



State of Tennessee
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**TENNESSEE CHILDREN'S SERVICES
COMMISSION
(KAREN EDWARDS, EXECUTIVE DIRECTOR)
1964 - 1969; 1972 - [1982-1986] - 1987**

RECORD GROUP 304

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MICROFILM ONLY

INTRODUCTION

This collection of records covers the period from 1964-1969, when the organization currently named the Tennessee Commission on Children and Youth was called the Tennessee Youth Guidance Commission; 1972-1980, when it was renamed the Tennessee Commission on Children and Youth; and 1980-1987, when it was called the Tennessee Children's Services Commission. The heaviest concentration of material comes from the years between 1982 and 1986, when Dr. Karen Edwards was Executive Director.

This record group originally consisted of eight cubic feet of material.

Original order within this record group was quite random; even within specific folders, order was rarely chronological or alphabetical. The records have been reorganized into twelve folders, filed principally in chronological order for the purposes of simplifying study and analysis. The records were reduced to about one and one-half cubic feet.

The documents have been microfilmed and the originals disposed of according to State-Approved Records Disposition Authorization #S1615.

SCOPE AND CONTENT NOTE

These files contain organizational data, correspondence, meeting minutes, contracts, and legislative information from the Tennessee Commission on Children and Youth between the years 1964 and 1987. During the relevant years this organization had three directors and was known by three other names: the TN Commission on Youth Guidance, the TN Youth Guidance Commission, and the TN Children's Services Commission.

The files are incomplete: Box 4 was missing from the 8-box set; it is also apparent that the material from the earlier years (Box 8 of 10) was part of a different record group. None of the material in that box came from the period when Dr. Karen Edwards was Executive Director, whereas all the material in the other boxes dated from the Edwards years. Only a small number of McBride [see Agency History] letters had been stored and forwarded to us. Most of the letters are from 1968, with a very few from 1964, 1965, 1966, and 1969. The bulk of the Ledsinger [see Agency History] correspondence principally covers the years 1977-1979, with a scattering of letters from other years.

Since the collection was so thoroughly unstructured, original order has not been maintained. The boxes delivered to the Archives typically dealt with a period of two to five years, but they often included random folders of material from other periods as well. Documents within each folder were sometimes organized in chronological or alphabetical order, but the folders themselves were placed arbitrarily into boxes with material that was only loosely related, at best. Many memos, both to staff and Commission members, were undated, as were a number of news releases. Specific documents, from meeting minutes to budget/audit reports, appeared randomly in the files of various staff members.

In order to make documents more easily accessible to the researcher, the microfilmed material has been arranged by type (minutes, correspondence, contracts, and so forth) and chronology. Much of the correspondence in staff members' files was duplicated in other staffers' files; only one copy of each document has been maintained. If the same form-letter was sent to a large number of individuals, only two or three representative copies were kept.

AGENCY HISTORY

An act of the legislature established the TN Commission on Youth Guidance in 1955 to collect information, propose legislation, and coordinate the activities of all state and local agencies serving young people. An advisory body only, it is restricted by law from providing direct services to children. By 1964, when the earliest documents in this record group appeared, the organization was called the Youth Guidance Commission, under the direction of Executive Secretary Parker McBride. By 1973 the organization had changed its name to the TN Commission on Children and Youth (TCCY) and was led by Executive Director Jere Ledsinger. Shortly after Ledsinger's resignation in 1980, the Commission was terminated, to be replaced by the TN Children's Services Commission (TCSC), headed by Executive Director Karen Edwards. After 1983 the Commission added a Juvenile Justice Division, which shared the TCSC staff and was responsible, after 1983, for collecting data about juvenile justice needs, developing the State Juvenile Justice Plan for the Juvenile Justice Commission (JJC), processing all juvenile justice grant applications, and monitoring grantees' compliance. Since many JJC documents appeared in TCSC files, they have been retained in this record group.

The TCSC was created by the Public Acts of 1980, Chapter 865, to replace both the TCCY and the Office of Child Development. The Act provided that the functions of the older agencies be merged to form the new Commission, which worked with service providers (particularly State agencies), child advocacy groups and other organizations, and interested citizens to improve services available to young people. The major focus of the TCSC was to improve coordination between State departments; to develop uniform standards for children's services; to collect statistical data on conditions affecting children's health, education, and welfare; and to inform the public about children's issues. From 1980-1988 the Commission consisted of a small central staff, eight district coordinators throughout the state, and a nine-member board of commissioners.

In 1988 the State Legislature created the TN Commission on Children and Youth (TCCY), an independent agency which took the place of the TCSC. Linda O'Neal was named Executive Director. Most agency functions have remained the same: advocacy of legislation, policies, and programs which promote and protect the health and well-being of children; development of regional councils to facilitate the exchange of information and to encourage mutual support and cooperation; collection of information on children and families for the development of policies and services; evaluation of services for all children in State care; and coordination of efforts to enhance services for children and youth, especially in the areas of juvenile justice and teen pregnancy prevention.

The policy-making body of TCCY is a 21-member commission, including at least one member from each of Tennessee's nine development districts, all appointed by the governor for six-year terms. The addition of five youth advisory members meets the federally mandated composition required for a state advisory group.

