

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES  
MEETING MINUTES  
DECEMBER 3<sup>RD</sup>, 2003  
ALBEMARLE COUNTY OFFICE BUILDING, ROOM 235**

**MEMBERS PRESENT**

Martha Carroll, 16<sup>th</sup> District Court Service Unit  
Dr. Kevin Castner, Albemarle County Schools  
Shirley Copeland, Albemarle Citizen Representative  
Robert Cox, Charlottesville Dept. of Social Services  
Madison Cummings, Albemarle Citizen Representative  
Dr. Michael Dickens, Charlottesville Citizen Representative  
Leslie Harris-Scott, Charlottesville Citizen Representative  
Mark Kindler, Albemarle Citizen Representative  
Dr. Susan McLeod, Thomas Jefferson Health District  
Linda Peacock, City of Charlottesville  
Jim Peterson, Region Ten Community Services Board  
Jessica Rafter, Charlottesville Youth Representative  
Kathy Ralston, Chair, Albemarle Department of Social Services  
Cathy Train, United Way-Thomas Jefferson Area  
Danielle Wilcox, Charlottesville Citizen Representative

**MEMBERS NOT PRESENT**

Ron Hutchinson, Charlottesville City Schools  
Winx Lawrence, University of Virginia  
Sade Ridley, Albemarle Youth Representative  
Sterling Robinson, Albemarle Citizen Representative  
Noah Schwartz, Monticello Area Community Action Agency  
Roxanne White, Albemarle County

**CCF STAFF PRESENT**

Saphira Baker, Director  
Gretchen Ellis, Planner  
Cindy Stratton, CSA Coordinator  
Linda Rahman, Program Assistant

**OTHERS PRESENT**

Cheryl Halcron, International Rescue Committee  
Paul McWhinney, Albemarle County Department of Social Services  
Diantha McKeel, Albemarle County School Board Chairman

**HANDOUTS (prior to meeting)**

Agenda for December 3, 2003 CCF meeting  
November 5, 2003 CCF meeting minutes  
Director's Report  
CSA Cost Containment Report  
Comprehensive Services Act (CSA) Monthly Meeting Minutes  
CART Report  
Charlottesville CSA Summary Financial Report for October 2003  
Albemarle CSA Summary Financial Report for October 2003

**HANDOUTS (during meeting)**

The 3<sup>rd</sup> Annual Legislative Forum flyers

**I. WELCOME AND INTRODUCTIONS**

K. Ralston, Chair, called the meeting to order at 5:05pm and welcomed Commissioners and Paul McWhinney, Diantha McKeel and Cheryl Halcron. She noted that Mr. McWhinney was presenting on the CSA Cost Containment Sub-Committee Report. Ms. Halcron is with the International Rescue Committee.

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

- ◆ **THE COMMISSION ADOPTED THE AGENDA FOR THE MEETING WITH NO ADDITIONS OR CHANGES.**

**III. COMMENTS FROM PUBLIC**

Ms. Halcron stated she is new to Charlottesville and came to this evening's CCF meeting to watch and learn more about CCF.

**IV. MINUTES FROM THE CCF MEETING FOR NOVEMBER 5<sup>TH</sup>, 2003**

K. Ralston asked S. Baker to begin with the Director's Report until sufficient CCF members arrived to establish a quorum.

S. Baker reported that she had two updates from the CCF extended meeting in October and the implementation of members' adopted priority action steps. On addressing substance abuse, a presentation to the Prevention Coalition had positive results. The Coalition members reported an interest in increasing the availability of a wide range of affordable options to address abuse of drugs, alcohol, and tobacco. They have developed a work plan and believe the Commission's request fits in with their intended approach. The details are in the process of being worked out. On adopting a local Earned Income Tax Credit (EITC) campaign, Leadership Charlottesville members have decided not to implement a campaign to increase the use of the EITC. She noted that CCF would need to continue to look for an organization to take this project on; currently the local Kiwanis is also considering the initiative. It was suggested that the Charlottesville Rotary might consider this campaign. C. Train said that she would meet with S. Baker to discuss this option.

