



COUNTY OF SAN DIEGO
Child Abuse Prevention Coordinating Council

REGULAR MEETING
MINUTES
THURSDAY - SEPTEMBER 27, 2012
8965 Balboa Ave., Conf. Room 2
San Diego, CA 92123
2:00 p.m. - 3:30 p.m.

I. Call to Order and Introductions

Chair Debra Zanders-Willis called the meeting of the Child Abuse Prevention Coordinating Council (CAPCC) to order at 2:13 pm.

Presentation of Attendees:

***Debra Zanders-Willis** – CHAIR – **Seat 6** - Child Welfare Services Director
Roseann Myers – Assistant Deputy Director – Child Welfare Services (CWS)
Judge Cynthia Bashant – **Seat 8**
Mack Jenkins – Chief Probation Officer – **Seat 7** – Probation Department
Kim Allen - Deputy Chief Probation Officer – Juvenile Field Services/Alternate to Chief Mack Jenkins
Emerald Randolph - **Seat 1**/Supervisor Cox
Barbara Warner – **Seat 2**/Supervisor Jacob, Collaborative Coordinator of the Spring Valley Youth and Family Coalition, work to develop 90 different agencies and individuals in the geographic collaborative in East Region
Larry Richman – **Seat 4**/Supervisor Roberts – also on the Polinsky Children’s Center (PCC) Advisory Board
Kathy Smith-Brooks – **Seat 5**/Supervisor Horn
Twila Perucci – **Seat 9**/Consumer – works at Grossmont College in the Foster Adoptive and Kinship Care Education Program/Foster Parent for about 33 years
Jill Monroe – CAO Staff Officer – Health and Human Services Agency (HHSA)
Stephanie Lawson – Child Abuse Prevention Coordinating Council (CAPCC) Coordinator
Marigold Santos – Note taker*

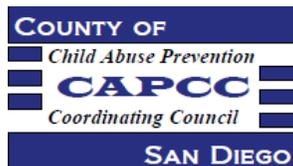
Absent:

***Cindy Dumas** – **Seat 3**/Supervisor Slater-Price*

Chair Debra Zanders-Willis stated that the Commission on Children, Youth, and Families (CCYF) was the County’s designated Child Abuse Prevention Coordinating Council prior to the re-organization by the Board of Supervisors on December 6, 2012. This is a Brown Act Meeting and posted with the Clerk of the Board.

II. Public Comment

Chair Debra Zanders-Willis stated that this is an open meeting to the public. There are no members of the public present. There are no comments or statements from those that are present.



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III. Report from the Chair

Chair Debra Zanders-Willis stated that the purpose of this 1st meeting is to establish the Council as an operating body. This Council will oversee a budget and a spending plan. This is a much smaller Council and critical for the attendees or alternate to attend to have a quorum and move the agenda forward. We have been taking advice from County Counsel on how to operate these meetings. Today's meeting is to approve the bylaws and to direct staff.

She reported that historically, this group had an executive committee that met on a monthly basis and the CCYF full membership had open forum meetings with about 50 attendees four times per year. They had presentations and discussions on child abuse and neglect prevention, intervention and treatment.

She stated that the Council is our voting body. We will have an open forum meeting where we host an agenda and invite members of the public to talk about child welfare and our community as a whole, where we will focus on child abuse prevention, intervention, and treatment. That is how the meetings will flow.

She noted that we will be discussing the future quarterly meeting dates. This meeting was held at the County Administration Center (CAC) but parking will be difficult. The groundbreaking has just begun on the Waterfront Park Project at the CAC. We are looking to secure a meeting room at the County Operations Center (COC) which is located at Overland Drive and only five minutes away from the Balboa office.

IV. Action Items

A. Nomination and Approval of Officers

1. **Vice Chair (Motion/Second/Vote)** – *The Vice Chair will attend the meeting on behalf of the Chair and run the meeting in the Chair's absence. Support Staff will prepare agendas, take minutes, etc. Chief Jenkins volunteered to be the Vice Chair. Motion seconded by Judge Bashant and all are in favor. No opposition.*

2. **Secretary (Motion/Second/Vote)** – *The Secretary will review the minutes, make sure they're accurate, and let the Support Staff know of any changes. Judge Bashant nominated Emerald Randolph. Motion seconded by Kathy Smith-Brooks and all are in favor. No opposition.*

B. Approval of By-Laws (Motion/Second/Vote) – *Roseann Myers showed a PowerPoint presentation and distributed handout to the attendees. She stated that the primary purpose of the CAPCC is to coordinate action, to look for resources, to make sure that communities are addressing child abuse prevention, intervention and treatment. She stated that this Council will function as the guiding group, keep it to this group size and direct staff to do the work.*

The County Ordinance requires specific positions be represented such as the Presiding Judge, Chief Probation Officer, CWS Director, and community members.

These are standardized By-Laws and copies have been provided in advance to the members.



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On Motion of Chief Mack Jenkins, seconded by Judge Cynthia Bashant, the Council approved the By-Laws. All are in favor to approve. No opposition.

