

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
MEETING MINUTES
NOVEMBER 3, 2004
ALBEMARLE COUNTY OFFICE BUILDING, ROOM 246**

DRAFT

MEMBERS PRESENT

Phil Campbell, Region Ten Community Services Board
Dr. Kevin Castner, Albemarle County Schools
Shirley Copeland, Albemarle Citizen Representative
Robert Cox, Charlottesville Dept. of Social Services
Madison Cummings, Albemarle Citizen Representative
Timothy Heaphy, Charlottesville Citizen Representative
Tracey Hopper, Albemarle Citizen Representative
Dr. Susan McLeod, Thomas Jefferson Health District
Linda Peacock, City of Charlottesville
Kathy Ralston, Chair, Albemarle Department of Social Services
Sterling Robinson, Albemarle Citizen Representative
Noah Schwartz, Monticello Area Community Action Agency
Alia Stewart-Silver, Charlottesville Youth Representative
Cathy Train, United Way-Thomas Jefferson Area
Kim Walters, Albemarle Youth Representative
Roxanne White, Albemarle County
Danielle Wilcox, Charlottesville Citizen Representative

MEMBERS NOT PRESENT

Martha Carroll, 16th District Court Service Unit
Dr. Michael Dickens, Charlottesville Citizen Representative
Leslie Harris-Scott, Charlottesville Citizen Representative
Winx Lawrence, University of Virginia

CCF STAFF PRESENT

Saphira Baker, Director
Linda Rahman, Program Assistant
Cindy Stratton, CSA Coordinator
Marley Peale, FAPT Coordinator
Rory Carpenter, Juvenile Justice Coordinator

OTHERS PRESENT

Laura Purnell, representing Dr. Scottie Griffin, Charlottesville City Schools

HANDOUTS (prior to meeting)

Agenda for November 3, 2004 CCF meeting
October 6, 2004 CCF meeting minutes
Director's Report
Information Sharing Business Process Analysis Report
Charlottesville CSA Summary Financial Report for 9/04 FY05
Albemarle CSA Summary Financial Report for 9/04 FY05
CSA CART Cases for September
CSA Meeting Minutes for September

HANDOUTS (during meeting)

Quarterly Report to CCF on CSA Committee dated November 3, 2004

I. WELCOME AND INTRODUCTIONS

K. Ralston-Chair called the meeting to order at 5:00 p.m. and welcomed Commissioners.

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

A motion to approve the agenda was made by M. Cummings and seconded by S. McLeod.

◆ **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 SEPTEMBER 1, 2004 & OCTOBER 6, 2004

A motion to approve the September 1, 2004 minutes was made by T. Hopper and seconded by S. McLeod.

A motion to approve the October 6, 2004 minutes was made by D. Wilcox and seconded by M. Cummings.

◆ **THE COMMISSION APPROVED THE MINUTES OF THE SEPTEMBER 1 AND OCTOBER 6, 2004 CCF MEETINGS.**

V. RETREAT FOLLOW-UP

Commissioners discussed the October 27, 2004 CCF Retreat to see if the objectives that the Executive Committee set out were met, if there was anything missing from the retreat, what had resonated from the retreat and the next steps that the Commissioners envisioned. All Commissioners agreed that the retreat met their expectations; Commissioner's commented on how the discussion was exciting and that it was a very healthy and productive meeting and they all liked the end result. The Commissioners noted that, at the retreat, they discussed whether the issues they brought up to the City Council and the County Board of Supervisors were important to them. They noted that this is something the Commissioners had not looked at before; nor had the Commissioners discussed among themselves the Commission's mission – was the mission consistent among them? Some Commissioners believed that they lacked a mission statement that they all had their arms around. Other Commissioners noted that they were energized from the retreat and more conscious of their roles as Commissioners. Commissioners also discussed the changes that were proposed for the work groups and how heavily invested the Commission is in these workgroups and how any changes made would be significant to the way the workgroups were structured. It was noted that more structure was needed on how to focus the recommendations presented to the Board and Council. S. Baker stated that one area of the retreat that we did not focus on was celebrating CCF's successes and the need to build on what's strong and that, inadvertently, some of the staff had felt that the emphasis was more negative than they had anticipated.

The outcome from the retreat that Commissioners would like to see includes an increased focus on the advisory role with a shift towards prioritizing and pushing only one or two issues per year

to the City Council and Board of Supervisors. The Commissioners discussed resource and capacity development and the idea of looking at trained volunteers.

