the motion.

- **THE COMMISSION APPROVED THE MOTION.**

IX. KEY MESSAGES – distribution of sample packet – S. BAKER

In the absence of M. Kindler, S. Baker reported that the two presentations he has made utilizing the key message materials had been well received by the Stone Robinson PTA and his church. He had told her that several people wanted the website information and that few were aware of the CCF. It was noted that these experiences would give others information on what the challenges are in using the packets in the future. A Nichols asked whether teachers were aware of CCF and suggested that presentations be done at school staff meetings. S. McLeod and A. Young requested the presentation materials on diskettes. R. Stone asked if overhead transparencies of the materials were available. Staff agreed to look into this possibility. Due to the unavailability of a complete "packet" for distribution to members present, additional discussion on this item was tabled until such time as the packets were complete. S. Baker informed the group of the airing of the City's show "Talk of Charlottesville" which would spotlight the CCF and several local agencies. The show will air Thursday, February 7th at 7:00 p.m. on the local cable channel.

X. GENERAL ASSEMBLY – K. RALSTON

S. Baker provided those present with an overview of legislative activities and their impact locally. She presented a one page document – "Retain funding for our most needy children" which the Executive Committee and she developed. She shared with the group the content of her visits with state legislators and their concerns at not hearing from the general public. She gave information regarding a press conference to be held on Tuesday, February 11th at 12:30 at Tonsler Park (originally Friday, February 8, had been discussed) and encouraged all who could to attend.

XI. OTHER BUSINESS – Parent Center request for letter of support

The letter of response from CCF to the request from the Parent Center was distributed and discussed by members. R. Merriwether reviewed the policy of the CCF in this regard and noted that the Executive Committee had discussed it. Motion to send the response letter was made by M. Carroll. R. Stone seconded the motion.

- **THE COMMISSION APPROVED THE MOTION.**

XII. DIRECTOR'S UPDATE – S. BAKER

S. Baker noted that a benefit of the recently-held legislative forum was the prior acquaintance with the legislators she had visited regarding the proposed budget cuts.

She also noted that staff was in the process of obtaining printing quotes for the new *Guide to Youth Services*.

She informed the members of the upcoming change in the name of the CCF website name and server.

XIII. MEMBERS' COMMENTS

R. Merriwether asked for members' comments. There were none.

XIV. ADJOURNMENT

R. Merriwether asked for a motion to adjourn. B. Cox made the motion to adjourn. R. Stone seconded the motion.

- **THE COMMISSION APPROVED THE MOTION TO ADJOURN.**

The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,
Cynthia Stratton
CCF Administrative Secretary