

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Allocations Committee Work Plan and Budget

Committee Chair: Melody Kinney

Date Updated: January 17, 2019

Committee Purpose: To recommend to the Board of Supervisors a process and priorities for funding child abuse prevention, intervention and treatment programs and, in collaboration with the Social Services Agency, monitor funded agency performance.

| | Goals and Objectives | Proposed Activities | Timeline | Personnel Sub-committee | Budget |
|---|---|---|-----------------------------|---|--------|
| 1 | Continually improve funding cycle milestones including: the evaluation of the previous year's RFP process and implementation of needed improvements (Year A); the formation of funding priorities based on an assessment of community needs (Year B), and the Request for Proposal (RFP) release, the formation of a qualified and prepared Evaluations Panel, and ultimately, to select and recommend for funding to the BOS qualified child abuse prevention programs (Year C). | FY 2019-20 is "Year B" is the foundational year of the three year funding cycle which will culminate in an RFP release in fall 2020 and recommendations for funding to the Board of Supervisors in spring 2021. <ul style="list-style-type: none"> • Work with SSA to determine requirements in relation to a community needs assessment. • Monitor the progress of SSA towards a written report summarizing the needs of the community. • Set quarterly meetings with SSA OCAP representative to monitor progress toward SIP goals. • Review funded agency evaluation/outcome and client satisfaction data, analyze results (per agency and as a group) and produce findings. • Determine the funding priorities for the next funding cycle. • Work with County Counsel and SSA to prepare the RFP and make recommendations for changes to next funding cycle contracts. | Ongoing throughout the year | Allocations Committee, SSA, Support staff | \$0 |

| Goals and Objectives | | Proposed Activities | Timeline | Personnel Sub-committee | Budget |
|----------------------|---|--|---------------------------|---|--------|
| 2 | Monitor and renew currently-funded agency contracts. | <ul style="list-style-type: none"> • Renew currently-funded contracts based on total funds available and agency contract performance in FY 2018-2019. • Monitor contract compliance by reviewing monthly reports and conducting site monitoring visits. <ul style="list-style-type: none"> • Incorporate prevention program expert in program monitoring process. • Identify and notify agencies of contract non-compliance issues and initiate follow-up actions as appropriate. • Conduct yearly evaluation of funded agencies and client satisfaction activities. | Ongoing | Allocations Committee and SSA Support staff | \$0 |
| 3 | Support the Council's Child Sexual Abuse initiative as directed by the Council. | <ul style="list-style-type: none"> • Oversee RFP process for child sexual abuse prevention programs | Ongoing | Allocations Committee, SSA, and Task Force | \$0 |
| 4 | Maintain Effective Allocations Committee | <ul style="list-style-type: none"> • Conduct monthly Allocations Committee meetings. • Recruit new members as necessary. • Conduct in-service training and updates on funding issues, contracting, and collaborative service opportunities, priority service needs planning activities. • Continually update Standard Operating Procedures (SOPs) • Expenditures for miscellaneous expenses including but not limited to postage, mileage, copying, and office supplies | On-going through the year | Allocations Committee | \$500 |
| Total | | | | | \$500 |

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Disproportionality Committee Work Plan and Budget

Committee Chair: Peg Cathcart

Date Updated: January 15, 2019

Committee Purpose: To review and highlight the policies and practices that disproportionately impact marginalized children and youth in Santa Clara County and to promote strategies that lead to systematic change.

| Goals and Objectives | Proposed Activities | Timeline | Personnel Sub-committee | Budget |
|--|--|----------|-------------------------|---------|
| 1 The Committee will host public forums and trainings. | <ul style="list-style-type: none"> • Offer trainings where current disproportionality data, stakeholder concerns, and improvement plans are reviewed; and offer public forums to highlight the particular needs of disproportionately represented groups. • Incorporate youth and family voices into the oversight and improvement of the system. • Change perceptions by promoting and encouraging new strategies to break generational patterns of abuse. • Incur expenses that include but are not limited to food, technical support (audio/visual), an appropriate facility for large meetings, printing services, paper goods, and speaker stipends. | Ongoing | Committee | \$4,000 |
| 2 Produce and distribute resource materials | <ul style="list-style-type: none"> • Incur expenses related to resource materials | Ongoing | Committee | \$1,000 |
| 3 The Committee will collaborate with the Board of Supervisors and other stakeholders, and keep the Child Abuse Prevention Council updated on all pertinent disproportionality issues. | <ul style="list-style-type: none"> • Attend relevant community meetings, participate in activities designed to advance the systemic analyses of the CWS (as related to disproportionality), and participate in community at large activities supporting child abuse prevention. | Ongoing | Committee | \$0 |
| Total | | | | \$5,000 |

