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*Member of the Coastal Tri-Counties Child Abuse Prevention Coalition*

**November 15, 2012 ♦ 10am - 12pm**

**Buellton Recreation Center ♦ 301 Second Street, Jonata School ♦ Buellton, CA**

**MINUTES**

**1. Welcome and Introductions**

Deborah Holmes welcomed everyone and introductions were made.

**Attendance:** Eulalia Apolinar, Nancy Belknap, Ashleigh Erving, Flo Furuike, Deborah Holmes, Ann McCarty, LuAnn Miller, Sandra Mistretta, Arcelia Sencion, Rubayi Srivastava

**Staff:** Liz Drake, Barbara Finch

**2. Approval of June 21, 2012, August 16, 2012 and October 18, 2012 Minutes**

Rubayi noted that in the June 21, 2012 minutes, the second bulleted item under Item 5 should read "Teresa stated that she received an email from Judi Sherman..." Arcelia Sencion motioned to approve the June 21, 2012; August 16, 2012; and the October 18, 2012 minutes with the above noted correction. Eulalia Apolinar seconded the motion and the minutes were approved unanimously.

**3. Public Comment**

There was no public comment.

**4. CAPC Membership and By-Laws**

Barbara distributed copies of the Santa Barbara County Child Abuse Prevention Council Bylaws (see attached) which were drafted, but not approved, in 2009. She also handed out copies of the Child Abuse Prevention Council Roster 2012, the Child Abuse Prevention Council Memorandum of Understanding, and the Child Abuse Prevention Council Member Registration form (all are attached). Barbara asked those in attendance to review the above mentioned documents and provide feedback as to whether or not changes need to be made for the coming year(s). Barbara added that since the CAPC has had difficulty establishing a quorum at the last several meetings, she would also like specific input on changes that could be made in regards to membership and voting. The following feedback was provided:

**Bylaws**

- Keep the parents as members, but change the wording for establishing a quorum.
- If there isn't enough interest from some of the organizations listed (i.e. Probation), plan an event that brings these organizations together once a year in order to get input from them.
- Arcelia will reach out to Chumash since to see if they are interested in attending.
- If a voting member is unable to attend a meeting, perhaps they can attend and vote via video conference. Barbara will ask County Counsel if this is possible.
- Barbara will ask County Counsel if it is possible to add an option in the bylaws that states a member can vote via email within a certain period of time after a meeting. She will also ask them if a meeting is supposed to be cancelled when a quorum is not established.
- Add Domestic Violence Solutions (DVS) and the recovery community to the list of organizations that are encouraged to join. Ann will reach out to DVS and Good Samaritan.
- Change the number of members to no less than 11 in **IV. Membership, Section 2.**

- Add a statement in **IV. Membership, Section 4** about sending an informed alternate if a voting member cannot attend a meeting. Also, add a statement about notifying the KIDS Network Staff Assistant by phone or email 24 hrs. in advance if a member is unable to attend a meeting.
- In **V. Meetings, Section 3**, replace the quorum requirement of 50% plus one with 40% plus one. This way, the CAPC can keep its total membership, but it will be easier to establish a quorum. Barbara will ask County Counsel about how to possibly solve this problem.
- Barbara will ask County Counsel, and will check the statutes, about meeting requirements. Is there a minimum requirement, do the bylaws have to designate months, can the wording be changed to “a minimum of nine meetings a year”, and what happens if you don’t meet the required amount of times?
- After Barbara talks to County Counsel, she will put together another draft and bring it back in January.

### **Memorandum of Understanding (MOU)**

- Remove organizations which no longer exist from the list of members.
- Consider removing CASA from the list of voting members. Kim Davis has stated that she’s interested in attending the meetings, but has a conflict.
- Combine “Family Service Agency (2-1-1 Help Line) and “Family Service Agency (Dorothy Jackson Family Resource Center)” on the member list. Ashleigh Irving manages both programs and attends regularly.
- Consider adding a start and end date.
- Eliminate the MOU and just use the registration form.
- Replace the MOU with a member agreement. Barbara will ask County Counsel if an MOU requires Board signature.
- Create an MOU for each organization rather than a group and specify a beginning and end. An MOU may be taken more seriously than a member agreement.
- Barbara will ask County Counsel if something needs to be added to Section 5 stating that if an agency has a financial interest in what is being voted on, they will need to abstain.
- Reduce the number of members in order to more easily establish a quorum.

