

Solano County Child
Abuse Prevention
Council

Membership
Application

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Child Abuse Prevention Council

A partner of the
Children's Network
of Solano County

Please submit applications to:
Children's Network of Solano County Attn:
CAPC Executive Committee
827 Missouri Street, Suite 5, Fairfield, CA
94533 or email to sferdinandi@childnet.org

Solano County Child Abuse Prevention Council Membership Application

Personal and Employment Information

Name				Date	_____
Address of Residence	City	Zip Code	County	_____	
Phone/Cell	_____			Email	_____
Occupation	_____			Employer	_____
Employer Address	_____				

How long have you been a resident of Solano County? Years _____ Months _____ Non-resident

Are you currently an appointed member of a Solano County Board/Commission/Committee ___Yes ___No

Education (check all that apply)

High School College Degree Masters Degree Doctoral Degree Other

Do you have any obligations that might affect your attendance at scheduled meetings? CAPC meetings take place on the 1st. Wednesday of the month.

Solano County Child Abuse Prevention Council Membership Application

Please describe why you want to become a member of the Solano CAPC.

What past or present experiences do you bring to the Solano CAPC which will enhance our mission to collaborate, advocate, and educate to improve systems to prevent child abuse and achieve equitable outcomes for Solano County children and youth?

Are there any interests or activities that you wish to bring to the attention of the CAPC?

This space is for any additional information you may wish to provide about yourself.

If not chosen to fill a voting member vacancy, are you interested in getting involved with CAPC activities that may be of interest to you?

Child Abuse Prevention Council

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Solano Child Abuse Prevention Council Application for Membership

The purpose of the Solano Child Abuse Prevention Council (CAPC) is to join representatives from city and county agencies, private and community-based organizations, and concerned citizens in coordinating the communities efforts to prevent and respond to child abuse.

In fulfilling its responsibilities, the Solano CAPC is charged with establishing membership that has a demonstrated commitment to serving the children, youth, and families in Solano County and that reflects the diverse ethnic, economic and experiential backgrounds of our communities.

Solano County CAPC Member Roles and Responsibilities:

- I. The CAPC consists of 20 voting members recommended by the CAPC Executive Committee. Categories of membership encouraged by WIC code 18982.1 are listed below.
 - Public child welfare services, including the following:
 - (1) The county welfare or children's services department.
 - (2) The probation department.
 - (3) Licensing agencies.
 - The criminal justice system, including the following:
 - (1) Law enforcement.
 - (2) The office of the district attorney.
 - (3) The courts.
 - (4) The coroner.
 - Prevention and treatment services communities, including the following:
 - (1) Medical and mental health services.
 - (2) Community-based social services.
 - (3) Public and private schools.
 - Community representatives, including the following:
 - (1) Community volunteers.
 - (2) Civic organizations.
 - (3) The religious community.

- II. Members serve two year terms that may be renewed in accord with the CAPC Bylaws. The functions of the Solano CAPC include, but are not limited to the following:
- A. To provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
 - B. To promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
 - C. To encourage and facilitate training of professionals in the detection, treatment, and prevention of child abuse and neglect.
 - D. To recommend improvements in services to families and victims.
 - E. To encourage and facilitate community support for child abuse and neglect prevention programs.

Solano Child Abuse Prevention Council Member's Job Duties:

I. In order to fulfill these responsibilities and carry out the other requirements set forth in the CAPC By-Laws, and Chapter 12.5 Child Abuse Prevention Coordinating Council Act (commencing with Section 18980 to Part 6 of Division 9 of the Welfare and Institution Code), members commit to a significant and reasonably consistent level of time and effort, including but not limited to the sections below.

