

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
MEETING MINUTES
November 2, 2005
ACOB-5TH STREET, CCF CONFERENCE ROOM**

MEMBERS PRESENT

Phil Campbell, Region Ten Community Services Board
Robert Cox, Charlottesville Dept. of Social Services
Madison Cummings, Albemarle Citizen Representative
Sara Dansey, Albemarle Citizen Representative
Leslie Harris-Scott, Charlottesville Citizen Representative
Tracey Hopper, Chair, Charlottesville Citizen Representative
Charles Martin, Private Provider Representative
Dr. Susan McLeod, Thomas Jefferson Health District
Linda Peacock, City of Charlottesville
Kathy Ralston, Albemarle Department of Social Services
Roxanne White, Albemarle County
Dr. Paul Wisman, Charlottesville Citizen Representative

MEMBERS NOT PRESENT

Brian Bills, Albemarle Youth Representative
David Bynes, Albemarle Citizen Representative
Martha Carroll, 16th District Court Service Unit
Shirley Copeland, Albemarle Citizen Representative
Tim Heaphy, Charlottesville Citizen Representative
Winx Lawrence, University of Virginia
Dr. Pam Moran, Albemarle County Schools
Dr. Laura Purnell, Charlottesville City Schools
Alia Stewart-Silver, Charlottesville Youth Representative
Cathy Train, United Way-Thomas Jefferson Area

CCF STAFF PRESENT

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

OTHERS PRESENT

Jenny Dietzel
Megan Raymond
Dr. Steven Stern

HANDOUTS (prior to meeting)

Agenda for November 2, 2005 CCF meeting
October 5, 2005 CCF meeting minutes
Director's Report
Draft of 2005 *Annual Report*
Charlottesville CSA Summary Financial Report
Albemarle CSA Summary Financial Report
CSA Meeting Minutes
A link to United Way's website - regional community profile

HANDOUTS (at meeting)

CSA Quarterly Report
Charlottesville CSA Expenses – 5-Year Trend
Albemarle CSA Expenses – 5-Year Trend
Current Listing of Opportunities in CCF Work Groups
2005 *Stepping Stones*

I. WELCOME AND INTRODUCTIONS

T. Hopper, Chair, called the meeting to order at 5:05 p.m. and welcomed the Commissioners and public.

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

No agenda items were added. T. Hopper stated that Agenda Item VI and IX would be switched. A motion to approve the agenda was made by M. Cummings and seconded by R. White.

◆ THE COMMISSION ADOPTED THE AGENDA OF THE NOVEMBER 2, 2005 CCF MEETING AS AMENDED.

III. COMMENTS FROM THE PUBLIC

No comments were made.

IV. MINUTES FROM THE CCF MEETING FOR OCTOBER 5, 2005

A motion to approve the October 5, 2005 minutes was made by L. Peacock and seconded by M. Cummings.

◆ THE COMMISSION APPROVED THE MINUTES OF THE OCTOBER 5, 2005 CCF MEETING.

V. HUMAN SERVICES PORTFOLIO/BUDGET

L. Peacock gave a brief background on the history of the Human Services Investment Portfolio project. She stated that the Outcome Measurement work group recommended, in its February 2005 report to CCF, the creation of a budget document summarizing all publicly funded human service investments in Charlottesville/Albemarle, as there was no document that provided a comprehensive portrait of human services investment information. She stated that the work group found it difficult to recommend funding strategies or meet the needs documented in its published reports without this information. L. Peacock stated that the \$12,000 grant S. Baker had applied for to accomplish this was awarded and it would provide for the hiring of a part-time project coordinator. In addition, a UVA faculty advisor, Dr. Steven Stern, volunteered to consult to and provide supervision to interns for the project, and the UVA Office of the Provost funded one graduate and one undergraduate student intern to work as part of the research team. L. Peacock announced that Jenny Dietzel had been hired as the project coordinator, an Advisory Committee had been formed and they held their first meeting. To date, draft investment categories had been agreed upon and staff had begun collecting data on programs in these categories. In addition, she stated that a letter had been mailed to selected City and County department heads and quasi-public agencies requesting information.