S. Baker commented how impressed she was with Dr. M. Dickens' presentation to the Albemarle County Medical Society and reported that three doctors who were in attendance have volunteered to work with the Family Violence workgroup. S. Baker also announced that the new CCF Commission member is Timothy Heaphy. He is an Assistant U.S. Attorney for the Western District of Virginia and a parent of young children.

A motion to approve the minutes was made by M. Cummings and seconded by M. Kindler.

- ◆ **THE COMMISSION APPROVED THE MINUTES OF THE NOVEMBER 5, 2003 CCF MEETING WITH NO CHANGES OR ADDITIONS.**

**V. COMPREHENSIVE SERVICES ACT COST CONTAINMENT SUB-COMMITTEE REPORT**

P. McWhinney described how in February 2003 the Commission and its CSA Committee established the Comprehensive Services Act Cost Containment Subcommittee to study the reasons for cost growth and recommend ways to improve cost control. Mr. McWhinney chaired the subcommittee, which met 12 times between March and November 2003. The members formed subgroups that conducted data analyses on costs, cases, and services, researched legal issues and best practices, examined how CSA is administered in localities with better cost experiences, and studied our local structure and processes to assess potential improvements. This report is an accumulation of the committee's research and their recommendations. P. McWhinney commended the committee for their hard work.

The structure of the report is as follows:

- Executive Summary, pages 2-4
- Background, pages 5-9
- Research Methodology, pages 10-11
- Findings and Recommendations, pages 12-32
- The bulk of the report are found in pages 12-29

The Comprehensive Services Act Cost Containment Subcommittee's recommendations are grouped in four categories:

1. Establish a full-time Utilization Management (UM) Coordinator position.
2. Provide funds to increase prevention services.
3. Support the CSA Committee in developing a local program or system for comprehensive and secure multidisciplinary assessment of any child who requires it.
4. Establish a single Family Assessment and Planning Team model.

The CCF Commission members discussed our current Family Assessment and Planning Team structure (four teams, approximately 40 people in total, that meet once every month – a different team each Friday). P. McWhinney reported it was found from best practices that one professional Family Assessment and Planning Team had a more holistic view of families, services and vendors. Cases were managed better due to a “norm” being set that may not be carried out with four different Family Assessment and Planning Teams. In addition, the expertise is better with one Family Assessment and Planning Team who knows the process, knows the vendors, and can develop a culture.

The CSA Cost Containment Subcommittee asked the CCF Commission members approval to forward the Cost Containment Report to the Charlottesville City Council and Albemarle County Executive Committee Board. The subcommittee would have a foundation for future action with approval by these bodies of government.

Dr. McLeod asked why it was necessary to go to the Albemarle Board of Supervisors and Charlottesville City Council, and suggested that the CCF should be able to go ahead and implement the recommendations given our legal authority. B. Cox stated CCF should present to the Albemarle Board of Supervisors/Charlottesville City Council so they can see the big picture and get their support. The Board and Council have stated they are very interested in this project and need to know that we are planning to use existing funds. L. Peacock suggested we may need more funds in the future and we should put an estimate together of what it would cost and have it go through the budget process. D. Wilcox asked if we knew how much we would contain costs by using these recommendations. B. Cox answered that was impossible to figure out. The Subcommittee found other localities were experiencing a reduction in costs with these types of recommendations. However, costs fluctuate due to how many children you receive and what services they need. We cannot track a trend. K. Ralston asked if the Utilization Management

Coordinator would participate in the Family Assessment and Planning Team. B. Cox answered, no – only staff members, but then it differs from locality to locality. S. Baker noted that developing a local program or system for comprehensive and secure multidisciplinary assessment is very important for successful cost containment. This has been recommended for years and should be implemented quickly.

