

MINUTES

1. **Call to Order/Roll Call** - The meeting was called to order by Greg Zieman at 8:10 AM. A quorum was present. Members present were: Greg Zieman, Steven Dick, Andrew Cain, Kathleen Dong, Christine Hagion Rzepka, Jennifer Kelleher, Stacy Castle, and Ann Whyte. Guests Kathleen Sandoval (SSA) and Becky Manchester (CAC Coordinator) were also present. Members absent were: Margaret Petros and Peggy Cathcart.
2. **Public Comments** - Christine Hagion Rzepka announced that there would be a conference on Traumatic Brain Injury in 2015 and asked that the committee think about sponsoring or presenting. Steven Dick suggested that she contact Dr. Shilling who had statistics on the incidence of traumatic brain injury among child abuse victims and had presented at the Stanford conference on this topic.
3. **Approve Minutes from July's Executive Committee Meeting** - M/S/P
4. **Update on revised RFP Release Date and Timeline** - Christine Hagion Rzepka, chair of the Allocations Committee, reported that the RFP release date had been moved to September 10, 2014 by SSA (though the Allocations Committee's RFP timeline called for a release date a month earlier). This pushes the Allocations Committee's entire expected timeline back by a month. Kathleen Sandoval confirms that the September 10th date is now set in stone, but that the Vendor's conference was moved from September 17th to September 18th. Proposals will be due October 24th. Organizations will have approximately 6 weeks to prepare their proposals. Kathleen Sandoval reported that the RFP was still in a peer review process and hadn't been finalized yet. Stacy Castle suggested we update the website with new dates. Kathleen Sandoval advised that the RFP can not be on the website but a link to BidSync can and should be on the website. She asked that the SSA RFP Timeline not be posted on the website.
5. **Approve a statement of position relating to the Receiving, Assessing, and Intake Center** - CAC Chair, Greg Zieman, presented the draft letter and asked for feedback. Feedback was as follows:
 - Bulleted point #3 should become #1
 - #1 and #3 are redundant
 - #2 should focus on co-located services
 - the letter should focus on the future, not the present RAIC center
 - The letter should articulate a specific number of days that children could be accommodated in the facility (preferably no longer than seven days or seven to 10 days were among the specific suggestions)
 - The letter should make clear that for a certain population of children, an extended stay of up to seven days may be required in order to find a safe and appropriate longer term placement for the child
 - the housing component should be expressed in both the introductory paragraphs and in the new bulleted point # 1
 - Steve Dick suggested that the 3rd introductory paragraph become the 1st and that the introduction make clearly known what the Council is recommending. The committee was positive about Steve's feedback and he agreed to put his thoughts in writing. His points included:
 - a facility where social workers and police officers could bring children
 - located in a safe neighborhood; safe inside and outside
 - a place where children can play and be children
 - be able to separate children if/when necessary
 - #2 should specifically state that the new RAIC have medical, mental health, and educational screening. Ann Whyte clarified that by educational, she did not mean that they should create an IEP for the children but should assess whether the school placement was appropriate and identify if the child had an IEP if so, locate it and make it available.

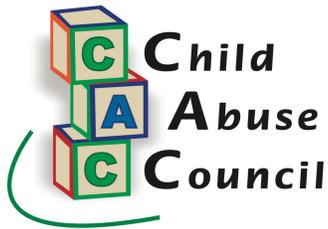
- Stacy Castle suggested introductory wording such as: "As Chair of the Child Abuse Council of Santa Clara County, one of the preeminent tasks I am responsible for is to communicate with the local systems that are designed to care for the children in our county: The mission of the Child Abuse Council of Santa Clara County (CAC) is to protect children from abuse and neglect by their parents and caregivers, and from the systems designed to protect them. With our mission in mind, I am writing....."
- It was debated whether or not the letter should be from a first person perspective or from the Council in general.

The Committee then discussed the timeline and next steps of the letter:

- The committee decided they wanted to move quickly
 - Becky will summarize the feedback and send to Jennifer Kelleher
 - Jennifer will draft the next revision and send it to Greg by September 10th
 - Greg will review and send the letter to the Executive committee on or before September 11th
 - Any feedback will be vetted and revised by Greg and ready for mailing by September 15th
 - The letter should be addressed to Lori Medina, Director of DFCS, and should copy each of the five Supervisors and Bruce Wagstaff
 - The letter should be sent via both email and regular mail on September 15th/16th (by Becky)
 - It should not be posted on the website at this point
6. **Discuss new leadership and structure for the Public Awareness Committee** - Andrew Cain reported that the Legislation & Policy Committee was consulted about combining the Public Awareness and Legislative & Policy Committees at their August meeting. He received positive feedback on the proposal and no objections. Similarly, the Public Awareness committee was consulted (via email). He received mostly positive feedback and no objections to the proposal. He recommends that the Council move forward with combining the two committees. The purpose of the combined committee would be to 1) make members of the community aware of issues that relate to the Child Abuse Council's work, and 2) make members of the public who influence policy be informed of issues and legislation that relate to the Child Abuse Council's work. Because the committee would not have a legislative focus, Andrew would continue to inform the Council about legislative updates and issues as a stand-alone function. The Legislation & Policy Committee will meet on September 9th. The first meeting of the combined committee will take place at the previously scheduled Public Awareness Committee meeting on September 26th. Andrew will work on formalizing a mission for the combined committee which will be discussed and finalized at the September 26th meeting. Andrew will handle the communication of this change to the appropriate people. The plan for new Public Awareness Committee will be addressed at the October Full Council Meeting.
 7. **Council and Committee Leadership Listings on CAC website** - CAC Coordinator Becky Manchester asked that a "Leadership" section be added to the "About Us" section of the website. The "Officers" section will include a name, title, bio and email address. The "Committee Chairs" Section will include a committee name, committee chair name, email and link to the committee's website page. "Commissioners" will be listed by seat, district and activities. The "Staff" section will list the coordinators name, bio and email address. The committee agreed that she should move forward with this website addition. There were no objections.
 8. **Receive and Accept Verbal Report** - Chair, Greg Zieman, reported that he had met with Cindy Chavez on August 7th and that she was positive about the work of the CAC, and interested in the Community Needs Assessment Report (presented to her by Greg). Cindy would like to help communicate CAC-related issues in her newsletter. Becky will provide information about CAC events and reports on an ongoing basis to Betty. He reported that her office is aware that the CAC Membership committee should be consulted before making an appointment. Their office consulted with County Council who determined that there was no voting conflict of interest in the case of a staff member of the Board of Supervisor's being directly appointed to the CAC. Ann Whyte asked if they were aware that it posed a conflict with the CAC's state funding requirements that the Council be independent from the BOS. Ann would like reassurance from the BOS that they understand the importance of our two bodies being independent.

9. **Receive and Accept Verbal Report - The Vice Chair of Administration**, Steven Dick, had no report.
 10. **Receive and Accept Verbal Report – The Vice Chair of Programs**, Andrew Cain reported that he had contacted all of the CAC’s funded agencies and that he had scheduled eight 10-minute presentations for future full Council meetings. Up to two funded agencies may present at 8:00am and/or 8:10am and will be allotted ten minutes to present and to respond to questions (which will be strictly enforced). Andrew Cain suggested that the Executive Committee sponsor the Domestic Violence Council’s October Conference. It was moved and seconded that the Executive Committee give \$1000 to the Domestic Violence Council’s Conference (from the Executive Committee’s “Community Sponsorship” line item). The motion passed.
 11. **Receive and Accept Verbal Report – Treasurer**, Kathleen Dong, reported that the SSA had not yet provided her with a Fiscal Report. She will follow up with Coordinator, Becky Manchester, and SSA Staff, Kathleen Sandoval to create a process for receiving and distributing financial reports from the County moving forward. She addressed two items for which the Council is being charged but that the Council is not accessing: The CAC storage facility and the telephone. It was agreed that there should be a CAC phone and/or voicemail, preferably with using the current number. Jennifer Kelleher said that a lot of CAC printed materials list the CAC phone number. Kathleen Dong will follow up with Kathleen Sandoval about the phone and the Public Awareness Committee about the storage locker.
 12. **Consider actions related to fiscal and administrative information from the Social Services Agency - No Report.**
 13. **Symposium Committee - No Report**
 14. **Allocations Committee - Chair**, Christine Hagion Rzepka reported that the Grants Task Force (GTF) member slate will be presented and voted on at the September Council meeting. There will be 5-7 members of the GTF. A job description is forthcoming. Christine also reported that the Community Needs Assessment has not yet been printed by SSA. Christine is waiting for the finished report before she issues a press release. Christine raised the issue that the CAPC fact sheet suggests that state funding requires of CAC a 33.3% match. There was much discussion on this point and its relation to the In-Kind Contribution form. It was resolved that Kathleen Sandoval would research the requirements and report back to the Executive Committee.
 15. **Interagency Collaboration Committee - Chair**, Jennifer Kelleher reported that there was a presentation on CSEC at the last ICC meeting and that this would be interesting topic for other Council members to hear. She also reported that there would be an OCAP presentation at an upcoming GBACAC meeting. Christine Hagion Rzepka suggested that there be an Enough Abuse training at the retreat in February. Jennifer Kelleher responded that she would be willing if that’s what the group wanted. She also reported that there were six Enough Abuse trainers and two trainings completed so far.
 16. **Disproportionality Committee - No Report**
 17. **Leg & Policy Committee - L & P Committee Member**, Andrew Cain reported that there would be a community training on Mandated Reporting on Friday, October 24th from 1:30pm - 3:00pm at the Milpitas Public Library. Judge Clark and Jane Smithson will be panelists. Stacy Castle will be the moderator. The Committee is still securing a few more panelists. A Save the Date flyer will be distributed shortly.
 18. **Membership Committee - Membership Committee Member**, Ann Whyte reported that there were three seat vacancies. District 3 approved two nominations from the Membership Committee and these will be voted on at the next BOS meeting. The other seat is pending approval from District 5. Expired seats are being continually monitored by the Membership Committee. There was some discussion about committee placements, as not all community advisory and voting members are currently serving on a committee. Ann Whyte announced that there would be a CAC membership event at the Loft (or other venue) in November. More details will be announced soon.
 19. **Public Awareness Committee - No Report**
 20. **Student Educational Needs Committee - SENC Chair**, Greg Zieman announced that the next SENC meeting was scheduled for September 18th at noon.
- ***The meeting adjourned at 10:00 AM.**