C. In accordance with County Administrative Code section 84.98(f), direct CAPCC staff to develop a CAPCC process and criteria for funding programs eligible for Children's Trust Fund funding; Direct staff to report back to the CAPCC with its recommended process and criteria for submitting funding proposals to the Board of Supervisors (Motion/Second/Vote)

The Chair Debra Zanders-Willis stated that the Council is to direct staff Stephanie Lawson and Roseann Myers to develop process and procedures for spending the Children's Trust Fund, what would qualify for funds and how to get these funds directed to those particular sources.

On Motion of Chief Mack Jenkins, seconded by Council member Larry Richman, the Council is to direct staff to prepare a draft of proposed criteria that will be reviewed by the Council.

Discussion:

Roseann Myers stated that the Children's Trust Fund is basically \$1.1 million a year. This Council is to make recommendations to the Board of Supervisors (BOS) on what criteria to use and what should be funded. We are to provide a report annually on the Trust Fund. She also stated that we have contracts in place as the Trust Fund has been going on for a number of years.

Chief Mack Jenkins requested clarification regarding presenting recommendations, establishing criteria or presenting funding recommendations to the Board. Roseann Myers stated we will do a little bit of both. She noted that in the past, the Commission presented recommendations for funding but not down to the level of contractors. An example is that we should fund contracts for Training and Community Awareness specifying the dollar amount that includes internal and external stakeholders.

Council member Larry Richman had questions and Roseann Myers responded that there are no parameters that states that a percentage should be spent on specific program or allocation. The exact figures for the fiscal year 2011-2012 will be presented to the council at the next meeting. \$1.1 million comes in every year and this may be compared to a savings account. We allocate the dollars to spend and we need a little bit of reserve for special projects that come up. At the end of the year, if there are unspent funds then we save the money in Trust fund account for future years. We may safely allocate more than \$1.1 million.

Council member Kathy Smith-Brooks commented that there was confusion about the allocation of the funds from last year. Roseann Myers responded that the Trust Fund will be presented to the Council in the future. Judge Bashant stated that the money that comes in is slightly variable because of the funding sources.

Council member Barbara Warner stated that she is committed to being accountable as a direct representative and needed clarification on the members' roles. Chair Debra Zanders-Willis responded that the process would be for staff to reflect what we want to do with this Council as opposed to the Commission. This will be shared in advance with the members so that we can have



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the opportunity to review, provide input and feedback and come back to this meeting to discuss, vote, and have a consensus and agreement on how to go about the funding process.

Council member Larry Richman brought up the evaluation of performance. Chair Debra Zanders-Willis stated that contracts are performance-based and all outcomes are measurable. Contractors will have to do a report and discussed at the Business Meetings.

Roseann Myers noted that the Council will need to go to the Board by December to be able to use this money for this Fiscal Year 2012-2013. We need to develop criteria make a recommendation to the Board on a short timeline time line this first year. We can continue to refine the process as we move forward.

Roseann Myers clarified that we have certain amount of money that is unallocated and we can focus on but we also have some money that is encumbered because of the previous commitments made by the Commission as we are in transition. The best approach is to look at the unencumbered funds, what the priorities are for this fiscal year, and going forward if there are some shifts to recommend as contracts end and we can make new commitments. She also noted that background will be provided, what the priorities were in the past and what direction we were taking. There will be a significant amount that is encumbered.

Council member Larry Richman asked if proposals come in or do we solicit them or recruit from segments served particular to the interest of the populations. Roseann Myers responded that we go through the county procurement process. This group would be recommending funding specific areas and county staff will develop the statement of work. Chair Debra Zanders-Willis clarified that we will be brainstorming and approving the target initiatives. An example would be Trauma Informed Training. We would discuss, vote and come to a consensus about the specific training, set a budget for training and once approved, it would go through the county procurement process, do an RFP or RFQ and put it out to bid and it will be a formal contract.

Judge Bashant was the former chair of the Commission and she noted that the Commission was very large and continued to grow in number and made it very difficult. There was an Executive Committee that steered what was going on in the Commission. The rest of the members wanted to be more involved but couldn't attend the scheduled meetings. There was a lot of turnover as well and a quorum was hard to reach. Chair Debra Zanders-Willis stated that maybe we could do short-term sub-committees focusing on specific areas. Judge Bashant mentioned that they did an all day retreat to get everyone engaged and brainstormed what areas they wanted to focus on. They had goals and priorities set for the Commission and ended up choosing three areas.

D. Adopt Schedule of Quarterly Meetings and Public Forum Topics (Motion/Second/Vote)

Roseann Myers noted that the Council needs to meet in a month, have the public forum and complete the Trust Fund Spending for this Fiscal Year 2012-2013. Proposed Meeting Dates are October 2012, January, April and July 2013. One hour will be for the Business Meeting and one hour for the Public Forum. We will get out the agenda and minutes as a draft in advance to the Council members. Roseann Myers and Stephanie Lawson will be available for individual briefings with the Council members.

V. Announcements



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There are no other announcements and comments.

VI. Adjournment

Chair Debra Zanders-Willis adjourned the meeting of the Child Abuse Prevention Coordinating Council at 3:00 pm.

If you are planning to attend and need special accommodations, you must call the Note taker at (858) 514-5990 at least three days in advance of the meeting.