

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
MEETING MINUTES
DECEMBER 5, 2001**

MEMBERS PRESENT:

Martha Carroll, 16th District Court Services Unit
Robert Cox, Member-at-Large, Charlottesville
Department of Social Services
Dr. Susan McLeod, Thomas Jefferson Health District
Mark Kindler, Albemarle Citizen Representative
Richard Merriwether, Chair, Charlottesville Citizen
Representative
Larry Miller, Albemarle Citizen 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
Marti Snell, University of Virginia
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. Kevin Castner, Albemarle County Schools
Dr. Michael Dickens, Charlottesville Citizen
Representative
Aurora Nichols, Charlottesville Youth Representative
Sterling Robinson, Albemarle Citizen Representative
Dr. William Symons, Charlottesville City Schools

CCF STAFF PRESENT:

Saphira Baker, Director
Rory Carpenter, Juvenile Justice Coordinator
Cindy Stratton, Administrative Secretary

OTHERS PRESENT:

Dave Chapman, Charlottesville Commonwealth's
Attorney
Jack Gallagher, Director, Community Attention
Bret Harris, Innovative Management Concepts, Inc.
Lisa Kelly, Deputy City Attorney
Paul Sherland, Innovative Management Concepts, Inc.

I. WELCOME

Richard Merriwether called the meeting to order at 5:00 p.m. and welcomed the Commissioners and all others in attendance.

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

HANDOUTS (PRIOR TO MEETING):

Agenda for December 5, 2001 Meeting
CCF Meeting Minutes for November 7, 2001
Draft of CCF Workgroup Guidelines
Sample Presentation Using 2001 Key Message
CCF Member Roles for Message Sharing
Revised Retreat 2001 Notes
Description of Information Sharing Website
Director's Update

HANDOUTS (DURING MEETING):

Virginia Freedom of Information Act
-Effective 10/01/01
CCF Annual Budget Program Context - Draft

FOLLOW-UP ACTION(S) NEEDED

FOR NEXT MEETING:

Motion to adopt the agenda as presented was made by B. Cox. M. Carroll seconded the motion.

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

III. COMMENTS FROM THE PUBLIC

There were none.

IV. MINUTES FROM NOVEMBER 7, 2001

The minutes from November 7, 2001 were adopted with no changes or additions. J. Peterson moved to adopt the minutes. S. McLeod seconded the motion.

➤ **THE COMMISSION ADOPTED THE MINUTES OF THE NOVEMBER 7, 2001 MEETING WITH NO CHANGES OR ADDITIONS.**

V. WEB-BASED RELEASE OF INFORMATION DEMONSTRATION

R. Carpenter, Juvenile Justice Coordinator introduced the presenters from Innovative Management Concepts and gave a brief history of the JJAC project and its intent to improve services. He noted that, after the completion of some additional steps, he was hopeful that the project would be up and running.

Bret Harris and Paul Sherland began the presentation of the Information Sharing Project by stating that it was designed to be simple and secure. They responded to questions from Commissioners regarding who was the process going to work for and what information would be shared. Lisa Kelly described how the form was developed and what kind of information would/could be shared by participating agencies. S. Baker and R. Carpenter explained that this was a pilot project in the state and noted the involvement of the Juvenile Justice representative in the Attorney General's office. There was discussion and explanation of future protocol development and training. The final version of the site is slated for December 21, 2001. S. McLeod asked what were the next steps in the process. R. Carpenter stated that they would begin getting agencies to begin training in January, sign agreements to participate in the process and begin using it. L. Peacock asked whether there had been any discussion with regard to other types of information that might be shared between agencies in this process. R. Carpenter noted that this was an initial step and that small steps would continue to be taken until the program had tested out. S. Baker noted that it would now be necessary to get 5 or 6 agencies to sign on initially and then it would be feasible to look at future options for sharing information. Jack Gallagher shared his support of the concept with group, noting the time saving capabilities.

VI. MEMBERSHIP GUIDELINES FOR WORK GROUPS – S. BAKER

S. Baker reviewed with those present the reason for reviewing the guidelines. There was discussion among members regarding the validity and depth of relationship(s) of workgroups to CCF. The language of the last sentence of the Sharing Recommendations section of the guidelines document were discussed noting that the present content would suffice. R. White noted that it is important that the Commission have members or staff keep them updated on work group activities in order insure that Commissioners are fully aware of issues that might arise. S. Baker noted that work group members provide strength and diversity to the CCF. S. McLeod moved to adopt the guidelines. B. Cox seconded the motion. After discussion, L. Peacock offered a friendly amendment to the motion to add a sentence to the document stating that the group would work together to reach consensus.

