

**CALIFORNIA CHILD WELFARE COUNCIL**  
**Discussion Highlights**  
**June 11, 2014**

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**I. Call to Order, Introductions and Announcements**

Secretary Dooley extended a personal welcome to Council members and others in attendance and explained that Justice Raye was not able to attend the meeting due to other judicial business. She asked for a moment of personal privilege to take note of Sylvia Pizzini's 50<sup>th</sup> year anniversary in child welfare. She announced there were two new members to the Council, Vincent Bartle, Former Foster Youth and current UC Berkeley student, and Camille Maben, Executive Director, California First 5 Commission, and then asked all Council members and others in attendance to introduce themselves. She set the context for the meeting by reviewing the agenda.

**II. Approval of the March 12, 2014 Discussion Highlights (Action Item)**

Secretary Dooley asked for comments or suggested revisions to the March 12, 2014 Child Welfare Council Discussion Highlights, and they were approved as written on a consensus vote.

**III. Permanency Committee: Informational Presentation – Family Finding and Engagement**

Secretary Dooley called on Carroll Schroeder to introduce the topic and presenters. Barrett Johnson, LCSW, Director of the California Social Work Education Center (CalSWEC) started the presentation by providing the following information regarding what CalSWEC does:

- ▶ Partnership between 22 schools of social work, CDSS, DHCS, counties (CWDA, CMHDA), National Association of Social Workers, philanthropy, Regional Training Academies (RTAs)
- ▶ Hosted by the UC Berkeley Social Welfare
- ▶ Dedicated to developing a professional social service workforce to effectively serve California's diverse population.
- ▶ Programs in Child Welfare, Aging, Mental Health
- ▶ Child Welfare Programs include
  - Title IV-E Stipend Program - Provides stipends and specialized curricula MSW and BSW students in exchange for a work obligation
  - RTA Coordination Project - Coordinates the Statewide Child Welfare training system, including development and evaluation of the Common Core Curricula.
  - Evaluation and Research - Supports practice innovation and implementation, and evaluation and research on workforce development and practice improvement.

Barry then gave the following context for implementation and spread of effective or promising practices and implementation issues:

- ▶ CalSWEC often develops programs that seem to produce good results, but can't tell exactly what made them work.
- ▶ Replication of the good results/outcomes requires specificity about exactly what the intervention is.
- ▶ This is difficult to do in the exploratory stage, especially with highly innovative practices that don't yet have an evidence base.
- ▶ CalSWEC must build evidence even as it innovates.
- ▶ Implementation Science is a young field, and has largely focused on implementing practices that already have an evidence base.
- ▶ First steps to building evidence requires manualizing and precisely defining practices, thereby presenting opportunities to spread and disseminate practices with more confidence that other people and organizations will do it right, to avoid unintended consequences, to creating knowledge about what works, and to assess performance more precisely.