L. Peacock introduced Jenny Dietzel who provided Commissioners with an overview of what the Human Services Investment Portfolio project had accomplished to date, and clarified for them the definition of the project and its scope. She stated that rather than a budget document; the project might be more accurately described as an inventory of all investments in Charlottesville/Albemarle County that are touched by public funds. She stated that the Advisory Committee decided to change the name of the document from "budget" to "investment profile" to denote where money has already been allocated. She explained that where possible, the project should measure investments on four dimensions:

- Category of investment
- Organization providing service
- Source of funding
- Age group

J. Dietzel stated that the project would be using FY06 data and the document would include those agencies and organizations receiving some type of public funding. Other types of organizations may be a part of a listing or organizations that provide human services in the Charlottesville/Albemarle County area. She stated that the document would include a statement that it is limited to the extent of available information. This caveat should make it clear that there may be other human services investments not listed in the document but that the data could not be obtained and analyzed.

J. Dietzel distributed a draft list of investment categories to the Commissioners (see attachment) that she and the Advisory Committee (Saphira Baker, Leonard Lohman, Mike Murphy, Ruth Hanpt, Steven Stern, Roxanne White and Linda Peacock) had developed and requested input from the Commissioners.

Commissioners discussed the draft investment categories as a work in progress and the huge scope of the project. Commissioners agreed there are areas that the City and County have not collected data and offered the following suggestions for the draft:

- Change “other welfare assistance” to “other public assistance”
- Include job enhancement/workforce development under Education and Training
- Include juvenile or youth development

S. Baker thanked Kathy Ralston and the County for being the employee of record which gave the Human Services Community Investment Profile the opportunity to bring in more funds and Dr. Stern for his in-kind services. T. Hopper thanked J. Dietzel for her report.

VI. DIRECTOR’S REPORT

S. Baker stated that, per the suggestion of the Commissioners, the Gang Identification and Prevention training has been postponed until January 2006 and the planners would plan to add a youth to the panel.

S. Baker and G. Ellis spoke about the 2006 Safe Schools/Healthy Students initiative and explained that it is a team of agency and school representatives who have been meeting to consider applying for the “Safe Schools/Health Students” grant in April of 2006. They gave an overview of the grant, its requirements and how it would initiate a partnership with local mental health, juvenile justice and law enforcement agencies to develop a community specific comprehensive plan focusing on six elements:

- Safe school environment;
- Alcohol, drug and violence prevention and early intervention programs;
- School and community mental health preventive treatment intervention services;
- Early childhood psychosocial and emotional development programs;
- Supporting and connecting schools and communities; and
- Safe school policies

They stated that the grant is for up to \$3,000,000 per year and renewable for three years. S. Baker noted that the City Schools would be the lead local education agency. G. Ellis will send a timeline out to the Commissioners on December 15th for their review. Commissioners requested placing it on the February or March agenda for an update.

Commissioners asked about the PSA created by the Music Resource Center for the Assets for Youth promotion. Website. S. Baker stated that to date, 7 radio stations have signed up to play the PSA and the work group had decided on the slogan “stay active” for the website. She stated that the work group would be presenting the campaign to the Commissioners at the December meeting. S. Baker stated that the Family Violence Work Group is in the process of hiring a coordinator for the CAC pilot and G. Ellis gave a brief update to the Commissioners on the successful events that were held for the CAC coinciding with the local film festival.

VII. CSA QUARTERLY REPORT

B. Cox stated that each month the Commissioners are furnished with monthly CSA figures but a verbal report is given quarterly to the Commissioners from the CSA Committee. He asked the Commissioners to think about what kind of information, frequency and form they would find most useful and to let Mr. Cox know.

B. Cox distributed the CSA Quarterly Report for the first quarter of FY 2006 along with graphs of Albemarle County and the City of Charlottesville showing CSA expenses – 5-year trend by month of service (see attachment). He stated that it was hard to monitor the trends this early in the year but gave a report on the children served year to date, cost of services year to date along with the fiscal year 2005 & 2006 summary. B. Cox updated the Commissioners on the three recommendations from the Cost Containment Report:

Utilization Review Progress - which he stated is very encouraging and productive;
Training for Case Managers in Defining Service Outcomes – he stated that four workshops have been slated for November; and the work that is continuing on the CSA system enhancements.

