

**CHARLOTTESVILLE/ALBEMARLE COMMISSION  
ON CHILDREN AND FAMILIES  
MEETING MINUTES  
MAY 2, 2007  
ACOB-5<sup>TH</sup> STREET, ROOM B**

**MEMBERS PRESENT**

Brian Bills, Albemarle Youth Representative  
Martha Carroll, 16<sup>th</sup> District Court Service Unit  
Robert Cox, Charlottesville Dept. of Social  
Services  
Madison Cummings, Chair, Albemarle Citizen  
Representative  
Bryan Elliott, Albemarle County  
Ed Gillespie, Charlottesville City Schools  
Tracey Hopper, Charlottesville Citizen  
Representative  
Amy Laufer, Albemarle Citizen Representative  
Carolyn Lawlor, Albemarle Citizen  
Representative  
Winx Lawrence, University of Virginia  
Tim Longo, Charlottesville Police Department  
John Miller, Albemarle Police Department  
Pam Moran, Albemarle County Schools  
Pat Mullaney, Albemarle Department of Parks &  
Recreation  
Lilian Peake, Thomas Jefferson Health District  
Kathy Ralston, Albemarle Department of Social  
Services  
Rochelle Small-Toney, City of Charlottesville  
Beth Smith, Region Ten Community Services  
Ruth Stone, Charlottesville Citizen  
Representative  
Mike Svetz, Charlottesville Department of Parks  
& Recreation

**MEMBERS NOT PRESENT**

Lou Bograd, City School Board Representative  
Steve Koleszar, County School Board  
Representative  
Charles Martin, Private Provider Representative  
Shaquille Thompson, Charlottesville Youth  
Representative  
Cathy Train, United Way-Thomas Jefferson  
Area  
Paul Wisman, Charlottesville Citizen  
Representative

**CCF STAFF PRESENT**

Gretchen Ellis, Director  
Maryfrances Porter, Coordinator of Research  
and Planning  
Linda Rahman, Administrative Assistant  
Cindy Stratton, CSA Coordinator

**OTHERS PRESENT**

Nichole Alling  
Megan Raymond, UVA

**HANDOUTS (prior to meeting)**

Agenda for May 2, 2007 CCF meeting  
April 11, 2007 CCF meeting minutes  
Director's Report  
System of Care Survey – Abbreviated  
Report/Recommendations  
Charlottesville CSA Summary Financial Report  
Albemarle CSA Summary Financial Report  
CSA Monthly Program Report-May 2, 2007

**HANDOUTS (during meeting)**

*Quarterly Report* – Spring 2007  
Rationale for Change of Outcome Measurement  
Work Group Name and Charge  
Research Assistants and Interns End of the  
Semester Report – Spring 07

**I. WELCOME AND INTRODUCTIONS**

M. Cummings, Chair, called the meeting to order at 5:35p.m. and welcomed Commissioners and public.

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

A motion to adopt the May 2, 2007 Agenda was made by R. Cox and seconded by B. Bills.

◆ **THE COMMISSION ADOPTED THE MAY 2, 2007 CCF MEETING AGENDA.**

**III. COMMENTS FROM THE PUBLIC**

No comments were made.

**IV. MINUTES FROM THE CCF MEETING FOR APRIL 11, 2007**

A motion to approve the April 11, 2007 minutes was made by W. Lawrence and seconded by T. Hopper.

◆ **THE COMMISSION APPROVED THE APRIL 11, 2007 CCF MEETING MINUTES.**

**V. VOLUNTEER OF THE QUARTER**

G. Ellis introduced Nichole Alling and stated how thrilled CCF is to have her as its Volunteer of the Quarter. She stated that Nichole is a 4<sup>th</sup> year Psychology major at the University of Virginia and has been interning at CCF since June 2006. G. Ellis stated that Nichole's projects included working on the Guide to Youth Services, doing graphic design and data management for the Foothills Child Advocacy Center, assisting with truancy case file research, attending gang prevention meetings, and compiling information for the *Stepping Stones* report. She announced that Nichole graduates from UVA in May and is planning on going to law school at William and Mary in the fall. All Commissioners thanked Nichole for her hard work and the Chair, M. Cummings presented her with a plant and displayed the plaque that will be hung in the CCF offices with Nichol's name.

**VI. SYSTEMS OF CARE REPORT AND RECOMMENDATIONS**

M. Porter briefly summarized the "Systems of Care" to the Commissioners. She defined Systems Of Care as "An adaptive network of structures, processes, and relationships grounded in system of care values and principles that provides children and youth with serious emotional disturbance and their families with access to and availability of necessary services and supports across administrative and funding jurisdictions."

She explained that the Systems of Care is represented by a well-integrated network of wrap-around services including Vocational Services, Family Support, Psychotherapy, Counseling Substance Abuse Treatment, School Support, Medical Services, Crisis Services, Independent Living, Interpersonal Skills Development, and Recreational Skills Development. M. Porter stated that in a lot of ways, the service array in Charlottesville/Albemarle is a System of Care – as we are defining here. She noted that we have a good service array for children that is relatively well coordinated.