➤ **THE COMMISSION ADOPTED THE MEMBERSHIP GUIDELINES AS AMENDED. AYES, ALL. NOES, NONE.**

VII. STATUS OF STATE REPORT ON DENTAL CARE – K. RALSTON

K. Ralston shared the content of two studies that have been completed in 1999 and 2000 sessions of the General Assembly with regard to the availability and accessibility of dental care. She outlined the content of each House Document (House Document # 86 and House Document #44). She noted that if the studies had been known about, it would not have been necessary to have to include in the legislative packet. She also noted that perhaps there needed to be more research and background checking prior to developing the legislative agenda.

CCF “KEY MESSAGES” – NEXT STEPS – R. STONE

R. Stone reviewed the documents Commissioners had received prior to the meeting regarding the sample presentation content, what individual members had previously agreed to do to get the CCF message out into the community and the tallied “key messages” from the October CCF retreat. She suggested that there be some brainstorming in order to come up with a 2 page outline for presentations and how to respond to audiences. S. Baker suggested that we focus on how do we respond. L. Peacock stated that we know that prevention works but that statistics were needed to back up the statement. C. Train stated that statistics used in presentations should be put in the context of the state, region or locality. R. White noted that there needed to be a lot of background work done in order to talk to groups. Discussion ensued regarding the development of a “Children & Families” budget. It was duly noted that it was decided 2 years ago that this process would require a great amount of work and it was previously decided not to pursue this activity. B. Cox stated that not having the information does not mean that “we” should not talk about the need for prevention and prevention programs. R. White asked what is a prevention program and stated that people need to understand why we do what we do and that the message needed to be something simple to share. M. Snell stated that the individual member’s commitment sheet was helpful and served as a reminder. She also suggested not using acronyms in presentations. L. Miller suggested doing sample presentations and requesting feedback from the audiences. He additionally related an anecdotal incidence with his Rotary club and that membership’s response. S. Baker noted that she has given a few presentations and that the audiences were interested in solutions to issues raised. She asked commissioners whether they wanted more information or whether they would be willing to go out with what we have. M. Kindler suggested that we go with what we have and that the questions that would be received from those presentations would determine what else we needed to research. S. McLeod said she felt that prevention was the key message and that she would like to see the what, why and how of prevention expanded upon. L. Peacock said she would like to see an outline of actions people could take included in the key message presentations. K. Ralston noted that what you could do with prevention programs needed to be more specific (i.e. listed out). L. Peacock suggested that there be a list of agencies and services. R. White suggested soliciting written and verbal support from individuals when issues arise. B. Cox suggested that people be encouraged to talk to their legislators.

VIII. DIRECTOR’S UPDATE – S. BAKER

S. Baker shared the success of the Legislative Forum held on December 4th. She noted that those in attendance (153) put issues “squarely in front” of the legislators. R. Stone commented that she thought it was good to have face to face contact/time with the legislators. B. Cox stated that he felt they needed a lot of education. S. McLeod asked whether we could connect with counterparts like CCF in the legislators other districts. S. Baker noted that all of the legislators publicly stated that they were in support of prevention. Commissioners thanked R. Stone, S. Baker and the other co-sponsors for their hard work and efforts.

R. Carpenter shared the recently funded grant for Strengthening Families of Region Ten. He outlined the purpose and content of the grant activities and the targeted recipients. S. Baker noted that others are utilizing a lot of CCF’s information for grant seeking purposes.

S. Baker reviewed the CCF Program Context information for FY 03 with commissioners and informed them that the budget was in progress and would be available at a later date, noting the request for an increase in the number of hours for the CSA Coordinator position and the financial support received from B. Cox.

IX. MEMBERS’ COMMENTS

R. Merriwether asked for members’ comments and none were received.

X. ADJOURNMENT

R. Merriwether asked for a motion to adjourn. M. Carroll moved to adjourn. S. McLeod seconded the motion.

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

The meeting adjourned at 6:40 p.m.

Respectfully Submitted,
Cynthia J. Stratton
CCF Administrative Secretary