B. Cox defined for the Commissioners the role they play with CSA as the legal oversight body. CCF staff offered to provide a “CSA 101” Overview to anyone who desired a refresher or to new members.

VIII. ANNUAL REPORT

S. Baker noted that the report covers the time period of July 2004 to June 2005. She noted the importance of the appendix which lists approximately 190 critical individuals who volunteer their time to assist in accomplishing the work of the Commission and bringing about community improvements. S. Baker provided a brief summary of the year, and highlighted the many reports that CCF has released, notably the After School brochures from the Assets for Youth Work Group which is a directory of free and low cost after school activities in Charlottesville and Albemarle County for grades K-5; grades 6-8 and grades 9-12; the CSA Cost Containment Report prepared by the CSA Cost Containment Sub-committee which includes several major recommendations; the Youth Service Learning and Community Service Work Group’s *Youth Service in Charlottesville/Albemarle: a Tool Kit for Best Practice; 2005 Stepping Stones*; the Assets for Youth publication of *Youth Voices: Out of School Time in Charlottesville-Albemarle* and *Improving Access to Out-of-School Activities in Charlottesville/Albemarle*. She passed out samples for Commissioners to review. She also highlighted the role the Commission has played as a catalyst with the Child Advocacy Center, the automated IFSP system and the Human Services Investment Portfolio project. She recognized the data collected and technical assistance Gretchen Ellis has provided for grant writers, public organizations, residents and the Agency Budget Review process. Finally, she acknowledged the great job the CCF staff has achieved this past year.

S. Baker stated that the Annual Report would be presented to the City Council and County Board of Supervisors in December and she would keep the Commissioners abreast of the date and times.

Commissioners expressed their satisfaction and thanked the CCF staff for a job well done. P. Campbell noted his name was misspelled in the report – which will be corrected before going to print.

A motion to approve the 2005 Annual Report was made by M. Cummings and seconded by S. McLeod.

◆ THE COMMISSION APPROVED THE 2005 ANNUAL REPORT.

IX. CCF ROLES/AVAILABLE OPPORTUNITIES

S. Baker gave a brief description of the CCF roles. She stated that there are four roles:

Advisor – advises Board, Council, other governmental entities, public and non-profit human services agencies and community with timely, well-informed, accurate and pertinent information. Funnel information about existing programs and community-wide needs into specific, prioritized recommendations for change;

Catalyst – makes something that is happening, happen faster. Generates interest in new programs and initiatives. Improves impact of initiatives.

Information Source – serves as an informed repository of accurate and reliable knowledge.

Coordinator – convener; assumes that related events happen in sequence and efficiently. Understands how pieces fit into the whole system and the various responsibilities of area organizations. Facilitates cooperation between service components (this is usually a work group).

S. Baker gave the Commissioners examples of work groups that have fulfilled each role. In addition, she recognized specific commissioners who have supported CCF in a particular role.

She asked the Commissioners to look at the listings of opportunities in the CCF work groups and see how they could get involved by joining a workgroup, or championing a particular issue, such as increased youth employment. If they had any questions, concerns or were inspired, to please call Linda Rahman or herself. She also encouraged the Commissioners to initiate issues, bring issues to the Commission's attention that need addressing – particularly in the "Members' comment" section of the agenda. T. Hopper encouraged Commissioners to look at the CCF website and see what stirs their passion.

X. MEMBER'S COMMENTS

No comments made.

The meeting adjourned at 6:40p.m.

