



**District IV Citizen Review Panel Meeting
Central District Health Department
707 N. Armstrong Place, Boise, Idaho
Tuesday, November 2, 2021
4:00 PM – 6:00 PM**

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Panel Members Present: Brian McCauley, Kym Nilsen, Shannon McCarthy, Allison Berkson; Darcie Bobrowski (virtual). Nicole Noltensmeyer absent.

Panel Members Absent: Nicole Noltensmeyer, Britney Journee

Staff: Courtney Boyce (Central District Health), Laura Smith (Central District Health), Linda Stormes (Central District Health)

Guests: Niki Flock (Idaho Department of Health and Welfare)

Citizen Review Panel Meeting Call to Order

Brian McCauley, Panel Chair, called to order the District IV Citizen Review Panel meeting at 4:02 PM.

Motion: Brian made a motion to approve the meeting minutes. Shannon seconded. None opposed. The motion carries.

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

Courtney shared the Memorandum of Agreement on her screen so the Panel could work on the draft. Courtney asked for thoughts, feelings, and opinions. Brian stated he felt it was clear and succinct. Kim noted it's not too complicated and keeps them on task. Courtney noted that Russ has not seen it yet as we wanted to make sure the Panel approved it first. The panel discussed and made changes to the agreement.

Motion: Brian made a motion to approve the MOU as presented. Kym seconded. None opposed. The motion carries. Laura noted a misspelling of Russ's name which will be corrected.

Mission, Vision, and values: Courtney discussed looking at sustainability of panel. It is important that whatever we decide for the Panel today is going to help future promotional efforts, our reaching out to the community, and educating other partners about the work of the CRP. It's important for anyone searching the group to know what we are doing and what our work is. Courtney shared her screen and shared a few different ideas from other CRPs.

Courtney noted that Laura, in her role as a program manager, coordinates with others across the state and talked about this the other day to see where other districts are according to their understanding. Three of the districts have admin support that role and are barely getting by. Two others by division administrators, district director, are struggling with where the public health district steps in, where do they step back. Region 4's Panel is leading the charge.

Brian suggested we make available this kind of stuff along with logo so if they want to use them, they don't have to reinvent them and might help to create sustainability for them over time as well.

Courtney shared this was taken from Pennsylvania, Wyoming, Oregon, Alaska, and California. They have the most robust web sites. These are things we have talked about before, recognizing the ongoing trauma. Courtney read the Background section of the proposed Vision, Mission and Values document

The panel discussed additions to the draft and made changes accordingly.

Courtney clarified the purpose, missions and values will be voted on as they will be going out to the public. The background doesn't necessarily have to go out to the public and could be word smithed later. The Panel agreed.

Courtney will send the document out for everyone to think about between now and next meeting.

Case review questions: Brian reported that Lance McCleve reached out to him and had heard that we were having frustration with case reviews and finding the right files. He wanted to review a case together so he could see what we were seeing. Alison joined the meeting as well. One thing he identified would be valuable was for him to have a series of questions that we are trying to answer when we are reviewing a case that he could take to his team and say show me how we can answer this question and how we would answer this question accurately. Then he could show his team and they could see that there's no way we could do it because we don't have access to the documents. One of the big things we were talking about were the internal notes from the department. He wants us to put together a list of questions of what we look at.

Courtney shared the questions that the panel had created in August 2019 on a google drive. The panel reviewed and made changes to the questions.

Courtney shared the Amended Bylaws and the Panel discussed and made changes by adding the words "up to" in Article II Members, 2.1 Number of Members and Term so it reads: "The Panel shall have up to seven (7) members"

Brian asked how that affects majority or quorum.

Courtney responded it does not affect it.

The Panel also made a change to the term a member shall serve, and it now reads: "Each member shall serve a two-year term and shall be eligible for reappointment to the Panel at the end of such two-year term."

Motion: Brian made a motion to amend Article II, Section 2.1 of the Bylaws. Shannon seconded. No one opposed.

Brian asked Darcie, do you want to continue, or would you like to make this your last meeting?

Darcie responded she would like to make it last meeting but willing to help more if needed.

Courtney asked Darcie for a written one with the date so I can send it off to DHW?

Darcie responded yes and she will drop off the binder so it can be reused.

Courtney provided the Trauma Informed Conference update. The conference had six presentations with ten subject-matter experts. Ten agencies signed on and endorsed the conference. There were 153 participants on the first day; second day had 127 participants. Planning to have another conference in the next six to eight months and will have a clear plan for types of traumas we will be addressing and will have a longer period of promotion time. People who attended all got info about the Panel.

Brian adjourned the meeting at 6:06 p.m.

The next meeting is December 7, 2021, at 4 p.m. at Central District Health in the White Pine Room.

Minutes prepared by Linda Stormes