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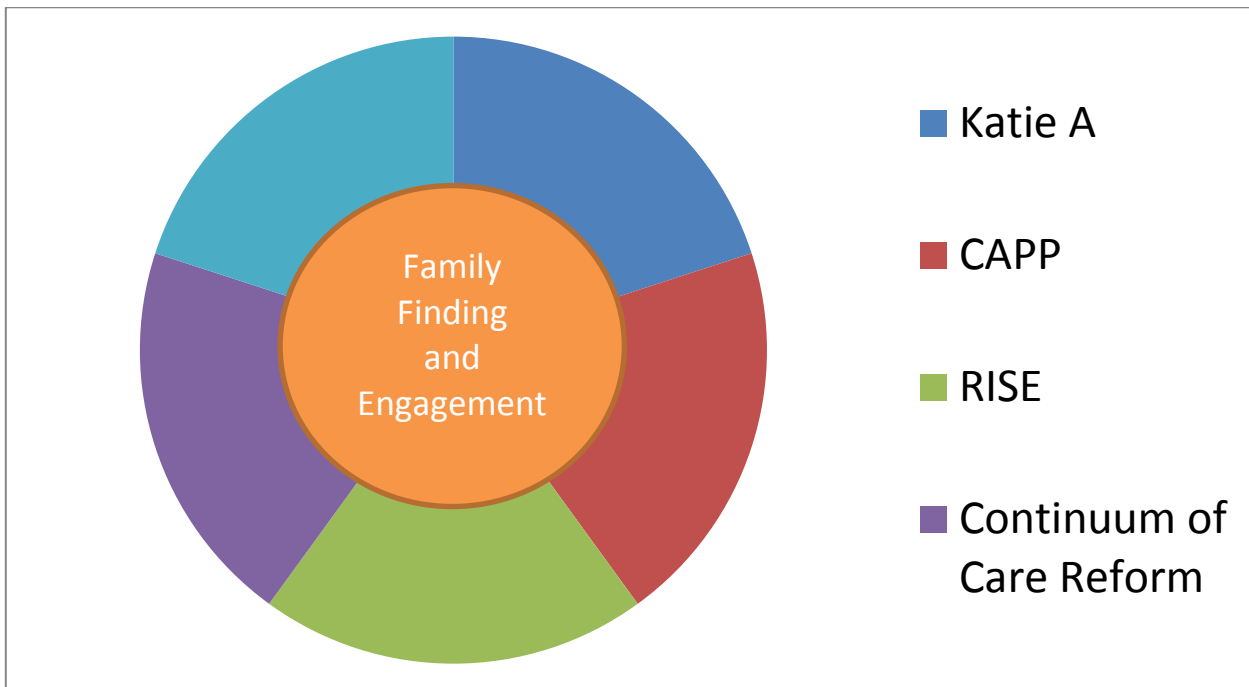
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- ▶ CalSWEC’s method for standardizing and disseminating this information includes the use of Implementation Toolkits which are online collections of materials on specific practices with the following standard set of components:
  - Definitional Tools
  - Communication Tools
  - Training and Coaching Tools
  - Evaluation Tools
  - Policy Tools

Barry then discussed how CalSWEC’s approach was used to develop the Family Finding and Engagement (FFE) toolkit. FFE is the practice of rigorously searching for and engaging extended family members and other supportive adults to establish an enduring support network for children. FFE provides child welfare workers with information regarding promising practice to reduce and prevent out-of-home care; offers children already in care an opportunity to reconnect with extended family and other important people from whom they have become disconnected; and can foster permanency for children in long term care. Preliminary studies show FFE improves outcomes and reduce costs; however, further evidence attained by conducting further studies is needed.

Since its inception, the Permanency Committee has been examining all types of statewide engagement practice models and observed that FFE is integrated into many of the major reform efforts and initiatives currently underway as depicted in the following chart:



After the Council adopted the 2008 Permanency Committee Recommendations on FFE, CalSWEC issued an RFP to develop a toolkit. A Toolkit advisory group was formed, and the toolkit was developed by the winning bidder, American Humane Association (AHA), with some delays due to contracting issues and reorganization at AHA.

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Sevaughn Banks, Ph.D., then took Council members through a “tour” of the FFE Toolkit which may be found on the web at: <http://calswec.berkeley.edu/toolkits/family-finding-and-engagement-ffe-toolkit>. She demonstrated how the multiple features may be used by practitioners in their work with youth and families to locate family members who potentially could be engaged in supporting and caring for youth.

Barry closed by acknowledging the following individuals who assisted with the development of the toolkit:

- Robin Allen
- Sevaughn Banks
- Leah Wilson
- Crystal Lufberry
- Marymichael Miatovich
- Bob Friend
- Kathy Watkins
- Pat Reynolds Harris

Secretary Dooley then invited questions and comments from Council members and other participants. Judge Edwards pointed out that as a practical necessity agencies cannot possibly reach out to every family member that is found for every child due to resource constraints; some type of prioritization is called for. Barry commented that CalSWEC is working on a tool to help with prioritization. Ken Berrick shared that Seneca Family of Agencies has developed a practice for integrating family finding into the “front end” of child welfare by seeking out and notifying family members at the time a case is opened by the county.

**IV. Prevention and Early Intervention Committee – Citizen Review Panels**

Secretary Dooley called on Dr. Kathryn Icenhower, Chair of the Council’s Prevention and Early Intervention Committee, and Sarah Rock, Chief of the Office of Child Abuse Prevention, to lead this agenda item. Kathy reminded Council members that in March she reported that the Prevention Committee was approached last year by the California Department of Social Services’ Office of Child Abuse Prevention to explore the feasibility of the PEI Committee serving as a statewide Citizen’s Review Panel (CRP). Becoming a statewide CRP was a natural fit, and at the December 2013 PEI Committee meeting those members present unanimously agreed to fulfill the responsibilities of California’s statewide CRP. Kathy and Sarah then provided the following information on this new role for the PEI Committee.