K. Ralston thanked the Commissioners for their feedback.

VI. CSA QUARTERLY UPDATE REPORT

B. Cox gave a brief overview of the CSA Quarterly Report to the Commissioners. He reviewed the expenditures and cases served and stated that the CSA expenditures have increased 15% for the City of Charlottesville and have decreased 2% for Albemarle County. He stated that Medicaid payments have decreased 5% for Charlottesville and have decreased 17% for Albemarle County but he stated that he was unsure as to the reason for this decrease. He noted that foster care children have Medicaid and the City of Charlottesville has more foster care children than Albemarle County. B. Cox updated the Commissioners on the Cost Containment Study Recommendations advising that the City of Charlottesville had recently filled a new Foster Care Prevention Social Worker position and that the CDSS now has three prevention social workers and a success rate of 80% in keeping children out of foster care over the past three years. He stated that the number of City children in foster care has decreased 4.7% from 2003 to 2004, the first year of decline in the past 13 years. B. Cox stated that other updates include the establishing of a half-time FAPT Coordinator position and the establishment of a single FAPT that is working well. He noted that the position of Utilization Review Manager has not been filled as yet but stated that recruitment is under way. He stated that two recommendations that have not been established is the development of a local program or system for comprehensive and secure multidisciplinary assessment of any child who requires it and the recommendation to review the functions of the CSA Committee and its subcommittee, the Case Authorization and Review Team, and to make any necessary changes for efficiency and effectiveness to the system. He stated that these two recommendations would be completed in January of 2005. B. Cox stated that a report on "The Relinquishment of Custody for the Purpose of Accessing Behavioral Health Treatment" has just been published. He will email copies to the Commissioners if they are interested. He stated that CDSS has new match rates due to the recommendation for increasing CSA funding for "non-mandated" children and using local match rates as an incentive to serve more non-foster care children. K. Ralston thanked B. Cox for his report and noted that there was a recent article regarding foster care in the newspaper. C. Train inquired about the total number of children in foster care. B. Cox responded between 250-300 total children. Commissioners discussed the differences in the amount of children in foster care in the City vs. the County and the money the County has put in early prevention. K. Ralston noted that B. Cox is the CSA expert in the State of Virginia and the State and Legislators look to him for advice.

VII. INFORMATION-SHARING WORK GROUP – UPDATE

S. Baker gave a brief summary of how the Information Sharing Work Group came about and funding for this project. She stated that the Business Process Analysis was completed and the pilot would begin as soon as the system was developed and up. R. Carpenter gave the Commissioners an update on the work group's progress. He stated that the work group has been meeting monthly, a Business Analysis has been completed, a target population has been selected (FAPT), a system has been identified and they are now ready to move forward. He stated that P. Sherland, with Rust Management Technology volunteered to conduct the analysis and focused on the effects of information sharing between a sample of three agencies (Community Attention, Region Ten and ACDSS) using the target population (FAPT cases) by electronic sharing of the IFSP form. R. Carpenter stated that time savings would be minimal if you look only at the initial intake process but if you look beyond this, the possibilities were larger. The agencies agreed that a web based access to the IFSP form would provide better and more timely information about the

children and families receiving FAPT services, resulting in better and more appropriate services, resulting in better outcomes.

R. Carpenter stated that the pilot project consists of automating the IFSP form by converting it from a Word Document to a secure web based database that can be accessed and utilized by the FAPT representatives for the purpose of sharing the information on the IFSP form before and during the appropriate FAPT meeting. After the FAPT meeting, access to the IFSP information stored in the database would be initially limited to CSA staff members for their use in preparing report information for the CSA Committee, its appointed committees and the CPMT. R. Carpenter stated that he would be completing the memo of understanding shortly.

Commissioners discussed using Harmony but agreed it would not be feasible at this time due to the limited number of people who could enter the information and the amount of money it would take to turn it into a web based system. Another area of concern for the Commissioners is the City's capacity to work on this project while the City Link project is going on. R. Carpenter stated that Jason and Nathan would be assigned to this project and they do have the capacity to complete it. S. Baker stated that this is a trial period and we are starting small for people to get comfortable with the consent forms, etc. She stated that in order to link all agencies' databases and intake information to the form, the full cost might be in the neighborhood of \$50,000-\$150,000 – consistent with the estimates given to us by the developer of the Harmony database system. The City IT and agencies involved have agreed on training and the JJAC staff along with the CSA staff would be managing the system. Commissioners agreed to proceed based on the funding we have.

VIII. DIRECTOR'S REPORT

The Commissioners had previously reviewed the Director's Report that was distributed via email. D. Wilcox inquired if S. Baker had received any feedback on the *Key Findings on Local Child and Family Needs* that was distributed to the Board of Supervisors. S. Baker responded that she had not received any feedback. No other questions were noted.

IX. MEMBER'S COMMENTS

Commissioners commented on the new ACOB-5th building.

The meeting adjourned at 6:30 p.m.

**THE NEXT MEETING OF THE COMMISSION WILL BE
DECEMBER 1, 2004
IN THE ALBEMARLE COUNTY 5TH STREET OFFICE BUILDING
CONFERENCE ROOM B**