M. Porter noted, however, that the System of Care philosophy additionally describes several core values and principles which should be shared by the network.

These core values and principles include the System being

- Child centered and family focused
- Being based in the communities it serves
- Being culturally competent
- Including comprehensive, integrated and coordinated services
- Focusing on individualized and least restrictive services
- Including the families as full participants in service planning, policy making, and administration
- Having system-level case management and client advocacy
- Putting a lot of resources on early identification and intervention
- And facilitating smooth transitions for children into the adult service system, when appropriate.

She reported that research was conducted in the Fall of 2006 to assess how completely the local Systems of Care met these core values and principles and thanked Professor Karen Walker at UVA and her undergraduate students for their extensive efforts in putting together and administering the survey.

M. Porter explained who was surveyed, the survey structure, and the results (please see System of Care Survey, Fall 2006, Abbreviated Final Report to the CCF). She stated that based on the findings from the Systems of Care survey, the CSA Program Subcommittee recommended that the following items be addressed over the course of the next two years:

1. Hold a series community-based trainings in the Systems of Care philosophy for families and agency staff.
  - Include all line-workers/administrators/middle management/supervisors in trainings.
  - Trainings may occur as face-to-face meetings and/or as on-line self-guided modules.
    - These meetings may also serve as a venue for addressing information sharing needs, as described in #4.a.1) below
  - Explore external funding possibilities to cover associated costs.
2. Understand and address limits to the local service array.
  - Explore what amount/types of local services are still needed in the community to serve the needs of local children.
    - Conduct a needs/assets assessment of community-based services aimed at keeping children out of residential and foster care.
    - Understand policy and resource issues impacting service availability and access.
  - Understand needs and move forward on addressing local gaps in residential treatment options for children.
    - Issue a request for letters of interest from vendors regarding establishing a local, secure, short-term residential, crisis stabilization and assessment facility for children/teens.
    - Explore what amount/types of local, unlocked residential facilities are needed.
  - Increased formal opportunities for line-workers to share information about resources.
    - This may include regular meetings and/or on-line resources to facilitate communication among all levels of agency staff.

3. While families often participate in direct service planning, there are many places to improve family participation in administration, governance, and policy making, as well as improvements to service provision and implementation that could improve outcomes.
  - Coordinate and expand the available family advocates in this community to help ensure that families maintain involvement in their service plans.
    - Family advocates that currently exist include: CASA, FAPT family advocate, CHINS Team family advocate, CAC, Family Support Workers in the County Schools.
    - Collaborate with the Virginia Federation of Families (Contact: Vicky Hardy-Murrell) to facilitate bringing a cross-disciplinary, cross-agency family advocacy organization to Charlottesville/Albemarle.
  - Additional resources should be obtained to facilitate families' access to services as well as to administrative/policy meetings, such as reimbursement for transportation and child care.
  
4. Continue to facilitate culturally competent service provision, including increasing bilingual and multi-ethnic service providers, and especially outreach to underserved populations.
  - CSA will request that CCF work with partners to develop a process to create a community-wide definition and standards of cultural competence.
  - Create community-wide, on-going staff development in cultural competence.
  - Create community-wide workforce development including job training and diversity hiring.
  
5. Develop a plan of on-going assessment.
  - Conduct an annual assessment of progress made meeting these recommendations.
  - Conduct on on-going assessment of the local system of care, which may include a formal survey at least every two years.

She stated that the next action step would be that a Systems of Care Implementation Work Group be charged with carrying the recommendations out.

Commissioners discussed who would be on this work group, would a coordinator be hired and where the funds would come from. C. Stratton explained how the Systems of Care came about that the State does have an annual grant process that would fund the Coordinator position. K. Ralston inquired if the customer (end user) was included in the survey and thought that it would be worthwhile to include in the development of a plan for on-going assessment. Commissioners discussed the best way to survey the families and to amend the recommendations by adding the following to Recommendation Number 5:

- Including assessing the satisfaction of service recipients as well as those who drop out of services.
- Continued review of data and recommendations for continuous improvement.

A motion to approve the Charlottesville/Albemarle Commission on Children and Families Systems of Care Recommendations as amended and charge a new work group to implement the recommendations, starting in August, 2007 was made by R Cox and seconded by K. Ralston.

- ◆ **THE COMMISSION APPROVED THE CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES SYSTEMS OF CARE RECOMMENDATIONS AS AMENDED AND TO CHARGE A NEW WORK GROUP TO IMPLEMENT THE RECOMMENDATIONS, STARTING IN AUGUST, 2007.**

#### **VII. MOTION TO AMEND ENGAGED SCHOLARS CHARGE**

A motion for the Charlottesville/Albemarle Commission on Children and Families to adopt the following charge on behalf of the Engaged Scholar's Work Group was made by W. Lawrence and seconded by T. Hopper.

