

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES  
MINUTES  
AUGUST 7, 2002  
ROOM 235 ALBEMARLE COUNTY OFFICE BUILDING**

**MEMBERS PRESENT:**

Robert Cox, Charlottesville Department of Social Services  
Dr. Michael Dickens, Charlottesville Citizen Representative  
Holly Hatcher, Charlottesville Citizen Representative  
Ron Hutchinson, Charlottesville City Schools  
Mark Kindler, Albemarle Citizen Representative  
Jim Peterson, Region Ten Community Services Board  
Debbie Pomerantz, Charlottesville Citizen Representative  
Kathy Ralston, Vice-Chair, Albemarle Department of Social Services  
Sterling Robinson, Albemarle Citizen Representative  
Andrew Roland, Charlottesville Youth Representative  
Cathy Train, United Way-Thomas Jefferson Area  
Roxanne White, Albemarle County

**MEMBERS NOT PRESENT:**

Martha Carroll, 16<sup>th</sup> District Court Services Unit  
Dr. Kevin Castner, Albemarle County Schools  
Dr. Susan McLeod, Thomas Jefferson Health District  
Larry Miller, Albemarle Citizen Representative  
Linda Peacock, City of Charlottesville  
Marti Snell, University of Virginia  
Ruth Stone, Chair, Private Provider  
Ashley Young, Albemarle Youth Representative

**CCF STAFF PRESENT:**

Saphira Baker, Director  
Gretchen Ellis, Planner/Analyst  
Cindy Stratton, Administrative Secretary

**OTHERS PRESENT:**

None

**HANDOUTS (PRIOR TO MEETING):**

Agenda for August 7, 2002 Meeting  
CCF Meeting Minutes for July 2002  
CART Confidential Report  
CSA Committee Report  
Director's Update  
Notes from CCF Staff Retreat

**HANDOUTS (DURING MEETING):**

CCF Member Position Description – Draft  
CSA Financial Reports for Charlottesville and Albemarle  
2002 Stepping Stones - Copy

**FOLLOW-UP ACTION (S) NEEDED:**

Email Commissioners CSA Review Report and Response  
Email Revised CCF Member Position Description

**I. WELCOME**

Kathy Ralston, Vice-Chair, called the meeting to order at 5:04 p.m. and welcomed new Commissioners, Holly Hatcher- Charlottesville Citizen Representative, Ron Hutchinson-Interim Superintendent, Charlottesville City Schools and Andrew Roland-Charlottesville Youth Representative and all others present.

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

*K. Ralston called for specification of items to be added to the agenda or changes. There were none. Motion to approve the agenda as presented was made by J. Peterson and seconded by B. Cox.*

- **THE COMMISSION APPROVED THE MOTION UNANIMOUSLY.**

### III. COMMENTS FROM THE PUBLIC

There were none.

### IV. MINUTES FROM THE JULY 3, 2002 MEETING

*K. Ralston called for the approval and adoption of the July 3, 2002 meeting minutes. B. Cox motioned for approval of the minutes. M. Kindler seconded the motion.*

- **THE COMMISSION APPROVED THE MOTION UNANIMOUSLY.**

### V. CSA COMMITTEE REPORT – B. COX

B. Cox distributed and reviewed the financial reports from CSA Committee, noting that they are presently processing end of the year invoices and would be paying bills through the end of August and beginning of September. He stated that Charlottesville was right at budget and that Albemarle would be making a supplemental budget request. He stated that the two localities each spent approximately 6 million dollars for the year and served approximately 600 children. There was discussion of encumbered and non-mandated fund expenditures. B. Cox explained that because encumbrances were done for a 3-month time frame they would probably not ever use all non-mandated funds, but that if mandated funds were depleted, those funds would be used to cover the balance needed. B. Cox noted that courts were not using CSA monies but conjectured that due to JCCA budget cut of 51% future cost would shift to CSA. B. Cox reviewed the CSA Committee meeting minutes. R. White asked about the State review teams report regarding FAPT cases below the threshold. B. Cox explained the 2-team process of review used locally and noted that the review report findings were based on some erroneous assumptions. He stated that clarifications had been made in the response to the report, but that the review team had not yet replied to the CCF response. C. Train asked how the local share formula was calculated. R. White and B. Cox responded that the formula was based on poverty rates, ability to pay and several additional factors. The committee is continuing its work on a revised financial reporting format and policies and procedures and is hoping to have a draft to the Commissioners in a couple of months. K. Ralston requested B. Cox to explain CART responsibilities and its membership composition for the new members. J. Peterson explained the SLAT committee at the state level for the new members and noted that a state CSA representative had informed him that the review team found the Charlottesville/Albemarle review process extraordinarily helpful. B. Cox noted that the review had been more positive than originally they had thought it would be. J. Peterson commented that the process had initially been intended to be narrow in focus and had turned out to be very broad. Commissioners will be sent via email or USPS copies of the review report and the CCF response.

