

TABLE OF CONTENTS

INTRODUCTION ..... 1

MEMBERSHIP ..... 2

ORGANIZATIONAL HISTORY ..... 3

ACCOMPLISHMENTS ..... 4

CONFIDENTIAL ..... 5

RECOMMENDATIONS ..... 6

APPENDICES ..... 7

A. SCCAN and Maryland Law ..... 8

B. SCCAN and CAPTA ..... 12

C. State Council on Child Abuse and Neglect Members ..... 14

D. Meeting Notes ..... 16

**MARYLAND  
STATE COUNCIL ON CHILD  
ABUSE AND NEGLECT**

**ANNUAL REPORT**

January 1, 2007 - December 31, 2007

# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	3
<b>MEMBERSHIP</b> .....	3
<b>ORGANIZATIONAL HISTORY</b> .....	3
<b>ACCOMPLISHMENTS</b> .....	4
<b>CONTINUING CHALLENGES</b> .....	5
<b>RECOMMENDATIONS</b> .....	6
<b>APPENDICES</b> .....	8
A. SCCAN and Maryland Law .....	8
B. SCCAN and CAPTA.....	12
C. State Council on Child Abuse and Neglect Members.....	14
D. Meeting Notes .....	16

## INTRODUCTION

The 1999 General Assembly passed legislation codifying the Governor's Council on Child Abuse and Neglect and renaming it the *State Council on Child Abuse and Neglect (SCCAN)*.

Maryland Family Law Article § 5-7A-06 (a) establishes that SCCAN “shall, by examining the policies and procedures of State and local agencies and specific cases that the Council considers necessary to perform its duties under this section, evaluate the extent to which State and local agencies are effectively discharging their child protection responsibilities” (See **Appendix A**). This language is identical to that which establishes the legal basis for Citizen Review Panels in the Federal Child Abuse and Prevention Act (See **Appendix B**).

In addition, the Maryland law article provides that SCCAN will operate with three standing committees: the Conference Committee, the Legislative Committee and the Children's Justice Act Committee (CJAC).

## MEMBERSHIP

SCCAN is composed of up to 23 members—legislators, State agencies or associations designate eight (8) members and the Governor appoints fifteen (15). By year end, one position to be appointed by the Governor for an individual who has personal experience with child abuse and neglect within their own family or who has been a client of the child protective services system remains vacant along with a Senator position that must be designated by the President of the Senate of Maryland (See **Appendix C** for a list of all current SCCAN members).

## ORGANIZATIONAL HISTORY

For budgetary and administrative purposes, SCCAN had historically been part of the Governor's Office for Children, Youth, and Families (GOCYF). In the fall of 2005, the newly constituted Governor's Office for Children (GOC) no longer had the capacity to provide continued support for SCCAN activities. Based on an agreement between Maryland Department of Human Resources (DHR) Secretary Christopher McCabe and GOC Executive Director Arlene Lee, DHR assumed the administrative responsibility for SCCAN. Secretary McCabe assigned specific responsibility for staff support for SCCAN to the DHR Office of Planning and Performance.

During this same time, budgetary and administrative support for CJAC was transferred to the Governor's Office of Crime, Control, and Prevention (GOCCP).

# ACCOMPLISHMENTS

(Compiled at SCCAN Annual Retreat on 1/5/08)

## Structure/Function

- Clear mission
- Established functioning sub-committees
- Leadership in contributing to structure
- Alliance with University of Maryland School of Social Work
- Progress in finding new home for SCCAN
- Dollars from DHR
- Good principles for meeting structure
- Recruited new members

## Prevention Initiative

- Identified need for prevention plan at last retreat.
- Reviewed prevention plans from other states, and began look at prevention plan models
- Prepared prevention plan needs assessment / statement of work.

## Relationships

- Networking with DHR Secretary
- Identification of potential partners and building of data base
- CRBC, SCCAN now talking and planning to strengthen collaboration
- Built relationships with for ongoing work with Secretary Donald, Cathy Mols and Diane DePanfilis.
- Diversity of the group
- Commitment of members
- Designation of sub-committee to look at relationships
- Communication plan

## Other areas

- Filled slot for member with personal experience with the system
- Group cohesiveness

## RECOMMENDATIONS

# CONTINUING CHALLENGES

(Compiled at SCCAN Annual Retreat on 1/5/08)

### Structure/Function

- Need perpetual funding source; full funding for SCCAN
- Details between UM, SCCAN and CRBC
- Integration of subcommittee work
- Keeping SCCAN's identity
- Keeping members engaged
- Recruit new member, a consumer of services
- Recruit Senator member
- Move to new home
- Mechanism for producing and annual report
- Political support

### Prevention Initiative

- Making it happen – how, how much, when and who?
- Deciding on and recruiting leadership to make this a statewide effort
- Lack of research to support the plan; need for more research
- Changing social norms
- Identify funders, money in times of budget crisis
- Measure results of prevention initiative
- Considering changes in law and policy

### Relationships

- Forming new un-identified relationships
- Managing relationships
- Including a broad array of potential partners while maintaining a (smaller) functional group
- Increase public awareness and support for SCCAN.
- Finding common goals with like-minded groups and stakeholders; avoiding turf battles
- Lack of time; concrete plan by prioritizing stakeholders
- What do changes mean for financial and legislative relationship with DHR?

### Other areas

- Need more equal member commitment and attendance
- Get all members involved, sharing in the work
- Competing priorities for participating agencies, branches
- Data collection and integration

## RECOMMENDATIONS

1. **SCCAN recommends that responsibility for the administrative support for SCCAN be transferred from the Department of Human Resources to the University of Maryland School of Social Work with the following justification:**
  - Mission consistent with SCCAN, especially the Ruth H. Young Center for Families & Children.
  - Conflicts of interest not nearly as apparent as with State child-serving agencies.
  - School brings the research, education and training component and SCCAN brings the stakeholder relationships component to statewide efforts on behalf of child welfare.
  - Dean Barth, Diane DePanfilis and Secretary Donald support the move.
  - SCCAN would receive exposure as a link on the Ruth Young Center website.
  - Office space and meeting space available; library available to SCCAN staff.
  - Student interns available; University research staff would be available to advise and assist SCCAN in small research projects.
  - SCCAN staff would be welcome to attend lectures and public events on campus.

SCCAN has received the following legal advice from the DHR Office of the Attorney General:

“After consulting with a colleague in the AG’s Office that advises the General Assembly, we’ve concluded that by virtue of the sun-setting of OCYF, the existing legislation does not effectively place SCCAN in any agency thus it would be permissible to relocate it to UMD via an Executive Order. However, the statute should thereafter be amended by a corrective bill to reflect what has been done.

“If it appears that a significant amount of time will pass until an appropriate Executive Order will be effective, the parties can enter into an Inter-Agency Agreement to confirm the relationship between UMD and SCCAN. I would suggest that GOC and DHR be parties to the Agreement, in addition to SCCAN and UMD, since SCCAN is officially in GOC and DHR plans to provide funding to SCCAN”.

2. **SCCAN recommends that State Executive and Legislative Leadership endorse development of a statewide, comprehensive Child Abuse and Neglect Prevention Plan.** The plan should take a broad view of child abuse prevention by focusing on individual, relational, community and societal factors that either contribute to child maltreatment (risk factors) or lessen the risk of child maltreatment (protective factors), rather than focusing solely on the child protection system. This may include looking at child and family well-being, housing, jobs, education, the media and other factors that affect the health of Maryland families. In general, the process should follow a public health model mirrored in part on the North Carolina/Duke plan. **The process should be launched by the Governor with the collaboration and support of Cabinet Secretaries and the support of the Judicial and Legislative branches.**

Appendix A **RECOMMENDATIONS (continued)**

3. **SCCAN recommends that provisions be made for SCCAN as a permanent line item in the State Budget as stipulated in the Family Law Article § 5-7A-04 (c).**
4. **SCCAN recommends that the status of the Children's Justice Act Committee (CJAC), identified as a committee of SCCAN in Family Law Article § 5-7A-05 (d), be codified in new legislation.**

SCCAN and Maryland Law  
Family Law Article

§ 5-7A-01.

- (a) There is a State Council on Child Abuse and Neglect.
- (b) The Council is part of the Office for Children, Youth, and Families for budgetary and administrative purposes.

§ 5-7A-02.

- (a) The Council consists of up to 23 members including:
  - (1) a Senator designated by the President of the Senate of Maryland;
  - (2) a Delegate designated by the Speaker of the Maryland House of Delegates;
  - (3) a representative of the Department of Human Resources, designated by the Secretary;
  - (4) a representative of the Department of Health and Mental Hygiene, designated by the Secretary;
  - (5) a representative of the Maryland State Department of Education, designated by the Superintendent;
  - (6) a representative of the Department of Juvenile Services, designated by the Secretary;
  - (7) a representative of the Judicial Branch, designated by the Chief Judge of the Maryland Court of Appeals;
  - (8) a representative of the State's Attorneys' Association, designated by the Association;
  - (9) a pediatrician with experience in diagnosing and treating injuries and child abuse and neglect, who shall be appointed by the Governor from a list submitted by the Maryland chapter of the American Academy of Pediatrics;
  - (10) members of the general public with interest or expertise in the prevention or treatment of child abuse and neglect who shall be appointed by the Governor and who shall include representatives from professional and advocacy groups, private social service agencies, and the medical, law enforcement, education, and religious communities; and



(11) at least two individuals who have personal experience with child abuse and neglect within their own families or who have been clients of the child protective services system who shall be appointed by the Governor.

(b) (1) The term of a member appointed under subsection (a) (9), (10), or (11) of this section is 3 years.

(2) An appointed member may serve up to two consecutive 3-year terms.

(3) This section does not affect the term of any person who is a member of the Governor's Council on Child Abuse and Neglect on July 1, 1999.

(4) In case of a vacancy, the Governor shall appoint a successor for the remainder of the unexpired term.

(c) All other members of the Council shall continue in office so long as they hold the required qualification and designation specified in subsection (a)(1) through (8) of this section.

#### **§ 5-7A-03.**

The Governor shall select a chairperson from among the members of the Council.

#### **§ 5-7A-04.**

(a) The Council shall meet not less than once every 3 months.