“The charge of the Engaged Scholars’ Work Group is to develop a strategic plan to optimally foster Community-University Service, Learning, and Research Partnerships. These Partnerships should enhance the quality of life in a diverse community, as well as the quality of the learning experiences and community-based research opportunities at UVA. The Work Group will:

- (a) identify national best practice models for community-university service, learning, and research partnerships,
- (b) identify community and university needs, assets, and challenges regarding service, learning, and research collaborations as they specifically relate to a potential partnership(s), and
- (c) make specific recommendations for action and implementation of a partnership(s).”

- ◆ **THE COMMISSION APPROVED THE ADOPTION OF THE CHARGE ON BEHALF OF THE ENGAGED SCHOLAR'S WORK GROUP.**

#### **VIII. MOTION TO CHANGE NAME AND CHARGE OF OUTCOME MEASUREMENT WORK GROUP**

G. Ellis reviewed the rationale for the change of the Outcome Measurement Work Group by stating that the members of the Outcome Measurement Work Group recommends changing the name of the work group to the “Funding Application Advisory Team” as the Outcome Measurement Work Group has not addressed outcome issues in some time, but rather focuses efforts on reviewing the ABRT application and the application process. She stated that the new charge would be “to oversee the development and implementation of the funding application, application review criteria, and application process”. The new Advisory Team would incorporate CCF staff, the United Way, ABRT members (including representation from the budget offices), and representatives of agencies (including a range of agency sizes). The new Advisory Team would be empowered to make recommendations regarding changes to the application (thus reducing redundancy of having OMWG make recommendations to ABRT), and would facilitate communication between the agencies and the review team. The Team would convene twice in the spring to discuss any changes to the application, review criteria, and process for the next funding cycle, and then once or twice in the winter to review how the process went from the funding cycle just completed.

A motion was made for the Outcome Measurement Work Group to be renamed the “Funding Application Advisory Team” with the charge “to oversee the development and

implementation of the funding application, application review criteria, and application process” by M. Carroll and seconded by B. Bills.

- ◆ **THE COMMISSION APPROVED THE RENAMING OF THE OUTCOME MEASUREMENT WORK GROUP TO “FUNDING APPLICATION ADVISORY TEAM” WITH THE CHARGE “TO OVERSEE THE DEVELOPMENT AND IMPLEMENTATION OF THE FUNDING APPLICATION, APPLICATION REVIEW CRITERIA, AND APPLICATION PROCESS.**

## **IX. DIRECTOR’S REPORT**

G. Ellis highlighted three areas of the Director’s Report: She stated that the CSA Committee is recruiting up to four parent representatives to serve on the Family Assessment and Planning Team (FAPT) and Truancy Planning Team. She stated that this is a critical piece of involving parents and that two parents are needed at each meeting. She asked if any Commissioners knew of anyone interested, to please contact C. Stratton. G. Ellis explained the role and the time that would be involved. Commissioners discussed possibly paying a stipend for this agreed it should be placed in next year’s budget.

G. Ellis mentioned that the Chair, Madison Cummings, had appointed Buz Cox and Kathy Ralston to serve as the nominating committee for the CCF Executive Committee.

She announced that the Smart Beginnings Grant had been awarded to the Partnership for Children in the amount of \$400,000 and that they are looking for cash matches from local businesses.

G. Ellis stated that the RFP had not been issued yet on the Safe Schools/Healthy Students grant, but she will send out an update for the Commissioners.

G. Ellis distributed an end of the semester report on research assistants and interns showing the services CCF received from UVA and PVCC. The breakdown is as follows:

Total number of UVA Undergraduate Students: 8  
Total number of PVCC Students: 1  
Total Number of UVA Graduate Students: 3  
Total Number of Faculty: 5

She stated that the estimated financial value of intern work for CCF totaled 704 hours and \$7,040.00; the value to ACDSS was 72 hours, \$720; total number of graduate student hours was 430 with the total value being \$6,450; and total number of faculty hours being 315 valued at \$97,500. UVA provided CCF with a total of 1,449 person hours of work at an estimated value of \$110,990, plus 72 hours (valued at \$702) to ACDSS. The direct financial investment by CCF was \$5,000. The Office of Public Service and Outreach provided an additional \$5,000 of support. All other work was provided at no charge. G. Ellis briefly described what each intern worked on and the accomplishments. Commissioners thanked M. Porter and Megan Raymond.

K. Ralston suggested this was worthy of a newspaper article and W. Lawrence suggested it would be better to do in the fall to capture a better audience. K. Ralston suggested that CCF recognize the faculty involved by issuing a letter signed by M. Cummings and copying the Department Chair.

**X. MEMBER'S COMMENTS**

B. Cox mentioned that this was the first time the CSA report was in a different format and that next month; he will do a report to the Commission. He stated that they are still working on the financial report.

M. Cummings encouraged and explained how worthwhile it would be for CCF members to join a work group. He stated that if anyone is interested, to please see G. Ellis. G. Ellis stated that the Substance Abuse Work Group was in need of a Commissioner to join.

The meeting adjourned at 6:55p.m.

**THE NEXT MEETING OF THE COMMISSION WILL BE  
JUNE 6, 2007  
IN THE ALBEMARLE COUNTY 5<sup>TH</sup> STREET OFFICE BUILDING  
CONFERENCE ROOM "B"  
5:30pm to 7:00pm**