



**San Mateo County Child Abuse Prevention Council**

November 9, 2023

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
Leslie Garcia	StarVista Differential Response	Manager, (new to the position)
Michelle Blakely	First 5	Deputy Director
Debra Pomeroy	Children and Family Services	Management Analyst
Liliana Mendoza	Children and Family Services	Program Analyst
Andrea Avina	StarVista Together for Families	Program Manager
Christina Falla	Board of Supervisors	Legislative Aid, Office of Supervisor Noelia Corzo
Melissa Guariglia	Family Connections	Director of Infrastructure & Clinical Services
Mirella Melchor	CASA of San Mateo County	N/A
Sean Hughes	Social Change Partners	Managing Partner – Governmental Relations
Sahil Nwas	N/A	Public Member
Maria Herrera	Family Health Services	Public Health Nursing Supervisor
Amy Lam Bonilla	Family Health Services	Clerical Services Manager, Pediatric Home Visiting

**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 State in October 2023. The next phase is implementation.

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

**II. San Mateo County Child Abuse Prevention Council Survey Results**

- Priorities and Interests
- Alignment with Comprehensive Prevention Plan

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. Over the next few meetings, the CAPC will begin to think about a strategic plan, (a) what the CAPC will look like (governance, etc.) and (b) how to leverage the CAPC and align with the approved Comprehensive Prevention Plan (CPP) implementation.

Michele Grupe provided an overview of the three year vision of the San Mateo CAPC, as well as the goals for the work to “re-envision” the CAPC. The three year vision includes:

- Development of a clear vision and mission
- Building membership
- Bridge between community and partners
  - broader community involvement
  - broader community education on what CAPC does
- Data mapping and sharing to ensure the best use of resources
- A plan that aligns with the needs of the communities served

### **Goal 1: Vision and Mission**

A comparison will be done between the goals of San Mateo County CAPC and CPP to determine any overlap, as well as between the governing structures that guide both efforts to create alignment.

### **Goal 2: Membership and Creating a Bridge between the Community and Partners**

A summary of community needs and service objectives was included in the CPP and is important for building a plan for CAPC. The CAPC will develop key membership seats, and engage organizations to join the table. CAPC members suggested some organizations and programs to engage:

- Health Care/Physicians
- San Mateo County Office of Education
- Child Care Coordinating Council
- Big Lift (connection to 7 – 11 districts that are involved in the early literacy and math program)
- Sheriff’s Office (their community outreach program in Half Moon Bay; name unknown)
- Commercial Sexual Exploitation of Children (CSEC) programs
- Domestic Violence (CORA)
- Behavioral Health/Alcohol and Other Drug
- Faith Based Organizations
- Parent and Youth Partners
- Golden Gate Regional Center
- Rape Trauma Services
- San Mateo Help Me Grow/Early Childhood Education
- Boys & Girls Club, YMCA, and other youth afterschool programs
- City Reps i.e. Mayors, City Managers, Council Members

Michele Grupe will develop language to be used by CAPC members to send to their networks and engage folks from the organizations above to attend future CAPC meetings, and become an active participant in the efforts.

### **Goal 3: Meetings and Partnerships**

CAPC's role is to serve as a convener across different partnerships, bringing a cross-sector together to address matter of child abuse prevention. Survey results suggested regularly scheduled meetings. CPP outlined regular scheduled meetings for implementation plan. There needs to be an onboarding structure and orientation for new members. CAPC will explore ways of engaging parents in listening sessions and inviting them to participate in campaigns. April is Child Abuse Prevention month – look at ways in which the CAPC can take a greater role, and increased coordination around awareness campaigns.

### **III. Strategic Planning for 2024 Work Plan**

- Preparation for this meeting began back in August 2023; Michele Grupe developed a work plan and timeline to tracks the work that will be done.
- The next meeting will be a working meeting. Today's meeting was intended to be an introductory/kick-off meeting.

#### **A) Intended Work Plan for the upcoming CAPC meetings will include:**

- Develop a regular meeting schedule
- Review of the Governance Structure
  - What works for the community?
  - What workgroups/committees are needed?
- Approval of the work plan by January 2024
- Planning for Blue Ribbon Month Activities, April 2024
- Outreach to regional and/or individual providers to increase membership
- Identify a resource to share materials

### **IV. Next Steps and Reflection**

- Next meeting will be on December 7
- Michele will review the governance structure documents so there can be a discussion about specific membership, and design
- Appreciation was expressed by the Children and Family Services Director to all who have been participating in past CAPC meetings, those who completed the survey, as well as all those who are at the table today.
- Attendees expressed excitement about the work that will be done to increase engagement from the community, parents, and other partners.

