



**PREVENT CHILD ABUSE COUNCIL CALAVERAS (PCACC)
MEETING
and CITIZENS' REVIEW PANEL (CRP) MEETING**

Meeting Location: First 5 Calaveras, 16 B North Main Street, San Andreas, CA
Meeting Date: Thursday, July 17, 2008

MINUTES																			
Item 1	<p>Call to Order & Introductions of PCAC Council Members Robin Bunch called the meeting to order at 11:05 a.m. Roll Call: (✓) Indicates Present</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 10%;">✓</td> <td>Robin Bunch, PHN, Council Member, Calaveras County Public Health</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Mike Carll, Council Member, Calaveras County Behavioral Health Services</td> </tr> <tr> <td style="text-align: center;">Absent</td> <td>Katherine Eustis, Council Member, Calaveras County Youth Mentoring</td> </tr> <tr> <td style="text-align: center;">Absent</td> <td>Jennifer Goerlitz, Council Member, Calaveras 4H Program</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Mikey Habbestad, Council Member, Calaveras Works & Human Services</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Tina Marler, Council Member, Bikers Against Child Abuse</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Lisa Steffes, Council Member, Calaveras County Sheriff Department</td> </tr> <tr> <td style="text-align: center;">Absent</td> <td>Marti Crane, Alternate, Calaveras Community Member</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Arleen Garland, Alternate, HRC Child Care Resources</td> </tr> </table> <p>VISITORS PRESENT: Teri Hall, Calaveras County Probation Department Kelly Graesch, HRC Child Care Resources</p>	✓	Robin Bunch, PHN, Council Member, Calaveras County Public Health	✓	Mike Carll, Council Member, Calaveras County Behavioral Health Services	Absent	Katherine Eustis, Council Member, Calaveras County Youth Mentoring	Absent	Jennifer Goerlitz, Council Member, Calaveras 4H Program	✓	Mikey Habbestad, Council Member, Calaveras Works & Human Services	✓	Tina Marler, Council Member, Bikers Against Child Abuse	✓	Lisa Steffes, Council Member, Calaveras County Sheriff Department	Absent	Marti Crane, Alternate, Calaveras Community Member	✓	Arleen Garland, Alternate, HRC Child Care Resources
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Item 2	<p>Public Comments/Announcements No public comments were shared.</p>																		
Item 3	<p>Review & Approve PCAC/CRP Agenda Motion to Approve the PCAC/CRP Agenda: M. Habbestad, second, M. Carll Ayes: 6; Noes: 0; Abstain: 0; Recused : 0; Absent: 3</p>																		
Item 4	<p>Program Report K. Pekarcik asked members to share a bit about their background and role with Prevent Child Abuse Calaveras Council. K. Pekarcik shared that interviews have been completed for the Children's Services Program Coordinator which will support the council. Following completion of background clearance and approval by Calaveras County HR, an offer may be made.</p>																		

Item 5	<p>Nomination and Election of PCAC Officers</p> <p>a. Council members nominated Robin Bunch as Chair, and Tina Marler as Vice Chair for 2008-09. Both accepted nominations. No contesting nominations were presented.</p> <p>b. Vote to elect R. Bunch and T. Marler as officers for 2008-09: Ayes: 4; Noes: 0; Abstain: 2; Recused : 0; Absent: 3</p>
Item 6	<p>Approval of PCAC Minutes</p> <p>a. June 23, 2008 Meeting Minutes</p> <p>Motion to accept minutes correcting date to June 23, 2008: M. Habbestad; second M. Carll Ayes: 3; Noes: 0; Abstain: 3; Recused : 0; Absent: 3</p>
Item 7	<p>PCAC Bylaws Final Review and Adoption</p> <p>a. Review of Conflict of Interest and Form 700 Requirements</p> <p>Council reviewed the Conflict of Interest section of the Bylaws. K. Pekarcik reminded the members that they are required to complete Form 700. Council members stated they had not received information from County Clerk's office. K. Pekarcik will provide council members with Form 700 for their completion and submittal by the next meeting.</p> <p>b. Adopt final PCAC Council Bylaws</p> <p>Council members reviewed the final draft of PCAC Bylaws. Council recommended changing the name to be Prevent Child Abuse Council Calaveras as was noted in the most recent Calaveras County Resolution. Also, one revision to Section 1.E.6 rephrasing a goal to read: <i>Support and promote the expansion of best practices in treatment services to victims of child abuse and neglect and their families in Calaveras County.</i></p> <p>Motion to adopt the Bylaws with revisions noted: T. Marler, second, M. Carll Ayes: 6; Noes: 0; Abstain: 0; Recused : 0; Absent: 3</p>
Item 8	<p>Review of OCAP-PCAC Strategic Plan</p> <p>a. Council members received the most recent revision of the PCAC Strategic Plan, revised and adopted January 15, 2008. A. Garland shared a copy of the most recent Council Self-Assessment Tool completed regarding the Strategic Plan revision. M. Habbestad and K. Pekarcik shared their understanding that CalWorks has communicated with OCAP that a Strategic Plan revision will be submitted to the state by the September deadline. A. Garland expressed that the council should be an advisory review point for CalWORKS Systems Improvement Plan as well as any CAPIT/CBCAP/PSSF grant revisions proposed.</p> <p>Council members agreed to establish a Strategic Plan Work Group which will meet prior to the August meeting. The workgroup participants are: R. Bunch, M. Carll, M. Habbestad, and T. Hall. A. Garland suggested that Patti Harper, OCAP Consultant, would likely be happy to work with the group and go through the criteria for the Strategic Plan. R. Bunch will email the workgroup members to set a date to meet and begin revisions before the August meeting.</p>