The minutes were taken and respectfully submitted by CAC Coordinator Becky Manchester on August 25, 2014.

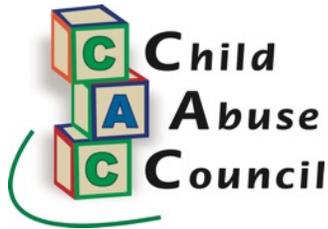


MINUTES

- 1. The meeting was called to order by Chair, Greg Zieman, at 8:10 A.M.** A quorum was present. Executive Committee members in attendance were: Greg Zieman, Andrew Cain, Kathleen Dong, Christine Hagion Rzepka, Stacy Castle, Ann Whyte and Margaret Petros. Also present were SSA Staff, Kathleen Sandoval, Penelope Blake (reporting for ICC Chair Jennifer Kelleher) and CAC Coordinator Becky Manchester. Steven Dick, Peggy Cathcart, and Jennifer Kelleher were absent.
- 2. There were no public comments.**
- 3. The August Executive Committee Meeting minutes were approved. (M/S/P)**
- 4. Discuss recent developments with the RFP** - Allocations Chair, Christine Hagion Rzepka reported that members of the Allocations RFP subcommittee met with the SSA regarding the delay of the RFP release. The SSA advised the subcommittee that there had been changes to the state rules and regulations which needed to be incorporated into the RFP. Kathleen Sandoval reported to the Executive Committee that there is no date yet for the release of the RFP, but that it had to be released by the end of September. Christine reported that there were several misunderstandings between SSA and the CAC Allocations Committee regarding such items as who could attend the Vendor's Conference, a letter of intent, how the CAC and SSA would or would not jointly host the Vendor's Conference, and how many members and who could serve on the Grants Task Force. Andrew Cain suggested that County Counsel sit together with Allocations and SSA to help settle any misunderstandings. It was suggested and Christine agreed to start by writing a letter to County Counsel detailing the RFP subcommittee's understanding of the RFP process by September 29th.
- 5. Discuss/approve a recommendation to the Council to dissolve the Legislation & Policy Committee** - Andrew Cain recommends that the Legislation and Policy Committee dissolve, that he brief the full Council about legislative updates at the monthly CAC meetings (as a stand-alone function) and that the Public Awareness Committee expand its mission to include public awareness of policy-related issues. The PAC will meet on September 26th to consider. If the PAC agrees to this course of action, the full Council will consider a motion to dissolve the Legislation and Policy Committee at the October CAC meeting. The Committee decided it should review and potentially revise the bylaws related to committees at the October Executive Committee meeting and at the retreat in February.
- 6. Reviving the MDT** - No discussion
- 7. Update on DV Council Sponsorship, OCAP funding regulations and the Community Sponsorship \$2,000 line item in Executive Committee Budget** - It was reported that after the Executive Committee voted at the August meeting to sponsor the DV Council event, the SSA determined that OCAP regulations prohibited the CAC from sponsoring such an event. Andrew Cain notified the DV Council that the CAC would not be able to sponsor their event. There was a discussion and it was decided that the Executive Committee will discuss at the retreat if they should continue to have a "Community Sponsorship" item in their budget, what restrictions are in place that they need to be aware of, if other funding sources (CTF, for example) allow for such an item, and how can it better publicize the opportunity so more organizations can apply for sponsorship.
- 8. Matching Funds Requirement from OCAP** - Kathleen Dong reported that the in-kind contribution form will no longer be required of Council members. It had been thought in prior years that the Council must track their in-kind hours and contributions to help meet the OCAP 33.33% matching requirement. Wendy Kinnear Rausch explained at the September Allocations meeting that they use CTF funds and matching funds reported by CAC-funded programs to meet the OCAP funding regulations. It was decided that Becky should create a simple system to calculate volunteer hours once per year, at the end of each fiscal year.

9. **Receive and Accept Verbal Report** - Chair Greg Zieman reported that the RAIC letter had been sent to Lori Medina, Bruce Wagstaff and the Board of Supervisors. Becky will deliver a hard copy to the recipients as well. The committee asked that she forward to the Architect of the RAIC process as well.
10. **Receive and Accept Verbal Report, Vice Chair of Administration** - None
11. **Receive and Accept Verbal Report – Vice Chair of Programs**, Andrew Cain reported that the funded agencies have been invited to make short presentations at the CAC full Council meetings this year and that most are signed up to present between now and June. Penny Blake suggested that Andrew consider having the funded agencies present every three years instead of every year.
12. **Receive and Accept Verbal Report – Treasurer** Kathleen Dong presented the July and August Fiscal Reports and advised the Committee that there was a lag time of up to 60 days between what is reported and what has actually been spent. Several symposium expenses that were invoiced in April and May of 2014 were paid late and reported as an expenditure in the current fiscal year's budget which led to some concern and questions from the committee. Kathleen Sandoval was asked to adjust the fiscal reports moving forward to reflect expenditures that apply to the current budget. Kathleen Dong asked Becky to provide her with the June reports from 2012 and 2013 so she could investigate the reporting practices of previous years.
13. **Consider actions related to fiscal and administrative information from the Social Services Agency** - Kathleen Sandoval's report was accepted.
14. **Symposium Committee** - Chair Margaret Petros reported that planning for the 2015 Symposium was underway. She asked that people contact her with program and speaker ideas. Margaret also asked that the Symposium minutes be included in the agenda packet at the full Council meetings. As an Emeritus member, she may choose not to attend full Council meetings.
15. **Allocations Committee** - Allocations Chair Christine Hagion Rzepka reported that funded agencies are on target. The correct version of the Community Needs Assessment has not yet been printed. She requested 20 additional copies. The Allocations committee will need to vote on this expenditure at their next Allocations meeting.
16. **Interagency Collaboration Committee** - Penny Blake reported for Jennifer Kelleher. She reported that Steve Dick had represented the CAC at the last RAIC meeting. Penny was also in attendance, representing the Juvenile Justice Commission. She reported that they seem to be moving towards the incorporation of a housing piece, though it may not be run but SSA but perhaps by another non-profit. Regarding the MDT, she reported that there wasn't currently an MDT but that there would be further discussion at the ICC meeting.
17. **Disproportionality Committee** - No report.
18. **Leg & Policy Committee** - Chair, Stacy Castle reported that there would be a workshop at the Milpitas Public Library on October 24th at 1:30pm entitled Mandated Reporting: Beyond the Basics. The panelists are Judge Clark, Minerva Beltran-Gonzales, and Jane Smithson. Stacy Castle will moderate.
19. **Membership Committee** - Ann Whyte reported that the member appreciation event would be held at the Loft on November 5th. The Executive Committee will donate money for food. The invitation will include the address of the parking lot that validates parking.
20. **Public Awareness Committee** - No report.
21. **Student Educational Needs Committee** - No report.
22. **The meeting adjourned at approximately 10:00 A.M.**

The minutes were taken and respectfully submitted by CAC Coordinator, Becky Manchester, on September 30, 2014



Child Abuse Council of Santa Clara County
Executive Committee Meeting -- Oct 23, 2014 -- 8:00 A.M.
Second Start -- 1325 Bouret Drive, San Jose, CA 95118

