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**DRAFT - MINUTES ~ August 6, 2018**

**CSN-CAPC Board**

10 am to 12 pm ~ CCCC Office

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***Key decisions***

• None at this meeting.

***Key action items (different from usual ones)***

• Ned - re: budget for FY 2018-2019 and reeling in over-spending: send info to board for consideration.

• Ned - fill out the survey that Strategies 2.0 sent around.

• Ned - go Elks Lodge office hours to see if it might be a possible venue for RTYC.

• Ned - check on empty store fronts if Elks Lodge is not an option for RTYC.

• Ned - send RTYC funding request letters to Friends of the Nevada County Libraries, Gold Country Kiwanis Club,

and Rotary Club of Grass Valley.

• Cindy - send info to Susan for consideration at September meeting re: January 2019 meeting - Maternal and

Adolescent Child Health and perinatal depression.

• Susan - re: budget for FY 2018-2019 and reeling in over-spending: assess Coordinator tasks to see what can be

minimized or eliminated.

• Susan - follow up with Marina Bernheimer and Laura Harter re: submitting the application for appointment to the

CSN-CAPC Board for consideration at the September board meeting.

• Susan - draft CSN Coordinator job description for review at September board meeting.

• Susan - follow up with Chelcee Thomas in Truckee about SBS certificates.

• Susan - add access info for treasurer info on google docs to "Field Guide to CSN doc."

***Items for next meeting's agenda***

• More conversation re: budget for FY 2018-2019 and reeling in over-spending.

• Shall we start giving out the nicely printed CBORs freely (i.e., at CSN Partner meetings?)

• Meeting with midwives re: SBS certificates and Make Time For Yourself documents. Jolene and Cindy will attend

one of their upcoming meetings.

• Next steps on Five Protective Factors mapping?

• January 2019 meeting - more on Trauma-Informed Community? Public Health would like a meeting on Maternal

and Adolescent Child Health and perinatal depression.

• Suggest CPS take their Trauma-Informed Parenting trio (Cheryl Gonzales, Deirdre Day, Cara Carvalho) to PTG.

Other ideas to propose to PTG?

Attendees: CSN-CAPC Board - Cindy Wilson (Vice Chair), Jolene Hardin (Secretary), Laurie DeMartini, Lindsay Dunckel, Lourdes Vose, Ned Russell (Treasurer), Rossnina Dort (Chair). [Quorum is 50% = 5]

Guests - Nick Ready, Program Manager, CPS and Kathryn Kestler, Emergency Response Nurse, CPS; Laura Harter, Coordinator, PARTNERS Family Resource Centers, Nevada County Superintendent of Schools; and attending with Cindy Wilson, nursing students Cheyenne Rogers and Brooke Peiler. Minutes taken by CSN Coordinator Susan Sanford. Total meeting attendees: 12

**CAPC ITEMS - PART 1**

1. Updates from CPS – Nick Ready, Program Manager

• Staffing at about 90%.

• Just had an RFA (Resource Family Approval) audit by the state. It went well and the program is going well

here.

• Just did 7th adoption and have about 4 more coming up. Nevada County is a highly performing county

within the state.

• A lot of mental health issues among teens and their parents. Not always associated with drug use.

Numbers of pos tox babies with meth and heroin are about what they've been. Not as much marijuana.

More pos tox for opiates.

• About 140 kids being assessed currently. State wants it at 10-13 kids.

• AB 1299 - supposed to expedite mental health services for kids

• Re: Certifying Nevada County foster homes - have done one and have 4-5 more in the works. Nick doesn't

have the internal capital to do it. Looking for homes for human trafficking victims and teens who smoke

pot.

• Had a safe surrender kid but couldn't find a home for the baby in the county.

• State has dumbed down RFA process - used to be at an adoption level, but lower requirements now just

to get homes.

• Have more kids in group homes now than they have in 10 years. Parents just dropping off kids they don't

want. Have two who are ready to go, but nowhere to place them. Reports every 6 months say

"unadoptable" and "nowhere to place." Kids over 10 see their reports.