K. Ralston thanked the subcommittee for a wonderful job.

A motion to approve the report and present it to the Charlottesville City Council and Albemarle Board of Supervisors with financial figures was made by C. Train and seconded by M. Cummings. Dr. McLeod recommended we title the report to make it clear that it is a report from the CCF, prepared by the Comprehensive Services Act Cost Containment Subcommittee. All members present voted in favor.

- ◆ **THE COMMISSION APPROVED THE COMPRESHENSIVE SERVICES ACT COST CONTAINMENT SUBCOMMITTEE REPORT BE FORWARDED TO THE CHARLOTTESVILLE CITY COUNCIL AND ALBEMARLE COUNTY BOARD OF SUPERVISORS.**

#### **VI. ENDORSEMENT IN PRINCIPAL OF CHILDREN’S AGENDA (VOICES FOR VIRGINIA’S CHILDREN)**

K. Ralston reported that due to a communication error, CCF did not meet the September 15<sup>th</sup> deadline for listing our endorsement in principle of the Children’s Agenda with Voices for Virginia’s Children’s. We were told that we could be added to an addendum if we communicated our endorsement by December 15<sup>th</sup>. Staff took this time to answer CCF members’ questions regarding what endorsing in principle means. Voices For Virginia’s Children staff responded with, “To endorse the 2003-2004 Children’s Agenda in principle means that [we] support a comprehensive legislative agenda for children and their families. While we may not have expertise or agree with all action items on the agenda, we support a common approach addressing the major issues of school readiness, health, youth development and juvenile justice, school success K-12, empowering families and protecting children, and family economic self-sufficiency. We acknowledge that the items presented for support are not contrary to our mission or activities.”

K. Ralston asked if the Commission members if they felt it was necessary to vote on endorsing the Children’s Agenda in principle. L. Peacock responded that endorsement is fine; we do not need to take a vote. Consensus was not to open the floor for a vote. All CCF Commission members agreed with not re-opening the vote and continuing with our endorsement in principle of the Children’s Agenda for the December 15<sup>th</sup> deadline

- ◆ **THE COMMISSION AGREED WITH ENDORSING IN PRINCIPLE THE CHILDREN’S AGENDA (VOICES FOR VIRGINIA’S CHILDREN).**

#### **VII. DIRECTOR’S REPORT**

S. Baker reported that in addition to her written report, she had a few announcements.

- She would be attending the Albemarle County School Board meeting on January 8, 2004.
- The CCF legislative agenda was approved by the Charlottesville City Council and forwarded to the legislature.
- The Juvenile Justice Advisory Committee has written a new document for the courts, *Juvenile Court Guide*. The guide is very useful in explaining the court process, what

parents and youths can expect, and lists resources that families have. A copy of the guide will be send to all Commission members. Martha Carroll's staff was instrumental in helping with this guide.

- The 3<sup>rd</sup> Annual Legislative Forum will be December 16<sup>th</sup> (flyers distributed).

## **VII. MEMBERS' COMMENTS**

K. Ralston stated there are several reports waiting to be presented to the CCF Commission members. She had allocated 40 minutes of discussion time for the CSA Cost Containment Subcommittee report for this meeting and not all the time was used. K. Ralston recommended we allocate two reports each month and extend the monthly CCF Commission meetings to 7:00pm for the next 2-3 months. All members agreed to schedule the next two meetings from 5:00pm-7:00pm.

L. Peacock thanked Saphira Baker on her presentation to the Charlottesville City Council meeting in November.

M. Cummings commended Paul McWhinney and Buz Cox on the format for the CSA Cost Containment Subcommittee Report.

B. Cox thanked Amber Zavada for her assistance and all who worked so hard on the report.

L. Peacock also thanked Amber Zavada for her consistency in producing quality work. CCF is being recognized for their consistency in producing quality-designed documents.

The meeting adjourned at 6:05 p.m.

**THE NEXT MEETING OF THE COMMISSION WILL BE  
JANUARY 7, 2004  
ROOM 235 OF THE ALBEMARLE COUNTY OFFICE BUILDING**