### **V. Meeting adjourned at 2:15 p.m.**

**NEXT MEETING: Thursday, December 7, 2023: 1:30 pm – 2:30 pm**

#### **HANDOUTS:**

- San Mateo CAPC FY23-24 Timeline
- CAPC Survey comparison to the Comprehensive Prevention Plan

**CAPCSM FY23.24 Timeline**

Project	Person	2023					2024					
		August	September	October	November	December	January	February	March	April	May	June
<b>Planning Phase August -December 2023</b>												
San Mateo County CPP completed	SCP											
SCP and SM CFS staff meet to discuss/finalize SOW for CAPC	ALL											
Planning for Fall 2023 CAPC meetings	Carine/MG											
Suvery and Doodle Poll to CAPC members for Fall meetings	Carine											
November CAPC Meeting - Kick-off Meeting to 're-imagine' SMCAPC	SCP/Carine				16							
Session One of Strategic Planning	Carine/MG					7						
Draft One of FY23.24 CAPC Workplan	MG					31						
Final Draft of FY23.24 CAPC Workplan	MG											
<b>CAPCSM CAPC Activities for FY23.24</b>												
Approve FY23.24 Workplan	SMCAPC											
Begin Planning 2024 Blue Ribbon Month Activities												
Develop theme for Month - check in with GBACAPC on regional theme	SMCAPC											
Identify activities led by SMCAPC and those by SMCAPC Members	SMCAPC											
Set up presentation to SM BOS in April	SMCAPC											
Outline presentation to BOS and potential annual report to the BOS?	SMCAPC											
<b>CPP Implementation &amp; Integration with SMCAPC Strategic Plan</b>												



## SMCAPC Comparison of Survey Results and Comprehensive Prevention Plan

### Vision of SMCAPC in three years (2026)

Desire for:

- Broader community involvement in CAPC by individuals/residents and community partners.
- Strategic plan that outlines unified goals and plans to meet those goals.
- Community education on what CAPC does and how stakeholders can access the services.

### Factors that would encourage SM CAPC members to participate in collective work.

- Working meetings, that move community toward agreed upon goals.
- Hybrid meetings to account for different schedules.
- Data sharing/asset mapping to avoid duplication of services and good use of resources. (CPP – pgs 20 and 26 for asset mapping)

Survey	CPP
<p><b>1. Catalyst for Prevention:</b> CAPCs inspire and promote civic and community engagement, by serving as a bridge between government, community partners and individuals who have lived experience. Together, the CAPC members advocate for improved policy and practice.</p>	
<ul style="list-style-type: none"> <li>• Clear vision and mission to guide SMCAPC’s collective work together (84%)</li> <li>• Build SMCAPC’s membership to include diverse backgrounds and abilities membership (77%)</li> <li>• Establish a strategic plan that addresses community needs (77%)</li> </ul>	<ul style="list-style-type: none"> <li>• Vision and Mission are defined for CAPC. <b>Potential Action:</b> <i>Ensure alignment between Governance Structure outlined in CPP and SMCAPC.</i></li> <li>• CPP has a list of required partners and suggested partners. <b>Potential Action:</b> <i>Cross reference SMCAPC Membership list against Interagency Leadership Team to identify additional stakeholders to invite to SMCAPC meetings.</i></li> <li>• CPP outlines summary of community needs (four main pillars of challenge Pg 19) and five service objectives to advance that can serve as a key component of the</li> </ul>



	SMCAPC Strategic Plan and Workplan. <i>Pgs 16-19 and 24-25.</i>
<p><b>2. Convener of Cross-Sector Partnerships:</b> CAPCs bring together traditional and nontraditional partners to innovate, align and integrate prevention systems and programs.</p>	
<ul style="list-style-type: none"> <li>• Establish regularly scheduled meetings to develop and prioritize prevention activities in SM county (86%)</li> <li>• Invite participation by broad range of stakeholders (orientation, onboarding of CAPC members) (71%)</li> <li>• Engage parents and community members in listening sessions, inviting them to participate in CAPC events/campaigns (64%)</li> </ul>	<p>CPP hosts the following regularly scheduled meetings for the CPP Implementation Plan:</p> <ul style="list-style-type: none"> <li>• Interagency Leadership MOU between SM Probation, BHRS, CFS and SMCOE. <i>Pg. 8</i></li> <li>• Child Abuse Prevention Cross-Sector Team, includes County agencies, CBOs, CAPC, tribal reps and individuals with lived experience. <i>Pg. 9</i></li> </ul>
<p><b>3. Coordinator of Countywide Prevention Activities:</b> CAPCs align the larger prevention efforts through public education, awareness, and trainings.</p>	
<ul style="list-style-type: none"> <li>• Promote public awareness campaigns and prevent child abuse/neglect (79%)</li> <li>• Partner with SM CWS to develop CPP implementation plan (64%)</li> <li>• Provide professional development opportunities for key stakeholders on preventing abuse/neglect (79%)</li> </ul>	<p>Community Pathway Model – <b>Potential Action</b>: explore to accomplish the following.</p> <ul style="list-style-type: none"> <li>• CPP – community education campaigns and outreach for prevention programs, mental health services, substance abuse treatment, FRC services as part of five service objectives for Phase 1 of CPP Implementation.</li> <li>• CPP is approved with implementation plan in place.</li> <li>• CPP – Resource/Referral training for partners, disproportionality trainings, MRT and EVP's (<i>page 42</i>) as part of five service objectives for Phase 1 of CPP Implementation.</li> <li>• Logic Model (<i>page 43</i>) outlines target audience, activities, etc.</li> </ul>