• When kids come into care there are two plans: Go home to parents or Concurrent home - where kids go if

not safe to go home to parents. Kids in concurrent homes are "adoptable."

• Behavioral Health staying with kids until they're older.

• CASAs are voluntarily staying with kids until they're older.

• AB 212 worker at CPS is Michele Socik.

**REVIEW MEETING & MINUTES**

1. Reviewed and approved minutes from July 9, 2018 CSN-CAPC Board meeting. M/S/C

**NEW BUSINESS**

1. Plans/Agenda for September 5, 2018 meeting

a) Facilitator: Kristen McGrew

b) 40 Developmental Assets: Ned Russell (5 mins)

c) Meeting Focus & Title - *SOGIE 101: Building an Understanding of Diversity of* *Sexual Orientation,*

*Gender Identity & Expression*

• Speaker: Kale LaMont Perry has been confirmed. In June board approved $300 speaker fee plus

$200 toward expenses. Kale will be speaking elsewhere in the region and other expenses will be

covered by Melissa Marcum's NCSOS program and Jennifer Scalzi's FKCE (Foster & Kinship Care

Education) program at Sierra College.

• Meg Luce sent some good SOGIE resources that could be handouts.

d) Building the Network Moment OR Collaboration Mixer - Omit to give Kale more time

e) Network Announcements (5 mins) - Omit

Chris Espedal has been invited to speak about the Handle with Care program for November CSN Partner

meeting Network Moment. She and Susan will finalize details when Chris is back from summer

vacation.

1. Discuss budget for FY 2018-2019 re: reeling in over-spending. Need to balance for next year. We are currently spending about $3000/yr too much. Insurance and PO Box rental will continue to go up. Perhaps reduce payment to new coordinator? It's mostly First 5 funds that pay for the position. Some from CAPC (CTF-birth certificates). First 5 Commission likes that there is money from elsewhere helping to fund the position. Insurance costs have gone up. We could submit a budget adjustment request to First 5 asking for reallocation of funds. We could do some active fundraising. A hidden cost of fundraising is the amount of time and energy it takes to do it. We could charge for some trainings - or even just for the food there - a donation box. Strategies trainings are free. **Carry to September for more conversation. Ned will send info for consideration. Susan will assess Coordinator tasks to see what can be minimized or eliminated.**
2. Joyce Ash and Marina Bernheimer would like to share CSN-CAPC Board attendance. Laura Harter is possibly interested in serving as well. Susan will follow up with Marina and Laura re: submitting the application for appointment for consideration at the September board meeting.
3. Lindsay Dunckel will continue to serve but has some schedule conflicts for meetings this fall (she has another 14 months on the Launch grant Family Cafes). Laurie DeMartini will retire from board service in September. She will help with RTYC Halloween Book giveaway on the day of the event.

Board will consider changing the meeting time for the new year.

1. Network for Good $40 check/solicitation. [www.networkforgood.com](http://www.networkforgood.com). Board decided to not cash check and not do this program.
2. Read to Your Child Halloween book giveaway - **Ned will go Elks Lodge office hours this week to see if it might be a possible venue.** Other discussion of the overall event: First 5 Commission has a meeting that day so Lindsay cannot attend. First 5 van - Lindsay requested they come again, but we won't know for a while. If Elks Lodge not a possibility, perhaps empty store fronts. **Ned will check on empty store fronts if Elks Lodge is not an option. Ned will send funding request letters to Friends of the Nevada County Libraries, Gold Country Kiwanis Club, and Rotary Club of Grass Valley.**
3. Official notice from Susan re: retiring from CSN Coordinator job as of 12/31/18 (returning to school). Board would like to know what parts of job can be minimized. **Susan will draft a job description for review at September board meeting.** Can distribute through CSN e-news list and CNL (Center for Nonprofit Leadership).
4. **Ned will fill out the survey that Strategies 2.0 sent around.**

**OTHER BUSINESS**

1. Insurance update (if any) – Ned. Our agent is: LaDeena Smith, ladeena@mavenins.com, 530-272-1000, Maven Risk Management and Insurance Brokers (formerly called Cookson & Bowman insurance). Nothing to report.
2. Any news from County Counsel’s office about Brown Act inquiry? Nothing to report.