(b) Members of the Council shall serve without compensation, but may be reimbursed for reasonable expenses incurred in the performance of their duties in accordance with the Standard State Travel Regulations and as provided in the State budget.

(c) The Council may employ a staff in accordance with the State budget.

#### **§ 5-7A-05.**

(a) The Council shall operate with three standing committees.

(b) The Conference Committee shall be responsible for planning and implementing the Council's annual statewide conference on child abuse and neglect. It shall include representation from the public and private sectors.

(c) The Legislative Committee shall be responsible for reviewing and making recommendations concerning legislation to improve the State's response to the problem of child abuse and neglect.

(d) The Federal Children's Justice Act Committee is established in accordance with the requirements of the Federal Children's Justice Act, Public Law 100-294. It shall review and evaluate State investigative, administrative, and judicial handling of child abuse and neglect cases, and make policy and training recommendations to improve system response and intervention. The Committee shall include representatives of the State judiciary with criminal and civil trial court docket experience, law enforcement agencies, the Maryland Public Defender's Office, State's Attorneys, the Court Appointed Special Advocate (CASA) Program, health and mental health professions, child protective services programs, programs that serve children with disabilities, parent groups, and attorneys who represent children.

(e) In addition to the three standing committees, the Council may establish other ad hoc committees as necessary to carry out the work of the Council.

#### **§ 5-7A-06.**

(a) In addition to any duties set forth elsewhere, the Council shall, by examining the policies and procedures of State and local agencies and specific cases that the Council considers necessary to perform its duties under this section, evaluate the extent to which State and local agencies are effectively discharging their child protection responsibilities in accordance with:

- (1) the State plan under 42 U.S.C. § 5106a (b);
- (2) the child protection standards set forth in 42 U.S.C. § 5106a (b); and
- (3) any other criteria that the Council considers important to ensure the protection of children, including:
  - (I) a review of the extent to which the State child protective services system is coordinated with the foster care and adoption program established under Part E of Title IV of the Social Security Act; and
  - (ii) a review of child fatalities and near fatalities.

(b) The Council may request that a local citizens review panel established under § 5-539.2 of this title conduct a review under this section and report its findings to the Council.

(c) The Council shall coordinate its activities under this section with the State Citizens Review Board for Children, local citizens review panels, and the child fatality review teams in order to avoid unnecessary duplication of effort.

(d) The chairperson of the Council may designate members of the Children's Justice Act Committee as special members of the Council for the purpose of carrying out the duties set forth in this section.

**§ 5-7A-07.**

(a) The members and staff of the Council:

(1) may not disclose to any person or government official any identifying information about any specific child protection case about which the Council is provided information; and

(2) may make public other information unless prohibited by law.

(b) In addition to any other penalties provided by law, the Special Secretary for Children, Youth, and Families may impose on any person who violates subsection (a) of this section a civil penalty not exceeding \$500 for each violation.

**§ 5-7A-08.**

A unit of State or local government shall provide any information that the Council requests to carry out the Council's duties under § 5-7A-06 of this subtitle.

**§ 5-7A-09.**

(a) The Council shall report and make recommendations annually to the Governor and the General Assembly on matters relating to the prevention, detection, prosecution, and treatment of child abuse and neglect, including policy and training needs that require the attention and action of the Governor or the General Assembly.

(b) The Council shall annually prepare and make available to the public a report containing a summary of its activities under § 5-7A-05 of this subtitle.

## Appendix B

### SCCAN and CAPTA

#### SEC. 106. GRANTS TO STATES FOR CHILD ABUSE AND NEGLECT PREVENTION AND TREATMENT PROGRAMS [42 U.S.C. 5106a]

##### a. CITIZEN REVIEW PANELS.--

###### 1. ESTABLISHMENT.--

A. IN GENERAL.--Except as provided in subparagraph (B), each State to which a grant is made under this section shall establish not less than 3 citizen review panels.

###### B. EXCEPTIONS.--

i. ESTABLISHMENT OF PANELS BY STATES RECEIVING MINIMUM ALLOTMENT.--A State that receives the minimum allotment of \$175,000 under section 203(b) (1) (A) for a fiscal year shall establish not less than 1 citizen review panel.

ii. DESIGNATION OF EXISTING ENTITIES.--A State may designate as panels for purposes of this subsection one or more existing entities established under State or Federal law, such as child fatality panels or foster care review panels, if such entities have the capacity to satisfy the requirements of paragraph (4) and the State ensures that such entities will satisfy such requirements.

2. MEMBERSHIP.--Each panel established pursuant to paragraph (1) shall be composed of volunteer members who are broadly representative of the community, in which such panel is established, including members who have expertise in the prevention and treatment of child abuse and neglect.

3. MEETINGS.--Each panel established pursuant to paragraph (1) shall meet not less than once every 3 months.

###### 4. FUNCTIONS.--

A. IN GENERAL.--Each panel established pursuant to paragraph (1) shall, by examining the policies and procedures of State and local agencies and where appropriate, specific cases, evaluate the extent to which the agencies are effectively discharging their child protection responsibilities in accordance with--

- i. the State plan under subsection (b);
- ii. the child protection standards set forth in subsection (b)<sup>2</sup>; and
- iii. any other criteria that the panel considers important to ensure the protection of children, including--
  - I. a review of the extent to which the State child protective services system is coordinated with the foster care and adoption programs established under part E of title IV of the Social Security Act; and
  - II. a review of child fatalities and near fatalities (as defined in subsection (b) (4)).



## Appendix C

### State Council on Child Abuse and Neglect Members

#### 15 MEMBERS APPOINTED BY THE GOVERNOR

Name	Representing	Jurisdiction	Phone	Email
Claudia Remington Conroy (Chair of SCCAN)	Attorney, mediator and CASA volunteer	Montgomery County	Office: 240-506-3050 Home: 301-229-0830	<a href="mailto:cconroylaw@yahoo.com">cconroylaw@yahoo.com</a>  <a href="mailto:claudia@collaborativepractices.net">claudia@collaborativepractices.net</a>
Cronin, Patricia K.	Executive Director The Family Tree	Baltimore County	Office: 410-889-2300 Cell: 443-858-2505	<a href="mailto:pcronin@familytreemd.org">pcronin@familytreemd.org</a>
Kaye Gibson	Executive Director, Harford County Local Management Board	Harford County	Office: 410-638-3166	<a href="mailto:Kgibson@harfordcountylmb.org">Kgibson@harfordcountylmb.org</a>
Reverend Alvin C. Hathaway, Sr.	Assistant Pastor, Union Baptist Church of Baltimore	Baltimore City	Mobile: 410-905-5110	<a href="mailto:alhathaway@gmail.com">alhathaway@gmail.com</a>
Sally A. Hellane,	Program Supervisor, Villa Maria Behavioral Health	Washington County	Office: 301-733-5858 Mobile: 301-730-6406	<a href="mailto:shellane@cc-md.org">shellane@cc-md.org</a>
Jessica Marie Hill	Sergeant, Wicomico County Sheriff's Office	Wicomico County	Office: 410-548-4892 Ext. 243 Mobile: 410-430-5781	<a href="mailto:jhill@wicomicocounty.org">jhill@wicomicocounty.org</a>
Liliana Janssen-Checa	Healthy Families Program Manager, Prince George's Child Resource Center	Prince George's County	Office: 301-431-6210 Mobile: 301-728-3722	<a href="mailto:ljanssen-checa@pgcrc.org">ljanssen-checa@pgcrc.org</a>
Edward T. Kilcullen, Jr.	State Director, Maryland CASA Association	Baltimore County	Office: 410-828-6761 Mobile: 410-241-9042	<a href="mailto:ed@marylandcasa.org">ed@marylandcasa.org</a>
Scott D. Krugman, M.D.	Chairman of Pediatrics Franklin Square Hospital	Baltimore County	Office: 443-777-7128	<a href="mailto:scott.krugman@medstar.net">scott.krugman@medstar.net</a>
Laura L. Martin, Esquire	Attorney in private practice	Calvert County	Office: 410-414-9817 Mobile: 443-624-4975	<a href="mailto:milamartin@comcast.net">milamartin@comcast.net</a>
Moore, Katrina D., Esq.	Attorney Legal Aid Bureau	Baltimore City	Office: 410-951-7657 Cell: 443-257-4065 Home: 410-444-1560	<a href="mailto:Kari0514Moore@yahoo.com">Kari0514Moore@yahoo.com</a>

Name	Representing	Jurisdiction	Phone	Email
Nicholas Ricciuti	Director, Cecil County DSS	Cecil County	Office: 410- 996-0307	<a href="mailto:NRicciut@dhr.state.md.us">NRicciut@dhr.state.md.us</a>
Sue Song, R.N.	Adjunct Professor, University of Maryland School of Nursing	Howard County	Office: 410-462-1824 Mobile: 443-878-6628	<a href="mailto:ssong001@umaryland.edu">ssong001@umaryland.edu</a>
Winfield-Harris, Carolyn	Foster Parent Concern Professional Services for Children, Youth and Families	Montgomery County	Home: 310-346-8616 Cell: 301-890-3677	<a href="mailto:jcwinny@aol.com">jcwinny@aol.com</a>
1 VACANCY				

**8 POSITIONS FILLED BY DESIGNATION OF THEIR ORGANIZATIONS**

Name	Representing	Phone	Email
Steven K. Berry	Child Protective and Family Services Social Services Administration Maryland Department of Human Resources	Office: 410-767-7018 Pager: 410-307-7662	<a href="mailto:SBerry@dhr.state.md.us">SBerry@dhr.state.md.us</a>
Sue Hazlett, Esquire	State's Attorney Association	Office: 410-887-6669	<a href="mailto:shazlett@baltimorecountymd.gov">shazlett@baltimorecountymd.gov</a>
Delegate Susan K.C. McComas	Maryland House of Delegates	Office: 410-841-3289 Mobile: 301-858-3202	<a href="mailto:susan_mccomas@house.state.md.us">susan_mccomas@house.state.md.us</a>
Mary Louise Orth  Alexander Obeahon	Maryland Department of Juvenile Services	Office: 410-230-3219 Office: 410-230- 3218	<a href="mailto:orthml@djs.state.md.us">orthml@djs.state.md.us</a>  <a href="mailto:obeahona@djs.state.md.us">obeahona@djs.state.md.us</a>
Pamela Ortiz	Family Administration Administrative Office of the Courts	Office: 410-260-1580	<a href="mailto:pamela.ortiz@courts.state.md.us">pamela.ortiz@courts.state.md.us</a>
Richard Scott  John McGinnis	Maryland Department of Education Student Services Branch	Office: 410-767-0288 Office: 410-767-0295	<a href="mailto:rscott@msde.state.md.us">rscott@msde.state.md.us</a>  <a href="mailto:jmcginnis@msde.state.md.us">jmcginnis@msde.state.md.us</a>
Joan Stine	Center for Health Promotion Maryland Department of Health and Mental Hygiene	Office: 410-767-1365	<a href="mailto:stinej@dhhm.state.md.us">stinej@dhhm.state.md.us</a>
VACANT	Maryland Senate		