Kathy explained that the PEI Committee already had a broad range of membership that is required of CRPs by the federal Child Abuse Prevention and Treatment Act (CAPTA) and the Office of Child Abuse Prevention, and was already reviewing child welfare practices and was subsequently making recommendations for improvement to the California Child Welfare Council, and thus to the Department of Social Services, a key member. Becoming a statewide Citizen’s Review Panel was a natural fit and has brought the added value of focusing recommendations through the lens of prevention.

Sarah stated that the CAPTA provides federal funding to states in support of prevention, assessment, investigation, prosecution, and treatment activities. CAPTA also lays out requirements states must meet in order to maintain eligibility for federal funding. The Office of Child Abuse Prevention administers CAPTA for the Department. Citizen Review Panels for Child Welfare were established as a requirement in the 1996 CAPTA reauthorization. The 2003 and 2010 CAPTA reauthorizations confirmed the importance of Citizen’s Review Panels and added requirements and specificity.

Most states are required to have three Citizen Review Panels, although some states have only one based on population. California is currently in compliance with three CRPs. There are two local panels in San Mateo County and Ventura County and the PEI-CRP which is the only panel in California operating on a statewide basis. (The local panels have been encouraged to make recommendations of statewide significance, but have

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rarely done so. This has been an on-going issue with our Federal Partners.) Per CAPTA, the CRP is required to meet at least quarterly (a good fit with prior Committee structure).

Kathy provided further details, stating that CRPs are required to review the state's CAPTA Plan, which includes the child abuse and neglect reporting system, child welfare system, and confidentiality. CRPs are also charged with examining the policies, procedures, and practices of state and local agencies to evaluate the extent to which child protection system agencies are effectively meeting their child protection responsibilities. CRPs may also review additional policies, procedures, and practices that they consider important to ensure the protection of children. CRPs are required to maintain confidentiality whenever case information is shared and are also required to conduct public outreach to gain additional input, which the PEI Committee will do in partnership with the Office of Child Abuse Prevention.

Once per year the PEI-CRP will produce a report containing perspectives and considerations to improve child welfare at the state level. As with all Committee products, the draft report will be presented to the full Council for review and approval, then forwarded to the Department of Social Services for submission to the Governor, and Legislature as required under the CRP federal requirements.

Sarah said that within six months of receiving the report, CDSS will forward a written response to the PEI-CRP describing whether and how the Department will incorporate recommendations of the panel. She serves as a member of the PEI-CRP and will see to it that she and her staff will provide guidance and resources to help the panel function effectively. During the review and recommendation process, CDSS will partner with the PEI-CRP on an ongoing basis to assist with the review by providing data, reports, etc.

Kathy noted that currently, the PEI-CRP already has two significant policy areas for which there has been review and education, consistent with the role of the Child Welfare Council. Both efforts began prior to the PEI Committee being established as a statewide CRP, but both continue and will be reflected in the next report. As it establishes additional areas for review, the PEI Committee will keep the Council fully informed. During the review and recommendation process, CDSS will partner with the PEI-CRP on an ongoing basis to assist with the review by providing data, reports and other relevant material.

Currently the PEI Committee is in the process of building membership and orienting members to their responsibilities. Going forward, the PEI Committee will map where child welfare and prevention policy is being shaped and communicate respective roles and align and leverage efforts. Finally, the PEI Committee will identify key child welfare and prevention policies that are relevant and prioritized by the Council and the Office of Child Abuse Prevention. Kathy closed by acknowledging Dr. Neal Buckwalter for providing the CAPTA background and summary that she and Sarah have shared with the Council.

Secretary Dooley asked for questions and comments from Council members and the public. Cherie Schroeder suggested that a youth representative be added to the PEI Committee, and Judge Stacy Boulware Eurie suggested that a representative from the bench also be added. Kathy and Sarah stated they would welcome representation from both these groups.

