



# New Member Overview

## FY 2019-2020

**Mission of the Child Abuse Prevention Council:** To prevent and respond to all forms of child abuse and neglect through community partnerships, education, collaboration, and advocacy.

**Functions of the Council:** California Welfare and Institutions Code (WIC) Chapter 12.5 Section 18980 establishes the “Child Abuse Prevention Coordinating Council Act.” to fund child abuse prevention coordinating councils in each county, whose primary purpose is to coordinate the community’s efforts to prevent and respond to child abuse including:

- To provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
- To promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
- To encourage and facilitate training of professionals in the detection, treatment, and prevention of child abuse and neglect.
- To recommend improvements in services to families and victims.
- To encourage and facilitate community support for child abuse and neglect programs.

**Current Projects of the Child Abuse Prevention Council:**

- \$1 million in grants to local non-profits
- Annual Child Abuse Prevention Council Symposium
- Annual community workshop highlighting a topic relevant to marginalized communities (recent topics include: homeless youth, LGBTQ youth, intersectionality of oppression and sexual violence)
- Monthly convening of local agencies involved in child abuse prevention, treatment, and intervention to work on specific ways to improve response and services and to define protocols for work together collaboratively.
- Child Abuse Prevention Month outreach and awareness events every April
- Healthy Relationships Campaign and Public Service Announcement
- CAPC Website
- Examining the County’s response to child sexual assault
- Recommending services for foster youth

**Structure of the Council:** The Council is a commission of the Board of Supervisors of Santa Clara County. The Board of Supervisors appoint the 23 Voting Members of the Council. The Council reports yearly to the Board of Supervisors through its annual Work Plan and List of Achievements and Ongoing Projects. The Council also consists Community Advisory Members and Emeritus Members who are appointed by the Council.

**Members of the Council:** There are three CAPC membership categories:

- **Voting Members:** The 23 Voting Members are appointed by the Board of Supervisors, upon recommendation from the Council's Membership Committee. Voting members must reside in Santa Clara County and have a demonstrated interest in the field of child abuse prevention, intervention and treatment. The appointments are distributed to provide a balance of the professional constituencies and supervisorial districts represented. Voting Members may become Officers and can vote at the monthly full Council meetings, as well as at their committee meetings.
- **Community Advisory Members (CAMs)** are elected by the Child Abuse Prevention Council based on their knowledge of and commitment to issues related to child abuse. They need not reside in Santa Clara County and there is no maximum number of CAMs. CAMs may chair committees and vote at the committee meetings of which they are members. They may not vote at full Council meetings or hold office.
- **Emeritus Members:** Emeritus Members are appointed by the Council after at least ten years of service as a CAM or Voting Member. Emeritus Members are encouraged but not required to participate in meetings and on committees. They may not vote at Council meetings or hold office, but may serve as a chair of a committee or task force.

**Membership Requirements:**

- Voting Members are required to actively participate on at least one committee and attend the yearly retreat and the monthly Council meetings. Missing more than three Council meetings in a year is grounds for termination of membership.
- Community Advisory Members are required to actively participate on at least one Council committee, attend at least two Council meetings each year, and are strongly encouraged to attend the yearly retreat.
- The County requires members of commissions to comply with training and ethics requirements, including completing the Form 700 annually. Read the Boards and Commissions Handbook to learn more or contact the Council Clerk for specific information.

**Management of the Council:** The Council is led by four Officers who are elected by the Voting Members each July: a Chairperson, Vice Chairperson for Administration, Vice Chairperson for Programs, and Treasurer. The work of the Council is carried out by the many committees of the Council. The Chairs of the committees along with the Officers make up the Executive Committee which is the management arm of the Council. The business of the Council is conducted during public Council and committee meetings in accordance with the Brown Act. The Fiscal Agent of the Council is the SCC Social Services Agency. County Counsel and the Clerk's Office assist the Council in following County and Commission guidelines.

**Council Meetings:** The Council meets on the 2nd Friday of each month (except August and December) at 7:30 a.m. in Board Chambers at 70 West Hedding. The meetings are free, accessible, and open to the public.

**Yearly Retreat:** The Council holds an all-day annual retreat each year during which it formulates its annual work plan. It's important that all members do their best to attend and fully participate in the retreat.