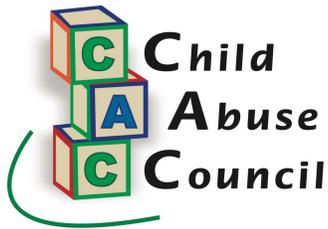
MINUTES

1. Chair, Greg Zieman, called the meeting to order at 8:15 AM. Executive Committee members present were: Christine Hagion Rzepka, Stacy Castle, Greg Zieman, Ann Whyte, Kathleen Dong, Steven Dick, Andrew Cain, Margaret Petros, and Jennifer Kelleher. Executive Committee member Peg Cathcart was absent. Guests present were Penelope Blake, Alfredo Nevius, Kathleen Sandoval, Carla Cisi and Becky Manchester. Chair, Greg Zieman had to leave the meeting early so Vice Chair for Administration, Steven Dick facilitated the end of the meeting.
2. There were no public comments.
3. September's Executive Committee minutes were approved as amended. (Motion: Ann Whyte, Second: Stacy Castle, PASSED: abstentions- Steve Dick, recusals- 0, nays -0)
4. Discuss / Approve Executive Committee Business
 - A. Discuss Article VII of the Bylaws: "Committees"
 - i. Grants Task Force: Allocations Chair, Christine Hagion Rzepka reported that there are discrepancies between the CAC bylaws and the way in which the Grants Task Force process is being run this year. The bylaws state that the Allocations Committee Chair shall chair the Grants Task Force, but County Counsel decided that SSA should run the grants review process. Carla Cisi will facilitate the process. Alfredo Nevius will be the Program Monitor and Kathleen Sandoval will provide administrative support. County Counsel has also called for changes in the way the Grants Task Force members are selected and the ways in which conflicts of interest are determined.
 - ii. Operational and Program Committees: There was a discussion about the need to update the bylaws in relation to committees. Vice Chair for Administration, Steven Dick will create a process by which to review and revise the bylaws. Further discussion may happen at the February retreat.
 - B. Public Awareness Committee Mission - Public Awareness Committee (PAC) Chair, Stacy Castle asked for input from the Executive Committee about the future of the PAC. Suggestions included: creating a resource directory (many members strongly opposed creating a printed directory), radio announcements, avoiding fairs, don't rely only on online outreach, billboard campaign, print flyers at libraries, coffee shops, etc.
5. CAC Chair, Greg Zieman reported that requests for funding for events need to be made several months in advance. He announced that the Council will begin working on budgets soon.
6. There was no report from the Vice Chair for Administration.
7. There was no report from the Vice Chair for Programs.
8. Treasurer, Kathleen Dong reported that the now dissolved Legislation & Policy Committee has \$750 in their budget. Motion: Combine Legislation & Policy budget into the Public Awareness budget. (Motion: Steven Dick, Second: Andrew Cain, PASSED unanimously: nays - 0, abstentions - 0, recusals - 0). Kathleen further reported that some of the payments from the April 2014 symposium were paid late by SSA and have been subtracted from the 2015 Symposium event budget. Symposium Chair, Margaret Petros, stated that the funds in question (\$3,028.77) were spent during the last fiscal year,

turned over by May 9th, and that they should be reflected as expenditures for the FY 13/14 Symposium, not deducted from the FY 14/15 event budget. Carla Cisi stated that she would work with Kathleen Sandoval and Alfredo Nevius to fix the situation so that the 2015 Symposium budget isn't impacted. Carla will report back at the next Executive Committee meeting.

9. Consider actions related to fiscal and administrative information from the Social Services Agency
 - A. Accept Fiscal and Administrative Report - There was a discussion about how the fiscal report could provide more detailed information about CAPIT, CTF and Kids Plate funds. Alfredo will add information to the report about Kids Plates funds.
10. Receive and Accept Committee Verbal Reports
 - A. Symposium Committee - Chair, Margaret Petros, reported that the 2015 Symposium is scheduled for April 17, 2015 at Villa Ragusa. The registration packet will go out in January. Carla Cisi reported that the Villa Ragusa contract was being reviewed by County Counsel. Margaret Petros called for program and keynote speaker suggestions. Alfredo Nevius asked that the committee get pre-approval on speaker expenses.
 - B. Allocations Committee - Chair, Christine Hagion Rzepka reported that the old copies (20) of the Community Needs Assessment report went to GTF members and volunteers. Alfredo handled the distribution. County Printing handled the second printing of the CNA Report (under budget) and they were delivered to the Board of Supervisors through the pony. Christine reports that the quality was top-notch.
 - C. Interagency Collaboration Committee - ICC Chair Jennifer Kelleher reported that the ICC explored the topic of reviving the MDT at their last meeting. Many members felt that there is much more cross collaboration happening now and that the previous MDT model may not be necessary in this era of differential response. It was also discussed that an MDT would require significant funding and that all of the agencies commit a dedicated representative. The ICC will not be pursuing it further at this time. Jennifer reported that the committee was exploring psychotropic medications and foster youth at their next few meetings. Jennifer asked that a GBACAC report be a standing item on the Executive Committee agenda. She also reported that Penny Blake would be doing a demonstration of the website at the November CAC meeting.
 - D. There was no Disproportionality Committee report.
 - E. Membership Committee - Ann Whyte reported that the member social would be held on November 5th at the Loft from 5:00 PM to 7:00 PM and asked that everyone respond to the evite so they could plan accordingly. She further reported that there were two vacancies on the Council and asked for Executive Committee members to think about and recommend worthy candidates for voting membership to the membership committee.
 - F. Public Awareness Committee - Chair, Stacy Castle reported that the next meeting would be held on Nov. 3rd at 3:30 PM at 373 W. Julian in the San Martin Room.
 - G. Student Educational Needs Committee - Chair, Greg Zieman reported that the committee was planning an event for March 19th.
11. There were no announcements.
12. The meeting adjourned at 9:24 AM. The next meeting is scheduled for Thursday, November 20, 2014 at 8:00 A.M.

The minutes were taken by CAC Coordinator, Becky Manchester Aidlberg and respectfully submitted on October 30, 2014.



MINUTES

1. The meeting was called to order at 12:05pm by Chair, Greg Zieman. A quorum was present. Members in attendance were Greg Zieman, Steven Dick, Andrew Cain, Jennifer Kelleher, Stacy Castle, Ann Whyte, and Margaret Petros. Members absent were Kathleen Dong, Christine Hagion Rzepka and Peg Cathcart. Guests present included Becky Manchester, Kathleen Sandoval, Alfredo Nevius and Carla Cisi.
2. There were no public comments.
3. The minutes from October's Executive Committee meeting were approved. (Motion: Ann Whyte; Second: Andrew Cain; Approved: all)
4. Discuss / Approve Executive Committee Business
 - A. Discuss press release to inform public that the County is jeopardizing a child abuse prevention and awareness event: Greg Zieman explained that the County had decided to renegotiate the contract with and hold the deposit check to Villa Ragusa for the 2015 symposium, even though the contract had been reviewed by County Counsel, signed by the County, and the Symposium Committee and Coordinator had followed all the required procedures. The deposit check was more than five weeks late. He was concerned that the County's decision not to pay the deposit in a timely manner was putting the symposium event in jeopardy and that he needed to step in on behalf of the Symposium committee. Between the time this item was added to the agenda and the present meeting, the County had agreed to release the check and payment was on its way to Villa Ragusa. No further discussion or action was required on this agenda item.
 - B. Treasurer Position: Treasurer, Kathleen Dong, has requested a leave of absence through the end of February so she can study for the Bar exam. Andrew Cain has agreed to assume Kathleen's responsibilities during her leave.
 - C. Grants Task Force Update: Ann Whyte reported that responses to the RFP had been received and that the GTF has been selected and were in the process of reviewing submissions. The Allocations committee will report on the GTF's progress to the Executive Committee and the CAC in March.
 - D. CTF Funding: At the last GBACAC meeting, the head of OCAP reported that one stream of CTF funding, from the tax franchise board, may no longer be available to the CAC. Becky will contact the state OCAP office to determine how much the CAC receives from this source and how our funding might be impacted.
 - E. Retreat: A subcommittee formed during the meeting to plan the February 13th full Council retreat. The subcommittee consists of Steve Dick, Greg Zieman, Stacy Castle and Ann Whyte. The subcommittee will report out at the next Executive Committee meeting.
 - F. FY 15/16 Work Plans and Budgets: Greg announced that committees should complete their FY15/16 work plans and budgets by the end of January. He asked that chairs compile a list of their committee achievements at their January meetings for the CAC annual report.
 - G. Annual Report: The annual report is due by April 1st and will be voted on at the CAC March meeting.

