

GUIDELINES AND EXPECTATIONS FOR CCF WORK GROUPS

BACKGROUND:

Since its establishment as a working body in 1998 under a joint agreement between the Albemarle County Board of Supervisors and the Charlottesville City Council, Commission members have designated work groups to help them plan for an improved system of services for children and their families, to advise local government, and to fulfill state and local service mandates. These groups are essential to the full functioning of the Commission, the setting and implementation of its goals and priorities and the inclusion of a diverse constituency.

MEMBERSHIP:

- ◆ **Composition:** CCF Work Groups generally include at least one Commission member and or a CCF staff member, as well as a diverse group of agency representatives and citizens. Members can be invited to serve on a work group by a Commission member or CCF staff member (on behalf of the Commission) or recommended by the work group members. Work Group members may also fulfill a role mandated by funding requirements (i.e. juvenile justice, CSA). Work groups may have sub-committees to address specific aspects of their work.
- ◆ **Appointment:** Individuals interested in joining work groups should call CCF for more information and a current list of vacancies. Requests for new members are made to the Work Group chair or to the group as a whole at a regularly scheduled meeting and reviewed at the meeting or by a membership sub-committee. All efforts are made for inclusive and diverse Work Group and committee membership.
- ◆ **Goals:** Work Groups are established or sponsored by the Commission with specific goals or tasks to complete. In some cases, Work Groups are time-limited. In other instances, Work Groups serve an ongoing function to coordinate and improve services in a particular area of children and family services, such as juvenile justice or teen pregnancy/STD prevention. All committees should have readily available goals and work plans available to the public.

SHARING INFORMATION:

CCF members are kept apprised of Work Group activities through staff reports and regular Work Group interaction with the Commission via oral presentations, written updates, written and electronic communication.

SHARING RECOMMENDATIONS:

Commission members request that work groups seek input from the Commission prior to issuing any public policy and program recommendations affecting community-wide practices. It is recommended that work group reports and recommendations be first approved by work group members and then brought to the Commission as both an update and endorsement item. CCF members have the opportunity to “agree to disagree” with work group recommendations, but this need not impede work group progress. CCF and work group members will make every effort to reach consensus. CCF endorsement and/or record vote should only be noted in public documents when CCF is in complete agreement with the work group recommendations.

GENERAL EXPECTATIONS:

All CCF Work Group and Subcommittee members are expected to:

- ◆ Punctually attend and actively participate in all meetings of the work groups and/or subcommittees of which they are a member. Members are asked to notify Work Group/Subcommittee Chairs or staff or if they are unable to attend a meeting.
- ◆ Participate in special events and activities sponsored by their Work Groups/Subcommittees, and to provide hands-on support for these activities.

MEETING NOTICE:

All meetings of CCF Work Groups and their sub-committees are open to the public. Regularly scheduled monthly meetings are posted on the CCF website, as well as contact persons for each Work Group. CCF can be contacted directly for the time and location of sub-committee meetings.

WORK GROUP STRUCTURE AND FUNCTIONING

PHASE 1: CCF DETERMINES NEED FOR AND CHARGE OF WORK GROUP

- ◆ CCF members identify potential stakeholders and participants
- ◆ Small Group holds pre-planning meeting and identifies additional representatives
- ◆ CCF staff seek Citizen members through outreach and advertising

PHASE 1: CCF convenes Work Group.

- ◆ Work Group members are presented with their charge from CCF.
- ◆ Work Group members review available background materials and preliminary assessment of local services from CCF.
- ◆ Work Group members identify a chair or facilitator and assign sub-committees if necessary.
- ◆ Work Group members establish meeting schedule.
- ◆ Work Group members refine their charge and develop a timeline for accomplishing the charge.

PHASE 2: Work Group prioritizes needs and develops action plan.

- ◆ Work Group members and or its subcommittee, with available staff support, conduct research and analysis of best practices, assessment of current local services in light of recommended best practices, delineation of specific needs, identification of local resources and or gaps.
- ◆ Work Group members and or its subcommittee prioritize needs, identify desired outcomes, and develop a recommendation for strategy to meet needs. Strategy includes a work plan with projected activities, outcomes, mid-term evaluation plans, and anticipated time line.
- ◆ Work Group Chair and or its subcommittee documents findings and prepare recommendations for strategy to the Work Group or CCF as appropriate.

PHASE 3: Work Group presents recommendations to CCF for approval.

- ◆ Work Group Chair makes presentation to CCF with specific recommendations.
- ◆ Commissioners review Work Group report for approval and/or modification.

PHASE 4: Work Group or CCF implements action plan.

- ◆ Work Group adopts action plan to implement priority recommendations and revises outcomes, timeline, or activities based on input from CCF.
- ◆ Work Group or CCF begins implementation of action plan.
- ◆ Work Group periodically reviews action plan for its effectiveness.
- ◆ Work Group provides CCF with an update on its activities and outcomes regularly until completion.
- ◆ Work Group revises action plan as necessary to insure desired outcomes are achieved.