**THE NEXT MEETING OF THE COMMISSION WILL BE
DECEMBER 7, 2005
IN THE ALBEMARLE COUNTY 5TH STREET OFFICE BUILDING
CCF CONFERENCE ROOM
5:00pm to 6:30pm**

Attachment I

Human Services Community Investment Profile **Draft Investment Categories** **November 2005**

Financial/Income Support (Economic Well-Being)

- Food Stamps
- Other Welfare Assistance

Housing Assistance

- Rental Assistance
- Repair Assistance
- Financing Assistance

Education & Training

- Vocational Training
- Libraries
- Job Training
- Early Childhood Development
- Adult Development
- Juvenile Development

K-12 Education (lump sum funding)

Health Care

- Prescription Expenditures
- Health Care Expenditures
- Nutrition
- Teen Pregnancy
- Substance Abuse
- HIV Treatment and Counseling
- Assisted Living
- Emergency Rescue

Mental Health Services (including Mental Retardation)

Family and Community Safety

- Crime and Rehabilitation
- Domestic Abuse
- Sexual Assault
- Legal Aid
- Child Abuse and Neglect
- Adult Protective Services

Intervention and Crisis Services

- Parenting
- Foster Care
- Homeless

Run-aways

Transportation

Handicapped & Elderly Transportation
General Public Transportation

Recreation

Museums
Music Education
Parks and Recreation
Festivals

Programs not yet categorized

Volunteers/Civic Engagement
Adult Day Care

Attachment II

Work Group/Role/Charge	Tasks	Estimated Time/	Current CCF volunteers/staff
ASSETS FOR YOUTH			
<p>Catalyst: The Assets for Youth Implementation Team was established in February 2005 to advance the recommendations identified in the reports, <i>Improving Access to Out-of-School Activities in Charlottesville/Albemarle</i>, and <i>Youth Voices</i>, December 2004.</p>	<p>WG aims to complete its work in December. Individual(s) needed to champion, guide, or monitor specific recommendations in the reports related to employment and school initiatives.</p>	4 hrs/mo.	<p>W. Lawrence C. Martin S. Baker G. Ellis</p>
CCF – Case for Change			
<ul style="list-style-type: none"> Advisor: Champion and build support for prioritized recommendations to improve conditions for children and their families. 	<p>Developing format for and recruiting participants for spring 2006 annual meeting to identify area needs and begin prioritization process for CCF.</p>	8 hrs/mo.	<p>T. Heaphy S. Dansey P. Wisman R. Carpenter</p>
<ul style="list-style-type: none"> Information Source: Provide valuable planning, analysis and capacity building to the leadership of City and County public schools to address child and family resources and needs. 	<p>Identify future protocol/policy for linking CCF tools, information, and capacity to school planning.</p>	2 hrs/mo.	<p>L. Purnell P. Moran</p>
<ul style="list-style-type: none"> Catalyst: Develop a strategic communications campaign to increase the prominence of issues related to child and family well-being and the need for action. 	<p>Identify/develop resources and plan for initiation of this component in FY07</p>	2-4 hours/mo.	<p>M Cummings</p>
<ul style="list-style-type: none"> Operations: Revise charter and membership to more accurately reflect and address core purpose of improving outcomes for children and their families and four roles. Develop and adopt new mission statement. Revise job descriptions. 	<p>Create revised language for consideration by CCF members. Plan for extended session to discuss and implement with CCF.</p>	2-4 hours/mo.	<p>M. Cummings M. Carroll</p>
<ul style="list-style-type: none"> Operations: Explore Transition of CCF to a technical assistance and program officer role within Agency Budget Review Team 	<p>Develop proposal for implementation in FY07.</p>	2 hrs/mo.	<p>R. White L. Peacock T. Hopper S. Baker</p>