**Committees:** Committees are the lifeblood of the Council in that they carry out the work of the Council. Committee members are made up of Council members and members of the community interested in the committee's focus. All committee members may vote at committee meetings. All committee meetings are open to the public and conducted according to the Brown Act and Robert's Rules of Order, as interpreted by County Counsel and the County Clerk's Office.

- **Allocations Committee:** To make funding recommendations to the Santa Clara County Board of Supervisors for the allocation of the state monies received from AB1733 and Children's Trust Fund (AB 2994). Meetings are held on the 3rd Thursday of every month at 12:15 p.m.
- **Disproportionality Committee:** 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. Meetings are scheduled on a monthly basis.
- **Executive Committee:** 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 annual retreat. Meetings are held on the 4th Thursday of the month at 8:30 AM.

- **Interagency Collaboration Committee**: 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. To provide Council with information regarding other commissions, committees, etc., who are engaged in similar activities or working on similar issues to those of the Council. Meetings are held on the 2nd Wednesday of the month at 9:00 AM.
- **Membership Committee**: To recruit, train, and maintain the Council's membership.
- **Nominations Committee**: To select candidates for the officers of the Council. This committee is selected by the Executive Committee and approved by the Council.
- **Public Awareness Committee**: Increase awareness and understanding of child abuse to support community and Council prevention activities and impact policymaking. Meetings are held the first Monday of every month at 3:30 PM.
- **Symposium Committee**: To plan and produce an annual child abuse prevention symposium in which professionals hear from experts, examine information, exchange ideas and sharpen their skills. Meetings are held September - May on the 2nd Monday of the month at 12:15 PM.
- **Child Sexual Abuse Prevention Task Force**: To identify gaps in services and make recommendations for improvement in prevention and response.
- **School-Based Approach Task Force**: To bring together a variety of nonprofit organizations, government agencies, and individuals to research, develop, and implement a trans-informed, coordinated school-based approach to preventing and responding to child abuse.

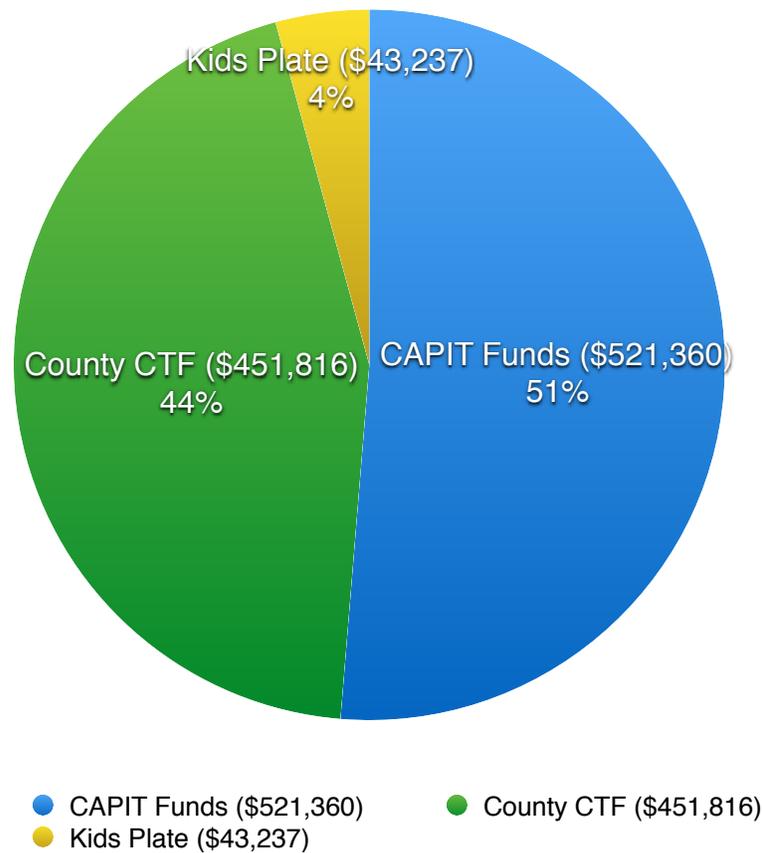
## Getting Started as a Member:

- Attend the monthly Council meetings
- Join and actively participate on a committee
- Check in with the Clerk of the Council about getting a parking sticker, a name placard for Council meetings, and make sure you're on her Council email distribution list
- Know your responsibilities related to being on a County Commission including the annual submission of the Form 700 and periodic ethics trainings.
- Get a copy of the CAPC Member contact list
- Meet with your mentor
- Contact your mentor or the Council Coordinator when you have questions

**Helpful Resources:** The following resources can be found on the CAPC website [www.capcsc.org](http://www.capcsc.org). Go to the "About Us" heading and select "Member Resources".