- H. Approve Executive Committee Expenses: The Executive committee approved expenses of up to \$400 for an office supply order including paper and printer ink for the Coordinator. (Motion: Andrew; Second: Stacy; Approved: all).
- I. Use of Contact Information List: The committee discussed what limits there are on the use Council contact info. The committee decided that the email list should not be used for personal exchanges between members (for example, for a fundraiser for another organization). It was suggested and Ann Whyte agreed, that the membership committee could create an informal contact list that CAC members could opt into, for such personal exchanges.
5. Receive and Accept Verbal Report - Chair: Greg Zieman reported the following:
- Amy Garrett, PHD from Stanford contacted the CAC about a grant-funded program providing free counseling services for victims of trauma. She will make a brief presentation at the January CAC meeting.
 - The DFCS is moving away from including a County-run licensed facility for extended stays as part of the new RAIC.
6. Receive Verbal Report - Vice Chair of Administration: No report
7. Receive Verbal Report – Vice Chair of Programs: No report
8. Receive Verbal Report – Treasurer: No report
9. Consider actions related to fiscal and administrative information from the Social Services Agency
- A. Alfredo Nevius presented the Fiscal and Administrative Report. He reported that he had added a kids plate column to the report. He explained the \$0 expenditure under program expenses for the YWCA was being monitored by the Allocations committee. Though the report does not reflect it, Alfredo reported that the YWCA has recently invoiced for July through November, so there is no cause for concern about the status of the program.
10. Receive Committee Verbal Reports
- A. Symposium Committee: Margaret Petros reported the following:
- The 2015 Symposium budget is down \$3,028.77 due to the County processing invoices from the 2014 symposium late, and after the FY 13/14 books closed. The committee will have to shift line items and cut expenses as a result of the County's failure to process in a timely manner. The Symposium and Executive committees will vote on these line item changes in the coming months.
 - The County is finally releasing the deposit to Villa Ragusa, and payment is supposedly on the way. The deposit is currently more than five weeks overdue and the committee was concerned that Villa Ragusa may not hold their April 17th event date should the County not pay immediately.
 - A keynote speaker has been secured.
 - There will be a main session and one break-out session.
 - The Symposium committee voted to increase the registration fees to \$70 for early registration, \$90 for regular registration and \$100 for late registration. There was discussion about the philosophy behind the symposium registration fees. While some feel that professionals attending the event can afford the fees, other feel the registration fees should be less or even free so that child abuse prevention education is accessible to everyone.
 - The 2015 Symposium program is coming together and it looks like it will be another great event.
- B. Allocations Committee: No report
- C. Interagency Collaboration Committee: No report

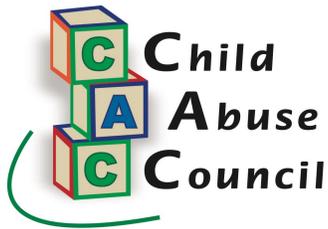
- D. Disproportionality Committee: Becky reported that there would be a Disproportionality Committee event on LGBTQQI foster youth at the Isaac Newton Senter Auditorium on March 27th from 8:30am - 11:30am.
- E. Membership Committee: Ann Whyte reported that there were two vacancies and that two people are being recommended to the Districts for voting membership. A question was raised about the process for getting reappointed when a seat expired and Ann explained that the Membership Committee notifies Commissioners in advance of their seat expiring and provides direction as to how to contact the District.
- F. Public Awareness Committee: Stacy Castle reported that the committee had adopted a new mission which incorporates elements of the Legislation and Policy Committee. The committee is well staffed and is now focusing on implementing the new plan and determining what the public awareness message will be. The next meeting is January 5, 2015. Stacy asked for suggestions for workshop topics. Jennifer asked that one of the topics be "Enough Abuse." The committee discussed that while the audience for the Symposium and other committees' events tends to be professionals, the purpose of PAC events should be outreach to the public and parents, not professionals. There was also a lengthy discussion about the CAC phone number, and the fact that despite numerous attempts to regain access to the phone number and voicemail, the County has not been able or willing to provide the CAC with access to the 293-5400 phone number and voicemail. The committee advised that the CAC should have an active phone number and asked Becky to research and advise.
- G. Student Educational Needs Committee: No report
- H. GBACAC: Jennifer Kelleher reported that the next meeting would be held in December.

11. Discuss Items for future agendas

12. There were no announcements.

The meeting adjourned at 1:20pm. The next Executive Committee meeting will be held on Thursday, January 22, 2015.

The minutes were taken and respectfully submitted by CAC Coordinator, Becky Manchester Aidlberg, on January 6, 2015.

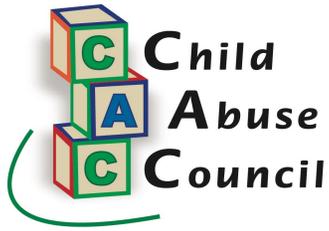


MINUTES

1. The meeting was called to order by Chair, Greg Zieman at 8:22 AM. A quorum was present. Executive Committee Members Greg Zieman, Steve Dick, Andrew Cain, Stacy Castle, Ann Whyte, and Margaret Petros were present. CAC Coordinator, Becky Manchester was also present. Members Christine Hagion Rzepka, Peg Cathcart and Jennifer Kelleher were absent. No members from SSA were present.
2. There were no public comments.
3. The minutes from December's Executive Committee meeting were approved. (Motion: Stacy; Second: Ann; Approved: all)
4. Discuss / Approve Executive Committee Business
 - A. Shifting Budget Line Item for Symposium Budget: As a result of the County paying 2014 Symposium event invoices late, after the FY 13/14 books closed, more than \$3000 which should have been attributed to last year's budget will be subtracted from the current year's symposium budget. The symposium committee was forced to shift line items to cover regular expenses. The Symposium committee voted at their January meeting to move \$1,000 to the printing line item by shifting \$300 from entertainment, \$100 from volunteer recognition, \$100 from postage and \$500 from venue; and to move \$500 from the venue line item to the miscellaneous expenses line item. **The Executive Committee heard the explanation for the need to move symposium committee budget line items and approved the symposium committee's line items shifts. (Motion: Ann; Second: Andrew; Approved: all).**
 - B. Continuing Education License Renewal of \$300: Margaret reported that the BBS license had expired and needed to be renewed at a cost of \$300 so that CEU credits could be awarded to symposium attendees. **The committee approved a motion to renew the Board of Behavioral Sciences License at the cost of \$300 from the miscellaneous expenses line item of the symposium committee budget. (Motion: Steve; Second: Ann; Approved: all)**
 - C. CAC phone expense proposal: Becky asked that the Executive committee consider getting an internet phone line through EVoice. She will work with the County to have the previous CAC phone number ported to the new account, but she is not certain if this is possible. She will work on this after the Symposium concludes. **The committee approved a motion to approve expenses not to exceed \$600 per year for phone related expenses. (Motion: Steve; Second: Andrew; Approved: all)**
 - D. Proposal to end Storage Facility Contract: Stacy and Becky explained that the Public Awareness Committee has been cleaning out the storage facility and have determined that a storage facility was not needed beyond the FY 14/15 year. **The executive committee discussed getting rid of the storage facility but decided for now to rent month to month and perhaps consider the possibility of getting a smaller, less expensive storage room in the future. (Motion: Steve; Second: Andrew; Approved: all)** The committee asked Becky to look into it. She will report back to the committee after the Symposium concludes.

- E. CTF Funding Update: Andrew Cain reported that there would be little or no impact to CAC funding from changes to the state income tax child abuse prevention box elimination. The change impacts only the state CTF and not the Santa Clara County CTF funding.
 - F. Retreat Plan and Expenses: Greg Ziemann reported that the retreat planning subcommittee would meet immediately following the Executive Committee meeting and that the retreat agenda would be finalized soon. The membership committee is organizing a potluck breakfast for the retreat. Membership will bring coffee and bagels. Stacy will bring fruit. Andrew will bring paper goods. Margaret will bring juice.
 - G. FY 15/16 Executive Committee Work Plan: The committee reviewed and revised the FY 14/15 Work Plan and budget for FY 15/16. The FY 15/16 Work Plan and Budget as revised is attached to these minutes.
 - H. FY 14/15 Executive Committee Accomplishments: No discussion
 - I. FY 15/16 Work Plans and Budgets and Annual Report Update: No discussion beyond item 6G.
 - J. County Counsel Representation: No discussion
5. Receive and Accept Verbal Report - Chair: No report
 6. Receive and Accept Verbal Report - Vice Chair of Administration: Steve Dick reported that he would like to explore the possibility of adding a Court Services Team to the work of the Child Abuse Council. He will discuss further at the retreat and future Executive Committee meetings.
 7. Receive and Accept Verbal Report – Vice Chair of Programs: No report
 8. Receive and Accept Verbal Report – Treasurer: No report
 9. Consider actions related to fiscal and administrative information from the Social Services Agency
 - A. Accept Fiscal and Administrative Report: No one from SSA was present to give a report.
 10. Receive and Accept Committee Verbal Reports
 - A. Symposium Committee: Margaret reported that registration would open soon and that the program was coming along nicely.
 - B. Allocations Committee: Ann reported that the Grants Task Force was currently reviewing proposals and that the committee would report back to the Executive Committee in the next few months.
 - C. Interagency Collaboration Committee: No report
 - D. Disproportionality Committee: Becky reported that the Disproportionality committee was planning an event entitled: Transforming System Practices for LGBTQQI Youth on March 27th from 8:30 am - 11:30 am at the Isaac Newton Senter at 70 West Hedding.
 - E. Membership Committee: No report
 - F. Public Awareness Committee: No report
 - G. Student Educational Needs Committee: No report
 - H. GBACAC: No report
 11. Discuss Items for future agendas: No discussion
 12. There were no announcements.
 13. Adjourn: The meeting adjourned at 9:27 am. The next Executive Committee Meeting is scheduled for February, 26, 2015

The minutes were taken by CAC Coordinator, Becky Manchester and respectfully submitted on February 9, 2015.