<ul style="list-style-type: none"> Operations: Review the efficiency and appropriateness of having the CCF members serve as the legal Community Policy Management Team responsible for CSA funds. 	Develop proposal for consideration by CCF members and, potentially, revision in the charter of CCF.	2 hrs/mo.	B. Cox L. Peacock S. Baker
Juvenile Justice Advisory Committee			
Coordinator: The JJAC is charged with developing and implementing recommendations for the juvenile justice system to prevent delinquency, promote diversion and rehabilitation and to evaluate, improve and coordinate juvenile justice services and interventions.	Assist in preparation and logistics of Gang Prevention Training.	2 hrs/mo.	R. Carpenter
Outcome Measurement			
Advisor: The OM Work Group is charged with (1) making recommendations to the CCF and local governments on priority areas for funding consideration; (2) providing guidance and recommendations to the City/County funding bodies on continuous improvement of review process.	Shape the format/timetable/process for addressing long-term improvements in ABRT process; Advise on integration of Human Services Budget into ABRT/Community Needs documents.	2 hrs/mo.	S. Copeland L. Peacock R. White S. Baker
Partnership for Children			
COORDINATOR/CATALYST: THE PARTNERSHIP FOR CHILDREN IMPLEMENTS AND COORDINATES A COMMUNITY-WIDE INITIATIVE FOCUSED ON CHILDREN, AGES 0-6, AND THEIR FAMILIES, TO "BUILD A SUPPORTIVE COMMUNITY WHERE CHILDREN ARE BORN INTO HEALTHY FAMILIES AND ARRIVE AT SCHOOL READY TO LEARN."	Public Awareness WG members are needed to brainstorm and implement strategies to raise community consciousness about the Partnership, answering the question, "How can we draw attention through new, creative ways which will heighten awareness?"	2-4 hrs/mo.	B. Cox
Stepping Stones Advisory			
Information Source: The <i>Stepping Stones</i> Advisory Committee designs and recommends systems for measuring the health of community through an annual community report card, and coordinates data collection over time.	Review indicators and draft text annually; suggest new indicators/approaches; assist in data collection. Develop information session for CCF members; Develop "message out" and publicity for SS.	Seasonal	L. Peacock P. Wisman G. Ellis
Youth Service Work Group			
Coordinator: The YS Work Group is to increase opportunities for meaningful volunteer experiences for youth by advocating high-quality service learning activities and improving the coordination of youth volunteer initiatives in the community. and need additional adult supervision	Sharing "best practices: with WG members; Creation/writing/editing/distribution of a youth service video; Assist in fundraising efforts; Helping facilitate/chaperone a youth service project at area schools/Teens GIVE and other agencies who are involved in youth service learning.	2-4 hrs/mo.	M. Cummings G. Ellis

Attachment III

Comprehensive Services Act Committee Quarterly Report to Commission on Children and Families First Quarter FY 2006

Children Served FY 06 Year-to-Date

- Charlottesville: 202 (up 2.5% from same time last year)
- Albemarle: 153 (down 4.4% from same time last year)

Cost of Services FY 06 Year-to-Date

- Charlottesville CSA: \$907,066 (down 6.4% from last year)
- Charlottesville Medicaid: \$0 (same as last year)
- Charlottesville IV-E: \$458,010 (up 36.7% from last year)
- Albemarle CSA: \$761,659 (up 12.8% from last year)
- Albemarle Medicaid: \$0 (same as last year)
- Albemarle IV-E: \$285,392 (down 24.5% from last year)

Fiscal Year 2005 Summary: Children Served

- Charlottesville: 343 (down 0.6% from FY 04).
- Albemarle: 293 (up 11.4% from 04).

Fiscal Year 2005 Summary: Cost of Service

- Charlottesville CSA: \$6,430,301 (down 3.8% from FY 04)
- Charlottesville Medicaid: \$1,757,089 (up 39.9% from 04)
- Charlottesville IV-E: \$2,326,578 (down 8.4% from 04)
- Albemarle CSA: \$5,780,217 (up 14.2% from 04)
- Albemarle Medicaid: \$1,218,501 (up 79.1% from 04)
- Albemarle IV-E: \$1,475,517 (up 5.9% from 04)

Utilization Review Progress

The Utilization Review Manager position, established as a result of the Cost Containment Study, continues to develop an enhanced utilization review process for our CSA system. Activities include reviewing cases and advising case managers on service plans, funding, and outcomes; meeting with service vendor agencies to develop protocols for communication and on-site reviews; and developing formats for periodic analyses and reports for CSA committees. The purpose of the UR Management process is to provide information and analysis to support effective planning and decision making by our CSA agencies and committees.

