



Vulnerable Families Meeting Notes

Meeting Objective(s): Cover items below.

Leader: Star Graber
Recorder: Jaci DiCarlo

Time: 9:00 am to 10:30 am
Date: August 8, 2006

Attendees: Phyllis Braiotta, Sandi Brownell, Jaci DiCarlo, Dodie Dunton, Star Graber, Carol Jones, Julia Miller, Jody Smith, Dee Torres

Agenda Items	Comments/Recommendations/Action Items
Additions or Adjustments to Agenda	No changes to the minutes dated June 20, 2006. No additions to the agenda.
Announcements Group	<p>Star announced that Paul Hyman, the Director of Drug and Alcohol, will be retiring. An internal recruitment will open on Friday for his replacement.</p> <p>Julia announced that on August 24th the Services Fair would follow the CSN Counsel Meeting at the Honor Farm Auditorium. There will be no formal presentations, just bring key line staff, and let others know what your agency is doing. A BBQ lunch will be offered for a \$5 donation. The CSN Meeting will be from 10:00 am to 12:00 noon, and the fair will immediately follow from 12:00 noon until 2:00 pm.</p> <p>Carol announced that SLO CAP would be honoring Fetal Alcohol Syndrome Day at their meeting on September 14th. There will be a light snack, and Shirley Bianchi will speak about her involvement in Martha's Place (named after her granddaughter). A short Robin Smith movie on FAS will be shown.</p>
VSP Protocol Update Star	Star requested a postponement on the VSP Protocol. She will finalize it and send it out to the group for review via email.
SAFE Family Team Meeting Protocol Group	<p>It was decided by the group to rename the Inter-Agency Coordinated Case Planning Meeting Protocol in order to avoid confusion the name might case with all the other Family Planning and Case Planning Meetings. Since this meeting will use the SAFE format and be facilitated by SAFE (but does not need to be a SAFE family), it was decided to call it the SAFE Family Team Meeting Protocol. Any agency can call one of these meetings about a family.</p> <p>Jaci will make the suggested revisions to the protocol. The group agreed that a very simple brochure should be created that can be handed out to the family. Julia will look into what will be needed for the brochure.</p>
ASQ-SE and Protocol Training Group	<p>Phyllis reminded the group that in order to begin using the ASQ-SE assessment tool, each agency must purchase the materials.</p> <p>Instead of offering separate training on the ASQ-SE, it was decided that, due to the large numbers of staff and agencies that must be trained, it would be best to offer a half-day, inter-agency training at least once per year that would cover all five protocols, ASQ-SE, "I Am Concerned" and the Universal Referral.</p> <p>Carol stated that the "I Am Concerned" training can be done in one hour, and Phyllis confirmed that the ASQ-SE Assessment Tool can also be trained in one hour.</p> <p>Star, Phyllis, Carol, Laurie, Sandi and Jaci will form a sub-committee to plan the launch training. November 9th was chosen for the date of the training, and Drug and Alcohol was able to reserve the wing of the Vets Hall from 7:30 am to 5:30 pm on that date. The group decided to have two 3.5 hour sessions (8:30 to 12:00 noon and 1:00 to 4:30 pm) that will include training on all 5 protocols, the Universal Release, ASQ-SE and "I Am Concerned."</p>

<p>Next Steps Group</p>	<p>There are still several steps that need to be taken prior to the launch training.</p> <ul style="list-style-type: none"> • Star, Phyllis and Sandi will get on the agenda at the next Redesign Meeting on August 24th. The meeting is from 1:30 to 4:30 pm in Room 358. Sandi will bring copies of all the protocols and the Universal Release. DSS Regional Managers will be invited to Redesign in hopes of addressing their questions and concerns about the Ages and Stages Questionnaire, protocols and release. • Star and Laurie are on the agenda for the CSN Executive Committee Meeting on September 6th at noon at the Probation classroom. They will present an introduction to the protocols and ask for the support of the department heads. • On September 21st Star, Laurie, Phyllis and Julia will attend the MST Meeting and present the protocols there. • On September 1st Star will announce the protocols at the Adult Services Policy Council meeting.
<p>Next Meeting</p>	<p>The next Vulnerable Families Meeting will be on September 5th in Room 356.</p> <p>The agenda will include the following:</p> <ol style="list-style-type: none"> a. Finalize Protocols b. Report on Redesign and Adult Services Meetings c. Discuss Launch Training, and Plan Sub-Committee Meeting d. SIP Plan Review e. Fax Cover Sheet for Universal Referral f. Review Public Health Referral Form