### **Member Registration**

- According to the bylaws, all voting members need to fill out a registration form. Once the voting members are officially determined, the forms will need to be completed.
- Barbara will look into creating a handout for prospective members.
- Add a statement about sending an informed alternate if a member is unable to attend a meeting. Also, add a statement about notifying the KIDS Network Staff Assistant by phone or email 24 hrs. in advance if a member is unable to attend a meeting.

### **2012 Roster**

- Remove organizations which no longer exist from the voting member list and the email distribution list.
- Move Court Appointed Special Advocate (CASA) from the voting member list to the email distribution list. Kim Davis is unable to attend the meetings due to a conflict.
- Confirm that Dawn Boulanger is no longer working in Santa Barbara County.
- Take the parents off the voting members list and develop an advisory category for them. This might help with establishing a quorum. The transfer of information between the two groups will be maintained through the agencies they work for and the parent meetings.
- Eulalia will talk to the ADMHS managers in Lompoc and Santa Maria to see if one of them is interested in attending.
- Nancy Belknap will talk to the two ADMHS people she knows in Santa Barbara and ask if they have any interest in coming to the meetings.
- Reduce the number of voting members so that a quorum is more easily established.

In addition to the above suggestions, LuAnn suggested ride sharing. This might encourage more people to attend meetings because organizations are cutting back on mileage. Once a final membership list is created, Liz will organize it by regions so that attendees can contact potential carpool members.

## **5. Maternal Child Mental Health & Substance Abuse Coalition**

Deborah provided background information on the Maternal Child Mental Health & Substance Abuse Coalition, its former objectives and strategic plan. Various partners such as Alcohol, Drug and Mental Health Services (ADMHS), Child Abuse Listening and Mediation (CALM), Social Services, First 5, Public Health, Postpartum Education for Parents (PEP), and Sojourn Services worked together to increase community awareness and education in regards to postpartum depression. Many of their objectives were met and they are pleased with the outcomes. Now they feel it's time to look beyond postpartum depression and include substance abuse and mental health, especially in the perinatal period. Deborah asked if perhaps the CAPC could be a vehicle or a platform for launching the expanded focus. LuAnn suggested making this an agenda item regularly in the CAPC meetings so that information can flow from the coalition to the agencies without creating another meeting. Barbara agreed and added that these issues are included in the System Improvement Plan and the Five Year Plan. Sharing information in the CAPC meetings would help to educate members and raise awareness first, and then perhaps they can work on messaging and rolling it out into the community.

Arcelia mentioned that identifying available resources is important when creating awareness. If an agency does the screening and it is determined that a client needs help, there needs to be a place for them to get that help. Rubayi suggested that private sector outreach for pro bono work may be one avenue for addressing the gap in services. Deborah added that South County has been able to tap into some pro bono resources; however, she doesn't know of any in North County. Flo shared that if agencies aren't aware that there's a need or a demand for services, then they're not going to be willing to either provide or expand them. All agreed that education and awareness is a good first step. Deborah stated that this item will be discussed further with Sandra Copely in a future meeting.

## **6. Affordable Care Act / California Health Benefit Exchange Outreach & Education Grants**

Barbara reported that there are a lot of webinars and sharing of information about the Affordable Care Act and what's going to happen when families have to transition from Healthy Families to Medi-Cal. In an effort to help clients navigate through all of the information and streamline the process, there will be grant money offered through the Health Benefit Exchange for outreach and education. The Request for Proposal (RFP) will probably go out the end of December and there will be a fairly quick turnaround. They're looking for applicants who are already established, have relationships in their communities and have a way to do outreach. Barbara added that since our Family Resource Centers (FRCs) meet these criteria, it might make sense to consider applying. Tara Dooley, the Children's Health Initiative Program Manager, brought this to Barbara's attention. There are two categories of applicants they are looking for: one category will be reaching out to middle income people who don't have insurance, and the other will focus on low income clients and streamlining the transition. Arcelia stated that Dean Palius is looking into the brokerage aspect as an additional funding option for the FRCs. Tara is working with Teressa to make sure that our county is well positioned to apply for the funds that focus on the low income clients. If anybody else is interested, please contact Barbara. Barbara stated that she will email the online resources to members.