Training for Case Managers in Defining Service Outcomes

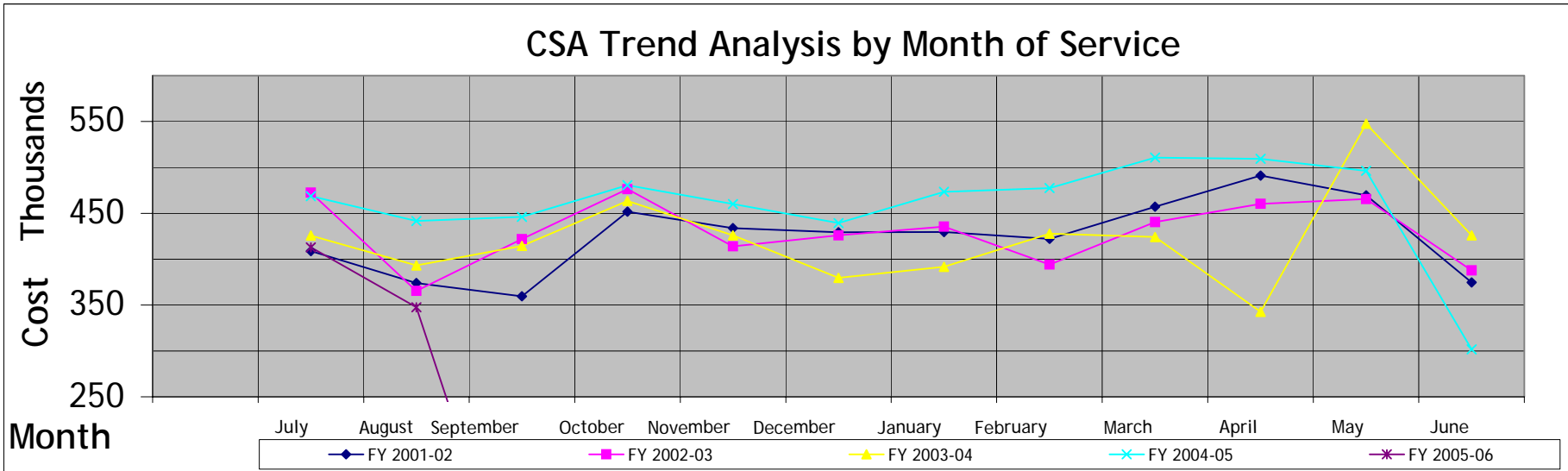
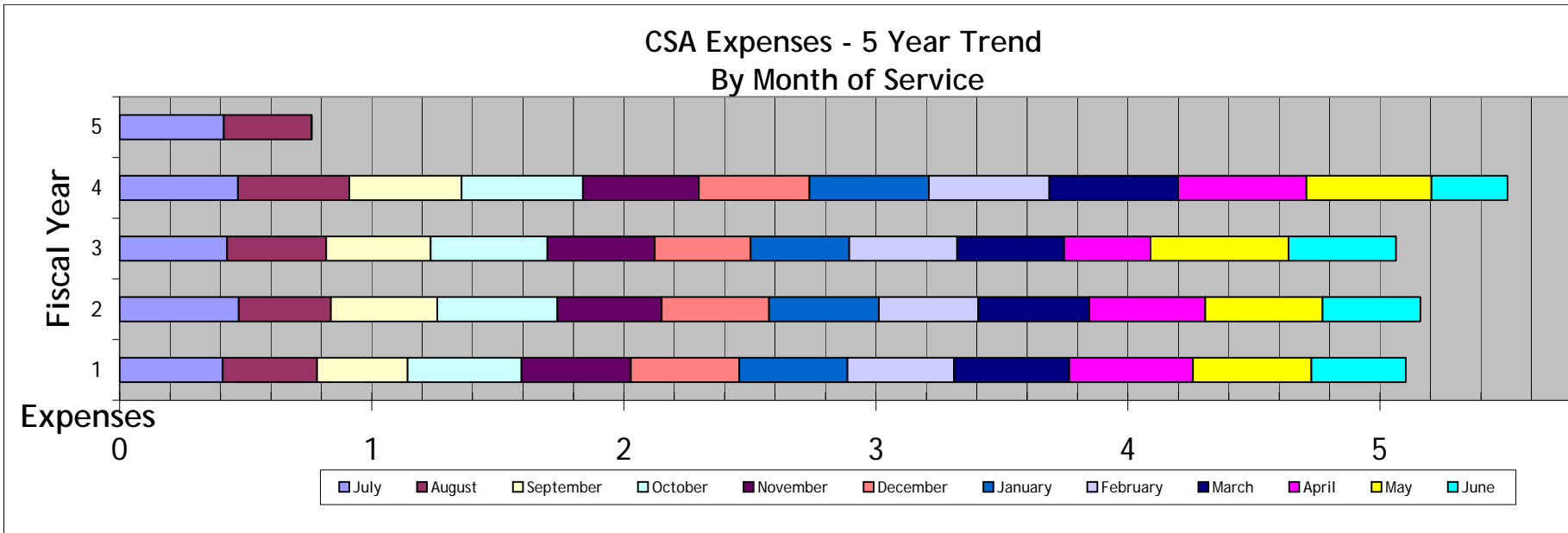
Training is being offered to all CSA agency case managers on defining service outcomes for children served. Provided by Commission staff, the training will be provided four times in the month of November. This complements the work of our committees and UR Manager position to enhance our capacity to develop and carry out the most appropriate and effective service plans for children and families served by CSA.

