



Vulnerable Families Meeting Notes

Meeting Objective(s): Review draft protocols and discuss upcoming CWS and Interagency training

Leader: Star Graber
Recorder: Jaci DiCarlo

Time: 9:00 am to 10:30 am
Date: December 6, 2005

Attendees: Phyllis Braiotta, Sandi Brownell, Jan Campbell, Jaci DiCarlo, Dodie Dunton, Donna Feagin, Star Graber, Laurie Morgan, Nancy Sugerman, Dee Torres, Bruce West

Agenda Items	Comments/Recommendations/Action Items	Responsible Person/Date Due
<p>Review and discuss draft protocols (Group)</p>	<p>The VSP and the 4-P's Plus Referral Protocols were reviewed by the group, and a few changes were suggested.</p> <p>The group reviewed the DSS Drug and Alcohol Services Referral Desk Guide. Jaci will make changes, and upload to the DSSNet.</p> <p>Star has all the information for the PHN Referral Protocol. She will type it up.</p> <p>The Joint Case Planning Protocol still needs to be written. Star and Laurie will meet to complete it, and then Nancy will take it to the DSS Case Planning Committee for review.</p> <p>After discussion, it was the consensus of the group that Joint Case Planning for these vulnerable families would be a referral to SAFE, however, SAFE would not necessarily manage the case.</p> <p>The group agreed that we need to understand the role of Creative Mediation in this. Phyllis will ask Joseph Castro to come to the next meeting in February to explain.</p> <p>The Interagency Communication Standards Protocol still needs to be written. Nancy stated that County Legal Council has approved the County Referral and Release of Information form.</p> <p>At the last meeting the possibility of creating an eform for communication between agencies and partners was discussed. However, since not everyone is a part of the County's Lotus Notes email system, it may not be feasible. The group decided to focus not on communication by e-form, but on what is the <u>standard</u> of communication. The means can be determined later.</p> <p>Star plans to meet with the Department heads to discuss the final drafts.</p>	<p>Jaci will make revisions to the DSS D&A Desk Guide, and post it to the DSSNet.</p> <p>Star will type up the PHN Referral Protocol.</p> <p>Star and Laurie will meet to complete the Joint Case Planning Protocol.</p> <p>Nancy will take Joint Case Planning Protocol to DSS Case Planning Committee for review.</p> <p>Phyllis will ask Joseph Castro to come to the February VF Meeting and talk about the role of Creative Mediation.</p>

CWS General Staff Meeting Presentation	It was decided that the Vulnerable Families presentation at the CWS General Staff Meeting on January 4 th would be more of a broad perspective. The training will give the history and purpose of the Vulnerable Families Committee, present a brief overview of the protocols, and announce the date, time and place for the Interagency Training.	
Interagency Training	The group agreed on March 2 nd as the best date for the Interagency Training. Jaci will find a room and send invitations to Star, Jan, Nancy, Laurie, Phyllis and Dee for a Vulnerable Families Planning Meeting on December 19 th from 10:30 to 11:30 am. The purpose of this meeting will be to finalize the presentation for the CWS General Staff Meeting, and further discuss details of the Interagency Training.	Jaci will send out invites to Star, Jan, Nancy, Laurie, Phyllis and Dee for a VF Planning Meeting on December 19 th .
Next Meeting	Because of the CWS General Staff Meeting presentation, the January 3 rd Vulnerable Families Meeting will be cancelled. The next meeting will be February 7 th in Room 358.	