### **V. Data Integration and Information Sharing Committee – Child Welfare Services-New System**

Secretary Dooley called on Kevin Gaines and Sarah d'Eon to present this topic and the following information was shared with the Council:

#### **A. What is the Child Welfare Services New System (CWS-NS) project?**

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The CWS-NS Project first and foremost is intended to enhance current technology and data collection in ways that will support the vision of California's Child Welfare Program: Every child in California lives in a safe, stable, permanent home, nurtured by healthy families and strong communities. The current system, Child Welfare Services/Case Management System (CWS/CMS) is used by over 22,000 staff on a 24/7/365 basis. It supports the delivery of public child welfare services to ensure children's safety, permanence, and well-being as follows:

- Safety – 482,000 children with allegations last year
- Well Being – 40,000 in foster care
- Permanence – 30,000 children exited last year

The CWS-NS Project officially started on July 1, 2013 to procure a vendor who can deliver the new system and replace the legacy CWS/CMS as quickly as possible.

**B. Why a new system?**

A new system is necessary to meet all federal requirements for a State Automated Child Welfare Information System, known as SACWIS. These requirements include:

- |                                   |                              |                        |
|-----------------------------------|------------------------------|------------------------|
| • Intake Management               | • Court Processing           | • Quality Assurance    |
| • Assessments                     | • Eligibility                | • Administration       |
| • Case Management (CM) – Planning | • Financial Management       | • General Capabilities |
| • CM – Services                   | • Resource Management (RM) – | • Self-Service         |
| • CM – Placement                  | Licensing                    | • Interfaces           |
| • CM – Adoptions                  | • RM – Services              |                        |

Options for the New System included:

- ▶ Update current CWS/CMS
- ▶ Replace with new custom system
- ▶ Replace with an existing solution

In FY 11/12, the state worked with counties to analyze our options and determined that updating the current system would be too expensive; developing a custom system would be ideal but even more expensive (a previous project was suspended for that reason); and replacing with existing solution would be promising. In further exploring this third option, two Requests for Information were release and eight vendors responded.

From these responses, it was determined that the current system meets 24% of the business need as defined by federal policy and county users. Of the 1200 business requirements identified, respondents claimed to have existing products that met an average of 76% of those business requirements. Assuming the state configures a product that is developed on a service-oriented platform, the rest of the identified requirements are proposed to fulfill with custom extensions to meet 100% of the need. In other words, the approach adopted is to buy first and then build over time.

**C. What are the opportunities with the new system?**

- Network of Care – Improved coordination among the myriad of caretakers, service providers, and others with specific roles for helping a family with a child welfare case. These connections will allow focus on the child, their family, caregivers, and the communities that care for and support them.
- Better Collaboration – an interoperable system will allow for real-time data exchange with other systems that touch children and families served in CWS, thus allowing for Multi-Disciplinary Team

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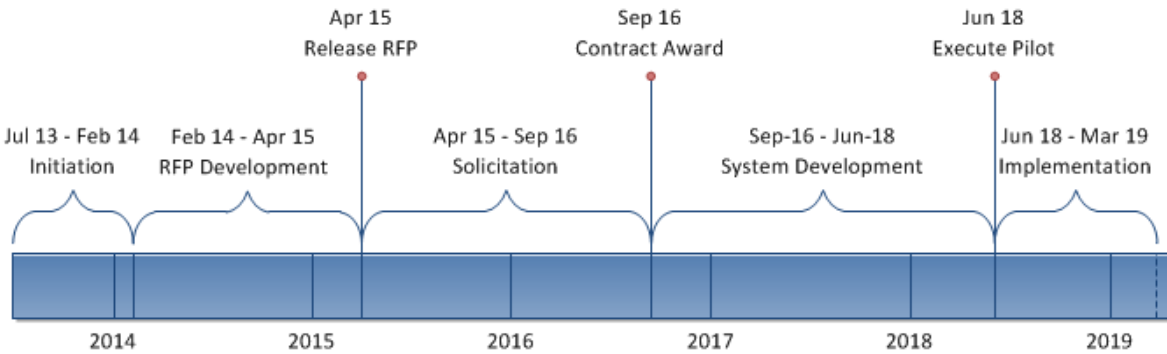
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members from various departments to at least view relevant case data through their own systems and allowing workers more time in the field with kids and families, without having to be tethered to an office workstation to complete their data entry duties.

