



San Mateo County Child Abuse Prevention Council

January 11, 2024

1:30 - 2:30 PM

MEETING MINUTES

Call to Order: 1:30 p.m.

Present:

Name	Agency	Role
Michele Grupe	Social Change Partners	Consultant
Carine Verduco	Children and Family Services	Manager, Prevention Lead
John Fong	San Mateo County Children & Family Services	CFS Director
Aracely Vasquez	StarVista Together Families	Program Coordinator
Chris Abalos	Probation	Deputy Chief
Christina Falla	Board of Supervisors	Legislative Aid, Office of Supervisor Noelia Corzo
Elizabeth Cauley	SCAN	Program Manager
Erika Hernandez	CORA	Child Program Coordinator
Luisa Robaina	BHRS	Clinical Supervisor
Melissa Egge	Keller Center	Medical Director
Melissa Guariglia	Family Connections	Director of Infrastructure & Clinical Services
Sean Hughes	Social Change Partners	Managing Partner – Governmental Relations
Noelia Corzo	San Mateo County BOS	Board of Supervisor
Allison Bettner	Public Health	CFS Public Health Nurse
Izzy	Early Education	
Gabriella Diaz	StarVista Differential Response	

- I. **Welcome and Public Comment:** The San Mateo County Child Abuse Prevention Council (CAPC) was acknowledged by the Director of Children and Family Services for their contributions toward the Comprehensive Prevention Plan which was approved of by the Calif. Department of Social Services in October 2023.

Public Comment/Brown Act: No members of the public requested to comment.

- II. **Jan. 11, 2024 CAPC Meeting Objectives**

The objectives of today’s meeting are:

- San Mateo County Child Abuse Prevention Council Survey Results
 - Priorities and Interests
 - Alignment with Comprehensive Prevention Plan
- Bylaws Review
 - Changes to current operations
 - Survey to gain input on CAPC operations in the communities
- Member Recruitment
- April 2024 Blue Ribbon Month - Child Abuse Prevention Month Activities

III. San Mateo County Child Abuse Prevention Council Survey Results

A survey was distributed to all CAPC members and partners in October 2023. The purpose of the survey was to gauge what how members envision the CAPC operating as a catalyst and/or convener in San Mateo County. The foundation upon which the survey was built was a document that listed best practices for ways in which CAPC could orient themselves to the community.

The document listed 3 areas of priorities:

1. Catalyst for prevention
2. Convener of Cross Sector Partnerships
3. Coordinator of Countywide Prevention Opportunities

Each priority listed several options under from which to select from.

The survey results show which priorities members would like to focus their efforts on.

Beginning with the Vision for San Mateo County CAPC Council, survey results showed a desire for:

- Broader involvement in CAPC by individuals in residents and different community partners
- A Plan to outline the goals and how to arrive at those goals
- Community Education on the role and responsibilities of CAPC
- How stakeholders can access services offered by CAPC members
- How stakeholders can get involved in CAPC efforts

In regards to outcomes of CAPC Meetings, survey results showed a desire for:

- Working meetings – moving the community toward agreed upon goals
- Hybrid meetings to accommodate varied schedules
- Data sharing/asset mapping to avoid duplication of services
- Appropriate use of resources available in the communities

Next steps: Utilizing the data and information available from the San Mateo County CPP Comprehensive Prevention Plan, to determine where it aligns with the CAPC Council goals and vision.

Interest Area No. #1: Catalyst for Prevention

- Promoting community and civic engagement
- Serving as a bridge between the different sectors: government, community partners, and individuals
- Advocate for diff policies and system practices

Under this interest area, survey Results showed the following desired priorities for the CAPC Council:

- Clear vision and mission to guide the work
- Diverse membership, abilities, and resources
- A clear 2-year plan to guide the work

This council will look at how to align the CAPC strategic plan with the CCP:

Vision and Mission

CCP Implementation plan alignment with governance structure

Membership overlap – to share resources and meeting times

Addresses community needs and service objectives

And the council's role in the CCP implementation.