# Meeting Notes

## Appendix D

### March 5, 2007 Meeting Notes

**SCCAN Members:**  
 Steve Berry  
 Claudia Conroy (Chair)  
 Sally Hellane  
 Jessica Hill  
 Liliana Janssen-Checa  
 Ed Kilcullen  
 Scott Krugman  
 Jean Tucker Mann  
 John McGinnis  
 Alexander Obeahon  
 Pamela Ortiz

**DHR Staff:**  
 Robert Johnson  
 Audrey McLendon  
 Roxanne Scott  
 James Witherspoon

**Children's Advocate:**  
 Ellen Mugmon

Discussion/Comments/Proposals	Agreements
<p><b>1. Group Decision Making and Meeting Guidelines</b> - Claudia gave a brief summary of past, present, current status:                      Where we (SCCAN) were:                      Operating Principles/Robert's Rules; initial phone calls indicated many prior meetings locked in Debate vs. Dialogue; battles, camps; winners and losers.                      Where we are:                      Forming and Rebuilding; Structure, substantive project, developing our working relationships---all are interdependent                      Where we want to be:                      PROPOSAL: Use Consensus Building Approach (CBA) to decision making on both Structure and Substantive Project;                      Want to arrive at the Best Possible Agreement</p> <ul style="list-style-type: none"> <li>- That everyone can get behind</li> <li>- or at the very least "live with"</li> <li>- No or few disenfranchised minorities/members</li> </ul> <p>CBA: Everyone consulted                      Everyone has hand in generating plan                      Encourages dialogue vs. debate                      Encourages participants to focus on merits of what is being said                      Focuses on mutual understanding of underlying concerns                      Encourages creativity in problem solving                      Encourages people to come up with ideas/solutions/proposals that meet the needs/interests of everyone at the table</p> <ul style="list-style-type: none"> <li>- Claudia explained the document "Suggested Etiquette for Consensus Building", and proposed that it be used as a guide to governing interactions between SCCAN meeting participants and group decision making.                      Claudia will send email asking for feedback,</li> </ul>	<ul style="list-style-type: none"> <li>- Use a Consensus Building Approach and the guidelines listed in document "Suggested Etiquette for Consensus Building".</li> <li>- They will be posted on the wall for all subsequent SCCAN meetings.</li> </ul>



Discussion/Comments/Proposals	Agreements
<p>questions, concerns about CBA including suggestions on how the process might be improved.</p>	
<p><b>2. Future meeting dates</b></p> <ul style="list-style-type: none"> <li>- Because of the amount of work to be accomplished, the Task Group on Structure proposed that SCCAN hold <u>monthly</u> meetings through July.</li> <li>- Meetings would be held in the first week of each month but on different days of the week to accommodate member schedules.</li> </ul>	<ul style="list-style-type: none"> <li>- SCCAN (full Council) meetings will be held from 1-3pm on Tuesday 4/3, Wednesday 5/2, Thursday 6/7 and Friday 7/6.</li> <li>- Alternate locations between the Howard County Government Building in Columbia and the Judiciary Training Building in Annapolis.</li> </ul>
<p><b>3. SCCAN 2006 Annual Report</b></p> <ul style="list-style-type: none"> <li>- The Annual Report must be prepared and approved every year.</li> <li>- It will be sent to the Governor, State Legislature and to Federal partners.</li> </ul>	<ul style="list-style-type: none"> <li>- Approve the Annual Report.</li> <li>- Approve the 12/13/06 Meeting Notes as they are part of the Annual Report.</li> </ul>
<p><b>4. Appointment</b></p> <ul style="list-style-type: none"> <li>- State law requires that one member of the Citizen Review Panel in each jurisdiction in the State be appointed by SCCAN.</li> <li>- Montgomery County is the only jurisdiction to specifically request such an appointment, and has submitted the name of Ms. Leslie Shedlin who is already serving in the position.</li> </ul>	<ul style="list-style-type: none"> <li>- Appoint Ms. Leslie Shedlin to serve on the Montgomery County Citizen Review Panel.</li> </ul>
<p><b>5. SCCAN Vice Chair</b></p> <ul style="list-style-type: none"> <li>- The current SCCAN Operating Policies and Procedures provide for the position of Vice Chair of SCCAN.</li> <li>- The Vice Chair should have the time to read and keep informed, have big picture knowledge and be a consensus builder.</li> </ul>	<ul style="list-style-type: none"> <li>- Appoint Pamela Ortiz as SCCAN Vice Chair.</li> </ul>
<p><b>6. Structure and Support Task Group Report: (Steve Berry)</b></p> <ul style="list-style-type: none"> <li>- Need to review, revise and adopt the Policies and Procedures document.</li> <li>- Need new subcommittee structure and members volunteer to serve?</li> <li>- Recruit a State Senator as a member. Also need 2 members "who have personal experience with child abuse and neglect within their own families or who have been clients of the child protective services system".</li> <li>- Need to evaluate where SCCAN is best housed and identify budget source and staff. Options include Executive Order from Governor or writing own bill for the next year's Legislative session.</li> <li>- Next meeting of the Task Group set for Tuesday, 3/13.</li> </ul>	<ul style="list-style-type: none"> <li>- Structure &amp; Support TG to brainstorm Committee/ Sub-committee structure at its Meeting on March 13 and make proposal/s at April 3 SCCAN meeting.</li> </ul>
<p><b>7. Conference Task Group Report: (Jean Tucker Mann)</b></p> <ul style="list-style-type: none"> <li>- Jean and Steve Berry met with representatives of the Maryland Children's Alliance who sponsor this year's Mid-Atlantic Conference on Child Abuse and Neglect. MCA would like to partner again this year with SCCAN and DHR.</li> <li>- What was the DHR money used for last year?</li> <li>- Will the Mid-Atlantic Conference ever move to</li> </ul>	<ul style="list-style-type: none"> <li>- Partner with MCA to produce the Conference this year (October 2007).</li> <li>- Broaden scope to include additional tracks for foster care / attorneys / CASA / physician</li> <li>- Contact the Governor's Office regarding support for the Governor's Conference next year.</li> </ul>

Discussion/Comments/Proposals	Agreements
<p>another state?</p> <ul style="list-style-type: none"> <li>- Does the Governor want a Governor's Conference?</li> <li>- Steve Berry authorized SSA staff to work with / provide support MCA or SCCAN conference</li> </ul>	<ul style="list-style-type: none"> <li>- Explore other participants such as Prevent Child Abuse America.</li> </ul>
<p><b>8. Reports from Substantive Issues Task Groups (TG)</b></p> <ul style="list-style-type: none"> <li>- The Prevention TG: (Scott Krugman) recommends doing a state-wide, comprehensive Child Abuse Prevention Plan. The TG has reviewed plans developed in Wisconsin, Vermont, Florida and the Duke University Plans for North and South Carolina. Child Voice is underway in developing a prevention plan and should be contacted as soon as possible.</li> <li>- The Detection TG: (Jessica Hill) recommends a focus on mandated reporters, their attitudes toward reporting and how to improve their reporting of child abuse and neglect.</li> <li>- The Prosecution TG: (Pam Ortiz) recommends Routine briefing to improve core knowledge of SCCAN members Developing a plan for interactions between non-English speaking child welfare clients and DSS, Law Enforcement, Courts Addressing the interactions of Law Enforcement and DSS.</li> <li>- The Treatment TG: (Sally Hellane) recommends investigation of services in short supply to reduce waiting lists, and in the long term determining whether there are enough professionals in the "pipeline" to provide services in the future.</li> </ul>	<ul style="list-style-type: none"> <li>- Nest all the substantive issues of each Substantive Issues TG into a comprehensive Maryland State Plan to Prevent Child Abuse And Neglect.</li> <li>- Develop a work plan for SCCAN to convene Stakeholders statewide to develop and implement a comprehensive Maryland State Plan to Prevent Child Abuse and Neglect which we envision to encompass prevention, detection, prosecution and treatment including policy and training needs.</li> <li>- Reach out to Child Voice /Family Tree to be partners with SCCAN in developing the Plan. Claudia will contact Pat Cronin.</li> <li>- Look for grant funds and/or a consultant to assist in making an assessment to make sure all relevant stakeholder groups are represented.</li> <li>- Pam Ortiz agreed to outline the plans from other states and the one planned by Child Voice based upon their common elements. Pam will list key contact people for each State Plan in her outline.</li> <li>- Arrange for a presentation or workshop at the Mid-Atlantic Conference by representatives from other states that have prepared a state plan.</li> </ul>

**NEXT STEPS**

1. Structure and Support Task Group meeting on Tuesday, March 13, 2007, 9am-12 noon, in Room 254 A, 311 W. Saratoga St., Baltimore, MD. Make proposals for Committee/Subcommittees.
2. Next SCCAN meeting on Tuesday, April 3, 2007, 1:00-3:00pm, at location to be determined.
3. Claudia will send out copies of state plans to all council members.
4. Steve Berry to get contact information for Pat Cronin (Family Tree's executive director) to Claudia to contact Pat Cronin re: collaborative efforts toward Prevention Plan.
5. Contact MACRO re: grant guidelines
6. Brainstorm partners/stakeholders, funding sources, champions via listserve.
7. See attached "SCCAN FY 2008 Timeline Action Steps"