- Client access to information – Foster Youth will be able to access relevant personal documents and information about their own cases, and caretakers will be able to give and receive relevant information about the reimbursement of their expenses.
- Aggregate and case-specific data exchange – At policy and service delivery levels to more quickly and effectively shift and collaborate as service needs dictate. Data Sharing Interface Opportunities include:
  - (1) Federal - required by SACWIS
    - Eligibility Determination (Title IV-E, Medicaid, TANF)
    - Child Support
    - Child Abuse and Neglect (CAN)
    - Financial Management
  - (2) State options
    - Courts
    - Education
    - Immunizations
    - Probation Departments
    - Others
- Better system architecture
  - Improve document management and sharing
  - More flexible system to keep up with changing needs

**D. Schedule**

The schedule to buy/build will take five years, including two years for procurement and a two to three year system development and implementation period. Rollout will occur in phases starting in 2018.



July 2013

April 2019

Secretary Dooley thanked Kevin and Sarah for the presentation and called for questions and comments. Frank Mecca pointed out that there has been a longstanding disconnect between the current system and practice, given that the current system was developed in 1989 before most people had e-mail and launched in 1998 when technology was much more limited than today. Carol Brown advocated for the New System to provide for a robust Health and Education Passport. Bill Grimm pointed out that data sharing between the New System and the Medicaid system was essential to understanding the needs of children,

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and Secretary Dooley noted that such data sharing would need to be compliant with the federal Health Insurance Portability and Accountability Act. Kevin added that the guidelines around sharing would be role based.

**VI. Child Development and Successful Youth Transitions Committee – Promoting Healthy Sexual Development of Foster Youth**

Secretary Dooley called on Rochelle Trochtenberg and Gordon Jackson to provide a report on the CDSYT Committee's new area of study. Rochelle described the problem based on research findings showing that youth who grow up in foster care face increased risk of:

- Engaging in risky sexual behavior
- Having unwanted pregnancies
- Being involved in intimate partner violence
- Contracting sexually-transmitted diseases

At the same time, youth in foster care face the following challenges:

- Complex histories of abuse that can include sexual abuse
- Early and repeated disrupted attachments
- Ongoing lack of stable, caring relationships

And, there are system barriers that impede change:

- Traditional training and education programs fail to address the complexities of healthy development in youth who have experienced trauma, loss, and abuse
- Existing regulations may hinder youth from having opportunities for exploration and to practice healthy relationship skills

Gordon presented the Committee's strategies based on recommendations from a stakeholders' group convened by Child Trends, including (1) administrative recognition of the importance of healthy relationships for developing youth and (2) relationship education programs that address needs of foster youth. The Committee proposes to convene a stakeholder meeting comprised of public agency leaders, community providers, former foster youth, and parents to develop recommendations for concrete steps on to better promote the healthy sexual development of foster youth.

In addition the Committee will: (1) Work with Community Care Licensing Division within the California Department of Social Services to review regulations and devise strategies and/or proposed regulation revisions as needed; (2) Investigate and disseminate information on research-based training curricula and practices for promoting healthy relationships; and (3) Develop advisory recommendations for consideration by the multiple systems serving foster youth. Gordon then invited comments regarding whether the Committee should proceed with these strategies.

Vanessa Hernandez acknowledged that this topic was a sticky one for foster youth and that the goal should be to "normalize not penalize" age appropriate sexual behavior. Jason, a former foster youth, shared how he wanted to help his sister but encountered many challenges, so he had to take small steps. Kathy Icenhower and Sheila Boxley voiced support of the Committee's efforts to ensure that foster youth had the opportunity for healthy sexual development. Karen Baylor commented that including LGBTQ youth was important, and Barbara Needell shared that Bill Bettencourt with the Center for Social Policy had done a lot of work in this area. Judge Stacy Boulware Eurie observed that this topic was also important as part of the strategies to address commercial sexual exploitation of children, particularly for prevention of sex trafficking. Ken Berrick emphasized the need to work closely with Community Care Licensing, and Secretary Dooley stated she is interested in learning more about regulations that are in conflict with healthy sexual

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development. Howard Hines shared that in Fresno County Planned Parenthood had worked with California Social Work Education Center to train child welfare workers regarding working with foster youth to promote healthy sexual development. Secretary Dooley referred the Committee to a program at Planned Parenthood that focuses on 9 – 12 year olds.