- CAPC online calendar to keep track of meeting dates, times, and locations
- List of Council Voting Members and Officers
- Boards and Commissions Handbook
- By-laws
- Info sheets on CAPIT and CCTF Funding Sources
- CAPC Info sheet
- Committee Descriptions and Chair contact info
- Council Work Plan and Budget
- Healthy Relationships Public Service Announcement
- History of the Council

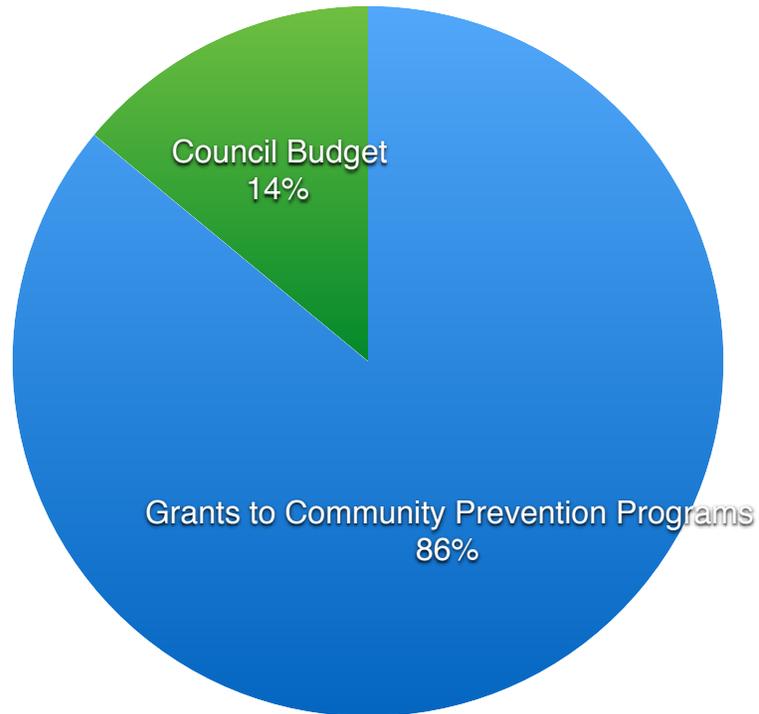
Child Abuse Prevention Council Budget Sources  
FY 2017-2018



**What is the County Children’s Trust Fund?** In 1983, the Legislature passed Assembly Bill 2994, which authorized the creation of a County Children’s Trust Fund (CCTF) in any California county in which the Board of Supervisors establishes a commission, board or council to coordinate child abuse and neglect prevention and intervention activities (W & IC 18285). The CCTF consists of funds derived from the following sources: fees from birth certificates, restitution fines for child abuse and molestation crimes, revenue from the “Have a Heart, Be a Star, Help our Kids” special interest license plate program, federal Community-Based Child Abuse Prevention Program (CBCAP) grants, donations from private sources, and funds appropriated by the county to the trust fund by local government entities or by the Legislature Fund Oversight. CCTF funds are intended for the support of child abuse and neglect prevention services in the community.

**What is CAPIT?** Assembly Bill 1733 (Chapter 1398) provided a commitment of state General Fund dollars to the California Department of Social Services (CDSS) to fund child abuse and neglect prevention and intervention programs. The Office of Child Abuse Prevention (OCAP) within the California Department of Social Services (CDSS) has been designated as the single state agency to administer and oversee the funds.

Child Abuse Prevention Council Program Expenditures



Organization - Program	Budget
Bill Wilson Center - Parent Child Interactive Therapy	\$111,293
Family Children Services/ Caminar	\$75,360
Catholic Charities - Baby Steps	\$141,600
Child Advocates	\$145,000
International Children Assistance Network	\$70,000
Parents Helping Parents	\$125,080
Rebekah Children's Services	\$138,960
San Jose Grail Family Services	\$129,120
Child Abuse Prevention Council	\$176,150
<b>Total CAPC Program Expenses FY 2019-2020</b>	<b>\$1,112,563</b>