## April 3, 2007 Meeting Notes

**SCCAN Members:**

Steve Berry  
 Claudia Conroy (Chair)  
 Ed Kilcullen  
 Scott Krugman  
 Jean Tucker Mann  
 John McGinnis  
 Alexander Obeahon  
 Pamela Ortiz  
 Nick Ricciuti  
 Sue Song  
 Joan Stine

**DHR Staff:**

Robert Johnson  
 Rosalind McDaniel  
 Audrey McLendon  
 James Witherspoon

**Guest:**

Grace Park  
 University of Maryland LCSW candidate

Discussion/Comments/Proposals	Agreements
<p><b>1. Welcome</b></p>	<p>Set the next Council meeting for May 2, 2007, 1:00-3:00pm, at the Judiciary Center in Annapolis.</p>
<p><b>2. Review of March Meeting Notes</b>            Discussions on approval of meeting notes and on sending out meeting agenda and materials.</p> <p>Discussion on what to do when Council cannot reach consensus.</p>	<p>Send out meeting notes as soon after Council meetings as possible. Council members review notes and provide additions, corrections, comments or concerns to Claudia or Jim within one week rather than waiting until the next meeting to do so.</p> <p>Send out agenda and materials one week in advance of Council meetings. Council members to print agenda and attachments and bring their copies to the meeting. Anyone who is unable to print their copies, please notify staff and they will provide copies.</p> <p>Use the most appropriate of alternative methods for resolving lack of consensus listed in the Decision Making Etiquette which are:</p> <ul style="list-style-type: none"> <li>- Suspend deliberations, identify issues for further research</li> <li>- Use "super majority" vote</li> <li>- Seek independent advice</li> <li>- Include minority report</li> <li>- Seek imposed decision</li> </ul>
<p><b>3. Updates</b>  <b>MACRO Grant:</b>            Structure and Function TG researched potential funding from the Mediation and Conflict Resolution Office (MACRO) to pay for a facilitator / staff support for the proposed Maryland Child Abuse and Neglect Prevention Plan. The grant application would be due on 4/20.</p> <p>Currently SCCAN does not have a repository to receive the funds if granted. DHR staff will raise this issue and the possibility of DHR applying for the money on behalf of SCCAN at the DHR Executive Staff meeting on 4/10.</p>	<p>Council will <u>not</u> try to make the MACRO grant deadline of 4/20, but will rather plan for the next round in July.</p> <p>SCCAN should consider foundations as possible sources of funds or partners to accept funds on SCCAN's behalf. Also consider Department of Health and Mental Hygiene (DHMH) and/or Center for Disease Control (CDC) because of the link to child abuse as a public health issue.</p>

Discussion/Comments/Proposals	Agreements
<p>If SCCAN chooses to have DHR receive the funds, the slow DHR procurement process may be a problem.</p> <p><u>SCCAN – Past, Present and Future</u> Claudia asked Council for feedback on this document to be used to acquaint stakeholders with SCCAN.</p> <p>State Child Fatality Review Team is in a situation similar to SCCAN having no budget and little staff support.</p> <p>The 2006 part of the document seems unclear.</p> <p>The potential “conflict of interest” issue need not be limited to financial concerns.</p> <p><u>Contacts with stakeholders/potential partners:</u> Claudia met with Pat Cronin of The Family Tree and Peggy Mainor and Adrienne Siegel of the Baltimore Child Abuse Center. All welcomed the idea of SCCAN convening stakeholders to develop a comprehensive statewide Child Maltreatment Prevention Plan for Maryland.</p> <p>Claudia has invited Charlie Cooper of the Citizens’ Review Board for Children (CRBC) to the next meeting of the Structure and Function TG scheduled for 4/12 to discuss CRBC as a potential model for SCCAN enabling legislation.</p>	<p>Explore possibility for SCCAN to be a partner with the Child Fatality Review Team in pursuing their common interest to gain more support from the State.</p> <p>Clarify document and present as a chronology.</p> <p>Express conflict of interest issue in terms of creating a real or perceived lack of independence.</p> <p>Find out if CRBC is subject to the DHR procurement process at the meeting on 4/12.</p>
<p><b>4. Comparison of Statewide Plans</b> Pam Ortiz presented a comparison of child abuse and neglect prevention plans from four states. (See attached PowerPoint presentation handout) Pam recommended that the Maryland planning process take into account the following factors:</p> <ol style="list-style-type: none"> <li>1. Leadership</li> <li>2. Agency partners</li> <li>3. Consultants/universities</li> <li>4. Local planning and stakeholder input</li> <li>5. Methodology (What should it look like?)</li> <li>6. Ecological model (Look broadly)</li> <li>7. Moving beyond the child protection system</li> <li>8. Benchmarks (Incorporate in some way)</li> <li>9. Report / recommendation expectations -What should reports from small groups look like?</li> <li>10. Timelines</li> <li>11. Follow-up planning – What are the next steps?</li> </ol>	<p>Pam’s analysis will be the starting point for designing the “plan” for the Maryland Child Maltreatment Prevention Plan.</p>
<p><b>5. Committee Structure</b> Steve Berry reported recommendations by the Structure and Function Committee for new committees for SCCAN with responsibilities shown on the attached “Recommended Committee Structure”.</p>	<p>Council agreed to committee structure and responsibilities as presented. Committee names might be amended at a later time. Former Conference Committee should take on a name that implies the broader mandate of training and education so as to not be limited to only the conference.</p>

Discussion/Comments/Proposals	Agreements
	Activity by the substantive issue task groups (Prevention, Detection, Prosecution and Treatment) will be temporarily on hold. Once the planning process is underway, SCCAN will contribute the substantive work of the task groups into the content of the Prevention Plan.
<p><b>6. Divide into Committees</b> Members divided themselves into groups according to their interest in serving on the new committees.</p>	<p>Council members volunteered for committees as follows:  <u>Legislation/Executive Order</u>            – Ed Killcullen            – John McGinnis            – Alex Obeahon  <u>Prevention Plan Logistics</u>            – Scott Krugman            – Pam Ortiz            – Nick Ricciuti            – Joan Stine  <u>Relationships</u>            – Steve Berry            – Claudia Conroy            – Jessica Hill            – Jean Tucker Mann            – Sue Song</p>
<p><b>7. Next Steps</b></p>	<p>SCCAN will focus its attention on convening stakeholders to develop a statewide Prevention Plan and building the structural foundation for SCCAN's efforts. SCCAN will support the Mid-Atlantic Conference on Child Abuse and Neglect in name, but does not have resources to be actively involved in planning or promoting either a Governor's Conference or the Mid-Atlantic Conference on Child Abuse and Neglect this year. SCCAN will identify statewide needs for training and education within the Prevention Plan.</p>

<b>NEXT STEPS</b>
<ol style="list-style-type: none"> <li>1. Structure and Support Task Group meeting scheduled for 4/12/07, 1:30-3:30pm, Room 254 A, 311 W. Saratoga St., Baltimore, MD.</li> <li>2. Legislation/Executive Order Subcommittee meeting scheduled for 4/16/07, 1:30-3:30pm, Room 254 A, 311 W. Saratoga St., Baltimore, MD.</li> <li>3. Prevention Plan Logistics Subcommittee meeting scheduled for 4/23/07, 1:00pm, Franklin Square Hospital</li> <li>4. Relationships Sub-Committee meeting scheduled for 4/25/07, 11:00am-12:30pm, Room 745, 311 W. Saratoga St., Baltimore, MD</li> <li>5. Next Council meeting scheduled for May 2, 2007, 1:00-3:00pm, Training Rooms 5 and 6, Judiciary Center in Annapolis.</li> </ol>

## May 2, 2007 Meeting Notes

**SCCAN Members:**

Steve Berry  
 Claudia Conroy (Chair)  
 Matt Dolan  
 Sally Hellane  
 Jessica Hill  
 Liliana Janssen-Checa  
 Ed Kilcullen  
 Scott Krugman  
 Alexander Obeahon  
 Pamela Ortiz  
 Joan Stine

**DHR Staff:**

Rosalind McDaniel  
 James Witherspoon

**Guests:**

Peggy Mainor  
 Ellen Mugmon  
 Adrienne Siegel

Discussion/Comments/Proposals	Agreements
<b>Welcome and Introductions</b>	
<p><b>Legislation/Executive Order Subcommittee (Ed Kilcullen)</b>                      Ed handed out three documents (attached with these notes)</p> <ul style="list-style-type: none"> <li>- SCCAN could be set up like the Citizen's Review Board for Children (CRBC) with own budget and staff.</li> <li>- Need to hold discussion with Children's Justice Act Committee (CJAC) for CJAC input. Claudia contacted and offered to meet with CJAC Chair Leslie Shedlin.</li> <li>- If necessary, SCCAN should get an Executive Order for at least a temporary 'home', and then draft Legislation for a permanent one.</li> <li>- Never was the intent for SCCAN and CJAC to be the same organization. CJAC chair was traditionally on SCCAN.</li> <li>- Some possible benefits of CJAC remaining a subcommittee of SCCAN are the sharing of information between the two bodies, avoiding duplication of work, and as a subcommittee of SCCAN, CJAC would benefit from the written response required to SCCAN recommendations.</li> </ul>	<p>All SCCAN members are asked to review the documents and provide their comments and ideas to Ed.</p> <p>There is clearly a need for SCCAN and CJAC to be cooperating and sharing information.</p>
<p><b>Meeting with DHR Secretary Donald (Claudia Conroy)</b></p> <ul style="list-style-type: none"> <li>- Secretary Donald had met with Governor's Office for Crime Control and Prevention (GOCCAP) Executive Director Mahoney and decided that SCCAN could move to GOCCP.</li> <li>- Claudia met with Secretary Donald and requested additional time for SCCAN to look at alternatives and make their own recommendation for the most appropriate "home". The Secretary agreed and asked for a list of options with pro's and con's of each.</li> <li>- The Secretary was very interested in the Prevention Plan initiative. She mentioned an initiative by the DJS Secretary for a strategic plan for all child serving agencies.</li> </ul>	
<p><b>Relationships Subcommittee (Jessica Hill)</b></p> <ul style="list-style-type: none"> <li>- Subcommittee met and began to brainstorm a list of stakeholders to be contacted</li> <li>- Also brainstormed formats for communicating SCCAN messages to stakeholders.</li> <li>- Want to consider what other states doing and who they partner with.</li> <li>- Want to avoid duplication of effort.</li> <li>- Need liaisons with Citizen's Review Board for Children (CRBC), Child Fatality Review Team (CFRT), and Children's Justice Act Committee (CJAC) - Rosalind McDaniel attends the State Fatality Review Team Meetings. Kisha Parris-Edusei, SSA Policy Analyst, attends CJAC meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Contact Jessica Hill with any ideas on important stakeholders and potential partners for the Prevention Plan.</li> </ul> <p>Jim Witherspoon will contact Andy Hannon at DHMH.                      Claudia and Jim will develop a draft one-page SCCAN mission and work brochure/flier for communicating with stakeholders.</p>