**VII. Blue Ribbon Commission/Child Welfare Council Joint Membership Task Force – Proposal for Transitioning Work after the Blue Ribbon Commission Sunsets on June 30, 2014**

Secretary Dooley called on Judge Stacy Boulware Eurie to present the proposal. The Judge noted that she was standing in for Justice Raye. She reminded the Council that the Blue Ribbon Commission (BRC) was established by Chief Justice Ronald George in 2006 as an unprecedented two-year multidisciplinary collaborative effort to help overstressed juvenile dependency courts do a better job of safeguarding children, reduce the need for foster care, and improve the foster care system. It was the first statewide body in the country to focus on the court's role in child welfare--a significant effort since California has the largest court system in the nation.

In 2008, the Commission issued sweeping recommendations intended to ensure every child in California a safe, secure, and permanent home by keeping children and families together whenever it is safe and possible to do so; changing the way juvenile dependency courts do business, and increasing the collaboration among the courts and their child welfare partners; and finding the resources to get the job done.

Chief Justice George extended the BRC for three years to work on implementing the recommendations, and in 2011 Chief Justice Tani Cantil-Sakauye extended it for three additional years to continue that work. The BRC became a national model and was duplicated in a number of states, some of which created permanent commissions to deal with the critical issues of how states treat the kids and families that come into or are at risk of coming into the child welfare system.

During most of those eight years, the BRC was working side by side with the Child Welfare Council, which has certainly been a significant partner in the work. And the accomplishments have been many: the option for kids in the system to extend their services to age 21; improvements in tracking and facilitating education, including significant options for higher education; some movement on financing reform; greatly improved training of counsel for children and of the quality of representation; and many others.

The BRC is set to expire on June 30, 2014. It is a natural time for this to take place and the BRC has a plan for those recommendations which have not been fully implemented:

- First, refer those recommendations that the BRC is already working on together to the Child Welfare Council, i.e., recommendations on permanency and on data and information sharing. The joint Child Welfare Council/BRC task force has been working on these issues for the last couple of years, so this would be a natural home for those recommendations.
- Second, for those recommendations that have stalled implementation due to the deep budget cuts and other economic concerns of the last several years, many of them concerned with court reforms such as lower case loads for judges and attorneys, the BRC intends to refer those to the Judicial Council's Juvenile and Family Law Advisory Committee for its review and consideration.
- And, finally, the BRC has been shepherding the Chief Justice's Keeping Kids in School and Out of Court Initiative that held a summit in December 2013. Follow up work for that initiative will fall to a newly appointed multidisciplinary steering committee, chaired by Justice Huffman and vice-chaired by Judge Boulware Eurie (the committee also includes Gordon Jackson, Vanessa Hernandez, Will



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Lightbourne, Jackie Wong, and others). That steering committee will report directly to the Chief Justice.

The next step is for the BRC to discuss the first recommendation above with the Permanency and Data Committee to determine if and how this work can be assumed as part of their respective goals and activities. Then at the September 10, 2014 Child Welfare Council meeting the BRC will ask for a formal vote on this recommendation as an action item.

Judge Boulware Eurie concluded by commenting that while it was not without sadness that the Blue Ribbon Commission was sunsetting, at the same time its legacy will live on through the continued work of the Child Welfare Council and other collaborative partners in California.

**VIII. Priority Access to Services and Supports (PASS) Task Force – Launching of the PASS Leadership Team**

Secretary Dooley called on Frank Mecca and Dana Blackwell to provide an update on the work of the PASS Task Force. They reminded Council members that the purpose of this project is to:

*Develop strategies to ensure that families involved in the Child Welfare system have priority access to resources and services (whether provided by state/local government, nonprofit agencies, or other providers).*

The work to date has included:

June 2013	Prioritization Task Force FINAL REPORT
January 2014	PASS CONVENING – Teams from: <ul style="list-style-type: none"><li>• Child Welfare – CDSS</li><li>• Behavioral Health – DHCS</li><li>• Housing – HCD</li><li>• Corrections and Probation – CDCR</li><li>• Employment – State Workforce Investment Board</li></ul>
May 2014	PASS Leadership Team PHASE 2 LAUNCH <ul style="list-style-type: none"><li>• Expanded ACTION TEAMS</li><li>• Teams develop ACTION PLANS</li><li>• The Leadership Team develops a STATEWIDE PLAN</li></ul>