Child Abuse Council of Santa Clara County
FY 2015/16 Executive Committee Work Plan and Budget

Committee Chair: Greg Zieman
 Date Updated: January 28, 2015

Committee Purpose: To assist the Chair in making decisions, and oversee the administrative affairs of the Council. Maintain the vision and mission of the Child Abuse Council. Plan and conduct Council meetings with presentations representing a wide-range of community-based programs. Plan and coordinate all aspects of the Council’s work and annual retreat.

Goals and Objectives	Proposed Activities	Timeline	Personnel Sub-committee	Budget	
1	Become more visible and influential to policy makers and community groups by addressing larger goals related to child abuse prevention.	<ul style="list-style-type: none"> • Attend the Children, Seniors and Family meeting as needed • Meet with BOS representatives, community leaders and foster relationships with entities that support child abuse prevention • Collaborate child abuse prevention and intervention strategies w/ SSA and DFCS • Regularly attend GBACAC Meetings - \$1000 (mileage) • Sponsor community events raising awareness of child abuse (\$2000) • Continually re-envision and streamline the Council. 	Ongoing	Officers and Executive Committee	\$3,000
2	Provide effective oversight, guidance and training to the Child Abuse Council and Council committees.	<ul style="list-style-type: none"> • Review committee activities on a monthly basis • Plan and implement annual retreat - \$500 • Oversee implementation of yearly work plans and priorities developed at Child Abuse Council annual retreat • Train committee members on Council funding sources and ways in which funds can be spent and allocated • Train Council members on County/commission rules and procedures related to meetings, including the Brown Act, Robert’s Rules, confidentiality, ethics, etc 	On-going Retreat: February 2016	Officers, Executive Committee, and Coordinator	\$500

Goals and Objectives		Proposed Activities	Timeline	Personnel Sub-committee	Budget
3	Provide administrative support for the Council.	<ul style="list-style-type: none"> • Child Abuse Council Coordinator (Contractor) - \$55,000 • Clerk of Board Salary and support - \$18,000 • Miscellaneous office expenses including paper, ink, postage, photocopying, name tags, etc - \$2,300 • Storage Facility Annual Fee - \$1,600 • Phone lines - \$ 600 • Volunteer Recognition - \$0 	Ongoing	Officers, Executive Committee, Clerk of the Board, Coordinator	\$77,500
Total					\$81,000

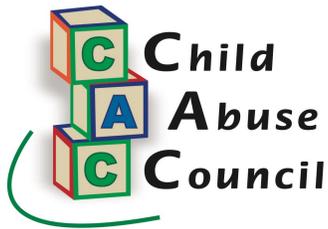
2010-11: \$93,572

2011-12: \$88,302

2012-13: \$84,610

2013-14: \$82,000

2014-15: \$81,000



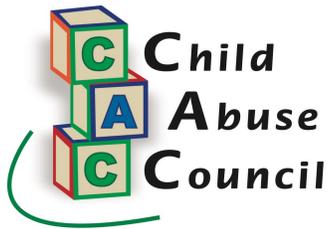
MINUTES

1. The meeting was called to order at 8:20 AM by Chair, Greg Zieman. There was a quorum. Members present were Greg Zieman, Steve Dick, Andrew Cain, Alicia Newton (left early), Stacy Castle, Jennifer Kelleher (late), and Christine Hagion-Rzepka (late). Becky Manchester was also present. SSA staff was not present, nor were committee members Margaret Petros, Peg Cathcart, and Kathleen Dong.
2. There were no public comments.
3. The minutes from January's meeting were approved. (Motion: Stacy; Second: Andrew; Approved: all)
4. Discuss / Approve Executive Committee Business
 - A. Retreat Debrief: Greg Zieman reported that the February 13th member retreat was well-attended and successful. Notes from the brainstorming sessions are available for any members that request them.
 - B. The FY 15/16 Executive Committee Work Plan was approved. (Motion: Andrew; Second: Alicia; Approved: all).
 - C. Members were handed the draft of the committee and Council work plans. The Chair requested that Members review the document and send corrections to Becky by Tuesday, March 3rd at 5pm. The Council and committee work plans will be voted on at the March CAC meeting.
 - D. The Executive Committee selected the Nominations Chair and Committee. Ann Whyte was named chair and Annie Liu and Steve Baron will serve as committee members. (Motion: Christine; Second: Stacy; Approved: all)
 - E. The committee discussed a letter written by Emeritus member, Mary Pat Panighetti regarding the challenges for monolingual Spanish-speaking individuals in Family Court. The committee decided that this was an important issue to explore further. ICC will put the topic on their agenda.
 - F. The committee discussed how the CAC might institutionalize legislative functions now that the Legislation and Policy committee had dissolved. Andrew Cain is willing to do legislative updates at Public Awareness Committee, Executive and CAC meetings and explained that legislative updates are standing items on those agendas.. The committee discussed naming a position in the by-laws. The committee discussed having the role of Vice Chair of Programs be responsible for ensuring that a qualified CAC member is performing this function. Andrew Cain agreed to make a proposal for the Executive Committee to consider at the March Executive Committee meeting.
 - G. The Executive committee discussed how it should make decisions about community sponsorships to ensure a fair and open process. Questions discussed included: Can the CAC sponsor community events? (Andrew Cain will seek clarification from County Counsel) Should there be an application? (the committee thought yes) Should there be a lifetime or and/or per-grant cap? (the committee thought not, beyond the \$2,000 per year currently budgeted for community sponsorships in the Executive Committee budget) What criteria should a decision to grant a community sponsorship be based on? (the committee thought at a minimum, there should be a clear connection to child abuse prevention) Andrew Cain

will draft an application and criteria for the Executive Committee to consider at the March Executive Committee meeting.

- H. Stacy Castle led a discussion about the possibility of creating a Youth Advisory Committee and how CAC might use youth perspectives throughout CAC. No clear decision emerged on the topic, though the committee felt that events like the former foster youth panel at the annual retreat was helpful in shaping CAC's annual priorities.
 - I. Stacy Castle reported that she was chairing the fiscal process task force and that work on establishing written procedures had begun. She will be the lead for CAC and Carla Cisi will be the lead for SSA
5. Chair, Greg Zieman reported that the annual retreat was successful and that the work plans were being finalized and will go before the full CAC for a a vote at the March general meeting.
 6. Receive and Accept Verbal Report - Vice Chair of Administration: No report
 7. Receive and Accept Verbal Report – Vice Chair of Programs: Due to lack of time on the agenda, a funded agency will not present at the March CAC meeting.
 8. Receive and Accept Verbal Report – Treasurer: No report
 9. SSA staff was not present so there was no report on fiscal.
 10. Receive and Accept Committee Verbal Reports
 - A. Legislative Update: Andrew reported that there were 3 important topics pending:
 - i. Four bills about psychotropic medications
 - ii. A bill to cap caseloads that minor counsel hold
 - iii. AB 12 - rolling back eligibility to anytime after 12th birthday
 - B. Symposium Committee: The symposium will take place on April 17th at Villa Ragusa. The committee was asked to help promote the event to their networks.
 - C. Allocations Committee: Christine Hagion Rzepka reported that there was a mandatory grantees training on February 25th that was well attended and well received. She further announced that the Council will vote to approve the Grants Task Force process at the March general meeting. The Board of Supervisors will approve the agencies and contract amounts in April.
 - D. Interagency Collaboration Committee: No report beyond 4E.
 - E. Disproportionality Committee: No report
 - F. Membership Committee: Alicia Newton announced that she was the new Membership Chair and would be serving on the Executive Committee. There will be a membership appreciation event on June 10th after work. The Executive Committee suggested having the event at Sonoma Chicken Coop and reserving an area.
 - G. Public Awareness Committee: Stacy Castle announced that the next PAC meeting would be on March 2nd. She reported that there would be tables in the breezeway of 70 West Hedding during the month of April for blue ribbon month. She also reported that the committee was working on getting a proclamation passed by the BOS. The committee decided that there should be a CAC presence at the April 7th BOS meeting when the proclamation is presented. The committee also liked the idea that Supervisor Chavez present the proclamation at the Symposium on April 17th.
 - H. Student Educational Needs Committee: Greg announced that the event on Trauma-informed teaching would be held on March 19th.
 - I. GBACAC: Jennifer Kelleher reported that GBACAC was looking into the possibility of holding a regional symposium.
 11. The meeting adjourned at 9:35 AM. The next Executive Committee Meeting is March 26, 2015.

The minutes were taken by CAC Coordinator, Becky Manchester, and submitted on March 11, 2015.

