

**Region IV Citizen Review Panel
707 N. Armstrong Pl, Boise, ID 83704
White Pine Room
Tuesday, January 4, 2022
4:00 pm – 6:00 pm MST**

Join Zoom Meeting

<https://us06web.zoom.us/j/84638154043?pwd=aDZ0d2EzREhTbzZSMW9uZHBYaStOZz09>

Meeting ID: 846 3815 4043

Passcode: 693507

Find your local number: <https://us02web.zoom.us/j/km2v1Mpl4>

Panel Members Present: Britney Journee, Kym Nilsen, Allison Berkson, Shannon McCarthy, Nicole Noltensmeyer.

Panel Members Absent: Brian McCauley.

Staff: Courtney Boyce, Laura Smith, and Russ Duke (Central District Health) Niki Flock (DHW)

Citizen Review Panel Meeting Call to Order: The District IV Citizen Review Panel Meeting was called to order at 4:01 p.m.

Motion: Britney Journee made a motion to approve the meeting agenda. Shannon seconded. None opposed. The motion carries.

Motion: Britney Journee made a motion to approve the meeting minutes. Shannon seconded. Nicole Noltensmeyer abstained. None opposed. The motion carries.

MOA: District Director Russ Duke signed the MOA.

The Director asked questions and a discussion was held about how the communication with DHW has been going and the Department following through on resolving issues. The panel discussed the reporting process and annual report that should be coming soon.

Annual Meeting: Courtney shared a google folder with the IDHW Forms, NDA, MOU, etc. According to the bylaws, the panel is to:

- review the bylaws, Code of Conduct and Agreement of Non-Disclosure Form and Confidentiality for any amendments or changes
- nominate and elect members to the office of Chair, Vice Chair, and Secretary
- address any other business needs or issues of the Panel for the upcoming year

The Panel decided to delay the voting process until next meeting as the current Chair is not in attendance. For the meeting minutes, the current Chair is Brian McCauley, Vice Chair is Allison Berkson, and Nicole Noltensmeyer is Secretary. Their terms are extended until the next meeting until voted upon.

By-Laws: Courtney discussed the suggested amendments to the bylaws which were updated to include MOA language.

Motion: Britney made a motion to approve the amendments as written. Kym seconded. None opposed. The motion carries.

Code of Conduct and Conflict of Interest: Courtney shared the Code of Conduct Policies: Synopsis and Conflict of Interest: Synopsis.

Open Meeting Law: There are three separate documents on the google drive. Courtney shared her screen with a summary and explained each requirement and consequences of not meeting the requirements. All the documentation is made available to Panel members electronically.

Agreement of Non-Disclosure Form and Confidentiality: Courtney shared the agreement and explained its contents.

MOA with CDH: Roles and responsibilities. Courtney explained the position and responsibilities of the administrative assistant when they are hired.

Agenda: The Panel asked about how the processes have been done and discussed sending a reminder email to the Executive Committee prior to the 15th.

Monthly Evaluation Form: The Panel discussed the timeline and process of the AA submitting to the Secretary and the process for distributing the form.

Quarterly Report Draft: The Panel discussed how previously Courtney assisted with the recommendations and how now the Panel will submit a draft of the recommendations to the AA, the AA will add meeting synopsis, case review and in-kind narrative to the report and send to Panel members.

Budget: The Panel discussed preparing the budget to present at the first panel meeting of each quarter.

The Panel discussed how often the DWH will be attending Panel meetings and determining if DWH will still be attending Panel meetings quarterly. Courtney has provided the budget as it is up to date in the Google Drive for the Panel to review.

Meeting Attendance: The Panel discussed expectations of Courtney's role and what the Panel would like to see.

DHW CRP Listening Project Results: The Panel discussed the report that had been provided by the Department and the commitments the Department made. Allison shared a summary of the report. The Panel was encouraged that concerns are being heard and addressed. Courtney asked Nikki if it's possible to get an update org chart from DHW. Nikki responded that she would work on getting that. Courtney suggested the org chart be added into the report.

Legislative Action Items: The Panel decided to postpone this discussion until Brian is present.

Action Item: Place Legislative Action Items on the next meeting agenda.

Trauma-Informed Bills: The Panel discussed that last year it was proposed that adoptive parents be identified on the birth certificate. Now if you adopt a child your name appears as the birth parent and there is not any information about the birth parent. There was a proposal to update that with vital statistic records, but it did not pass. Courtney shared that out of 187 bills introduced in 38 states, Idaho had 1. Nicole added that just because there are not bills, doesn't mean that trauma-informed care is not being addressed with kids.

Courtney asked Nikki if DHW has a strategic plan for becoming a trauma-informed organization? Nikki responded that they talk about it while working through cases with kids and families and they are in the process of vetting the facilities or resources to make sure there are trauma-informed practices. They are looking at if they are placing kids in facilities for more than they need or are they just housing them. Nikki will investigate it further. The Panel discussed trauma-informed training that is available.

Foster Family Listening Session: Nicole asked if we want to set this up via ZOOM or do we wait to see if the pandemic allows in person. The Panel discussed an open mic night to invite families to come and tell their stories about systemic issues and the procedures that would be involved to keep it address systemic issues. Also discussed how to get the information out to the foster parents. The Panel discussed scheduling this for March.

Action Item: Add to next month's agenda to finalize the plans. Nicole will have a draft of the guidelines and will provide it prior to the February meeting. March meeting will be three hours with community input from 6-7 p.m.

Courtney shared concerns about room space and moderating chat and time. The Panel also discussed a constant place for this input on an ongoing basis. Nicole clarified that this would be a chance for the people to speak and to present issues, not a session to discuss the issues.

Motion: Nicole made a motion that the Panel go into Executive Session per Idaho Code § 16-647(d) for the District IV Citizen Review Panel to discuss items exempt from public disclosure as outlined in §74-105. Britney seconded the motion. The Panel voted as follows: Allison Berkson, Aye; Britney Journee, Aye; Kym Nilson, Aye; Nicole Noltensmeyer, Aye; Shannon McCarthy, Aye.

The Panel went into Executive Session at 5:31 to 6:00 p.m. to discuss specific child welfare cases and situations exempt from public disclosure, due to the private natures of the cases.

Motion: Nicole made a motion to leave Executive Session. The Panel voted as follows: The Panel voted as follows: Allison Berkson, Aye; Britney Journee, Aye; Kym Nilson, Aye; Nicole Noltensmeyer, Aye; Shannon McCarthy, Aye.

The Panel left Executive Session at 6:00 p.m.

Adjourn

Nicole Noltensmeyer, Secretary to the Region IV Citizen Review Panel, adjourned the meeting at 6:01 p.m.

Meeting minutes provided by Linda Stormes