TCCY continues to staff and coordinate the nine regional councils charged with addressing the local needs of children and families and providing organizational structure for statewide networking on behalf of children and families.

CONTAINER LIST
BOX 1

<u>Folder 1.</u>	<u>Minutes</u>	
1972	11-21	Advisory Committee on the Senate Commission on Child Neglect, Dependency, and Abuse
1976	12-6	State Advisory Committee on Child Abuse
	12-17	Jurisdiction Subcommittee of Committee on Child Abuse
1977	1-10	State Advisory Committee on Child Abuse and Neglect
	1-25	Program Committee, 1977 Juvenile Justice Conference
	1-28	State Advisory Committee on Child Abuse and Neglect
	3-17	State Advisory Committee on Child Abuse and Neglect
1978	2-9	State Advisory Committee on Child Abuse and Neglect
	8-23	TN Commission on Children and Youth
	12-12	TN Commission on Children and Youth
1979		<i>None</i>
1980	2-13	Child Health Planning Committee, TN Chapter, Am. Academy of Pediatrics
1981	9-14	TCSC Staff Meeting
	9-21	TCSC Staff Meeting
	10-5	TCSC Staff Meeting, Fall Creek Falls
	10-13	TCSC Staff Meeting
	10-28	TCSC Staff Meeting
	11-10	TCSC Staff Meeting
	11-17	TCSC Staff Meeting
1982	1-5	TCSC Staff Meeting
	1-19	TCSC Staff Meeting
	2-12	TCSC Staff Meeting
	3-26	TN Children's Services Commission
	3-29	TCSC Staff Meeting
	4-5	TCSC Staff Meeting
	4-26	TCSC Staff Meeting
	5-3	TCSC Staff Meeting
	5-10	TCSC Staff Meeting
	6-7	TCSC Staff Meeting
	6-11	Upper Cumberland Regional Interdepartmental Committee
	6-21	Southeast Regional Interdepartmental Committee
	6-22	East Region Interdepartmental Committee
	7-7	West Tennessee Regional Interdepartmental Committee
	7-14	Memphis Interdepartmental Committee
	7-14	Interdepartmental Community Liaison Committee
	7-19	Southeast Region Interdepartmental Committee
	7-21	Tri-Cities Regional Interdepartmental Committee

(1982) 7-27 East Region Interdepartmental Committee
8-2 South Central Region Interdepartmental Committee
8-3 Interdepartmental Community Liaison Committee
8-9 TCSC Staff Meeting
8-22 Memphis Interdepartmental Committee
8-22 Interdepartmental Community Liaison Committee
8-28 Knoxville Interdepartmental Committee
11-15 TCSC Staff Meeting
1983 1-3 TCSC Staff Meeting
1-17 TN Children's Services Commission
1-31 TCSC Staff Meeting
2-7 TCSC Staff Meeting
2-14 TCSC Staff Meeting
2-25 TN Children's Services Commission
2-28 TCSC Staff Meeting
3-8 TN Children's Services Commission
3-22 TCSC Staff Meeting
3-25 TN Children's Services Commission
4-25 TCSC Staff Meeting
5-23 TCSC Staff Meeting
7/28 Johnson County/Mountain City Child Care Task Force
8-15 TCSC Staff Meeting
8-29 TCSC Staff Meeting
9-12 TCSC Staff Meeting
9-26 TN Juvenile Justice Commission
10-20 TCSC Sub-Committee on Mental Health
10-31 TCSC Staff Meeting
12-6 TCSC Staff Meeting
12-6 TN Task Force on Family Violence
12-13 Davidson County Care Committee
12-14 TCSC Staff Meeting
12-20 TCSC Staff Meeting
1984 1-3 TCSC Staff Meeting
1-17 TN Children's Services Commission
1-24 Davidson County Care Committee
2-17 TN Children's Services Commission
2-21 Davidson County Care Committee
2-23 Subcommittees: Education
Juvenile Justice
Prevention/Healthy Children
Legislative
Membership and Nominating
3-6 Volunteer Involvement Subcommittee of the Healthy Children
Task Force

- (1984) 3-20 Davidson County Care Committee
- 3-29 TCSC Staff Meeting
- 5-1 Region IV Mental Health Planning Committee
- 5-2 Education Subcommittee
- 5-2 Volunteer Involvement Subcommittee of the Healthy Children Task Force
- 7-17 Mission Subcommittee of the TPS Advisory Committee
- 7-26 TPS Advisory Committee
- 8-3 East Tennessee Regional Detention Meeting
- 9-14 TN Children's Services Commission
- 9-20 Core CARE Committee
- 10-10 Hiwassee Subregional Children's Services Council Meeting
- 11-13 Early Identification Task Force of the Preschool Services Planning Committee
- 12-7 TN Children's Services Commission
- 12-13 TN Juvenile Justice Commission
- 12-20 TN Juvenile Justice Commission
- 12-31 TPS Advisory Committee
- 1985 1-11 TN Children's Services Commission
- 2-15 TN Children's Services Commission
- 3-7 TPS Advisory Committee
- 3-22 TN Children's Services Commission
- 5-10 TN Children's Services Commission
- 10-23 TN Children's Services Commission
- 11-8 TN Children's Services Commission
- 1986 1-31 TN Children's Services Commission
- 3-18 TN Children's Services Commission
- 6-6 TN Children's Services Commission
- June TCSC Staff Retreat
- 7-18 TN Children's Services Commission
- 9-12 TN Children's Services Commission
- 9-26 TN Children's Services Commission
- 11-7 TN Children's Services Commission