The structure going forward will include:

- PASS Interagency Leadership Team
  1. Provide overall leadership of the PASS initiative and report out to the Child Welfare Council.
  2. Guidance for Departments and hold accountability to initial agreements and development of action plans.
  3. Align statewide policy and systems for priority access.
  4. Coordinate the development of the integrated PASS Action Plan.
- PASS Agency Teams ( Behavioral Health, Workforce, Corrections/Probation and Housing)
  1. Develop priority access plan for respective Agency/department (initial agreements plus long-range planning).
  2. Advise PASS Inter-Agency Leadership Team of opportunities to leverage existing initiatives and of system barriers to full, timely implementation.
  3. Coordinate with county representatives to prepare for implementation.

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Dana and Frank concluded by expressing their enthusiasm for this project based on a shared vision by all the partnering agencies that they can play a significant role in supporting parents in successfully and safely reunifying with their children.

**IX. Status Reports from Committees and Task Forces**

▪ **Prevention/Early Intervention Committee**

Kathy reported that in addition to efforts to promote federal child welfare finance reform the Committee continues to focus on effective practices to strengthen families and prevent child abuse and neglect.

▪ **Permanency Committee**

Carroll announced that the Committee would be looking at effective parent partner practices including review of materials at the Child Welfare Clearinghouse

▪ **Child Development and Successful Youth Transitions (CDSYT) Committee**

Rochelle reported that, in addition to the work group on Healthy Sexual Development of Foster Youth, the Committee is continuing its partnership with First 5 California and plans to update the Council at a future meeting. At today's meeting guests from the Department of Health Care Services and the Department of Social Services will join Committee members to examine how we can ensure that foster children's use of psychotropic medications are aligned with their diagnoses and treatment plans, thus promoting their well-being. Gordon reported that at the meeting today there also will be an update on the continuing implementation of the Partial Credit Model Tool Kit that was approved by the Council.

▪ **Data Linkages and Information Sharing Committee**

Barbara Needell announced with pleasure that Alicia Sandoval was now the co-chair of the Committee. The agenda today would include a presentation by Emily Putnam-Hornstein, UC and USC, on Birth to Age 5 Birth Records—CWS/CMS County Level Reports, as well as a presentation by Adam Dondro, CDSS, on Horizontal Integration.

▪ **Priority Access to Services and Supports Task Force**

*Please see agenda item above regarding launching of PASS Leadership Team.*

▪ **Out-of-County Mental Health Task Force**

Dina Kokkos-Gonzalez reported that DHCS took the lead in working with CDSS, CWDA and Youth in Mind Project to create a model for Specialty Mental Health Services, which along with the Core Practice Model and Child and Family Teams, meets requirements of the Katie A settlement. The proposed model was now under review by DHCS top leadership, and next steps include forming a small work group to guide implementation.

▪ **Blue Ribbon Commission/Child Welfare Council Joint Membership Task Force**

*Please see agenda item above regarding transition of the BRC workload after it sunsets on June 30, 2014..*

Judge Boulware Eurie also acknowledged Gordon Jackson and CDE for their efforts in partnership with the BRC on the Keeping Kids in School and out of Court initiative.

▪ **Ending Commercial Sexual Exploitation of Children (CSEC) Action Team**

Judge Boulware Eurie announced that the CSEC Action Team had submitted a grant application for federal funds administered through the Office of Child Abuse Prevention. In addition the team was working on a

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proposal for federal funds directly from the U.S. Department of Health and Human Services. The group also will be sending out a survey to all key CSEC partners at the beginning of July to capture the current status of services for CSEC victims and survivors.

### **X. Public Comment and Adjournment to Committee Meetings**

Secretary Dooley asked for public comments. Lisa Pion-Berlin announced that the federal government had appointed the Commission to Eliminate Child Abuse and Neglect Fatalities, chaired by David Sanders of Casey Family Programs. Hearings are being scheduled around the country including California. Gail Johnson-Vaughn announced that she had prepared a report entitled “Dollars and Sense” to serve as a guide to counties regarding funding specialized youth permanency services. She asked for volunteers to review the draft and provide feedback. There being no further public comments, Secretary Dooley thanked everyone for their participation and officially adjourned the meeting.