

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
MEETING MINUTES**

July 7, 2004

ALBEMARLE COUNTY OFFICE BUILDING, ROOM 235

MEMBERS PRESENT

Martha Carroll, 16th District Court Service Unit
Robert Cox, Charlottesville Dept. of Social Services
Madison Cummings, Albemarle Citizen
Representative
Dr. Scottie Griffin, Charlottesville City Schools
Timothy Heaphy, Charlottesville Citizen
Representative
Winx Lawrence, University of Virginia
Dr. Susan McLeod, Thomas Jefferson Health District
Linda Peacock, City of Charlottesville
Jim Peterson, Region Ten Community Services
Board
Kathy Ralston, Chair, Albemarle Department of
Social Services
Cathy Train, United Way-Thomas Jefferson Area
Danielle Wilcox, Charlottesville Citizen
Representative

MEMBERS NOT PRESENT

Dr. Kevin Castner, Albemarle County Schools
Shirley Copeland, Albemarle Citizen Representative
Dr. Michael Dickens, Charlottesville Citizen
Representative
Leslie Harris-Scott, Charlottesville Citizen
Representative
Sterling Robinson, Albemarle Citizen Representative
Noah Schwartz, Monticello Area Community Action
Agency
Roxanne White, Albemarle County

CCF STAFF PRESENT

Saphira Baker, Director
Linda Rahman, Program Assistant

HANDOUTS (prior to meeting)

Agenda for July 7, 2004 CCF meeting
June 3, 2004 CCF meeting minutes
Director's Report
Comprehensive Services Act (CSA) Monthly
Meeting Minutes
May 12, 2004 CART Cases
Charlottesville CSA Summary Financial Report for
May 2004
Albemarle CSA Summary Financial Report for May
2004
Memo on JABA-CCF Collaboration
CCF Advisor Survey Summary

I. WELCOME AND INTRODUCTIONS

K. Ralston, Chair, called the meeting to order at 5:05pm by welcoming Commissioners and thanking them for attending.

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 THE PUBLIC

No comments were made.

IV. MINUTES FROM THE CCF MEETING FOR JUNE 2, 2004

S. McLeod called for revisions to the minutes. The minutes were amended with correct information on Barbara Yager as follows:

Item VI – Child Obesity Task Force was corrected to state that Barbara Yager is a Registered Dietician who currently directs the WIC program.

A motion to approve the minutes with revisions was made by C. Train and seconded by M. Cummings.

- ◆ **THE COMMISSION APPROVED THE MINUTES OF THE JUNE 2, 2004 CCF MEETING WITH REVISIONS.**

V. OBESITY TASK FORCE FOLLOW-UP – K. RALSTON

K. Ralston introduced the agenda item by reminding Commissioners that they had asked for additional time on this month's agenda to discuss potential follow-up from last month's presentation. The Commissioners discussed how they could help the Obesity Task Force. They discussed advocating change and more physical activity; helping with the expansion of after-school programs; and supporting the Parks and Recreation Department to promote physical activity. Commission members recommended:

- The Obesity Task Force should make a presentation to the schools, City Council and Board of Supervisors on the very serious weight problem in our community. CCF would help facilitate it and introduce the presentation.
- Ask the Obesity Task Force for their permission to put their data in future editions of *Stepping Stones* and on the CCF website as a resource.
- Commission to assist the Obesity Task Force in getting data from the schools as needed.
- Madison Cummings to inquire whether the Obesity Task Force can make a presentation to the Health Advisory Committee.
- The Obesity Task Force should continue to funnel their recommendations to the Commission to see how CCF can assist in the future.
- The Obesity Task Force can send their information to the Partnership for Children.
- Commission members to pass on the Obesity Task Force data to the agencies they are affiliated with.

- Consider adding the Obesity Task Force data as part of the “Focus Areas” needs assessment on the website
- Dr. McLeod to provide to the Commission a list of who is on the OTF.