Item 9	<p>PCAC Fiscal Report</p> <p>a. Review the Calaveras County Account Balance</p> <p>K. Pekarcik shared the Calaveras County Summary of Account for the PCACC fund balance through May 31, 2008.</p> <p>b. Develop a draft 2008-09 budget for review and adoption 08/08</p> <p>K Pekarcik shared that a budget has not been established for PCAC funding. Council members requested that K. Pekarcik prepare a draft budget for PCAC and bring it to the August meeting for discussion. At this time, lunch is not a provision within PCAC funding. Council members agreed to keep the meeting time during the lunch hour, and will take turns bringing lunch to the meeting. K. Pekarcik will also identify which line reflects the “Children’s Trust Fund” income from birth certificate fees that come to the county.</p> <p>A budget committee will be established at the August meeting.</p>
Item 10	Adjourn PCAC Council and Re-Convene as CRP Panel
CITIZENS’ REVIEW PANEL	
Item 11	CRP Panel Call to Order & Introductions
Item 12	<p>Approval of CRP Minutes June, 2008</p> <p>CRP minutes are included in the June 23, 2008 minutes approved in Item 6.</p>
Item 13	<p>Review of CRP Scope of Work and Activity</p> <p>M. Habbestad shared history and details of the establishment and purpose of the Citizens’ Review Panel. The purpose of the panel is to look at one or more area of the local child welfare agency and suggest improvements that will serve families well. The first year’s effort resulted in a list of recommendations which have resulted in some changes on both the local and state level procedures. The next report of the CRP will be due to the state in October.</p> <p>CRP has chosen to look at foster care re-entry rates as a focus for 2007-08, and will continue that focus in 2008-09. The review looked at internal policies and procedures, focus groups of consumers, and case reviews. Overall, trends identified by the panel identified substance abuse, and parents of younger children re-entering more than parents of older children as influences on foster care re-entry.</p> <p>M. Habbestad described the intent of the CRP as a partnership, not punitive, nor a grand-jury style investigation. Participants found the first year to be very informative and positive. M. Habbestad has heard positive comments from staff, and anticipates policies and procedures update will soon be completed reflecting recommendations.</p> <p>A. Garland shared that one of the concerns that surfaced was the costs of accessing drug and alcohol related services to families, and the integration of costs and reimbursements among agencies. T. Marler suggested adding the perinatal program in coordination of the treatment plans. M. Habbestad agreed that for any family with a child under age three, a plan case management meeting will occur to determine the path for the individual to ensure time constraints in the process do not negatively impact the family. Monthly meetings will occur to ensure all are “on the same page”.</p> <p>A. Garland shared confidentiality sheets requiring signatures of all participants in the CRP process. These are completed annually. K. Pekarcik will share an updated Council Roster with A. Garland to submit to the state.</p>

	<i>Note: State CRP Meeting, 9/4/08, Sacramento, 9 am – 12 pm will be attended by R. Bunch, M. Habbestad, K. Pekarcik, and possibly a new Children’s Systems Coordinator.</i>
Item 14	Review of CRP Budget CRP \$25,000 annual funding may be contracted by First 5 Calaveras. not PCAC/CRP. K. Pekarcik will bring a copy of the First 5 Calaveras budget in August for the council’s advisory review should this contracting occur.
Council agreed to continue meeting on the third Thursday of each month, from 11 am-1pm. Next meetings will be August 21, and September 18. Meetings will be in the Black Oak Room at Cal Works, 509 Mountain Ranch Rd, San Andreas T. Marler will bring lunch in August, L. Steffes in September.	
ADJOURNMENT – 1:00 p.m.	

Motion made to accept Minutes: _____

As Written

With Changes Noted: _____

Motion Second by: _____

Recusal(s): _____

Votes: _____ AYES _____ NOES _____ ABSTAIN: _____

MOTION CARRIED

MOTION DENIED

Action Effective Date: _____