

**CAC Executive Board Meeting Minutes
February 15, 2018 CSD Conference Room – 1:00 PM**

Present: Lynn Davis-CAC, Chief Ed Hargis-Frederick Police Dept., Cheryl Grau-Frederick County Dept. of Social Services, Cindy Miller-Friends of the CAC, Katherine Murray-Frederick Memorial Hospital, Lindy Angel –Frederick State’s Attorney, and Athena Edsall-CAC

- I. Welcome and Sign In**
- II. Approval of October’s meeting minutes**
- III. Director’s Report – Lynn Davis**
 - a. The quarterly average number of clients served at the CAC is trending upward. From October – December, 2017, 66 children were served at CAC (58 new and 8 returning). The number of counseling sessions and advocacy/follow up encounters increased. The amount of financial assistance given to families rose significantly from \$345 to \$1,475. This amount does not include gift cards for holiday meals provided by the Friends of the CAC.
 - b. Pam Holtzinger is co-chairing the county’s Human Trafficking Task Force which has made several recommendations for strategies including the development of protocols and a community resource manual which was presented to Frederick County Government on 1/23/18.
 - c. Dr. Karla Paylor wants to be trained in neurofeedback.
 - d. Per accreditation standards, Forensic Interviewer, Kristen Dunn is monitoring CPS reports to make sure that those that fall within certain criteria (all sexual, serious neglect, and severe physical and/or police involvement) come into the CAC. The number of those cases that come into the CAC is consistently above 75%. Law enforcement detectives continue to request courtesy interviews for cases requiring interviews of children.
- IV. President of the Friends of the CAC Report**
 - a. Cindy Miller reports a successful holiday gift program. Volunteers purchased gifts for 37 children (16 families). Grocery store gift cards were given to families to help them with holiday meals. For some families, Boston Market meals were delivered to their homes. This was a new and much appreciated alternative for families to who were too overwhelmed to cook. Good Shepard Lutheran Church and Best Plumbing took part and provided gifts for the families. Best Plumbing also matched employee monetary donations and decided to give each family a \$250 Visa gift card.
 - b. Cindy reports the Friends of the CAC contributed a total of 641.75 volunteer hours during Oct.-Dec. 2017. Of that, 86.75 hours were volunteered for The You’ve Got a Friend Mentoring program.

V. New Business – Lynn Davis

- a.** CAC received a grant through the Governor’s Office of Crime Control and Prevention to hire Pilar Olivo. Pilar will be a part-time Adverse Childhood Experiences (ACEs) Liaison. She will work with juvenile justice stakeholders, to utilize an ACES screening tool to identify and appropriately respond to children in the juvenile justice system with trauma histories. Together, with FCPS and first responders, she will implement a “Handle with Care initiative”. This will allow first responders to notify schools that a child’s household has had recent contact with law enforcement. The designated person at the child’s school will receive a message stating “handle (name of child) with care today”. The school will then be alerted and better prepared to respond to the child in a trauma-informed manner. SROs will attend training in April.
- b.** April Child Abuse Awareness Month’s events are already on the calendar. Frederick City, Frederick County, Middletown, Brunswick, Emmitsburg, Thurmont, and Walkersville will all hold “April is Child Abuse Awareness Month” proclamations. The Friends of the CAC will host a “Remembrance in the Healing Garden on Wear Blue Day - Friday, April 6th. The Friends will also be at the Healing Garden for First Saturday, April 7th. Frederick Police Dept. is hosting the Interagency Basketball Tournament at Frederick High on April 14th. The Friends of the CAC will be at the Amazing Military Kids’ Festival at Ft. Detrick on April 27th. They will also be sponsoring “Blue Worship Weekend”, April 28th-29th.
- c.** Lynn reminded executive board that the strategic plan ends at the end of June and another planning session will be scheduled.
- d.** Lindy Angel informed the executive board that the CAC can begin recording of forensic interviews as long as parents sign written consent and Forensic Interviewer, Kristen Dunn and an approved backup are the only ones conducting and recording forensic interviews at the CAC. Lynn suggested contracting with another CAC’s interviewer when Kristen isn’t available.
- e.** Board went over MOU changes that DSS is requesting. DSS needs MSDE and Frederick Health Dept. written into the MOU.