- A. **Meetings:** CAPC members must maintain consistent meeting attendance.
 - 1. **The CAPC holds a minimum of ten general meetings per year.** Unless otherwise determined by a vote of the membership, the meetings are held on the first Wednesday of each month at a site identified in writing in advance of the meeting. Special meetings may be called by the CAPC Executive Committee as needed.
 - 2. **Committees:** The CAPC forms committees, work groups or task forces as needed and members are encouraged to serve on at least one of these bodies. Such committees will make recommendations to the CAPC Executive Committee. Examples of committees, work groups or task forces may include:
 - a. Public awareness committee.
 - b. Professional training committee.
 - c. Policy and advocacy committee.
 - d. Fundraising committee.
 - e. Data and evaluation committee.
 - f. Service improvement/prevention plan committee.

g. Acting as an elected member of the Executive Committee.

3. **Trainings:** CAPC members are also encouraged to participate in training sessions that support CAPC development such as member orientation and yearly retreat.

B. Establishing and maintaining a level of knowledge and understanding of the needs of Solano children and families to support responsible policy, strategic and fiscal decisions by the Solano CAPC.

C. Actively engaging in policy, program or community outreach and awareness activities to promote the mission of the CAPC.

All applications will be reviewed by the CAPC Executive Committee and prospective applicants may be requested to appear for an interview prior to recommendation for approval.

Solano County Child Abuse Prevention Council
April 2022

Members	Agency/Organization
Public Services: Child Welfare Services, Children's Services, Probation	
Alex Winston	District 2 Representative, Solano County Board of Supervisors
Gene Ibe	First 5 Solano Children & Families Commission
Tara Knobbe	Solano County Child Support Services
Neely McElroy	Solano County Health and Social Services , Child Welfare Division
Tammy DeWitt	Solano County Probation, Juvenile Division
Criminal Justice System: Law Enforcement, District Attorney, Courts, Coroner	
Candy Pierce	CASA of Solano County
Angel Aguilar	Solano County District Attorney's Office
Vacancy	Law Enforcement
Prevention & Treatment Services Communities: Medical & Mental Health; Community-based Social Services; Public and Private schools	
Juan Cisneros	Child Start, Inc.
Cheryl Countee	Fairfield-Suisun Unified School District
Vacancy	Mental Health Service Provider
Guadalupe Lopez	North Bay Regional Center
Vacancy	Solano County Health & Social Services, Behavioral Health Division
Dr. Shandi Fuller	Solano County Health and Social Services , Public Health Division
Nicola Parr	Solano County Superintendent of Schools
Isabel Montano	Vacaville Family Resource Center
Community Representatives: Community Volunteers; Civic Organizations; Religious Community	
Joshua Mallory	Community Member
Zoe Bartholomew	Local Child Care Planning Council
Vacancy	Religious Community
Angelina Mackelvie	Solano Voices

Solano County Child Abuse Prevention Council

General Meetings 2022-2023

Date	Time	Type	Agenda Highlights
Wednesday, August 3, 2022	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, September 7 2022	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, October 5, 2022	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, November 2, 2022	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, December 7 2022	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, February 1, 2023	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, March 1, 2023	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, April 5, 2023	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, May 3, 2023	12:00 P.M. to 2:00 P.M	General Meeting	
Wednesday, June 7, 2023	12:00 P.M. to 2:00 P.M	General Meeting	

**SOLANO COUNTY
CHILD ABUSE
PREVENTION COUNCIL**

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Solano County Child Abuse Prevention Council (CAPC), supported by the Children’s Network of Solano County (CHILDREN’S NETWORK), and acting as the Solano County Child Abuse Prevention Council (CAPC).

ARTICLE II. AUTHORITY

Effective February 2021, the Solano County Board of Supervisors has directed that the CHILDREN’S NETWORK will convene and coordinate the activities of the CAPC as an operating council that addresses community efforts to prevent and respond to child abuse.