Folder 2. Organizational charts, policies, functions, activities; task forces, 1979-1986

1. Organizational charts; staff and budget information
2. Profile of organization; fact sheets; policies
3. Legislative mandates and accomplishments
4. Committees and Projects: Composition, tasks, accomplishments
 - CARE Linkages Project
 - Child Abuse Task Force
 - Community Prevention Projects

- Coordinating the Identification of Young Children with Handicapping and Risk Conditions
- Day Care Task Force
- Healthy Children Initiative
- Preschool Services Planning Committee

- Folder 3. Correspondence, December 15, 1964 - January 29, 1969: Tennessee Commission on Youth Guidance, Parker McBride, Executive Secretary
- Folder 4. Correspondence, 1972-1980: Tennessee Commission on Children and Youth, Jere Ledsinger, Executive Director
- Folder 5. International Year of the Child, 1979 : Correspondence, Minutes, Program Information
- Folder 6A. Correspondence, 1980-1983: Tennessee Children's Services Commission, Karen Edwards, Executive Director
- Folder 6B. Correspondence, 1984-1986: Tennessee Children's Services Commission, Karen Edwards, Executive Director
- Folder 7: Contracts for Support Services in District Offices
- a. Map of Regional Child Development Districts and List of Coordinators
 - b. City of Memphis, Memphis Delta Development District -- Contracts: 2/83-6/83, 6/83, 7/83-6/84, 7/85-6/86, 7/86-6/87
 - c. East Tennessee Development District/University of Tennessee, Office of Continuing Social Work -- Contracts: 7/83-6/84, 7/84-6/85, 7/85-6/86, (switch to UT) 1/86-6/86, 7/86-6/87
 - d. First Tennessee/Virginia Development District --Contracts: 7/82-6/83, 10/83-6/84; First TN Development District -- 7/84-6/85, 7/85-6/86, 7/86-6/87
 - e. Northwest Tennessee Development District -- Contracts: 4/83-6/83, 7/83-6/84, 7/84-6/85; Easter Seals/Community Developmental Services, NW Development District -- Contracts: 12/85-6/86, 7/86-6/87
 - f. Office of Planning and Development -- Contract: 7/85-6/86
 - g. South Central Tennessee Development District -- Contracts: 7/83-6/84, 7/84-6/85, 7/85-6/86, 7/86-6/87
 - h. Southwest Tennessee Development District/Manpower Temporary Services -- Contract: 11/86-6/87
 - i. Tennessee Department of Health and Environment -- Contract for The Healthy Children Initiative: 4/84-6/84
 - j. University of Tennessee, Public Law Institute -- Contract for research assistant to conduct legislative research for the Commission: 6/85-11/85

- k. Upper Cumberland Development District -- Contracts: 7/83-6/84, 7/84-6/85, 7/85-6/86, 7/86-6/87
- l. Vanderbilt University/Peabody College -- Contract for research on early childhood programs in Tennessee serving children at risk of mental retardation: 1/83-6/83

Folder 8: Juvenile Justice Commission documents and correspondence, 1983-1985

- a. Correspondence 10-21-1983 to 1-13-1984
- b. 1983 Proposed staff responsibilities
- c. Grant awards 12-1982 to 9-1984
- d. 1983-1984 Budget
- e. 1984-1985 Goals and activities; Staff; Funds available in Tennessee
- f. By-laws and policies
- g. 1984 Annual Report; fact sheet
- h. 1985-1986 Funds available in Tennessee

Folder 9: Legislative alerts; position statements 1983-1986

Folder 10: Reports, statistics, fact sheets; proposals; status reports; grants; surveys; conferences

Folder 11: *Spectrum* (newsletter) articles; news releases; speeches 1978, 1983, 1984

Folder 12: Budget and audit information

- 1977 Budget Expansion Request
- 1978 Budget Expansion Request; Letter *re* cash accounts, statement of compliance
- 1979-1984 Budget information
- 1980-1982 Budget information
- 1980-1986 Budget information
- 1981-1982 Audit information; report of action on implementation of audit findings
- 1982-1983 Audit follow-up procedures; audit report findings; proposed expenditure savings; "set-asides"; emergency rules for distributing funds to county courts
- 1983-1984 Proposed expenditure savings; response to audit questions; budget impact analysis by program
- 1984-1985 State Audit: Matrix of Activities of the Tennessee Children's Services Commission; Proposed Budget, Juvenile Justice Commission
- 1985-1986 TCSC Budget, Expenditures, Overview
- 1986-1987 Budget outline; Proposed budget improvements