

**CHARLOTTESVILLE/ALBEMARLE COMMISSION  
ON CHILDREN AND FAMILIES  
MEETING MINUTES  
MARCH 5, 2008  
ACOB-MCINTIRE, ROOM 235**

**MEMBERS PRESENT**

Martha Carroll, 16<sup>th</sup> District Court Service Unit  
Ralph Chester, Albemarle Citizen  
Representative  
Robert Cox, Charlottesville Dept. of Social  
Services  
Madison Cummings, Chair, Albemarle Citizen  
Representative  
Hallie Freer, Charlottesville Youth  
Representative  
Kathleen Galvin, City School Board  
Representative  
Brian Hemmert, Private Service Provider  
Representative  
Jim Henderson, Charlottesville City Schools  
Robert Johnson, Region Ten Community  
Services  
Amy Laufer, Albemarle Citizen Representative  
Carolyn Lawlor, Albemarle Citizen  
Representative  
Tim Longo, Charlottesville Police Department  
Jan Martin, Charlottesville Citizen  
Representative  
John Miller, Albemarle Police Department  
Pat Mullaney, Albemarle Department of Parks &  
Recreation  
Lilian Peake, Thomas Jefferson Health District  
Ronnie Price, County School Board  
Representative  
Kathy Ralston, Albemarle Department of Social  
Services  
Ruth Stone, Charlottesville Citizen  
Representative  
Mike Svez, Charlottesville Department of Parks  
& Recreation  
Paul Wisman, Charlottesville Citizen  
Representative

**MEMBERS NOT PRESENT**

Leslie Beauregard, City of Charlottesville  
Bryan Elliott, Albemarle County  
Tracey Hopper, Charlottesville Citizen  
Representative  
Hannah Langlet, Albemarle Youth  
Representative  
Winx Lawrence, University of Virginia  
Pam Moran, Albemarle County Schools  
Cathy Train, United Way Representative

**CCF STAFF PRESENT**

Gretchen Ellis, Director  
Maryfrances Porter, Coordinator of Research &  
Planning  
Hallam Roth, Information & Outreach  
Coordinator  
Mary Sullivan, Teen Pregnancy/STD  
Coordinator

**OTHERS PRESENT**

Megan Raymond  
Tom von Hemert

**HANDOUTS (prior to meeting)**

Agenda for March 5, 2008 CCF meeting  
Draft of the January 2, 2008 CCF meeting  
minutes  
Director's Report  
Draft of CCF Annual Report  
CCF Reorganizational Chart  
CSA Monthly Program Report  
Charlottesville CSA Summary Financial Report  
Albemarle CSA Summary Financial Report

**HANDOUTS (during meeting)**

CCF 2007 Annual Report  
2008 Safe Schools/Healthy Students Abstract  
Proposed CCF Staff Organizational Chart

**I. WELCOME AND INTRODUCTIONS**

M. Cummings, Chair, called the meeting to order at 5:35pm and welcomed Commissioners and public. Introductions were made around the table.

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

A motion to adopt the March 5, 2008 Agenda was made by T. Longo and seconded by K. Ralston.

◆ **THE COMMISSION ADOPTED THE MARCH 5, 2008 CCF MEETING AGENDA.**

**III. COMMENTS FROM THE PUBLIC**

No comments from the public were made.

**IV. VOLUNTEER OF THE QUARTER – MARY SULLIVAN**

M. Cummings stated that CCF is thrilled to recognize Mary Sullivan as their Volunteer of the Quarter. M. Cummings briefly described the tremendous volunteer work Mary Sullivan does for CCF and the community. Commissioners congratulated and thanked Mary for her enthusiastic commitment to the children of Charlottesville/Albemarle.

**V. REMINDER ON DECLARATION ON CONFLICTS OF INTEREST**

M. Cummings reminded Commissioners to remove themselves from voting if there is a conflict of interest.

**VI. COMMISSIONER ISSUES**

None stated.

**VII. MINUTES FROM THE CCF MEETING FOR JANUARY 2, 2008**

A motion to approve the January 2, 2008 minutes was made by J. Miller and seconded by R. Chester.

◆ **THE COMMISSION APPROVED THE JANUARY 2, 2008 CCF MEETING MINUTES.**

**VIII. SAFE SCHOOLS/HEALTHY STUDENTS GRANT SUBMISSION**

T. von Hemert distributed the Safe Schools/Healthy Students Grant information to the Commissioners. T. von Hemert gave a brief overview of the grant stating what partners were involved, the purpose of the grant and what the grant requires. He stated that all new programs are required to be “evidence based”. He stated that the grant process has been extremely useful beyond this particular grant; that many funds have been obtained from the work going into this particular grant. T. von Hemert went over the basics of what is being requested and the different elements.

J. Henderson commented on the progress that has been made with the grant this year since the “shell” was completed last year. He stated that he feels very confident about this year’s submission.

G. Ellis commented on the benefits of the commentary and feedback that was received from last year's submission. She noted that we were very fortunate to have the assistance of Nancy Deutsche. G. Ellis gave a brief report on the pieces that need to come together and the importance of the Memorandum of Understanding. She stated that each party will have their own page to make it easier and the MOU's will be sent out in the next few days.