ARTICLE III. PURPOSE

Pursuant to Welfare and Institutions Code, Chapter 12.5 section 18982.2, the primary purpose of CAPC is to coordinate the community efforts to prevent and respond to child abuse. This shall include, but not be limited to the following:

- Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
- Promote public awareness of the abuse and neglect of children and the resources available for prevention, intervention, and treatment.
- Promote and facilitate training of professionals in the detection, treatment, and prevention of child abuse and neglect.
- Recommend improvements in services to families and victims.
- Encourage and facilitate community support for child abuse and neglect programs.

ARTICLE IV. VISION

All children and youth in Solano County are healthy, safe, resilient, and thriving

ARTICLE V. MISSION

Collaborate, advocate, and educate to improve systems to prevent child abuse and achieve equitable outcomes for Solano County children and youth

ARTICLE VI. ROLES AND RESPONSIBILITIES

The CHILDREN'S NETWORK is a separate, incorporated non-profit agency whose responsibilities include, but are not limited to, providing staff support to the function of the CAPC through a contractual agreement between the CHILDREN'S NETWORK and Solano County.

The CAPC is a council composed of members who are to assist with the development of strategic policies and annual and long-range work plans that further the CAPC Mission, Vision, Purpose, Priorities and Objectives.

ARTICLE VII. MEMBERSHIP

Section I – Voting Members

The Solano CAPC is made up of 20 volunteer members who represent many public and private agencies, community volunteers, a wide range of professional disciplines, a diversity of cultural and ethnic backgrounds, and the various geographical areas of the county. Per legislation, CAPC membership may include, but is not limited to, a reasonable balance of representation within the following categories:

- A. Public child welfare services, including the following:
 - The county welfare or children's services department.
 - The probation department.
- B. The criminal justice system, including the following:
 - Law enforcement.
 - The office of the district attorney.
 - The courts.
 - The coroner.
- C. Prevention and treatment services communities, including the following:
 - Medical and mental health services.
 - Community-based social services.
 - Public and private schools.
- D. Community representatives, including the following:
 - Community volunteers.
 - Civic organizations.

- The religious community.

Section II – Terms of Office

- A. All voting members shall serve a term of two years (2) years upon date of approval.
- B. A voting member whose term has expired may continue to serve in their capacity until a new member is approved.
- C. Terms are renewable at the request of the CAPC and with the approval of the CAPC Executive Committee.
- D. All voting members must reapply when their term expires if they want to continue to serve as a voting member of CAPC.

Section III – Requirements and Responsibilities of Voting Members

- A. It shall be the duty of each CAPC member to attend all meetings. In case of illness or other compelling commitments, the Executive Committee may excuse a member's absence
- B. Should a member fail to attend three (3) meetings in one (1) fiscal year without providing notice of their absence to the Executive Committee, the member will be asked to resign from the CAPC.

Section IV – Resignations

Any voting member may resign by filing a written resignation with the Executive Committee.

A thirty (30) day advance notice shall be submitted whenever possible.

Section V – Termination of Membership

- A. The Executive Committee may choose to declare a vacancy for a voting member due to failure to meet the attendance requirement or conduct which is inconsistent with the mission of the CAPC.
- B. The voting member will be contacted in writing about their attendance or conduct prior to the Executive Committee's decision.

Section VI – Vacancies and Selection Criteria

- A. When a vacancy of a voting member exists because of the expiration of a term, resignation, termination, or any other reason, the Executive Committee shall receive and review applications as vacancies occur and make recommendations for approval to the CAPC membership.
- B. Primary consideration is based on the contents of the prospective member's application. Each application shall identify the community, geographic area, system, service

organization, agency, or department the applicant represents.

ARTICLE VIII. MEETINGS

Section I – Open and Public

- A. Meetings of the CAPC will adhere to a collaborative governance process, with consensus as the fundamental principle.
- B. Items that qualify as an emergency can be added to the agenda at the meeting by the CAPC Coordinator and members of the Executive Committee.