Lindsay contacted Julie Patterson, Clerk of the Board of Supervisors about Brown Act. Julie sent inquiry along to County Counsel is Alison Barratt-Green. We are waiting to hear County Counsel’s determination.

• Most other partners in regional CAPC operate under the Brown Act. Many are part of other

organizations that are required to abide by Brown Act. Truckee CAPC is not a 501(c)(3).

• If we end up needing to abide by Brown Act, bylaws will need to be amended, and a note added

to all agendas and minutes that organization abides by Brown Act.

• Should we be doing conflict of interest form 700?

• If we are subject to Brown Act, we all need info about compliance, voting, document retention, etc.

• Ned re: OCAP rep from IP meeting on whether OCAP has Brown guidance.

3. CYBORG update - shall we start giving out the nicely printed CBORs freely (i.e., at CSN Partner meetings?)

**Carry to September**

1. Children's Trust Fund update - Nothing to report. From July minutes: Ned did some research. Birth

certificate revenues go to CAPCs. The $20K in the fund is managed by the County. We could request funds for something specific if we want more than birth certificate money. We would need to respond to an RFP to request more money and we would need to start process in the Fall.

5. Innovative Partnerships update - Report from Ned on July 19th meeting.

• Conversation on questions about life vests and liability.

(IP got some safety funding for life vests, bike helmets, car seats, safe sleeping (like a pack 'n' play). Public health also received safety equipment. Meant for low-income households, so need to be offered at events targeted at low-income people. Can be offered at schools that have a certain level of kids that get free lunches. SNCS has list of income-eligible people. CHP and Sandi Hedenland at First 5 are certified car seat installers. AAA may have a certified person too. Public health did not get any infant life vests and would like some.)

• Board decided to g**ive life vests to Sheriff's department.** If SYRCL runs across parents who are income-qualified, SYRCL can refer them to Char at public health.

• To request items from public health (life vests, car seats, bike helmets, baby boxes), contact

charlene.weiss-wenzl@co.nevada.ca.us

• T-shirts that will be given away because they were paid for with IP grant money are clearly marked in the

CSN T-shirt box. Also, they were printed incorrectly with the text that's supposed to be on the front on

the back and vice versa.

6. Updates on Action Items from prior months

• We have 1,000 "My Pledge" certificates to educate about Shaken Baby Syndrome. Susan delivered 200 to

the hospital. Kristen asked Chelcee in Truckee if they want any. No word yet. **Susan has sent a follow-up**

**email and will track this.**

• Jolene - Report on connection with midwife community - Jolene and Cindy were going to go to a meeting

in August to present about SBS certificates and the Make Time For Yourself documents. Jolene received

an email from the midwives. They'd like them to come in early November instead (no date yet), but

they'd welcome certificates any time. **Carry to September.**

• Location for Read to Your Child Halloween book giveaway because Center for the Arts reconstruction will

make the venue unavailable. See above.

7. What are next steps on Five Protective Factors mapping? **Carry to September.**

8. ***2018 Partner meeting topics*** *–* Consider in light of the Five Protective Factors

**January 3, 2018** – A Guide to Self-Care to Start the Year Off Well. Mindfulness and more.

**February 7** – Mapping the Five Protective Factors in Nevada County – an activity-based meeting

**March 7** – Identifying & Addressing Childhood Developmental Issues – Panel.

Experiment with first Collaboration Mixer (in place of Building the Network Moment).