Discussion/Comments/Proposals	Agreements
<ul style="list-style-type: none"> <li>- In the past SCCAN sent out letters to child-serving agencies.</li> <li>- Jessica has contacted Linda Holmes, the current president of the Maryland Children's Alliance (MCA)</li> <li>- What about the CFRT? Jim Witherspoon tried unsuccessfully to contact the State Medical Examiner and DHMH staffer Joan Patterson.</li> </ul>	
<p><b>Prevention Plan Subcommittee (Pam Ortiz)</b></p> <ul style="list-style-type: none"> <li>- Pam distributed minutes from the 4/23 meeting of the Subcommittee. At that meeting, there was consensus that the Plan should be ecological, adopt a public health model and include benchmarks.</li> <li>- The Subcommittee favors the North Carolina Plan because it is grounded in research. Also looking at the Local Workbook from the Florida Plan.</li> <li>- Phase 1: The Subcommittee recommends that there be a "Prevention Needs Assessment Advisory Group" to oversee the compiling of existing Maryland plans and data.</li> <li>- Phase 2: The Subcommittee recommends a plan development process to include a launch event, process for local planning entities and ways to include the public either at the state or local level.</li> <li>- The minutes also included a proposed timeline and a list of stakeholders to be involved.</li> </ul>	<p>Claudia to find and send out Florida Plan's Local Workbook to Subcommittee Members.</p>
<p><b>Baltimore Child Abuse Center / Child Voice (Peggy Mainor and Adrienne Siegel)</b></p> <ul style="list-style-type: none"> <li>- Baltimore Child Abuse Center (BCAC) is Baltimore City's Child Advocacy Center.</li> <li>- BCAC operates under a memorandum of understanding (MOU) with the Baltimore City Police Department, Department of Social Services, City Health Department and State's Attorney.</li> <li>- Child Voice at the BCAC has drafted a Strategic Plan (2007-2012) that emphasizes prevention of child sexual abuse. They have used research by Deborah Daro of Chapin Hall.</li> <li>- Child Voice modeled their plan on that of the State of Vermont. Vermont achieved real results over about 10 years in reduction of 48% in child sexual abuse and 38% in physical abuse.</li> <li>- In Maryland, St. Vincent's has implemented a primary prevention initiative based on Vermont model.</li> <li>- Research by CDC and others does not support child self-protection as a strategy. The better approach is to say to adults "you are responsible" and give them information they need to provide a protective environment for their children.</li> <li>- One of major challenges in Maryland is that we do not have baseline data against which we can measure results. We need a centralized system for gathering baseline data/statistics so that we can ensure accountability of and funding for programs.</li> <li>- Gail Ryan of the Kempe Center is also a resource.</li> <li>- Dr. Beilenson of the Howard County Health Department has invited BCAC to meet with him to plan local prevention.</li> </ul>	<p>Need to involve the Family Support Centers, of which there are about 17 in Maryland.</p>
<p><b>The Family Tree (TFT) / Prevent Child Abuse America (Scott Krugman)</b></p> <ul style="list-style-type: none"> <li>- Filling in for Pat Cronin who had a family emergency, SCCAN member and TFT board member Dr. Scott Krugman provided a PowerPoint presentation and handed out materials on The Family Tree.</li> </ul>	

Discussion/Comments/Proposals	Agreements
<ul style="list-style-type: none"> <li>- TFT is affiliated nationally with Prevent Child Abuse America and Parents Anonymous, Inc.</li> <li>- Dr. Krugman emphasized the need for all public and private organizations to work in concert to prevent child abuse.</li> <li>- Joan Stine and Steve Berry serve on the TFT Steering Committee.</li> </ul>	
NEXT STEPS	
<ol style="list-style-type: none"> <li>1. Next <b>SCCAN</b> meeting will be held on <b>Thursday, June 7, 1:00-3:00pm</b>, at the Howard County Department of Social Services, Columbia, MD.</li> <li>2. Next meeting of the <b>Relationships</b> Subcommittee will held on <b>Wednesday, May 30, 9:00 – 11:00am</b> at the Judicial Training Center in Annapolis. Jim and Claudia to provide draft one-page document for communicating with stakeholders re: SCCAN's mission and work.</li> <li>3. Next meeting of the <b>Prevention Plan</b> Subcommittee will be a conference call to be held on <b>Monday, June 4, at 8:00am</b>, to be coordinated by Pam Ortiz. We will be working on clarifying what a local process might look like and developing a "Statement of Work" and possible funding sources for a Needs Assessment Consultant.</li> <li>4. Next meeting of the <b>Enabling Legislation Subcommittee</b> will be held on <b>Wednesday, May 16, 1:30-3:30 pm</b> at a location TBA. All members to review 3 documents prepared by Ed and be prepared to make revisions and finalize the documents to be forwarded to Secretary Donald.</li> </ol>	

<p>Need to provide the Family Support Center, in which there are about 17 in Maryland.</p>	<p>The steering committee also included a special steering committee and a list of stakeholders to be included.</p> <p>Relationships Subcommittee (Jim and Claudia) to provide draft one-page document for communicating with stakeholders re: SCCAN's mission and work.</p> <p>Prevention Plan Subcommittee will be a conference call to be held on Monday, June 4, at 8:00am, to be coordinated by Pam Ortiz. We will be working on clarifying what a local process might look like and developing a "Statement of Work" and possible funding sources for a Needs Assessment Consultant.</p> <p>Enabling Legislation Subcommittee will be held on Wednesday, May 16, 1:30-3:30 pm at a location TBA. All members to review 3 documents prepared by Ed and be prepared to make revisions and finalize the documents to be forwarded to Secretary Donald.</p>
	<p>The Family Support Center (FSC) is a family support center that provides a variety of services to families in need. It is located in the Howard County Department of Social Services, Columbia, MD.</p>



## June 7, 2007 Meeting Notes

**SCCAN Members:**

Steve Berry  
 Claudia Conroy, Chair  
 Sue Hazlett  
 Ed Kilcullen  
 Scott Krugman  
 Susan McComas  
 Alex Obeahon  
 Pam Ortiz

**Guests:**

Grace Belz, CASA Intern  
 Pat Cronin, The Family Tree  
 Charlie Cooper, Citizen's Review Board for Children (CRBC)  
 Janice Marquez, Governor's Office on Crime Control and Prevention (GOCCP)  
 Ellen Mugmon, Children's Justice Act Committee (CJAC)  
 Leslie Shedlin, CJAC  
 Christina Walsh, Educational Observer

**Staff:**

Rosalind McDaniel  
 Jim Witherspoon

Discussion/Comments/Proposals	Agreements
<b>Welcome and Introductions</b>	
<p><u>GOCCP – Janice Marquez</u>                      GOCCP supports a number of volunteer boards. GOCCP is re-organizing, possibly bringing the various boards together and offering economies of scale in providing staffing to the boards.</p> <p>GOCCP administration is open to hearing the best ways to support SCCAN, whichever organization provides the support.</p> <p>GOCCP advantages as being the “home” for SCCAN:</p> <ul style="list-style-type: none"> <li>- Has experience in working with and supporting citizen boards</li> <li>- Is a coordinating office working with other child-serving agencies</li> <li>- Has an effective grants management system</li> </ul> <p>Governor's Office for Children (GOC) has some of the same advantages:</p> <ul style="list-style-type: none"> <li>- GOC supports the Children's Cabinet made up of Secretaries of the child-serving agencies, DHR, DHMH, DJS and MSDE.</li> <li>- Children's Cabinet Review Team (CCRT) consists of the Deputy Secretaries of the same agencies who work out details of agreements and recommend them to the Children's Cabinet.</li> </ul> <p>GOC Executive Director, Arlene Lee, is resigning effective 7/1.</p> <p>There is a renewed commitment by DHR, DJS and DHMH to work together.                      DJS Secretary Devore has \$500K to develop a statewide strategic plan for child serving agencies. He wants to set up a “super advisory board” to lead the planning process. SCCAN could be part of that process. He should have the consultant facilitator for the plan on board in July.</p>	<ul style="list-style-type: none"> <li>- Children's Justice Act (CJA) funds can be used for training and equipment, but not for prevention and treatment. It is unclear if it can be used for staff.</li> <li>- Organization and funding should be made simpler and easier.</li> </ul>