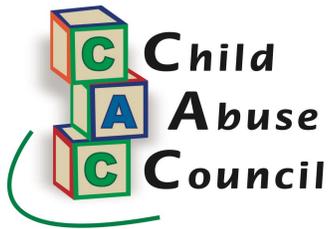


MINUTES

1. The meeting was called to order by Chair, Greg Zieman at 8:22 AM. Executive Committee members in attendance were Greg Zieman, Ann Whyte, Alicia Newton, Margaret Petros, Christine Hagion-Rzepka, and Steven Dick. Executive Committee members not present were Kathleen Dong, Peggy Cathcart, Jennifer Kelleher, Stacy Castle, and Andrew Cain. SSA staff Alfredo Nevius and Shawn Witascheck were present, as was CAC Coordinator Becky Manchester and Emeritus Member Penny Blake.
2. Public Comments: Emeritus Member Blake announced that the Juvenile Justice Commission would begin inspections of the RAIC and welcomes input.
3. The minutes from February's Executive Committee meeting were approved. (Motion: Alicia; Second: Steve, and Approved: all)
4. Discuss / Approve Executive Committee Business
 - A. Institutionalizing Legislative Updates (Andrew Cain) - deferred until April meeting
 - B. Community Sponsorships (Andrew Cain) - deferred until April meeting
 - C. Discuss proposed changes to membership committee procedures and bylaws (Alicia and Ann): Ann reported that the Membership Committee was developing standard procedures for terminating membership for members who were not in compliance with membership requirements (Council meeting attendance and/or committee participation). They would also like to propose changes to the by-laws. The committee discussed the process for making the proposed changes. The Membership Committee will handle the procedural changes. Steve Dick will review the proposed bylaws changes and make recommendations to the Executive Committee and full Council. The process will be:
 - i. Announce proposed procedural changes at April CAC meeting
 - ii. Vote on proposed procedural changes at the April Exec meeting
 - iii. Steve will review proposed bylaws changes and make a proposal at an upcoming Exec meeting
 - iv. Any changes to the bylaws and procedures will be voted on by full Council at the May Council meeting.
 - D. FY 2015-16 Allocations Committee Chair Position: Christine reported that she would be resigning as the Chair of the Allocations Committee at the end of the fiscal year in order to complete her doctoral dissertation. She recommends that Liz Shivell be appointed by the Council as her successor.
 - E. DFCS/SSA staffing: Greg reported that he would follow up with Jaime Lopez about a discussion that started at the March CAC meeting regarding social worker staffing numbers and options.
5. Receive and Accept Verbal Report - Chair, Greg Zieman announced that the Board Chambers would not be available for the May and June CAC meetings. The Executive committee discussed options and decided to hold the meetings in the Isaac Newton Senter auditorium. Becky will coordinate with Muriel.
6. Receive and Accept Verbal Report - Vice Chair of Administration: No report
7. Receive and Accept Verbal Report - Vice Chair of Programs: No report
8. Receive and Accept Verbal Report - Treasurer: No report

9. Consider actions related to fiscal and administrative information from the Social Services Agency
 - A. Accept Fiscal and Administrative Report: No report
10. Receive and Accept Committee Verbal Reports
 - A. Legislative Update: No report
 - B. Symposium Committee: Margaret reported that 200 people had registered so far. The program is complete and it will be best symposium ever. Cindy Chavez will present the proclamation. The Angel Awards will be presented to CAC members who had contributed 20 consecutive years as a CAC member without interruption: Ann Whyte, Penny Blake, Ken Borelli, Fran Naylor, and Nora Manchester. Volunteers will be needed at check-in and are asked to arrive at 7:30. There will be resource tables.
 - C. Allocations Committee: There was a discussion about the need for a manual for the Grants Task Force and a review of the RFP process.
 - D. Interagency Collaboration Committee: Penny reported that the committee was discussing concerns about court services for Spanish speakers.
 - E. Disproportionality Committee: No report
 - F. Membership Committee: Alicia reported that there would be a membership event on June 10th at the Sonoma Chicken Coop in Campbell.
 - G. Nominations Committee: No report.
 - H. Public Awareness Committee: No report
 - I. Student Educational Needs Committee: No report
 - J. GBACAC: No report
11. The meeting adjourned at 9:30 AM. The next Executive Committee Meeting is April 23, 2015.

The minutes were taken and submitted by CAC Coordinator, Becky Manchester Aidlberg.



Child Abuse Council of Santa Clara County
Executive Committee Meeting -- April 23, 2015 -- 8:00am
Second Start -- 1325 Bouret Drive, San Jose, CA 95118

MINUTES

1. Call to Order/ Roll Call: The meeting was called to order at 8:04 AM by Vice Chair for Administration, Steve Dick. Executive Committee members in attendance were Ann Whyte, Alicia Newton, Stacy Castle, Kathleen Dong, Steven Dick, and Andrew Cain. SSA Staff, Shawn Witascheck, Alfredo Nevius, and Jorge Montes were present, as were Emeritus member, Penny Blake and CAC Coordinator, Becky Manchester. Executive committee members absent were Greg Zieman, Peg Cathcart, Jennifer Kelleher, Christine Hagion-Rzepka, and Margaret Petros.
2. There were no public comments.
3. The minutes from March's Executive Committee Meeting were approved. (Motion: Alicia; Second: Ann; Approved: all)
4. Discuss / Approve Executive Committee Business
 - A. Update on Funded Agency Contracts: Ann Whyte reported that contracts were still being negotiated and that nothing has gone to the Board of Supervisors yet. Shawn Witaschek reported that the contracts are expected to go to the Board on June 23rd. Ann Whyte further reported that any questions from the Council regarding state funds should go through Jackie Howe, and that questions regarding committee expenses should go through Alfredo.
 - B. Institutionalizing Legislative Updates: Andrew Cain presented written recommendations for institutionalizing legislation and policy activities of the Council. They included:
 - i. The CAC monthly meetings will contain a standing item dedicated to legislative review
 - ii. A members of the Council shall be designated by the Chair on an annual basis to lead legislative activities.
 - iii. The Vice-Chair of Programs will have oversight responsibilities.
 - iv. The Membership committee should ~~insure~~ encourage the Council ~~has~~ to have at least two members with sufficient interest and experience in legislative activities to handle the role.
 - v. Recommendations from this report adopted by the Council should be included in the ~~Council bylaws or policies and procedures~~ Executive Committee Operations Manual.

The committee approved a motion to accept "Recommendations for institutionalizing legislation and policy activities of the Council" as amended and to bring to the full Council for a vote at the May meeting. (Motion: Ann Whyte; Second: Stacy Castle; Approved: all)
 - C. Community Sponsorships: Andrew Cain reported that he hopes to revisit this item at next month's Executive Committee Meeting after consulting with Greg Zieman and County Counsel.
 - D. Present and support a resolution for the Office of LGBTQ Affairs: Becky reported that the Disproportionality Committee would no longer be drafting a resolution to support the Office of LGBTQ Affairs because the BOS has already announced its support of the Office.

- E. Discuss proposed changes to membership committee procedures and bylaws: Ann Whyte reported that she had not received any feedback on the document, "The Membership Committee asks the Council to approve the following procedures for Termination of Membership in accordance with Council Bylaws Section VII" since it was first presented at the March Executive Committee or April full Council meeting. After some discussion, the committee recommended one amendment ("Once the Membership Committee has noticed or been notified by a Committee of an attendance, **conduct**, or participation issue,...). The committee voted to adopt the procedures as amended and bring to the full Council for a vote at the May full Council meeting. (Motion: Andrew; Second: Stacy; Approved: all)
 - F. Recommendations for termination of membership: Membership Chair, Alicia Newton recommended that CAM, Seth Andrews be terminated as a CAM for lack of attendance at CAC meetings and lack of participation on a committee. The Membership Committee will notify Seth via email ASAP and the recommendation will be brought to the full Council for a vote at the May full Council meeting.
5. Receive and Accept Verbal Report - Chair: No report.
 6. Receive and Accept Verbal Report - Vice Chair of Administration: Steve Dick reported that the Council was presented with a proclamation declaring April Child Abuse Prevention Month by Supervisor Cindy Chavez at the April Board of Supervisors meeting.
 7. Receive and Accept Verbal Report – Vice Chair of Programs: Andrew Cain reported that there had been some discussion regarding currently-funded agencies presenting at full Council meetings even as contracts were being negotiated for the next funding cycle. He explained that it had been decided that since these agencies had been scheduled to present to the Council before the RFP was released, it was decided that the presentations could proceed. He asked if anyone from the committee had a concern or objection. No one had a concern or objection.
 8. Receive and Accept Verbal Report – Treasurer: Kathleen Dong thanked Andrew Cain for filling in for her during her absence. She reported that the Council had spent about 50% of budget for committee activities. Alfredo reported that YWCA and Sacred Heart may not bill out their entire contract for this fiscal year.
 9. Consider actions related to fiscal and administrative information from the Social Services Agency
 - A. Accept Fiscal and Administrative Report: Alfredo reported that invoices received after a certain close-out period (date yet to be determined, but probably in mid-June), would be debited from next fiscal year's budget. Stacy Castle inquired about written fiscal procedures from SSA. Steve Dick asked that SSA provide the Executive Committee with a written fiscal procedure by July 1st. Jorge Montes agreed to take leadership on this.
 10. Receive and Accept Committee Verbal Reports
 - A. Legislative Update: Andrew Cain reported on two updates since the April CAC meeting:
 - i. AB 403 which adopts recommendations from the continuum of care report was transformed to a two-year bill.
 - ii. Funding to Santa Clara County for juvenile dependency will be cut in half over the next four years. There is ongoing advocacy at the governors office and legislature to provide additional funding to Santa Clara County and other so-called "over-funded" counties.
 - B. Symposium Committee: Alicia Newton reported that the Symposium had taken place last Friday at Villa Ragusa with approximately 325 in attendance. The Symposium committee will meet in May to review feedback. Several members of the Executive Committee expressed concern about Dr. Armaline's controversial presentation on human rights and juvenile justice and urged that action be taken to review the process of how presentations and speakers are vetted. The committee also recommended that the Council reach out to the law enforcement community.