### VI. 2002 STEPPING STONES – M. DICKENS, G. ELLIS

G. Ellis distributed copies of *Stepping Stones*, noting that final, color copies would be distributed when they arrived from the printer in Kansas. She also distributed copies of the Introduction of the publication. M. Dickens gave an overview of the new release of *Stepping Stones*, highlighting some of the findings in the thirteen categories of the publication, noting that there were some findings that should be looked at carefully by both of the localities. He stated that the appeal of some of the census data might require amending some of the information and that changes would be made if necessary. He encouraged members to read the Introduction that was distributed. He expressed his gratitude to the all who had contributed to the development of the publication. R. White asked whether there is data on early intervention programs that could be linked with the data presented in *Stepping Stones*. M. Dickens responded that obtaining reliable data was a problem. S. Baker commented that many of the early intervention programs do not have sophisticated recordkeeping systems to be able to gather reliable data. K. Ralston suggested that possibly some technical assistance grants be written by programs to be able to gather data. There was discussion about the number of children in private versus public schools. R. Hutchinson reported that for the first time the City Schools will be obtaining information about who is attending private schools, in order to do an in depth analysis. H. Hatcher asked about the process once the information has been presented to the City Council and Board of Supervisors. Commissioners shared their experiences from last year's presentations. R. White stated that the presentation to the Board of Supervisors would be the first Wednesday, October 2<sup>nd</sup>. Albemarle Commissioners were encouraged to attend. The time of the meeting will be sent to all Commissioners.

### VII. DIRECTOR'S UPDATE – S. BAKER

S. Baker presented a draft copy of the *CCF Member Position Description* for review, noting that it did not yet include the CPMT responsibilities, but that these would be added. She stated that much of the description had been taken from CCF bylaws and member expectations documents. She requested Commissioners to review for accuracy and helpfulness, and to submit comments to the Executive Committee or herself for discussion at the

September meeting. She asked for volunteers who would like to be involved in the CCF initiative to examine the engagement of youth in productive activities. She explained that the initiative came about as a result of recommendations from the Juvenile Justice Advisory Committee and that the Executive Committee and staff wanted to get a small group together to examine the issue before developing a CCF work group. M. Dickens and H. Hatcher volunteered to participate in the initial discussion group. She gave the dates for the National Issues Forum-November 2, 2002-and the training dates for Recorders and Observers. Anyone interested was requested to let her know as soon as possible. K. Ralston encouraged Commissioners to attend the Forum on November 2<sup>nd</sup>, noting that this would be a very good opportunity to work with the community on children's issues. S. Baker gave the date of the CCF Legislative Forum-December 10<sup>th</sup>, from 3:00 – 5:30 p.m. at the U VA Law School. S. Baker reviewed the notes from the CCF staff retreat held on July 2, 2002, noting that the information could be used as background for the upcoming Commission retreat on September 25<sup>th</sup>. She stated that some of the items found in the notes were already being addressed and cited the upcoming focus group and Continuous Feedback System plans at Charlottesville High School. R. White asked J. Peterson about the status of the Youth Council at Region Ten and whether they were coordinating with CCF. He responded that the efforts are smaller than last year because 2 of the 3 Coordinators were gone. R. White noted that were viable, the Council should be working with CCF. S. Baker noted that some of the note items from the staff retreat were actually extensions of the key message comments from the CCF retreat last year.

**VIII. MEMBERS' COMMENTS/KEY MESSAGE UPDATES – K. RALSTON**

*K. Ralston called for key message updates and members comments. There were none.*

**IX. ADJOURNMENT**

*K. Ralston called for motion to adjourn. K. Train motioned to adjourn, B. Cox seconded the motion.*

- **THE COMMISSION APPROVED THE MOTION UNANIMOUSLY.**

The meeting was adjourned at 6:07 p.m.

Respectfully Submitted,  
Cynthia Stratton,  
CCF Administrative Secretary

***THE NEXT MEETING OF THE COMMISSION WILL BE SEPTEMBER 4, 2002.***