Discussion/Comments/Proposals	Agreements
<p><u>Comments and Discussion:</u>            There is concern about the independence of SCCAN and CJAC.            Response: GOCPP does not want to ignore recommendations of the volunteers or the direction of the 3-Year Plan, but may take issue with choice of some grantees.</p>	
<p><u>Relationships Subcommittee – Jim Witherspoon</u>            The Subcommittee is developing a strategy to form and maintain relationships with stakeholders as shown on the SCCAN Stakeholders Chart (attached).</p> <p>The Subcommittee also began the draft “What is SCCAN?” document to be discussed later in this meeting.</p>	
<p><u>Executive Order/Legislation Subcommittee – Ed Kilcullen</u>            Plan to make recommendations for the best “home” for SCCAN to DHR Secretary Donald by mid-July. The Subcommittee is looking at an Executive Order as the means of establishing SCCAN with an agency or Governor’s coordinating office.</p> <p>The Subcommittee will meet with the (out-going) GOC Executive Director next week.</p>	
<p><u>Prevention Plan Subcommittee – Pam Ortiz</u>            The Subcommittee is working on the strategy to develop a statewide Child Abuse and Neglect Prevention Plan. We are following a public health model.</p> <p><u>Local planning process:</u></p> <ul style="list-style-type: none"> <li>– Cannot give orders to local groups. Need their participation and buy-in.</li> <li>– Considering various options for local planning teams – LMB’s, citizen review groups, courts (least likely) or have local government make selections.</li> <li>– Florida distributed a standardized workbook to each local planning group to use for local planning.</li> </ul> <p><u>Leadership:</u></p> <ul style="list-style-type: none"> <li>– Need leadership from the top, a political champion for the Plan.</li> <li>– Envision a multi-branch initiative led by Governor O’Malley.</li> </ul> <p><u>Three-phase process:</u></p> <ol style="list-style-type: none"> <li>1. Conduct needs assessment – Form a Needs Assessment Advisory Group to synthesize what has already been done.</li> <li>2. Develop the plan to include a public process and a local process.</li> <li>3. Implement the plan.</li> </ol>	
<p><u>Break-out sessions</u></p> <ul style="list-style-type: none"> <li>– Possible Homes for SCCAN – Pros &amp; Cons</li> <li>– Pros and Cons of CJAC Remaining a SCCAN Committee</li> <li>– “What is SCCAN” document</li> </ul>	<p>See break-out session results below.</p>

### Break-out session results

Home for SCCAN		
Agency	Pros	Cons
DHR	<ul style="list-style-type: none"> <li>People like the Secretary</li> <li>Dedicated staff</li> <li>Same philosophy</li> <li>Compatible mission</li> <li>Staffing</li> <li>Space</li> </ul>	<ul style="list-style-type: none"> <li>CJAC grant???</li> <li>Conflict of interest</li> <li>Too big</li> <li>Personnel changes</li> <li>“Fox in the henhouse”</li> </ul>
GOC	<ul style="list-style-type: none"> <li>Same philosophy</li> <li>Compatible mission</li> <li>Complementary advisory councils</li> <li>History with SCCAN</li> </ul>	<ul style="list-style-type: none"> <li>Who is GOC?</li> <li>Authority</li> <li>Personnel</li> <li>Difficulty with grants distribution through LMB’s in the past</li> <li>Advocacy is different, constrained</li> </ul>
GOCCP	<ul style="list-style-type: none"> <li>Same location with CJAC</li> </ul>	<ul style="list-style-type: none"> <li>Authoritative / independence</li> <li>Conflict of mission around prevention</li> <li>Criminal focus while CJAC and SCCAN deal with civil</li> </ul>
DHMH	<ul style="list-style-type: none"> <li>If coordinated section for child welfare issues – CFR, child abuse, SCCAN</li> <li>Support SCCAN’s ideal</li> <li>Commissions/boards</li> </ul>	<ul style="list-style-type: none"> <li>Different focus</li> <li>Different mission</li> <li>Staff turnover</li> </ul>
Attorney General	<ul style="list-style-type: none"> <li>Independent</li> </ul>	<ul style="list-style-type: none"> <li>Untested area</li> </ul>
Other options: <ul style="list-style-type: none"> <li>Private, non-profit</li> <li>Form private, non-profit to house CAPTA panels</li> <li>Create totally independent state agency, like Ombudsman Office. House all three panels.</li> </ul>		

### Break-out session results

Reunification of CJAC and SCCAN	
Pros	Cons
GOCCP is efficient in distributing funds	CJAC may not want to be part of SCCAN. May feel they can be more effective, efficient as a separate entity.
Minimize possible conflicting recommendations, duplication of work, coordination costs.	Statutory change needed.
Reinforces statute that says to coordinate efforts	Different roles, crime vs. prevention
What is SCCAN?	
Footnote the other two entities Change “wards of the state” to “under state custody” Delete “biological” (parent) Emphasis on prevention, coordination with CRBC and Fatality Review Team, advocacy Public outreach (cooperate with CRBC) Include where housed Are the stats correct? 30,000 reports What we do defined by law List opportunity to do projects, etc Coordinate multidisciplinary, collaborative child abuse efforts Collaborate with other panels – CFR, CRP	

**NEXT STEPS**

5. Next SCCAN meeting will be held on **Friday, July 6, 1:00-3:00pm**, at the Judiciary Training Center in Annapolis, MD.
6. Each subcommittee will revise their documents with a view to including the break out group suggestions; present finalized documents at the July 6 SCCAN meeting. Plans are to report to Secretary Donald by mid-July.

<p>What is the purpose?</p> <p>What is GOCC?</p> <p>Advocacy</p> <p>Forum</p> <p>Partnership with your jurisdiction</p> <p>Strength LMB's in the past</p> <p>Advocacy is different environment</p> <p>Advocacy &amp; leadership</p> <p>Conflict of interest - avoid prevention</p> <p>Connect form with CIAC and</p> <p>SCCAN deal with this</p>	<p>How to partner with CIAC</p>	<p>GOCC</p>
<p>Different focus</p> <p>Different climate</p> <p>Get involved</p>	<p>If associated with the field</p> <p>with the same - CRJ, shift focus</p> <p>SCCAN</p> <p>Support SCCAN's ideal</p> <p>Commitment/Forum</p>	<p>GOCC</p>
<p>Invited area</p>	<p>Participation</p>	<p>Advocacy</p> <p>General</p>
<p>Other options</p> <p>- Private, non profit</p> <p>Form private, non profit to house CRJA panels</p> <p>Great locally independent case agency, like Independent Office House in other panels</p>		

**Break-out session results**

<p>Case</p> <p>CIAC may not want to be part of SCCAN - keep that</p> <p>step can be more effective, efficient as a separate</p> <p>entity</p>	<p>Forum</p> <p>GOCC is efficient in distributing funds</p>
<p>Statutory library studies</p>	<p>Advocacy possible involving non-advocates</p> <p>definition of work, coordination case</p>
<p>Differences in the courts or prevention</p>	<p>Advocacy status that may be coordinated effort</p>
<p>Change "style of the state" to "order state centrally"</p> <p>Private "advocacy" groups</p> <p>Engage in prevention, coordination with CRIC and Public Access Panel advocacy</p> <p>Public outreach (partners with CRIC)</p> <p>Include when needed</p> <p>Are the same content to both groups</p> <p>When we do define by law</p> <p>Let opportunity to be provided via</p> <p>Coordinate membership, collaboration with other efforts</p> <p>Collaborate with other panels - CRJ, CRP</p>	

## July 6, 2007 Meeting Notes

**SCCAN Members:**

- Steve Berry
- Claudia Conroy, Chair
- Matt Dolan
- Kaye Gibson
- Al Hathaway
- Sue Hazlett
- Jessica Hill
- Liliana Janssen-Checa
- Ed Kilcullen
- Scott Krugman
- Susan McComas
- Nick Ricciuti
- Alex Obeahon

**Staff:** Jim Witherspoon

Discussion/Comments/Proposals	Agreements
<b>Welcome and Introductions</b>	
<p><b>Prevention Plan Subcommittee Report – Scott Krugman</b></p> <ul style="list-style-type: none"> <li>– The Subcommittee has not met since the last full Council meeting on 6-7. However, Pam Ortiz drafted the Prevention Planning Strategy (attached) based on the Subcommittee’s previous work.</li> </ul>	
<p><b>Relationships Subcommittee – Jessica Hill</b></p> <ul style="list-style-type: none"> <li>– The Subcommittee met and continued to work on drafting the “What is SCCAN?” document. The initial target for the document will be Level I Stakeholders shown on the SCCAN Stakeholder Chart (attached).</li> <li>– Jessica passed around a sign-up list for Council members to indicate stakeholder groups for which they would be willing to be liaisons.</li> <li>– Jim indicated that the PR folks at DHR would like to set up a meeting with the Subcommittee to discuss graphics and layout for “What is SCCAN?” document.</li> </ul>	
<p><b>Legislation Subcommittee – Ed Kilcullen and Claudia Conroy</b></p> <ul style="list-style-type: none"> <li>– Based upon a survey DHR conducted of citizen review panels (CRP’s) in other states, 13 (45%) of respondents are located for administrative purposes in DHR-like agencies, 8 (28%) in independent non-profits.</li> <li>– Based upon a meeting the Subcommittee had with out-going Governor’s Office for Children (GOC) Director Arlene Lee, GOC seems less desirable as potential home then it once did. There are a lot of uncertainties in GOC’s future.</li> <li>– The Subcommittee used 10 criteria to rate the various potential “homes”, recognizing that there are many uncertainties involved.</li> </ul>	
<p><b>Other contacts and discussions</b></p> <ul style="list-style-type: none"> <li>– Claudia spoke with Blake Jones of the University of Kentucky and the National Citizen Review Panel (CRP) Virtual Community. Dr. Jones is willing to submit our questions to the Virtual Community list serve.</li> <li>– Claudia spoke to Diane DiPanfilis from the University of Maryland, School of Social Work. Dr. DiPanfilis noted that the Ruth H. Young Center had physical space for SCCAN. She further stated that it was worth investigating the potential of an administrative relationship with the Board of the Center. She mentioned that the significant University Research tools would be available through a relationship with the Center.</li> </ul>	