**April 4** – CAP month. Current Drug Use Trends Impacting Children and Youth in Nevada County-Panel.

**May 2** – Transition to Adulthood Planning for Youth with Special Needs. Panel. Follow-up to March.

**June 6** – Becoming a Trauma-Informed Community. Follow-up/complement to 5/31 Trauma-Informed Care training.

**September 5** – SOGIE: Sexual Orientation, Gender Identity & Expression. Kale LaMont Perry.

**October 3** – Connecting Point. Ann Guerra and Heather Heckler confirmed as speakers.

**November 7** – Trauma-Informed Parenting. Cheryl Gonzales, Deirdre Day, and Cara Carvalho from CPS will present about the TIP workshop they offer and include some experiential activities from it. Handle With Care Network Moment with Chris Espedal.

Possible future Network Moment: Ready to Grow from 211. Re: March meeting on

*Identifying and Addressing Childhood Developmental Issues*, Cindy said this resource encourages

developmental screening for all kids instead of only serving those who have been identified with

delays. Lindsay said Lorena Schoch, lorenas@connectingpoint.org (new last name?) has done a

mapping of resources for young kids with developmental needs and does a developmental screening of

any child. Also in the discussion mix: Transportation; Opioid Toolkit for a future meeting when it's

completed by OCAP.

**January 2019** - More on Trauma-Informed Community? **Carry to September.** Public Health would like a meeting on Maternal and Adolescent Child Health and perinatal depression. **Cindy will send info to Susan for consideration at September meeting.**

**CAPC ITEMS - PART 2**

*PART 1 at beginning of meeting is updates from CPS.*

1. Treasurer’s report.

• Ned put treasurer info on google docs and **Susan will add access info to "Field Guide to CSN doc."** Ned

wants to adjust numbers so payment to Coordinator stays in FY it's for. Adjust budget vs. actual.

1. Reports (CDRT, MDIT, Palm Tree Group)

**CDRT** – Cindy Wilson. Nothing to report.

**MDIT** – CSN Coordinator is on list to be notified when meetings are scheduled. MDIT CONTACTS:

Pamela McGirr Pamela.McGirr@co.nevada.ca.us; Kim Leland Kim.Leland@co.nevada.ca.us

in the office of the District Attorney (both are in CSN contacts list).

**Palm Tree Group** – 2018 schedule is at end of this document. Contact is Jennifer McCalligan

jennifer.mccalligan@nccourt.net (in CSN contacts list). Suggest CPS take their Trauma-Informed Parenting trio (Cheryl Gonzales, Deirdre Day, Cara Carvalho)? Other ideas to propose to PTG?

1. Trainings – None at this time.

**COMMUNICATION**

1. Susan out of town August 13-17 without internet or phone access. Rossnina will be listed as contact person

in Susan's "out of office" email.

**NEXT MEETINGS**

* CSN Partner Meeting – **Wednesday, September 5, 2018, 3:30-5:00 pm** in the Gene Albaugh Community Room at the Madelyn Helling Library
* CSN-CAPC Board Meeting – **Monday,** **September 10, 2018, 10 am-12 pm.** At the CCCC Office.

***2018 CSN Partner Meeting Dates****~ January 3, February 7, March 7, April 4, May 2, June 6, July & August-hiatus, September 5, October 3, November 7, December-hiatus*

***2018 CSN-CAPC Board Meeting Dates****~ January 8, February 12, March 12, April 9, May 7, June 11, July 9, August 6, September 10, October 8, TUESDAY November 13, December 10*

***2018 Palm Tree Group Quarterly Meeting Dates*** *~ All are on Fridays at noon in Dept. 3 ~**February 2, May 4, August 3 CANCELLED, November 2*

***2018 Sierra-Sacramento Regional CAPC Innovative Partnerships Meetings*** *~ February 15, April 19, June 21, July 19,*

*September 20, November 15*

***2019 CSN Partner Meeting Dates****~ January 2, February 6, March 6, April 3, May 1, June 5, July & August-hiatus, September 4, October 2, November 6, December-hiatus*

***2019 CSN-CAPC Board Meeting Dates****~ January 7, February 11, March 11, April 8, May 6, June 10, July 8, August 12, September 9, October 7, TUESDAY November 12, December 9*

***2019 Sierra-Sacramento Regional CAPC Innovative Partnerships Meetings*** *~ January 17, March 21, May 16 (future dates added as announced)*