

DISCUSSION OF DEVELOPMENT/REWORKING OF COMMISSION PROCESSES

Chair Mann referenced a discussion at the April meeting of the Executive Committee regarding an external communications policy for CYFCC. Chair-Elect Peterson noted the discussion included how CYFCC can be fully engaged in the work of CYFCC committees. Actions undertaken by a CYFCC committee have raised some concern. Because the Executive Committee may have to react to proposals coming from committees, Chair Mann advised great care be given to how that is balanced. CYFCC is in its formative stage and has yet to establish priorities. It was the position of Mr. Hopkins that while every committee may be different stylistically, the objective is not to offend but to get things done. The issue is not CYFCC sending a letter, but signing/endorsing a letter from another organization. As a result of that discussion, Cynthia Skinner drafted a process for external groups to engage CYFCC. The draft provides for a presentation from one external organization at each monthly meeting, and requires a written request from organizations that would like CYFCC to endorse a specific course of action.

Allen Lomax, Chair of the Substance Abuse Coalition of Alexandria (SAPCA), stated the Partnership for a Healthier Alexandria has a number of programs related to youth that it is seeking to work through the City. The dilemma is there seems to be no process for doing so.

After recommending that the reference to the youth master plan be moved up in the document as well as a minor revision, Mr. Hopkins moved approval of the “DRAFT Process for External Groups to Engage with the Children, Youth & Families Collaborative Commission” (attached). The motion was seconded by Marc Williams and approved unanimously. With regard to the youth master plan, Councilman John Chapman stated presentations during meetings are costly in terms of time. He advised meeting packets be forwarded to commissioners in advance of meetings, and questions regarding that information (rather than presentations) be the focus of CYFCC meeting discussions.

APPROACH TO EVALUATING OUR YEAR ONE YEAR PROGRESS

Chair-Elect Peterson recommended CYFCC revisit the action plan devised during last year’s retreat and then survey each member as to how effective the Commission has been in achieving those objectives. The survey would be based on specific items/criteria: what went well, what did not go well, the biggest challenge, and the biggest opportunity. He further recommended that after such an assessment, the Commission determine where it should go from here. The results of the survey are to be shared at the June meeting.

REPORT ON THE YOUTH MASTER PLAN

Elizabeth Gaines of the Forum for Youth Investment presented a PowerPoint overview of the status of the youth master plan process. The presentation is available on the CYFCC website. Jacqueline Coachman and Dr. Coleen Mann reported on the youth forums that were held at George Washington and Francis C. Hammond Middle Schools. Chair-Elect Peterson requested that the results of each forum be available on the CYFCC website.

Gwen Mullen reported that the Youth Master Plan Design Team places high importance on participation by CYFCC members in its meetings and deliberations. She asked that commissioners make a special effort to participate in upcoming meetings of the strategy work groups.

ADJOURNMENT

There being no further business, the meeting was adjourned.

DRAFT Process for External groups to engage with the Children, Youth and Families Collaborative Commission

There are many organizations within the City of Alexandria whose work relates directly to children, youth and families, and many of these are engaged in regular advocacy work on behalf of their mission. As such, many such groups have expressed interest in having the CYFCC endorse or sign on to particular efforts and initiatives, such as letters of support to City Council, lobbying at the state level, etc. or merely speaking with/presenting to the CYFCC to inform the group about their work.

The CYFCC welcomes the opportunity to hear from and potentially work with the many groups in the city working on behalf of our children, youth and families. The primary short-term priority of the CYFCC for the coming year is overseeing the development of the city's first ever Children and Youth Master Plan. When considering both requests for presentations as well as requests for support from the CYFCC, the commission will look for alignment with the priorities laid out by the CYFCC Design Team in the Youth Master Plan planning process.

The CYFCC takes into consideration the following when determining how to engage with such groups effectively:

1. *Presentations at CYFCC monthly meetings:* In the interest of involving outside organizations in the CYFCC's work in an efficient manner, the commission will set aside time on each month's agenda to hear from one external organization. All organizations who are interested in presenting to the CYFCC to submit a request form to (CYFCC@alexandriava.gov)?? with the name of the organization and a brief (approximately 200 words or less) description of the organization and purpose for wanting to meet with/present to the CYFCC. Please include a description of how the organization/purpose relates to the youth master plan. Requests will be reviewed by the CYFCC Executive Committee who meet place approximately 1-2 weeks prior to the full commission meeting. Commission staff will contact each organization at least one week prior to the commission meeting at which the organization is scheduled to present to confirm, and will make every attempt to contact the organization at least one month in advance if possible. Documents to be shared with the full commission should be submitted at least two weeks prior to the scheduled meeting.
2. *Requests for specific CYFCC Actions:* If an organization would like the CYFCC to take a specific action, such as submitting a letter to city council, etc., requests should also be made in writing in the same manner – please provide a brief description of the organization, the specific action/initiative and a copy of any relevant documents as applicable. Requests will be considered at Executive Committee meetings for discussion and presented to full commission if necessary.

For more information, please see the CYFCC website at XXXX or contact XXXX.

5/29/2013