Work Continues on CSA System Enhancement

The process of reviewing the structure and functions of our local CSA system to ensure the best possible effectiveness and efficiency continues. Initiated from the Cost Containment Study of 2004, the process is currently focusing on how individual service plans are developed and approved for CSA funding. A work group of the Fiscal Subcommittee is expected to bring recommendations soon on revised criteria for which cases are reviewed by our Family Assessment and Planning Team (FAPT). This includes considering whether Children in Need of Supervision (CHINS) cases in the Juvenile Court should be reviewed by the CSA FAPT, as they are now, or by a different interagency team. The Commission is applying for a grant to support planning for a new process for handling these CHINS cases.

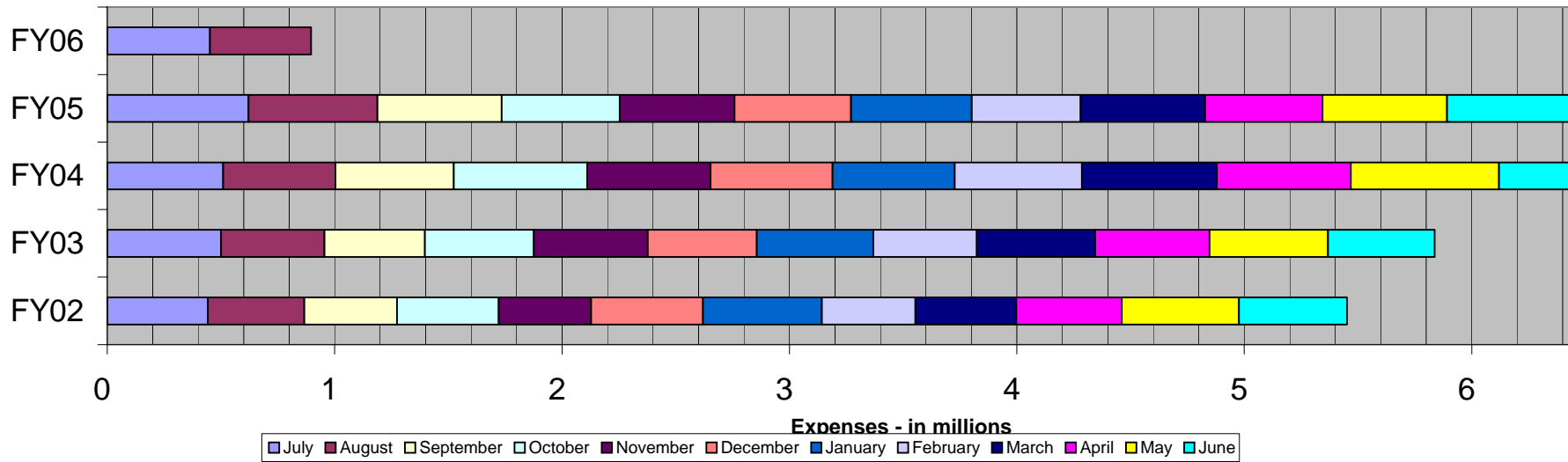
Attachment IV

Albemarle County



Charlottesville

CSA Expenses - 5-Year Trend - Charlottesville



CSA Trend Analysis by Month of Service - Charlottesville