Interest Area No. #2: Convener Of Cross Sector Partnerships

*CAPCs role as convener is to bring together the traditional and non-traditional partners

- Regularly scheduled meetings
- Prioritizing prevention activities
- Broad range of stakeholders
- Engaging parents and community members to participate in different campaigns and events

Under this interest area, survey Results showed the following desired priorities for the CAPC Council

- Orientation for onboarding new CAPC members (i.e. knowledge and understanding of agreements, decision making process, strategic plan and their contributions to it)
- Engaging parents and community members in the development of and participation in diff campaigns and events
- Determine overlap in CAPC members with CPP collaboratives, and how to work with the existing groups

Interest Area No. #3: Coordinator of Prevention Activities

Prevention efforts through:

- public education,
- awareness campaigns
- trainings

Under this interest area, survey Results showed the following desired priorities for the CAPC Council

- Public interest campaigns that prevent child abuse and neglect
- Partnering with San Mateo County to develop and operationalize implementation plan for the CPP
- Professional development opportunities for stakeholders (CAPC members, CBOs, parents)

The CCP outlines the trainings that are necessary, (i.e. mandated reporter training), as well as the type of outreach and education plans

TIMELINE for 2-Year Work Plan

- Strategic planning work began in December 2023
- End of January – early February complete 1st draft version of work plan
- February 2024 - review the draft work plan with CAPC Council
- Implementing work plan in CAPC Council Meetings
 - Meetings will be held the first Thursday of each month, 1:30 pm – 2:30 pm

IV. **BYLAWS**

Role & Composition of CAPC Oversight Committee

Proposed size is 7 members, representing across the cross sector.

Representation from:

- BOS
- First five
- San Mateo County Children & Family Services
- Probation
- Health sector
- Education
- Community Member: CBO and/or member of the public
(* categories derived from the child welfare and institution code) Meeting Schedule: calendar will be set annually.

Meetings will be scheduled at least twice a year, and more depending on the need.

The tasks of the committee will be to:

- Monitor fiscal needs: funding from the State, the budget
- Monitor progress of CAPC Council in achieving tasks/goals
- Create subcommittees and appoint chairs based on work activities, as needed

Decision Making Process

The bylaws state that the consensus method is to be used. The Oversight Committee can implement this method across the CAPC and provide clarification on how decisions are made to new onboarding members.

TIMELINE

These additions will be incorporated into the Bylaws and a final document prepared for BOS review in spring 2024, (April 9 or April 23).

V. CAPC MEMBER RECRUITMENT

In December 2023 the council began looking at membership to diversify and broaden representation. The child welfare institution code categories was referred to provide guidance.

The San Mateo County CAPC prospective membership list was revisited to determine additional members. The list can be expanded to include areas of expertise and available resources. CAPC members are a tool unto themselves that can be utilized by the council in creative ways to meet the needs of the plan.

Napa County CAPC included family resource centers and created an education committee. These brought valuable resources and expertise which aided in the development of the content for their campaign. They also recruited data staff from various organizations and created a data committee that was used to develop system indicators for the community. This committee held the expertise on database creation and management, and data evaluation.

The San Mateo County CAPC prospective membership list is a running google doc that can be updated as the plan is developed. Talking points were developed that can be used as a guide with prospective members. Carine Verduco will email the talking points and the link for the google doc.

Possible prospective member: CBO that supports families with housing. HSA has an internal team that works with the homeless population as well as several providers, to develop a coordinated entry system for housing.

VI. Updates: APRIL 2024 CHILD ABUSE PREVENTION MONTH ACTIVITIES

- Planned activities
- Report to BOS

- Proclamation on calendar

There is an opportunity for the council to partner with a CBO in an event for CAPC Month. Carine will be meeting with Family Connections to determine the CAPC Council level of involvement. Updates will be provided on the partnership once additional information is received.

The flag raising is tentatively scheduled for the last Friday of April (April 26th). There is also a presentation that is usually provided to the BOS. HSA Children & Family Services will work with BOS Corzo's office on the resolution as well as sending out communications on behalf of CAPC on child abuse prevention.

The Greater Bay Area CAPC Meeting is scheduled for the end of January. There will be discussion on the theme for this year's event as well as materials available that potentially could be used for the San Mateo County event.

NEXT MEETING: Thursday, February 1, 2024 at 1:30 pm – 2:30 pm, (hybrid format)

- Updated to February 8, 2024

HANDOUTS:

- San Mateo CAPC Talking Points – Prospective Members
- San Mateo County CAPC Council Bylaws