

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
CSA PROGRAM SUBCOMMITTEE
DECEMBER 6, 2005
CCF CONFERENCE ROOM
2:30 – 4:00 P.M.**

NOTES

PRESENT:

Saphira Baker
John Freeman
Mike Murphy
Dana Neidley
Laura Purnell for Beth Baptist

ABSENT:

Neta Davis
Barbara Ferrier
Kevin Kirst

STAFF:

Cindy Stratton

I. Call to Order

J. Freeman, Chair called the meeting to order at 2:41 p.m.

II. Review/Approval of Agenda

Members reviewed the proposed agenda and accepted it as presented by consensus.

III. Approval of Meeting Notes for October 26, 2005

Members reviewed the meeting notes from the October 26, 2005 meeting and made a spelling correction in item IV. A. 1 to read "for" instead of "or". Notes were accepted as amended by consensus.

IV. CSA Committee Report

A. Response to Subcommittee Request

Discussion: M. Murphy opened the discussion by giving feedback received from the CSA Committee at its November 23rd meeting, highlighting the Committee's concerns outlined in their response: *"At the November 16, 2005 meeting of the CSA Committee the agenda was revised in order to accommodate this item for discussion. M. Murphy gave a summary of the subcommittee's discussion and request as members had already received the request in written format. The summary included the subcommittee's proposal to amend its status to that of a project specific work group of the CSA Committee due to their belief that they could be more effective and a general concern that there is overlap with the activities of the CSA Committee. CSA Committee members had a lengthy discussion of their concerns with an affirmative response to the request for amendment of the subcommittee status noting that the establishment of the subcommittee, its charge and composition had been given a great deal of thought, including subcommittee decision making empowerment. These concerns included: the need for the subcommittee to respond/advise on timely items requiring their input; loss of identity and need for consistent program input. It was suggested that they need not meet monthly and could possibly conduct business on a quarterly basis and work on specific projects during the other months. Members agreed to postpone a response to the request and ask the subcommittee to propose an alternate model for addressing the issues for consideration and response at the December meeting."*

Members had additional discussion on this topic related to the clarity of subcommittees' roles and empowerment, duplication with CSA Committee, current operational effectiveness and use of time. Members asserted that the roles of the FAPT and Fiscal Subcommittee are clearly defined and conducive to their structure.

Additional discussion included:

1. Two different issues requiring attention of the subcommittee are long range service issues and daily operation issues that impact individual agencies versus project specific tasks.
2. Individual agencies have various structures that need to be considered in CSA program operations (i.e. coordination for seven public agencies and CSA committees requires more operations role and staffing related to deployment of agency resources across systems).
3. Current subcommittee does not feel like a decision making group (i.e. need to be able to act/interact quickly, limited meeting time is spent doing business agenda – role is that of coordination, not problem solving or program development, need better way to get operational issues resolved, etc.).
4. Administrative oversight and policy integration and implementation might require different population of members.
5. Although the FAPT could provide an additional option for meeting subcommittee needs, it too has very limited time during its "5th Friday" meetings to attend to long range planning issues in addition to not meeting frequency (i.e. quarterly at best).

Decision: Members agreed to request additional time to develop an alternate proposal for submission to the CSA Committee regarding its request to revise current operating status. This revision would reflect a different structure for the Program Subcommittee to conduct business, drawing from partner agencies and clearly defining assignments, expectations and authority. C. Stratton will work with J. Freeman to get this done.

V. Current Business/Updates

A. Facility Sub Group

J. Freeman will call a meeting of the sub group. N. Davis will be replacing B. Taibbi as the CSB representative.

B. Fiscal Subcommittee

C. Stratton reported that the URM has incorporated the comments from the subcommittees and has been requested to present a formal packet of protocol and forms to the CSA Committee for approval at its December meeting.

C. CSA Coordinator

C. Stratton reported that approximately 60 partner staff members participated in the four training sessions held in November. She is working on tabulating evaluations and will report at next meeting. The first program newsletter has been sent via email to CSA partners. The CHINS Truancy grant was submitted on October 31st and notification is anticipated sometime shortly after December 9th.

D. Non CSA Mandated Funds – Update – Tabled until next meeting.

E. Delegate Landes Meeting

C. Stratton reported that Roxanne White has been sent follow-up notes from the meeting and she is waiting for an update.

F. Judicial Meeting – Update – Tabled until next meeting.

G. Systems of Care Documentation

i. Assessment Process

The survey has been entered into Survey Monkey. C. Stratton will review with CDSS intern and continue working on this.

VI. New Business

A. Chair Rotation

Discussion: J. Freeman opened the discussion noting that he would like to relinquish the chair as originally planned and work on the facility sub group. M. Murphy agreed to continue as the CSA Committee representative. It was additionally noted that Cheryl Lewis is the current FAPT representative to the CSA Committee and that M. Murphy could serve dual roles as he is the FAPT chair. This issue will be discussed at the next full FAPT meeting, slated for sometime in January 2006.

Decision: After brief discussion it was agreed that D. Neidley would take over as Chair of the subcommittee in February 2006.

VII. Items from CSA Committee or Others – None

VIII. Items for CSA Committee or Others – None

IX. Review Meeting Objectives

Members agreed to continue to work on the facility development project and revised request for change to the CSA Committee between now and the January 25th meeting of the subcommittee.

X. Adjournment

There being no other business, the meeting was adjourned at 3:58 p.m.

MEETING OBJECTIVES:

- Members will review status and identify future activities related to the “Systems of Care” model.
- Members will review work plan priorities and progress.
- Members will identify items to be sent to CSA Committees for action or advisement.
- Members will identify additional resource/reference material request for staff.
- Members will review work plan progress.
- Members will establish next steps.
- Members will identify additional resource/reference material request for staff.