

YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL

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Child Abuse Prevention Council (CAPC)

Minutes

March 22, 2018, 2pm-3pm

HSA West Sacramento Building #162-Community Room;
500 Jefferson Blvd # A, West Sacramento, CA 95605

1) Welcome, roll call, and introductions

- CAPC members present: Sara Gavin, Jennie Pettet, Anna Sutton
- Others present: Natalie Audage, Melinda Daugherty, Gabrielle Meyer, Katie Villegas
- Meeting started at 2:07pm

2) Public comment

- None

3) Approval of the March 22, 2018 CAPC Meeting Agenda

- Unable to approve agenda because lacked a quorum.

4) Review CAPC documents

- Reviewed bylaws and updated description of CAPC.
- Reviewed updated description of Yolo Family Strengthening Network (YFSN).
 - Discussed that YFSN is going to remain a YCCA program.
 - To comply with the Brown Act, need to not have a quorum of CAPC members (i.e., need to have less than 4 voting members) attending YFSN.

5) Appoint Chair and Vice-Chair positions

- Unable to nominate or appoint because lacked a quorum.

6) Review Brown Act information related to CAPC

- Discussed that CAPC and any CAPC subcommittees are subject to the Brown Act.
 - Meetings must be open and public and actions may not be in secret. Special rules for closed meetings.
 - Need to post agendas with the County Clerk 72 hours before regular meetings.
 - Need to provide opportunity for public comment.
 - Need to conduct public votes.
 - Need to keep minutes and provide these to anyone who requests them.
 - It is considered a meeting when a majority of members hear, discuss, or deliberate on matters within the CAPC's jurisdiction. This includes emails.
- Distributed 2-page brochure on the Brown Act:
<https://www.thefirstamendment.org/media/Brown-Act-Brochure-DEC-03.pdf>
- Discussed longer resource on the Brown Act: <https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>

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7) Receive Child Abuse Prevention (CAP) Month campaign update and materials

- Distributed 2018 *Weathering the Storms: A Guide to Healthy Expressions of Emotions for Parents and Children* for Child Abuse Prevention Month.
 - Idea was generated by the YFSN at the September meeting.
 - Natalie presented guide contents to the group.
 - Natalie thanked members of the CAPC who reviewed the guide: Tracy Fauver, Jennie Pettet, Anna Sutton, as well as other reviewers.
- Dissemination suggestions
 - Anna suggested asking Ramy Husseini to send an email to Healthy Schools Collaborative to reach schools and PTAs.
 - Katie suggested disseminating to Head Start and the developmental screening programs at Alyce Norman School.
 - Jennie suggested contacting Alicia W., the Child Welfare Services (CWS) link to schools.
- Other CAP Month efforts
 - YCCA is also working on several other efforts for Child Abuse Prevention Month, including the following:
 - Wrote an op-ed
 - Drafted and accepted resolutions designating April as Child Abuse Prevention Month for the Board of Supervisors and the cities of Davis and West Sacramento
 - Coordinating Wear Blue Day pictures
 - Tabling at the Office of Child Abuse Prevention Day at the Capitol in April with Child Welfare Services, Probation, and Yolo County Office of Education.

8) Discuss future strategic planning meeting to set 2018-2019 CAPC goals (10 minutes, 2:40-2:50)

- Ideas discussed
 - Natalie presented information about what a convenience sample of 7-8 CAPCs have done. She will prepare a document with this information for the CAPC in advance of the strategic planning meeting.
 - Anna suggested creating a kit of materials for each school and preschool in Yolo County with the *Protecting Children: Reporting Child Abuse and Neglect* document (which will also be put onto the CAPC website soon), forms, links to important websites, prompts for school personnel, etc.
 - The group discussed the importance of in-person mandated reporter trainings, as opposed to the 15-minute online training that some teachers receive.
 - Jennie talked about the importance of supporting fathers and encouraging them to ask for help.
- Ideas for Strategic Planning meeting (3-year plan with short- and long-term goals)

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- Have a facilitator. Katie suggested Laura Mason-Smith and Natalie suggested Kara Hunter of Yolo Conflict Resolution Center.
- Items to gather/prepare for Strategic Planning meeting:
 - Activities of other CAPCs (Natalie)
 - Child abuse data (Jennie)
 - Child and family initiatives in Yolo County (Natalie)
 - Disseminate strategies for various stakeholders, including schools and preschools (e.g., meetings, newsletters) (Natalie)
- Anna suggested that someone from CAPC come speak to the Maternal, Child, and Adolescent Health (MCAH) Advisory Board about the CAPC.

9) Discuss 2018 meeting calendar

- The group decided on a 2-hour strategic planning meeting in late May/early June.
- Natalie will send out a Doodle Poll in early April to find a date that works for the CAPC.
- At the next meeting, the group will:
 - Decide on frequency and length of meetings
 - Decide on Chair and Vice-Chair.

10) Take Wear Blue Day picture

- Took Wear Blue Day and Blue Dot pictures for Child Abuse Prevention Month (April) and Maternal Mental Health Month (May) respectively.

11) Adjourned at 3pm