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Executive Committee Work Plan and Budget
Committee Chair: Stacy Castle (through June 2019)
Date Updated: January 24, 2019

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"> • Be a consistent presence at the Children, Seniors and Family meetings • 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) • Formalize relationship with the GBACAC - \$1,000 (membership) | Ongoing | Officers and Executive Committee | \$2,000 |
| 2 | Provide effective oversight, guidance, and training to the Child Abuse Prevention Council, Council committees and the community. | <ul style="list-style-type: none"> • Review committee activities on a monthly basis <ul style="list-style-type: none"> • Review and update committee standard operating procedures • Plan and implement annual retreat in February 2019 to determine FY 2019/20 priorities. - \$700 • Ensure Council members are trained on fiscal procedures and County/ commission rules and procedures related to meetings, including the Brown Act, Robert’s Rules, confidentiality, ethics, etc. | On-going Retreat: January 2020 | Officers, Executive Committee, and Coordinator | \$700 |
| 3 | Provide administrative support for the Council. | <ul style="list-style-type: none"> • Child Abuse Prevention Council Coordinator (Contractor) - \$63,000 • Clerk of Board Salary and support - \$18,000 • Miscellaneous office expenses including paper, ink, postage, photocopying, name tags, etc - \$2,300 | Ongoing | Officers, Executive Committee, Clerk of the Board, Coordinator | \$83,300 |
| Total | | | | | \$86,000.00 |

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Interagency Collaboration Committee Work Plan and Budget

Committee Chair: Andrew Cain
Date Updated: February 13, 2019

Committee Purpose: To improve cooperation and collaboration between agencies, both public and private, by removing barriers, improving communications or whatever else may appear necessary to ensure that children and their families receive services that fit their needs most appropriately.

| Goals and Objectives | | Proposed Activities | Timeline | Personnel Sub-committee | Budget |
|----------------------|---|--|----------|-------------------------|--------|
| 1 | Increase collaboration and facilitate communication with the Child Abuse Prevention Council, stakeholder agencies, funded agencies, Greater Bay Area Child Abuse Prevention Councils, the public and other system partners. | <ul style="list-style-type: none"> • Continue the collaboration with the Greater Bay Area CAPC • Invite stakeholders and funded agencies to join the committee. • Research and invite speakers to ICC Meetings and, when beneficial, refer them as appropriate to the Council meetings. • Determine scope of existing databases that catalog child abuse prevention resources for families and service providers | Ongoing | Committee | \$650 |
| 2 | Raise relevant issues facing stakeholder community including making recommendations for action to the Council. | <ul style="list-style-type: none"> • Arrange for presentations on relevant issues. • Facilitate discussion of identified topics. | Ongoing | ICC members | \$0 |
| 3 | Incorporate youth and family voices into improvement and oversight of system. | <ul style="list-style-type: none"> • Develop and implement methods to solicit youth feedback including exit interviews and focus groups. | Ongoing | Committee | \$0 |
| 4 | Participate in CAPC efforts regarding child sexual assault prevention. | <ul style="list-style-type: none"> • Inventory community efforts already underway | Ongoing | Committee | \$0 |
| Total | | | | | \$650 |

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Membership Committee Work Plan and Budget

Committee Chair: Preeti Mishra
Date Updated: January 17, 2019

Committee Purpose: To establish a strong membership where all members are active and share in the work of the Council to the meet the overall mission of the Child Abuse Prevention Council.