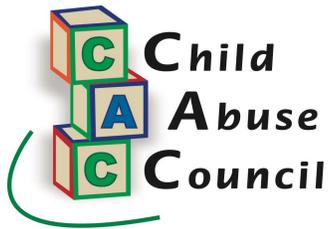
- C. Allocations Committee: No report beyond item 4A.
- D. Interagency Collaboration Committee: No report
- E. Disproportionality Committee: No report
- F. Membership Committee: Membership Chair, Alicia Newton reported that there were two vacant seats and two expired seats. Steve Baron has been recommended for one of the vacant seats and the committee is awaiting a response from District 5. Alicia also reported that the Spring Member Social was scheduled for Wednesday, June 10th at 5pm at Aqvi in Willow Glen.
- G. Nominations Committee: Nominations Chair reported that there were more applications this year than there were positions available. The committee had not finished their process yet and will be meeting again on April 24th at noon.
- H. Public Awareness Committee: Public Awareness Committee Chair, Stacy Castle reported that the committee was planning child abuse prevention presentations at local neighborhood association meetings. No meetings had been scheduled yet. Stacy also reported that the committee was collaborating with the Domestic Violence Council to hold a forum on "The Impact of Domestic Violence on Children" at the Family Resource Center on North King, on Friday, June 12th from 1:30 PM - 3:30 PM. The committee will also hold a forum on teen dating violence in October.
- I. Student Educational Needs Committee: No report.
- J. GBACAC: No report

11. Discuss Items for future agendas

12. Announcements

13. The meeting adjourned at 9:15am: The next Executive Committee Meeting is May 28, 2015.

The minutes were taken by CAC Coordinator, Becky Manchester and submitted on May 5, 2015.



MINUTES

1. The meeting was called to order by Chair, Greg Zieman at 8:10 a.m. A quorum was present. Members present were Greg Zieman, Andrew Cain, Ann Whyte, Margaret Petros, Stacy Castle, Christine Hagion-Rzepka, Steve Dick, and Jennifer Kelleher. Kathleen Dong, Peg Cathcart and Alicia Newton were absent. SSA Staff present were Alfredo Nevius, Jorge Montes, and Shawn Witaschek. CAC Coordinator, Becky Manchester and Emeritus Member Penny Blake were also present.
2. Public Comments: Christine Hagion Rzepka commented that she had recently made a report to the CAN Center mandated reporter phone line and felt that her report was not taken seriously, even though the report involved the physical abuse of a child. Ann Whyte and Greg Zieman reported similar troubling experiences with CAN Center calls. Andrew suggests we put it on the Exec agenda for June and invite Jane Smithson to join in the discussion.
3. Approve Minutes from April's Executive Committee Meeting. The minutes from the April Executive Committee meeting were approved (Motion: Andrew Cain; Second: Stacy Castle; Approved: all but Christine Hagion Rzepka who abstained).
4. Discuss / Approve Executive Committee Business
 - A. Discuss and approve a press release to raise awareness about the impact of domestic violence on children: Andrew Cain reported that the Public Awareness forum on the Impact of Domestic Violence on Children had attracted 250 registrants. He reported that the committee would like to issue a press release to garner media attention for domestic violence and child abuse issues. The Public Awareness Committee will review the press release on Monday and Andrew will send it to the Office of Public Affairs soon after. The committee was in favor of this effort and several members stated that they believe the CAC should do press releases more often.
 - B. Approve Executive Committee Expenses: No discussion
 - C. Update on SSA's Written Fiscal Procedures: Jorge Montes reported that he had begun to research written fiscal procedures that apply to the Child Abuse Council. He found many different protocols, but nothing was comprehensive or updated. He will continue to research and believes that July 1st is a reasonable deadline. He believes CAC's request for written procedures is reasonable, and stated that he's happy to be a support. There was considerable discussion by Committee members about the SSA/CAC fiscal relationship. Some of the points raised were:
 - Stacy Castle asked about a recent request to purchase public awareness outreach materials that required Jaime Lopez's signature. Why would Jaime Lopez's approval be required?
 - Does SSA has the authority to approve/deny CAC expenditures? Is SSA overstepping its bounds?
 - The job of the fiscal agent is to oversee that an expenditure is budgeted and that sufficient funds exist.
 - CAPIT funds require CAPCs to be independent of the County. The County's overbearing fiscal management threatens CAC's required independence and ultimately state funding.

- The written procedure should define the roles and responsibilities of the fiscal agents, as well as the the limitations of the fiscal manager's reach.
 - The fiscal agent has an obligation to ensure the Council is not purchasing disallowable items (per funding regulations).
 - What are the disallowable items and can these be detailed for the Council?
 - The written procedures will need to be continually updated as procurement policies change. Changes should be communicated promptly.
 - "These are not County general funds."
- D. Recommend Allocations Committee Chair for vote at June CAC meeting: Christine reminded the Executive Committee that she would be resigning as Allocations Chair effective July 1st in order to finish her dissertation. Liz Shivell has volunteered to be Allocations Chair. The full Council will vote on the new Chair at the July CAC meeting (not the June meeting). Greg will send an email out to the full Council announcing that the position is open, that people should contact him if they are interested in being considered for the Allocations Chair position, that the Executive Committee will vote on the Allocations Chair recommendation at the June Executive Committee meeting, and that the Allocations Chair will be appointed by vote of the full Council at the July CAC meeting.
- E. Discuss/approve recognition by CAC of Local Law Enforcement: Greg stated that law enforcement is an important partner in child abuse prevention and that he would like to formally recognize them. The committee discussed the form that recognition should take. Suggestions included:
- Recognizing law enforcement at a CAC meeting
 - Presenting a specific award at the symposium
 - Going to a meeting of the Police Chiefs to present an award
 - Recognize one category of professionals at a CAC meeting every month or periodically (not just law enforcement)
- Steve Dick moved to recognize one law enforcement officer at the next Symposium (nominations to Symposium committee, Symposium committee votes in the fall, Exec votes to approve). After considerable discussion, the motion passed four to three. (In favor: Christine Hagion Rzepka, Andrew Cain, Steve Dick and Margaret Petros; Opposed: Ann Whyte, Stacy Castle and Jennifer Kelleher; no abstentions or recusals)
- Some of the issues and questions raised during discussion on the motion were:
- Is the desire to recognize law enforcement a direct result of the controversial speaker at the symposium?
 - Is the Council overreacting to the impact the speaker had on law enforcement?
 - Should the Council just single out law enforcement to be recognized? There are so many important professional partners in child abuse prevention.
 - Was there a direct response to the Symposium/law enforcement issue. Some thought there was a direct and sufficient response. Margaret and Greg detailed the steps that were taken.
- F. Community Sponsorships: No discussion

Ann Whyte reported on item 10 G. She reported that in addition to the Nominations slate that had been announced in May, there was one nomination from the floor. Ann will announce the slate, including the nomination from the floor, and will call for additional nominations from the floor at the June CAC meeting. There will be a voice/hand vote at the July CAC meeting for the position that has two people slated.

-
- G. CEU Provider License with CA Board of Behavioral Sciences: Margaret Petros announced that the BBS would not be renewing licenses to grant continuing education units for mental

health professionals. The CAC's license expires March 31, 2016. Margaret recommended and the committee agreed that the Council should find another County agency to sponsor CEUs after the license expires. (Motion: Steve Dick; Second: Ann Whyte; Approved: all)

- H. Review Allocations Committee notes regarding RFP process: Christine Hagion Rzepka presented feedback from the Allocations committee about the RFP and Grants Task Force process. She reported that one of the recommendations was that CAC have its own County Counsel because CAC and SSA's interests are often divergent. Often SSA and County Counsel's decisions required the committee to act in conflict with the CAC by-laws. There was some discussion about whether or not there would be a charge for County Counsel's services. It was recommended that the committee not pursue obtaining it's own County Counsel at this time. Christine also reported that one of the funded agencies was out of compliance with its contract. Jorge Montes had documented that this agency was out of compliance. The committee approved a motion to send a letter to the agency notifying the agency that it's out of compliance with the contract. (Motion: Steve Dick; Second: Ann Whyte; Approved: all)
 - I. FY 2015/2016 Meeting Schedule: The Executive Committee meetings are scheduled for: July 23, 2015, No Meeting in August, September 24, 2015, October 22, 2015, No Meeting in November (Thanksgiving), December 3, 2015, January 28, 2016, February 25, 2016, March 24, 2016, April 28, 2016, May 26, 2016 and June 23, 2016. The committee also decided to continue the practice of holding full Council meetings on the second Friday of the month at 7:30am. The committee further discussed options for the full Council meetings including holding one or two meetings at an alternative day or time to be more accessible to the public, and to have one or more meeting devoted to generative discussion and/or a community forum format.
5. Receive and Accept Verbal Report - Chair: Greg and Penny reported that DFCS is moving closer to selecting a location for the new RAIC facility. There are three county-owned sites that DFCS is considering, and it is now focused on one site in particular. DFCS will likely make a recommendation to the Board in the fall. Penny added that all of the locations are bare-ground sites, and that the building process could take five years or more.