Discussion/Comments/Proposals	Agreements
<ul style="list-style-type: none"> <li>- Claudia and Jim spoke to Sara Davis at the Center of Child &amp; Family Studies at the University of South Carolina where the 3 SC CRPs are located. Ms. Davis will share budget info with SCCAN. She felt that the administrative relationship that their CRP's had at the Center was very good. The funding was from a grant from their DSS to the Center. The budget should have defined the amount to be used to manage the CRP's because there is a great deal of energy spent negotiating small items on a frequent basis. This could have been avoided by coming up with realistic budget projections and having those in the MOU.</li> <li>- Claudia spoke with Charlie Cooper concerning the Citizens' Review Board for Children (CRBC) memorandum of agreement with DHR. At the time, the agreement had not been adopted.</li> <li>- Claudia and Scott have talked to Pat Cronin at The Family Tree who expressed interest in an arrangement with SCCAN pending a discussion with her Board.</li> <li>- Sue Hazlett spoke with David Betz of the Maryland Children's Alliance who also expressed interest, with the provisos that MCA would need additional funding and Board approval.</li> <li>- Delegate Susan McComas spoke to former OCYF Special Secretary Terri Garland who thought DHMH might be a good home for SCCAN. Affiliation with the National Institutes of Health would create the opportunity for research.</li> </ul>	
<p><b>Discuss SCCAN "home" options – Achieve consensus.</b></p> <ol style="list-style-type: none"> <li>1. Consider the opportunity for the 3 Maryland CRP's (SCCAN, CRBC and State Child Fatality Review Team) to share staff.</li> <li>2. Consider creating a new and independent entity along with other public and private stakeholders devoted to public health model of prevention and research that could ultimately serve as a home for SCCAN and potentially other CRP's-CFRT and CRBC. Prototypes for this idea are The Kempe Center in Colorado and The Chadwick Center for Children and Families in San Diego.</li> <li>3. Seek funding from local foundations such as Casey or Weinberg, Johns Hopkins.</li> <li>4. Concerns voiced about the high administrative costs of being housed at any University.</li> </ol>	<p>Three-phase plan:</p> <ol style="list-style-type: none"> <li>1. Stay with DHR in the short-term.</li> <li>2. Transition to The Family Tree, MCA or the University of Maryland for the mid-term.</li> <li>3. Transition to the new independent center devoted to prevention and research as a long-term strategy.</li> </ol>

<b>NEXT STEPS</b>
<ol style="list-style-type: none"> <li>1. Jessica Hill will contact each SCCAN member via email re: their constituencies and contact information for the constituencies.</li> <li>2. Jessica Hill and other Relationship Committee Members to meet with DHR PR person.</li> <li>3. Scott Krugman to contact Pam Ortiz re: next Prevention Planning Committee meeting.</li> <li>4. The Legislation Subcommittee to meet with The Family Tree Executive Director and Board to explore a possible relationship.</li> <li>5. Claudia to meet with DHR Secretary Donald before the end of July.</li> <li>6. Legislation Subcommittee to research the Kempe and Chadwick Centers.</li> <li>7. Scott Krugman to talk to CFRT re: interest in developing such a Center in Maryland.</li> <li>8. Claudia to talk to Charlie Cooper and CRBC re: interest in developing such a Center in Maryland.</li> <li>9. Sue Hazelett to talk to Sgt. Dave Betz re: interest in developing such a Center in Maryland.</li> <li>10. Scott Krugman will diagram his ideas for the public-private partnership around a Center for Maryland.</li> <li>11. Next SCCAN meetings will be held on the first Thursday of each month beginning in September (locations to be determined)</li> </ol>

## September 6, 2007 Meeting Notes

**SCCAN Members:**

- Claudia Conroy, Chair
- Jessica Hill
- Liliana Janssen-Checa
- Ed Kilcullen
- Scott Krugman
- Susan McComas
- Rosalind McDaniel (for Steve Berry)
- John McGinnis
- Alex Obeahon
- Pam Ortiz
- Joan Stine

**Staff:** Jim Witherspoon

Discussion/Comments/Proposals	Agreements
<p><b>Welcome and Introductions</b></p>	<ul style="list-style-type: none"> <li>- Future SCCAN meeting dates confirmed (see Next Steps)</li> <li>- December meeting may need to be a longer day to conduct strategic planning</li> </ul>
<p><b>Prevention Plan Subcommittee Report – Pam Ortiz</b></p> <ul style="list-style-type: none"> <li>- The Subcommittee’s work is on hold awaiting a resolution of the SCCAN administrative home issue.</li> <li>- The Mediation and Conflict Resolution Office (MACRO) is still in touch with Claudia and interested in providing the grant to support the Prevention Plan.</li> </ul>	
<p><b>Relationships Subcommittee – Jessica Hill</b></p> <ul style="list-style-type: none"> <li>- The Subcommittee has drafted a stakeholder contact sheet for each SCCAN member to complete on 5 stakeholders of their choice. The contact sheet will be edited and sent to each SCCAN member.</li> <li>- Claudia has contacted Doris Stevens to explore SCCAN membership in the Coalition to Protect Maryland’s Children. It is not clear whether there is a membership fee.</li> <li>- The Subcommittee has edited the SCCAN brochure and Jessica has drafted a format. The DHR Communications Office is willing to assist in the brochure layout and design of a logo.</li> <li>- Delegate McComas suggested sponsoring a logo design competition for school art students as a means of promoting SCCAN and its message.</li> </ul>	<ul style="list-style-type: none"> <li>- Each SCCAN member will complete the contact sheet on at least 5 stakeholders of their choice and return to Jessica by the next SCCAN meeting in October.</li> <li>- SCCAN membership in the Coalition is a good idea. Need to check on membership fee, if any.</li> <li>- SCCAN members please check the Professional Summary to insure that it is relevant to your child welfare experience.</li> <li>- Jim will send out time and date of the meeting with the DHR Communications Office to invite any SCCAN member interested in participating in brochure or logo design to attend.</li> </ul>
<p><b>Legislation Subcommittee – Ed Kilcullen, Scott Krugman, Claudia Conroy</b></p> <ul style="list-style-type: none"> <li>- Pros and Cons of affiliation with The Family Tree (TFT) and University of Maryland School of Social Work (UM) were referenced during the discussion.</li> <li>- TFT is very interested in fostering a close relationship with SCCAN, whatever the outcome of the administrative home issue.</li> <li>- Claudia met with Cathy Mols, Executive Director of the DHR Social Services Administration (SSA). Cathy would prefer to see SCCAN remain close to State government. She is interested in SSA being a SCCAN partner and excited about the Prevention Plan.</li> </ul>	

Discussion/Comments/Proposals	Agreements
<ul style="list-style-type: none"> <li>- Claudia, Jessica, Ed and Jim met with UM School of Social Work Dean Barth and Diane DePanfilis. Actual cost of administrative overhead would be in the area of 10% to cover rent, staff supervision, personnel, etc. It is not clear that even the 10% would be applicable however. SCCAN staff would be hired by SCCAN and accountable to the SCCAN chair.</li> <li>- The only negatives with the UM option appear to be the need to pay for parking and the possibility of a perception that UM is being favored over Johns Hopkins and other State universities.</li> <li>- The question of whether UM might be influenced by its contractual ties with DHR was discussed. It was generally agreed that state financial and contractual ties would be associated with almost every option SCCAN has considered.</li> <li>- Claudia met with DHR Secretary Donald and Deputy Secretary Wilson. The Secretary indicated that she initially favored moving SCCAN to the Governor's Office for Crime Control and Prevention (GOCCP) because GOCCP has staff and a budget to support SCCAN. The Secretary and Deputy seemed positive about the UM option, and asked Claudia for a draft budget for SCCAN.</li> <li>- There was considerable discussion around the Children's Justice Act Committee (CJAC) that has historically been part of SCCAN and whether the administrative home recommendation should include CJAC as part of SCCAN.</li> <li>- Members reviewed the draft SCCAN budget to be submitted to Secretary Donald. Members suggested increasing the coordinator position to grade 20, front-end support for an annual Maryland child abuse and neglect conference, funds to send the SCCAN Coordinator to the National Citizens' Review Panel Conference and funds to support the Prevention Plan. The draft is also being reviewed by UM.</li> </ul>	<ul style="list-style-type: none"> <li>- SCCAN will include other institutions of higher education as partners in the Prevention Plan and other initiatives.</li> <li>- SCCAN does not want to abandon CJAC, but must first consider what is right for SCCAN, then address the question of CJAC.</li> <li>- Wherever CJAC lands, there needs to be a clear memorandum of understanding on any limits on independent decisions by CJAC.</li> <li>- Jim will ask Scottie Reid of the DHR Attorney General's Office to offer advice on SCCAN legal responsibilities for CJAC, particularly SCCAN authority to appoint the CJAC chair.</li> </ul>
<p><b>Consensus</b> Claudia asked for the consensus of the group on what to recommend to Secretary Donald regarding an administrative home for SCCAN.</p>	<ul style="list-style-type: none"> <li>- The consensus among the members present was that SCCAN should recommend to Secretary Donald that the University of Maryland, School of Social Work be the administrative home for SCCAN.</li> </ul>
<p><b>Citizens' Review Board for Children (CRBC) – Charlie Cooper</b></p> <ul style="list-style-type: none"> <li>- There will be a forum on Baltimore City Child Protection Panels to be held on November 13 at Poly Western High School auditorium. Charlie will send the official announcement and invitation.</li> <li>- CRBC is gearing up panels to do case review to implement provisions of the Child Welfare Accountability Act.</li> <li>- There will be 4 bills dealing with child abuse and neglect for the coming legislative session.</li> </ul>	<ul style="list-style-type: none"> <li>- Copies of pending legislation will be provided to SCCAN members.</li> </ul>



**NEXT STEPS**

1. The next SCCAN meetings will be held as follows at the **Judiciary Education and Training Center**:
  - **Thursday, October 4, 1:00-3:00 pm**
  - **Thursday, November 1, 1:00-3:00 pm**
  - **Thursday, December 6, 9:00-3:00pm** (time expanded to accommodate strategic planning)
2. Claudia asked members to think about where SCCAN is as a group, where we have come and where do we want to go in preparation for the strategic planning session to be held in December. She will contact MACRO for their facilitation services for the event.
3. Claudia will meet with the other 2 Citizen Review Panels (CRBC and the Child Fatality Review Team) to discuss the possibility of joint strategic planning among the three groups.