## **7. Services for Mothers in Recovery: Casa Serena and Oliver House**

Nancy Belknap and Sandra Mistretta gave an informative overview of Casa Serena, a residential alcohol and drug treatment facility for women located in Santa Barbara. Nancy, Casa Serena's Program Director, passed out a brochure and explained the programs and services offered in each of the three homes (see attached). The Oliver House is the only treatment facility in Santa Barbara where mothers can reunite and live with their children. The age limit for children at the Oliver House is 11 years old. Sandra is the primary drug and alcohol counselor at the Oliver House, and she also provides parent education. Women are usually referred to the treatment facility through Child Welfare Services, community agencies, employers, families, and/or criminal justice agencies and must show commitment before they enter. Casa Serena's biggest challenge is funding, which mainly comes from CalWorks and scholarships. The Oliver House costs \$1,650 a month and most women don't have that. Casa Serena works with Child Abuse Listening and Mediation (CALM), Domestic Violence Solutions (DVS), the Rape Crisis Center and other community agencies.

Nancy stated that along with funding, child care is another stumbling block for women at the Oliver House. If a woman can't receive child-care services, she won't be eligible. If CalWorks doesn't cover the expense, then the client needs to pay for it herself. This is a huge challenge. Sandra is looking for additional resources for child-care services and funding; she is investigating Head Start and other programs. LuAnn suggested contacting the Children's Resource and Referral of Santa Barbara County and Storyteller. Nancy and Sandra then took several minutes to answer questions about Casa Serena, the Oliver House and substance abuse in Santa Barbara County. At the end of the question and answer period,

Barbara asked how the CAPC can strengthen their partnership with Casa Serena. Nancy suggested keeping in touch and calling them if there are any questions regarding a client. Barbara mentioned that the Family Resource Centers may be a good resource/support for women as they leave Casa Serena. Barbara thanked Nancy and Sandy for attending and added that it is valuable to have a presence from the substance abuse community at the CAPC meetings.

**8. Fresh Start SAMHSA Grant – CALM Collaboration with Good Sam (15 min)**

In the interest of time, Deborah proposed to skip this agenda item. She added that she would like to invite Good Samaritan to speak at a CAPC meeting about the Fresh Start SAMHSA Grant. Those in attendance agreed and the item was skipped.

**9. Updates and Announcements**

**a. Mandated Reporting Requests** – Deborah mentioned that since two administrators at St. Joseph High School were accused of failing to report information they received about a sexual assault of a 16-year-old, mandated reporter requests have increased. The two men were found guilty of one misdemeanor each and no longer work at the school. Deborah stated that Ann was given a television interview regarding the incident and asked her to give an overview of what happened. Ann stated that the administrators felt they were making the right decision by respecting the wishes of the victim's family to not report the incident; however, this does not follow the law. Ann added that when giving mandated reporter trainings, it is important to address this issue. The law is black and white; if a mandated reporter suspects child abuse, it must be reported. The training lists the procedures in reporting abuse but if there is doubt, call law enforcement. Deborah added CALM feels there are some grey areas regarding child abuse (e.g. domestic violence) that aren't always covered in the general training and that it may be a good idea to create something more in depth for people who are experienced with the basic training. Deborah added that CALM is thinking of asking the District Attorney's office to speak to them and clarify some of the grey areas and suggested that CAPC do the same. Barbara stated that she will look at the calendar and figure out when there will be time for them to present. Deborah reminded agencies to report their mandated reporter trainings to Barbara.

**b. Member Updates** - Barbara announced that she will be submitting the new Request for Proposal (RFP) for prevention funding and would like to have CAPC member participation in making sure the priorities are correct. There will be members of the KIDS Network participating, along with Teresa from First 5. If there is anybody on the CAPC that wants to be part of this process, please let Barbara know. She will send an email out regarding a meeting date.

**c. KIDS Network** – In the interest of time, this item was skipped.

**d. Parents Forever** – In the interest of time, this item was skipped.

**10. Confirm 2013 dates and agenda for next meeting on January, 2013**

The meeting was adjourned at 12:10 p.m. The next CAPC meeting will be on January 17, 2013. Future agenda items will include the following: an update on the CAPC bylaws, MOU and roster, an update from the Good Samaritan Shelter on their new programs, the Maternal Child Mental Health & Substance Abuse Coalition's new emphasis, and clarification from the District Attorney's office in regards to the grey areas of mandated reporting.