Quorum was lost at 9:35 am and the meeting adjourned.

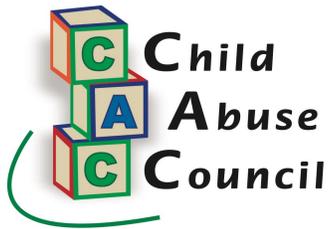
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- 6. Receive and Accept Verbal Report - Vice Chair of Administration
 - 7. Receive and Accept Verbal Report – Vice Chair of Programs
 - 8. Receive and Accept Verbal Report – Treasurer
 - 9. Consider actions related to fiscal and administrative information from the Social Services Agency
 - A. Accept Fiscal and Administrative Report
 - 10. Receive and Accept Committee Verbal Reports
 - A. Legislative Update
 - B. Symposium Committee
 - C. Allocations Committee
 - D. Interagency Collaboration Committee
 - E. Disproportionality Committee
 - F. Membership Committee
 - G. Nominations Committee
 - H. Public Awareness Committee
 - I. Student Educational Needs Committee

J. GBACAC

11. Discuss Items for future agendas
12. Announcements

The next Executive Committee Meeting is June 25, 2015.

The minutes were taken by CAC Coordinator, Becky Manchester, and submitted on June 2, 2015.



MINUTES

1. The meeting was called to order at 8:05 pm by Chair, Greg Zieman. Executive Committee members in attendance were Greg Zieman, Christine Hagion Rzepka, Stacy Castle, Alicia Newton (until 8:48am), Kathleen Dong, and Steve Dick (until 9:48am). Also present were SSA Staff, Shawn Witaschek and Alfredo Nevius, Emeritus Member Penny Blake, Voting Member Annie Liu, and CAC Coordinator Becky Manchester. Executive Committee members not present were Peg Cathcart, Margaret Petros, Jennifer Kelleher, and Ann Whyte.
2. There were no public comments.
3. The minutes from May's Executive Committee Meeting were approved. (Motion: Christine; Second: Stacy; Approved: all)
4. Discuss / Approve Executive Committee Business
 - A. The Committee approved a motion to purchase two combo packs of ink not to exceed \$500. (Motion: Alicia; Second: Christine; Approved: all)
 - B. Coordinator's Job Responsibilities and Support to Committees: Greg asked the Committee Chairs not to assign work to the Coordinator that's outside of her job description. Her work load has become too heavy. Becky passed around her contract and a job description which details the specific ways in which she can support the committees.
 - C. Recommend Allocations Committee Chair for vote at July CAC meeting: The committee voted to recommend Elizabeth Shivell to be the FY 2015-16 Allocations Committee Chair. (Motion: Andrew; Second: Stacy; Approved: all) The recommendation will be brought to the full Council for a vote at the July 10th CAC meeting.
 - D. RAIC - CAC's position and next steps: The committee engaged in a lengthy discussion about CAC's position in relation to both the planned and existing RAIC. The committee asked Penny Blake and Andrew Cain to draft a letter that, in cooperation with the ICC and JJC, would be sent to the Board of Supervisors within 4 weeks. The committee will ask for the approval of CAC at the July 10th meeting to send a joint letter. Points the committee asked Andrew and Penny to consider including in the letter:
 - i. The new facility should have the ability to be licensed if the County later decides this is necessary.
 - ii. Five years is a long time. Expedite.
 - iii. Current RAIC needs to meet the needs of our children in the mean time.
 - iv. The BOS needs to be prepared to commit sufficient resources and dollars to the parallel process, and must play an oversight role.
 - E. CAN Center/Mandated Reporter Line: The committee had a lengthy discussion about concerns regarding the CAN Center/Mandated Reporter Line. Concerns raised included:
 - Lack of a professional response
 - Perceived lack of taking the call seriously
 - Perceived lack of investigation
 - The role of the reporter is to report, not to investigate — a reporter should not be pushed into the role of investigator

- Trying to talk the mandated reporter out of making a report
 - How do they define child abuse?
 - How are CAN center staff trained?
 - How many calls do they receive and how many of those calls result in an investigation?
 - Andrew Cain will email Jaime Lopez and ask him to address the following questions at the July 10th meeting: What training is provided to CAN Center staff? Who provides the training? How many calls do they receive and of those, how many are investigated?
- F. Discuss current CAC committees and needed committees for the future: The committee had limited time to discuss this item and decided to cover it more in depth at the July Executive Committee meeting, including discussing next steps. The committee would like to examine the CAC's current committees, determine if the Council is spread too thin, discuss if there are opportunities to combine certain committees to achieve a tighter focus, perhaps eliminate some committees, and consider time limits on committees.
- G. Data collection: Andrew Cain reported that the Council has amassed a lot of data in the past year — email addresses, professions, names, etc. The Public Awareness Committee will examine how the Council can use the data it's collected to drive the CAC's actions and determine who we are not reaching.
5. Receive and Accept Verbal Report - Chair: Greg reported that he had reached out to several BOS Aides. He learned that Stacy, Heather and Greg will be reappointed in August. He also reminded the committee that the CAC would be having a 1:00 pm meeting in October to encourage greater public participation. He encouraged committee members to make themselves available for that meeting. Penny suggested that if the Council wants to attract the public they should consider a forum-like format covering a topic that is of interest to the public.
6. Receive and Accept Verbal Report - Vice Chair of Administration: No report
7. Receive and Accept Verbal Report – Vice Chair of Programs: Andrew Cain reported that because the fiscal year has come to a close, there are no more funded agency presentations scheduled.
8. Receive and Accept Verbal Report – Treasurer: Kathleen Dong reported that there was still \$200,000 left in the program budget but that the fiscal report only reflects invoices through April. She further reported that there was \$68,000 remaining in the CAC administrative budget.
9. Consider actions related to fiscal and administrative information from the Social Services Agency
- A. Accept Fiscal and Administrative Report: Alfredo presented the fiscal report. He will offer a training to the Treasurer, Coordinator, Allocations Chair and any other member who would like to be trained on the budget. He will also provide a training to the new agencies in August or September. The question was asked why the Council pays for the Clerk when other commissions do not pay for clerk services.
 - B. Update on SSA's Written Fiscal Procedures: Steve Dick asked that a letter be written to the CAC members by September 1st detailing the procedure for making purchases.
10. Receive and Accept Committee Verbal Reports
- A. Legislative Update: Andrew reported that the budget was signed on June 23rd. Funding for court-appointed dependency counsel is budgeted for \$11 million, far short of the \$33 million advocates asked for.
 - B. Symposium Committee: Greg reported that the Symposium would be held on April 1, 2016 at Villa Ragusa.
 - C. Allocations Committee: The Funded Agency Contracts were approved by the Board of Supervisors on June 23, 2015.
 - D. Interagency Collaboration Committee: Penny reported that the ICC will be sending a summary of the RAIC process to the full Council soon. The ICC has been covering the RAIC closely. She further asked that the Council recognize Keith Stokes, from County IT, who's

been a huge help on the website. The committee voted to recognize Keith Stokes at the September full Council meeting. (Motion: Christine; Second: Andrew Cain; Approved: all)

- E. Disproportionality Committee: No report
 - F. Membership Committee: No report.
 - G. Nominations Committee: Annie Liu reported for Ann Whyte. Annie reported that the Nominations Committee had met again to discuss the process for the Chairperson election since there are two candidates. Both the Clerk and County Counsel have been consulted. The vote will take place at the July 10th CAC meeting. A candidate needs 12 votes in order to become Chairperson. If no candidate achieves 12 votes, there will be an immediate run-off election. Steve Dick, as Vice Chair for Administration, will preside over this agenda item. Both candidates and their nominators have been asked to submit a written statement (300 words or less) as part of an election packet that will be distributed to the CAC Membership with the legislative file. Accompanying the statements will be an explanation of the election process and the Nominations process. The goal of the election packet is to provide Voting Members with information about the candidates in advance of the vote.
 - H. Public Awareness Committee: No report
 - I. Student Educational Needs Committee: No report
 - J. GBACAC: No report
11. Discuss Items for future agendas: No discussion
 12. There were no announcements.
 13. The meeting adjourned at 9:48am when the committee lost quorum. The next Executive Committee Meeting is July 23, 2015.

The minutes were taken by CAC Coordinator, Becky Manchester Aidlberg, and submitted on June 25, 2015.