| Goals and Objectives | | Proposed Activities | Timeline | Personnel Sub-committee | Budget |
|----------------------|---|---|----------|-------------------------|----------|
| 1 | To recruit and nominate individuals for CAPC membership | <ul style="list-style-type: none"> • Recruit members that contribute to a balance of age, gender, ethnic communities and geographic and supervisory districts. • Incorporate youth and family voices into CAPC membership. • Ensure balanced representation from justice agencies, public agencies, private agencies and the community-at-large. • Develop and maintain good working relationship with Board Aides. • Have membership materials easily accessible on the CAPC website. | Ongoing | | \$0 |
| 2 | To retain a strong membership | <ul style="list-style-type: none"> • Organize member social events. • Ensure members are placed on a committee. • Maintain updated member directories, committee rosters, and other membership materials. • Monitor member attendance and participation. • Keep Council informed of membership requirements. • Acknowledge members' life events. | Ongoing | | \$200 |
| 3 | Welcome and orient new members | <ul style="list-style-type: none"> • Continually update orientation materials. • Ensure each new member has a new member orientation and new member materials. • Assign and periodically check-in with new members and their mentors and address any questions or concerns. | Ongoing | | \$0 |
| Total | | | | | \$200.00 |

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Public Awareness Committee Work Plan and Budget

Committee Chair: Johanna Thai Van Dat

Date Updated: January 7, 2019

Committee Purpose: Increase awareness and understanding of child abuse and healthy relationships to support community and Council prevention activities and impact policymaking.

| Goals and Objectives | | Proposed Activities | Timeline | Personnel Sub-committee | Budget |
|----------------------|--|--|----------|-------------------------|----------|
| 1 | Incorporate youth, family and community voices | Expand committee membership to include youth, family and community perspectives. | Ongoing | Committee | \$0 |
| 2 | Outreach to General Public | <ul style="list-style-type: none"> • Raise awareness of issues related to child abuse prevention and healthy relationships. • Expand the Healthy Relationships Campaign. • Purchase and distribute child abuse prevention and awareness materials throughout Santa Clara County. • Promote awareness of child abuse prevention through the Blue Ribbon Campaign in April 2020. • Manage the Child Abuse Prevention Council and Healthy Relationships SCC websites, ensuring the public has access to up-to-date information about the definition and signs of child abuse, effects of child abuse, how to report child abuse, and research, reports and trainings relevant to child abuse prevention and treatment, as well as, access to the Healthy Relationships PSA and related research and resources. | Ongoing | Committee, Coordinator | \$40,000 |
| Total | | | | | \$40,000 |

Child Abuse Prevention Council of Santa Clara County
FY 2019/20 Symposium Committee Work Plan and Budget
Committee Chair: James Gibbons-Shapiro
Date Updated: February 11, 2019

Committee Purpose: To develop a high quality symposium that will enable professionals in Santa Clara County and the Greater Bay Area who work with children and families to hear from experts, examine information, exchange ideas and sharpen their skills.

| Goals and Objectives | | Proposed Activities | Timeline | Personnel | Budget |
|----------------------|---|---|--|-------------------------------------|----------|
| 1 | Train the trainers and professionals who help children. | Invite as presenters, experts and nationally known speakers and researchers. (Expenses may include fees, stipends, travel expenses, speaker recognition) | Ongoing September 2019 - April 2020 | Chair, Committee, Coordinator | \$6,000 |
| 2 | Attract 350-400 attendees to include professionals, providers of services to children as well as parents and caretakers. | Printing and Marketing for Symposium including: save the date flyer, registration brochure, labels, envelopes, program, name tags, certificates, folders, handouts and postage. | January - April 2020 | Chair, Committee, Coordinator | \$1,000 |
| 3 | Organize a quality event that attendees will learn to detect, prevent and treat Child Abuse, enjoy the day and remember CAPC. | Symposium Event Venue and Catering Expenses including: pre-conference meeting and meal, facility rental, workshop rooms, breakfast, lunch, afternoon snacks, audio/visual, and other services as needed for 350-400 attendees for one day conference. | Ongoing September 2018- April 2019 | Chair, Committee, Coordinator | \$41,000 |
| 4 | | Additional expenses including re-licensing fees for CEUs when required, angel award, volunteer and speaker recognition, entertainment, and miscellaneous expenses as required. | Ongoing | Chair, Committee, Coordinator | \$800 |
| Total | | | | | \$48,800 |

***Please note that the Symposium brings in revenue from registration payments and donations to offset the total cost of the event. For the April 2018 event, income totaled \$21,075.06, expenses totaled \$30,212 for a total net cost of \$9,136.94