VI. CSA QUARTERLY REPORT – B. COX

B. Cox presented the CSA’s Summary Financial Report, which showed expenditures through May, 2004 for both the County and the City. He noted, cautiously, relatively good cost experience for both the City and The County, with the number of children served down by 4% in the City, and 12% in the County. He noted that he would no longer be the chair for the CSA Committee; Paul McWhinney will be taking over that position. B. Cox will, however, remain on the CSA Committee. B. Cox gave an update on the status of the CSA Cost Containment recommendations and their implementation. He stated that the single FAPT would meet for the first time this Friday. It is estimated that the number of hours contributed to the FAPT will remain the same (approximately 16 hours a month) yet fewer staff will be attending within each agency. B. Cox discussed the establishment and job description of a new contractual Utilization Review position at Region Ten, to be housed at the Commission working with the CSA Team and the addition of a half-time FAPT Coordinator to alleviate the clerical and administrative burden in the CCF office. B. Cox also noted that the committees would be restructured for efficiency once staff is hired and the Single FAPT has been in operation, probably around January 2005. Commissioners discussed the high number of children in foster care in Charlottesville versus other cities and counties and the recent trend of older children being placed into the foster care system.

K. Ralston stated that there was a reception on July 2nd honoring the former FAPT teams for their contributions and praised Buz Cox for his many contributions to CSA as CSA Chair.

VII. EXECUTIVE COMMITTEE REPORT BACK

K. Ralston reported that the Executive Committee is working on the Commission Retreat and will be sending out a request for Commissioner’s available dates.

Survey Results Discussion

D. Wilcox reported on the results of the CCF Advisor survey. The intent of the survey was to assess customer satisfaction with the Commission’s role as an advisor, and to use the results to shape future CCF efforts to provide recommendations and guidance to the local leadership. She noted that most respondents used CCF information to make policy decisions, that the annual report is the most helpful CCF publication, that they would find more detailed recommendations useful (with cost estimates) -- but would not seek less recommendations from CCF; our ability to be easy to understand varies, CCF is generally persuasive, customer satisfaction overall is good to very good, and respondents would prefer to receive information from us through the U.S. Mail.

Several members expressed concern regarding the 50% response rate, and recommended re-sending the survey to the leadership. S. Baker noted that personal calls to leaders would be helpful, since email reminders had been sent prior to the due date. It was agreed that the survey would be sent electronically and by U.S. Mail, and that several Commissioners would call the City Councilors and Board of Supervisors to encourage them to complete it, to let them know of the responses, and to insure that they represented their perspectives as well. This recommendation will be taken to the CCF Executive Committee for consideration.

Recommendations for JABA –CCF Collaboration

K. Ralston reported on the Executive Committee's ideas for the next steps the Commission might take regarding the recommendation for collaboration (see attached). The Commissioners discussed the ideas and the many issues that would need to be considered. Commissioners asked, "Would the Commission have the capacity to take on this issue and how it would affect the Commission's charge and membership?" It was noted that "families" do include the elderly, yet it was also noted that there was a concern that children do not have a "voice" in the political process. The Commissioners agreed that JABA's request needed more definition and exploration. S. McLeod offered to convene a small group with Gordon Walker to help define this request and bring a report back to the Commission. M. Cummings, and S. Baker volunteered to be part of that meeting.

VIII. DIRECTOR'S REPORT – S. BAKER

S. Baker reported that the deadline to apply for the City and County Citizen Representative for the Commission has been extended. S. McLeod inquired if the student representative had to be from a public school. S. Baker reported that the By-Laws do not mention if the school needs to be private or public. They do state that the student needs to be 18 years of age or younger, and not graduated from High School.

S. McLeod asked for more information on the Outcome Measurement Work Group's campaign to focus on human service investments. S. Baker stated that the work group has created an information packet highlighting focus areas of need in the community. As part of the upcoming Agency Budget Review Team process, the child and family focus areas will be shared with reviewers and agencies. Currently, the Outcome Measurement work group is defining whether this guidance will be kept informal - as an advisory - or be linked to a rating system where programs are invited to respond to specific children and family needs in the community as part of their application. S. McLeod asked for a copy of what the group has gathered so far.

IX. MEMBER'S COMMENTS

M. Cummings inquired as to whether a copy of the Director's Report was given to the City Council and Board of Supervisors on a regular basis. S. Baker stated that the report is not given to them but is posted on the CCF website for review.

M. Carroll stated that she has shared the *Juvenile Court Guide* and the guide has received very good reviews.

J. Peterson reported that he would be retiring at the end of September.

K. Ralston thanked Dr. Griffin for attending the meeting and Commissioners introduced themselves and the agency/city/county they represented.

The meeting adjourned at 6:35 p.m.

**THE NEXT MEETING OF THE COMMISSION WILL BE
August 4TH, 2004
ROOM 236 (Chris Greene Room) OF THE ALBEMARLE COUNTY
OFFICE BUILDING**