Section II – Regular Meetings

- A. The CAPC shall hold ten regularly scheduled meetings per fiscal year. Unless otherwise determined by the membership, the meeting shall be held on the first Wednesday of each month at a site identified in writing in advance of the meeting. Public notice shall be made available through email.
- B. At least seventy-two (72) hours before each regular meeting, members of the CAPC shall receive by email the minutes of the previous meeting, and the agenda for the meeting.

Section III – Special Meetings

Special meetings may be called by the CAPC Executive Committee. The public and members of the CAPC shall be provided at least twenty-four (24) hours advance notice before each meeting.

Section IV – Voting Requirements

- A. Each member of the CAPC shall be entitled to one vote. The member must be present at an appropriately noticed meeting to cast their vote.
- B. The actions and decisions of the CAPC shall require a simple majority of those present, if 50% of the membership are present to vote.
- C. If a member is absent and excused from a meeting at which a vote will take place, they are allowed to cast their vote by email prior to the meeting.

ARTICLE IX. OFFICERS

There shall be the following officers of the CAPC: A President, and a Vice President.

Section I – Powers and Duties of Officers

- A. The President shall be the principal executive officer of the CAPC and shall in general supervise and control the business and affairs of the CAPC. He/she shall preside at all meetings of the CAPC; call special meetings of the CAPC as necessary and cancel meetings as necessary; and in general, shall perform all duties incident to the office of President and such other duties as may be assigned by the CAPC from time to time.
- B. The Vice President shall in the absence of the President, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President. The Vice President shall routinely chair the Executive Committee meetings to gain experience in leadership and in managing the meeting agenda.

Section II – Officer Vacancies

If one or both officer positions become vacant mid-term, the Executive Committee may fill the vacant office by appointment of an Executive Committee member subject to approval by the general membership.

Section III – Nomination and Election of Officers

A. Nominations

- 1. Nominations for officers may be made by any voting members of CAPC.
- 2. The Executive Committee shall present the recommended slate of officers to the full membership at the April meeting each year.
- 3. The Executive Committee may not nominate any of its members for any office, although an Executive Committee member may be nominated from the floor.

B. Elections

- 1. The election of officers shall be held at the May meeting each year.
- 2. Voting rights are limited to members of the CAPC. Voting is conducted by means of a secret ballot.
- 3. If no candidate for office obtains a majority, a run-off between the top two candidates shall be held immediately following the vote count.
- 4. Newly elected officers shall begin their responsibilities at the June, or the next scheduled CAPC meeting.
- 5. Each elected officer shall serve for a term of two (2) years and may be re-elected for no more than two consecutive terms in the same office.

ARTICLE XI. COMMITTEES

Section I – Operational Committees

A. Executive Committee

The Executive Committee shall include the President, the Vice President, and the immediate past President. Additionally, the Chairpersons of each standing committee of the CAPC shall be made members of the Executive Committee upon the request of the standing committee chair.

The Committee shall:

1. Develop agendas and facilitate general membership meetings.
2. Guide the strategic direction and implementation of the CAPC approved Prevention Plan.
3. Review member applications and make recommendations for approval by the membership
4. Review recommendations from CAPC Standing Committees for presentation to the General Membership.

Section II – Program-related Standing and Ad-Hoc Committees

The CAPC, by Resolution adopted by a majority, may designate and appoint one or more committees each of which may consist of two or more CAPC members. Such committees will make recommendations to the CAPC and cannot independently exercise the authority of the CAPC except when specifically authorized to do so. Possible categories for committees include:

- A. Public awareness and community engagement
- B. Data and evaluation
- C. Advocacy and policy
- D. Professional development and training

Each committee may include non-CAPC members. Each committee shall have a Chairperson who shall be a CAPC member.

ARTICLE XII. BYLAWS

These by-laws shall be approved and may be amended by a majority vote of those members of the CAPC, provided that the recommended amendments shall have been submitted in writing with a two week notice to the CAPC's total membership for review. These by-laws shall become effective immediately upon the approval of the CAPC membership and will be subject to review by the membership annually.