K. Ralston asked if the secure facility plans were in line with what CSA has been working on (G. Ellis confirmed that it was) and discussed additional Family Support Workers/Coordinators working with Bright Stars. G. Ellis stated that she was under the impression that this was a new position but perhaps additional positions were being requested. G. Ellis confirmed that the positions do have to be for preschool students, K. Ralston proposed adjusting the request so that the new workers could work with different age groups. This will be discussed further later this week.

G. Ellis mentioned that we can always amend the grant at a later date. G. Ellis thanked T. von Hemert and his board for convening the process and keeping everyone on track!

## **IX. CCF ANNUAL REPORT**

G. Ellis presented a PowerPoint presentation to the Commissioners on the Charlottesville/Albemarle Commission on Children and Families' 2007 Annual Report. The presentation addressed each of the charges of the Commission and what has been accomplished in 2007:

- a. Adhere to the responsibilities of the Community Policy and Management Team set forth in Virginia Code Chapter 880, Section 2.1-745 et seq.
  - Expansion of CCF's prevention focus.
  - Utilization Review \$110,825 decrease in loss of Medicaid funding and cost recovery of \$154,376.
  - Planning for local assessment and stabilization program to improve treatment decisions and maintain more children locally.

G. Ellis stated that one of the primary ways CCF hopes to address CSA, is by trying to keep kids from ever having to be there. She noted that in 2007, CCF expanded the Utilization Review process, resulting in cost recovery and providing clinical consultation to enhance services. She stated that one of the problems we have had locally is our lack of assessment and stabilization capacity. She announced that CCF is nearing completion of the planning phase of creating such a program.

- b. Provide comprehensive short and long range planning for children and family services within the Charlottesville/Albemarle community.
  - Eighth edition of *Stepping Stones* issued.
  - Human Services Strategic Priorities determined to be "early care and education" and "youth development".
  - Human Services Strategic Plan underway.
  - Community University Research and Service Partnership created.
  - U.Va. students and faculty provided 4,135 hours of assistance valued at \$199,775.

G. Ellis stated that in 2007, we completed the second phase of a Human Service Planning process, identifying early care and education and youth development as priority areas, and we will be completing strategic plans in these areas this year. She stated that CCF and the

community's partnership with UVA continues to expand with the creation of Community University Research and Service Partnership or CURSP. She announced that CCF has received tremendous assistance from UVA, valued at almost \$200,000.

- c. Make program and funding recommendations to the City and County governing bodies within the budgetary procedures and guidelines set by each jurisdiction.
- Agency Budget Review Team reviewed applications for funding from 25 agencies representing 54 programs.
  - CCF staff provided over 50 hours of technical assistance to fourteen agencies.
  - Funding Application Advisory Team worked on improvements to application process.

G. Ellis stated that one of CCF's responsibilities is to manage the local Governments grant review process for human service non-profits. The two localities allocate about \$3 million each year.

- d. Review and evaluate current service delivery systems to ensure that the needs of children and families are being met effectively and efficiently.
- Ongoing evaluation of CSA process, structure, and operations assure quality client services, vendor accountability, and cost effectiveness.
  - Facilitation of a coordinated "system of care" for children with mental health problems (including CSA), which integrates care planning and management, is culturally and linguistically competent, and builds meaningful partnerships with families and youth at service delivery, management, and policy levels.

G. Ellis stated that CCF is in the process of evaluating the CSA process to improve efficiency and effectiveness. CCF is also guiding the community in development of a system of care which integrates care planning and management, is culturally and linguistically competent, and builds meaningful partnerships with families

- e. Identify and encourage new innovative approaches to program development for children and families.
- Creation of the Youth Development Network to create a collaborative youth development strategy that increases the capacity of community agencies and organizations to provide prevention and intervention services and activities to all youth.
  - The Partnership for Children, CCF's early childhood work group, in conjunction with the United Way-Thomas Jefferson Area, was awarded a Smart Beginnings grant by the Virginia Early Childhood Foundation, to enhance early childhood services.
  - Expansion of truancy prevention services with pilot project for elementary school students.
  - Foothills Child Advocacy Center and Child Victimization Multidisciplinary Team to provide coordinated investigation and services.
  - Use of Social Norms Marketing to address adolescent substance abuse.
  - Seal of Child Care quality.
  - Assist with City Summer Youth Employment Pilot.

G. Ellis stated that CCF created the Youth Development Network to coordinate prevention and innovation services and activities for youth. Among other things, CCF is striving to eliminate the "opportunity gap." One-time funds have been used to hire a part-time coordinator, Hamid Karimianpour, to facilitate referrals. She stated that he has received over 75 calls since the first of the year, many of them from teachers and other school staff.

G. Ellis stated that CCF has also expanded local truancy prevention services by identifying truant youth early and offering intensive support services. This is being piloted at Greer and Burnley Moran Elementary Schools. She noted that CCF also has a number of ongoing initiatives, including the social norms marketing program at AHS.

