

Child Advocates of Nevada County

SPECIFIC Duties and Responsibilities of the Foothills and Truckee Healthy Babies Community Advisory Board

Foothills/Truckee Healthy Babies (FTHB) has a Community Advisory Board (CAB) specific to the program. The CAB provides advice and recommendations to the FTHB Program Manager and the Child Advocates of Nevada County (CANC) Board of Directors (BOD) on issues related to the FTHB Program. The CAB will be composed of the Executive Director of CANC, the Program Manager of the CANC FTHB Program, the Maternal Child and Adolescent Health (MCAH) Director designee, and community members who possess skills and knowledge that support the FTHB Program.

The CAB members serve at the discretion of the CANC BOD. A member of CANC BOD will attend at least one FTHB CAB meeting per year. The CANC Executive Director acts as the liaison between the CAB to the BOD and reports to them on CAB activities at least once a year. The MCAH Coordinator and the Program Manager of FTHB serve as the Co-Chairs of the CAB. The Program Manager of FTHB works closely with the CAB to plan, implement, and assess program services. A roster of CAB members is kept current and available upon request.

CAB members' recommendations are to be governed by *Healthy Families America* (a program of *Prevent Child Abuse America*), the *California Home Visiting Program (CHVP)* and the CANC policies. CAB members are guided by the CANC *Philosophy of Executive Leadership and Supervision* in all actions.

The FTHB Community Advisory Board's specific duties are:

- Attend quarterly meetings or more often as needed.
- Read quarterly program reports in order to give program advice and recommendations.
- Assist in planning, assessing and implementing FTHB program services by sharing pertinent expertise and experience with the FTHB staff to build a strong program. Provide recommendations to the Program Manager on issues related to the program and policies, and develop policy recommendations if needed.
- Assist in access to client screening referral system; advocate for children and families by sharing information in the community about FTHB program and its goals and by participating in Public Awareness of Foothills and Truckee home visiting programs.
- Actively work with service providers and community organizations representing the western Foothills and Truckee to integrate FTHB's services into a comprehensive safety-net of prevention and intervention services.

- Promote strong community relations; assist in interagency collaboration and partnerships to leverage opportunities. Share information about FTHB Programs to improve the referral system and community linkages and reduce duplication of services fostering seamless systems and services.
- Establish or improve assisting with the formation of agreements and memorandums of understanding for the FTHB Program referral and service system as needed.
- Identify gaps in services and work toward solutions to address those gaps. Bring ideas and recommendations to the CAB.
- Assist in quality assurance/improvement by participating in evaluation activities as required by the FTHB Program funders.

CAB Member Name: _____

Signature _____

Date _____