Staff:  
 Kim Winterstein  
 Rosalind Johnson  
 Louise Wisniewski  
 Ellen Magnus  
 Jackie Meyers  
 Pat Conna  
 Guest: Charlie Cooper  
 Jan Wirtz  
 Pam O'Leary  
 Alan Oberlin  
 John Maloney

<p>SCCAN will hold a regular Council meeting on 10-4-07          Claudia will attend in support of opportunity for a joint session in January 2008</p>	<p>Strategic Planning Review          SCCAN had intended to have at least one of its meetings held jointly with representatives of the other two CAPTA panels (Citizen Review Board for Children and Child Fatality Review Team). However, for a variety of reasons, this will not be possible in December.</p>
<p>In addition, Claudia will be SCCAN's representative on the Council's Steering Committee.</p>	<p>Facilitating Legislative Information          Meeting with CAPTA Chairs - Claudia Conroy          Claudia's first meeting with other two CAPTA Panel Chairs is scheduled for CAPTA Chair Meeting 4-10-07. Items that were emailed in advance of this meeting of SCCAN.          The second meeting centered on LHM, the notes for which are forthcoming. Participants agreed that better information sharing was important, and resources might be used more efficiently to serve needs common to all three panels.          Pat Conroy and Joan Krueger described their experiences as members of the Holston County Review Panels. They felt systemic improvements have been made as a result of discussions among the panel members and are especially proud to mention the Council's support of the Council on Holston County's Children.          Conference call with Secretary Daniels - Claudia          Claudia described the Secretary's support for the move to University of Maryville School of Social Work (LHM) for CRBC's and possibly all 3 Panels.          The Secretary committed \$25,000 in SCCAN's budget and requested the paper for additional LHM support.          AG's Opinion          CRBC and Legislative AG's conferred on the need for appropriate legislation to facilitate the move to</p>

## November 1, 2007 Meeting Notes

**SCCAN Members:**

Steve Berry  
 Claudia Conroy, Chair  
 Sally Hellane  
 Jessica Hill  
 Ed Kilcullen  
 Scott Krugman  
 John McGinnis  
 Alex Obeahon  
 Pam Ortiz  
 Joan Stine

**Guests:** Charlie Cooper

Pat Cronin  
 Janice Marquez  
 Ellen Mugmon  
 Jessica Winpigler

**Staff:**

Rosalind McDaniel  
 Jim Witherspoon

Discussion/Comments/Proposals	Agreements
<p><b>Welcome:</b>  <b>Strategic Planning Retreat</b></p> <ul style="list-style-type: none"> <li>▪ SCCAN had intended to have at least part of its retreat held jointly with representatives of the other two CAPTA panels (Citizen Review Board for Children and Child Fatality Review Team). However, for a variety of reasons, this will not be possible in December.</li> </ul>	<ul style="list-style-type: none"> <li>▪ SCCAN will hold a regular Council meeting on 12-6-07.</li> <li>▪ Claudia will attempt to arrange an opportunity for a joint session in January 2008.</li> </ul>
<p><b>Enabling Legislation Subcommittee:</b>  <b>Meeting with CAPTA Chairs – Claudia Conroy</b></p> <ul style="list-style-type: none"> <li>▪ Claudia's first meeting with other two CAPTA Panel Chairs is summarized in "CAPTA Chairs Meeting 9-25-07" notes that were emailed in advance of this meeting of SCCAN.</li> <li>▪ The second meeting occurred on 10/31, the notes for which are forthcoming. Participants agreed that better information sharing was important, and resources might be used more efficiently to serve needs common to all three panels.</li> <li>▪ Pat Cronin and Scott Krugman described their experiences as members of the Baltimore County Review Panels. They felt systemic improvements have been made as a result of discussion among the Panel members and not necessarily from case reviews.</li> <li>▪ Charlie Cooper advised the Council on membership in the "Coalition to Protect Maryland's Children".</li> </ul> <p><b>Conference call with Secretary Donald – Claudia</b></p> <ul style="list-style-type: none"> <li>▪ Claudia described the Secretary's support for the move to University of Maryland School of Social Work (UMB) for SCCAN and possibly all 3 Panels.</li> <li>▪ The Secretary committed \$75,000 to SCCAN's budget and expressed her hope for additional UMB support.</li> </ul> <p><b>AG Opinions</b></p> <ul style="list-style-type: none"> <li>▪ DHR and Legislature AG's conferred on the most appropriate mechanism to formalize the move to</li> </ul>	<p>Ed Kilcullen will be SCCAN's representative on the Coalition's Steering Committee.</p>

Discussion/Comments/Proposals	Agreements
<p>UMB.</p> <ul style="list-style-type: none"> <li>▪ Ultimately, the move for all Panels should be via legislation. In the meantime, SCCAN can effect the change via MOU.</li> </ul> <p><b>Draft budget / UMB feedback</b> - Ed Kilcullen</p> <ul style="list-style-type: none"> <li>▪ The draft budget was revised based on the Secretary's \$75,000 commitment to date.</li> <li>▪ It was agreed that having a PIN assigned to SCCAN for staff was the best alternative but unlikely in the current budgetary environment.</li> </ul> <p><b>Draft "Transition Plan"</b> - Jim Witherspoon</p> <ul style="list-style-type: none"> <li>▪ SCCAN feedback is needed on whether all bases are being touched and in the right sequence.</li> <li>▪ The most crucial steps may be Step #4 - Agree on in-kind and budgetary support by UMB - and Step #7 - Secure funding from Children's Cabinet.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reflect full-time coordinator position at Grade 18 as shown on the draft budget.</li> <li>▪ Revise the parking expense to reflect one position and not two.</li> </ul>
<p><b>Relationships Subcommittee</b> – Jessica Hill</p> <ul style="list-style-type: none"> <li>▪ DHR communications staff met with the committee to discuss brochure and logo design.</li> <li>▪ The committee decided not to sponsor competition among school children for logo design, but will look for opportunities to promote SCCAN awareness in the schools around some future project.</li> <li>▪ The committee decided to look more closely at how to make initial contacts with stakeholders, as first impressions are so important.</li> </ul>	
<p><b>CJAC</b></p> <ul style="list-style-type: none"> <li>▪ AG's for DHR and GOCCP agree that SCCAN – CJAC relationship should be clarified via legislation.</li> <li>▪ In the meantime, SCCAN has the authority to make appointments to CJAC using Robert's Rules.</li> </ul>	
<p><b>Small group discussions</b></p> <ul style="list-style-type: none"> <li>▪ How SCCAN will relate to its stakeholders</li> <li>▪ Topics/discussions for the SCCAN Retreat in December</li> <li>▪ Critical elements to be included in proposed enabling Executive Order / Legislation</li> <li>▪ CJAC appointments to be forwarded in time for 11/13 CJAC meeting</li> </ul>	

**NEXT STEPS**

The next SCCAN meetings will be held at the Howard County Government Building, 6751 Columbia Gateway Drive, Columbia, MD 21046 on **Thursday, December 6, 1:00-3:00 pm.**

**December 6, 2007 Meeting Notes**

**SCCAN Members:**

Steve Berry  
 Claudia Conroy, Chair  
 Sue Hazlett  
 Jessica Hill  
 Liliana Janssen-Checa  
 Ed Kilcullen  
 Scott Krugman  
 Susan McComas  
 Alex Obeahon  
 Pam Ortiz  
 Nicholas Ricciuti  
 Sue Song

**Guests:**

Janice Marquez  
 Ellen Mugmon

**Staff:**

Jim Witherspoon

Discussion/Comments/Proposals	Agreements
<p><b>1. Welcome and Introductions</b></p>	<ul style="list-style-type: none"> <li>▪ Approved November 1 meeting notes</li> <li>▪ Confirmed date for January 5 Retreat</li> </ul>
<p><b>2. Review of draft Transition Plan - Ed Kilcullen</b></p> <ul style="list-style-type: none"> <li>▪ Should GOCCP be part of the negotiations?</li> <li>▪ How does CJAC fit into the MOA?</li> </ul>	<ul style="list-style-type: none"> <li>▪ At this point negotiations are primarily about the transfer of SCCAN and CRBC to the UM School of Social Work. While GOCCP would not be directly involved in the transfer negotiations, we will continue to keep GOCCP informed of progress.</li> <li>▪ The first priority for SCCAN is to achieve the transfer of SCCAN and CRBC to UM in accord with the wishes of DHR Secretary Donald. SCCAN members decided some time ago that SCCAN should retain a close working relationship with CJAC, but the nature of the relationship is yet to be determined. For these reasons, there is not a fit for CJAC in the MOA at this time.</li> </ul>
<p><b>3. Critical elements to be included in MOA</b>                  SCCAN members and guests divided into 3 discussion groups to review the document "Each Organization's Potential Interests/Concerns to be addresses in the MOA". Each small group took the position of either DHR, SCCAN or UM, trying to anticipate any interests or concerns that should be included or emphasized in the document. Each group then reported these issues to the full group.</p>	<ul style="list-style-type: none"> <li>▪ See the document "Each Organization's Potential Interests/Concerns to be addresses in the MOA" (revised 12-7-07)</li> <li>▪ Janice Marquez will send Jim material concerning the potential audit issue around the use of Federal funds.</li> </ul>
<p><b>4. Topics/discussions for January Retreat</b>                  The group discussed topics to be addressed at the SCCAN Retreat scheduled for 1/5/08.</p>	<ul style="list-style-type: none"> <li>▪ Topics were added to the document POTENTIAL STRATEGIC PLANNING TOPICS.</li> <li>▪ Ellen will send Jim the orientation manual used in prior years.</li> <li>▪ Jim will contact Charlie Cooper for his orientation manual.</li> </ul>
<p><b>5. CJAC appointments</b>                  The Governor's Office on Crime Control and Prevention (GOCCP) is actively seeking applications from persons interested in serving on CJAC.</p>	<p>Once received resumes will be forwarded to the Relationships Committee for review and recommendations for approval to SCCAN and GOCCP.</p>

#### NEXT STEPS

4. The Legislation Committee and any other members who wish to attend will meet with representatives of the Citizen's Review Board for Children (CRBC) on **Thursday, December 13, 2007** from 1PM to 3PM at the **CRBC Office in Mondawmin Mall**, 2301 Liberty Heights Ave., Suite 1041, Baltimore, Maryland 21215
5. The next SCCAN meeting will be the SCCAN Retreat to be held on **Saturday, January 5, 2008** at **The Judiciary Education and Conference Center**, 2011D Commerce Park Drive, Annapolis, Maryland 21401.
6. AG for DHR should consult with AG for GOCCP concerning the potential audit issue around the use of Federal funds, specifically for the purpose of paying administrative costs of UM.
7. Ellen will send Jim the orientation manual used in prior years.
8. Jim will contact Charlie Cooper for his orientation manual.
9. Once received CJAC resumes will be forwarded to the Relationships Committee for review and recommendations for approval to SCCAN and GOCCP.
10. Jim will send out the stakeholder database to SCCAN members.