- f. Identify additional public and private funding sources for children and youth programs.
- CCF wrote grants that generated \$1,227,334 with a total of \$572,334 earmarked for 2008 programming.
  - CCF has also provided technical assistance to community partners, which generated \$1,058,148 in additional funding.
  - \$6,000,000 Safe Schools/Health Students proposal to be submitted on March 14, 2008

G. Ellis stated that she is delighted to report that the 284-page 13-pound Safe Schools grant was Fed-Exed today. She state that this has been an incredible collaborative effort and wanted to personally recognize and thank the Commissioner's staff who worked tirelessly: Steele Howen, June Jenkins, and Sue Sheffield who attended literally dozens of meetings and produced pages of documentation, and Diane Behrens, who was our very thoughtful final reader.

- g. Provide structured opportunities for community input and participation on the needs of families.
- 38,950 visits to CCF website (3% increase).
  - 87 Listserv postings (13% increase).
  - CCF conducted 15 forums for 700 participants on child protection, gang prevention, cultural proficiency, service learning, youth development and truancy prevention.

G. Ellis stated that the CCF website includes a searchable Guide to Youth Services. She stated that CCF has also conducted a number of forums and training opportunities, two of which are coming up; The Community Forum on Underage Drinking is on March 31 at 7:00 here at ACOB McIntire and the 4th Annual Child Abuse Prevention Forum is on April 18.

- h. What is next?
- Comprehensive evaluation of CSA structure, process and functioning to improve efficiency and effectiveness.
  - Completion of a Human Services Strategic Action Plans regarding early child care and youth service.
  - Implementation of a comprehensive local "System of Care" that is child-centered and family focused.
  - Expansion of the Youth Development Network.
  - Completion of a final report and recommendations related to the community/University Partnership.

Commissioners thanked G. Ellis for her report. M. Cummings commended the report and asked Commissioners if there were any comments. J. Miller commented on CCF's good work and good numbers.

## **X. CCF STAFF REORGANIZATION**

G. Ellis distributed a flow chart of the restructuring of the CCF staff. She commented that it would not change what we do particularly, but rather, how we do it. She stated that there would be a creation of two teams: the "Prevention Team", lead by Rory Carpenter and an "Intervention Team", lead by Maryfrances Porter. She noted that some things,

such as the Partnership for Children, would fall under both teams. She further stated that the Intervention Team would include CSA, Utilization Review, Systems of Care and the University of Virginia Collaboration; the Prevention Team would include Juvenile Justice Advisory Committee, the Teen Pregnancy/STD Work Group, Youth Service Learning Work Group, Substance Abuse Prevention Work Group and the Family Violence Prevention Work Group. She stated that the proposed changes would broaden the focus of Rory's work and both Rory and Maryfrances would be getting new titles. She announced that Hallam Roth is leaving CCF and that position would be restructured with Linda Rahman taking over the graphics/outreach/web portion of the position and a new FAPT position would take on more of the CSA administrative duties in addition to the FAPT portion.

#### **XI. APPOINTMENT OF NOMINATING COMMITTEE**

M. Cummings stated that he would be in charge of the CCF Nominating Committee for officers and Executive Committee members for next year. He stated that B. Elliott and Lilian Peake would present their nominations to the Commissioners at the May CCF meeting.

#### **XII. DIRECTOR'S REPORT**

G. Ellis stated that she is very pleased with the Systems of Care work, particularly engaging the families and parents. She also noted the success of the Volunteer Appreciation Celebration and that the CCF website hits continue to increase. She reminded the Commissioners about the upcoming forum on Underage Drinking and the Child Abuse Prevention event on April 18<sup>th</sup>, Ken Lanning will be the guest speaker and so this event may be of particular interest to law enforcement. She stated that registration forms would be coming out later this month.

R. Chester inquired if it was the intent of the SOC group to invite any Commission members to the dinner on Monday? G. Ellis stated that if someone really wanted to come, they are welcome, but the focus is on families and a limited number of professionals. R. Chester announced that it would be a great turnout for the families – about 12 are expected to attend.

M. Cummings asked new commissioners to give a brief overview of why they are interested in the Commission:

Brian Hemmert stated that he is new to the area, a child advocate, and that he came from New Jersey and is familiar with the SOC operations and has a particular interest in how to better serve children and families in the mental health community.

Ronnie Price stated that he is employed by U.Va in the human resources department at Darden. He stated that he is active in the Albemarle County Public Schools, particularly the achievement gap, giving those children as many opportunities to succeed as possible and helping obtain funding for this purpose.

Kathy Galvin stated that she recently was elected to the City School Board. She has been involved with the schools and affordable housing since moving here in the 80s. She stated that she has two sons and realizes the plight of the schools and is able to work to

help children. She stated that her husband works in the substance abuse field, she is an architect by trade and is looking forward to contributing to sharing information and pooling resources.

The meeting adjourned.

**THE NEXT MEETING OF THE COMMISSION WILL BE**  
**MAY 14, 2008**  
**IN CONFERENCE ROOM 235 (TOTIER ROOM) - ALBEMARLE**  
**COUNTY OFFICE BUILDING – MCINTIRE**  
**5:30pm to 7:00pm**