



**Region IV Citizen Review Panel
707 N. Armstrong Pl, Boise, ID 83704
Bluebird**

**Tuesday, December 6, 2022
4:00 pm – 6:00 pm**

Meeting Minutes

Members: Brian McCauley, Katie Fidrych, Allison Berkson, Merritt Dublin, Nicole Noltensmeyer, Britney Journee

Absent: Shannon McCarthy

Staff: Courtney Boyce and Jason Shaw (CDH)

Call Meeting to Order

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

Motion: Brian made a motion to approve the November meeting minutes as written. Nicole seconded. None opposed. The motion carried.

Motion: Brian made a motion to approve the December agenda as written. Britney seconded. None opposed. The motion carried.

Case File Documentation Project

Allison Berkson introduced the case file documentation project. It started two years ago as part of an effort to facilitate foster parents getting their input in the case file in an official way. A form for foster parents to fill out was created a year ago. This form was optional, and provided structure for the family to provide input. It was set aside during Spring, but was picked back up, and the form was provided to a workgroup to evaluate the form. The form has been resurrected to provide information to both the foster parents and the case worker.

The intent is for it to be rolled out for a pilot program by February, and begin training case workers and foster families on it. The notes will also show historical information from any previous foster families, and if something requires action or a response on the part of the case worker, the foster parents will be notified when that is done. Brian asked if this information would be admitted in court, and Allison indicated it would be.

Collaboration, Assignments Discussion

Brian discussed the foster parent survey the CRP is considering building out. He has prepared a list of possible questions for the survey, and they will discuss them at the next meeting. There was also an informal assignment for Merritt to reach out to the prosecuting attorney's office and gather information about the MDT process, and whether there was a mechanism in place for the independent citizen review of statutory procedures.

Shawna Dunn, a leader in the Prosecutor's Office, replied indicating that they had begun a review of the MDT process. However, as the statute is currently interpreted, there is currently no mechanism by which non-offending parents would know the date of an MDT on a case. The Panel discussed inviting Shawna to a future meeting to provide more information in person. The intent is for that to happen during the January meeting, pending Shawna's availability.

Executive Session

Motion: Nicole moved that the Panel, pursuant to Idaho Code §74-206, convene in Executive Session to discuss items exempt from public disclosure. Britney seconded. The motion was confirmed by roll call vote. Nicole Noltensmeyer, aye; Merritt Dublin, aye; Allison Berkson, aye; Britney Journee, aye; Brian McCauley, aye.

The Panel entered into Executive Session at 4:26pm to discuss items exempt from public disclosure. During this session, the Panel received information on cases.

Motion: Nicole moved that the Panel, pursuant to Idaho Code §74-206, exit Executive Session at 5:05pm. Brian seconded the motion. The motion was confirmed by roll call vote. Nicole Noltensmeyer, aye; Merritt Dublin, aye; Allison Berkson, aye; Britney Journee, aye; Brian McCauley, aye.

IDHW Annual Response

Merritt Dublin discussed the request for more detailed information in response to their inquiries. She felt that a lot of the issues raised would come up as part of a normal quality assurance process that could easily be found and reviewed. She also said she would like to have a better understanding of what DHW already knows about systemic problems, and how they could help address those issues. There hasn't always been follow-up when recommendations are made, and they're left as open questions.

Merritt then asked about new supervisor training that was rolled out at DHW, and whether all supervisors would receive that training. Heather said there was a new supervisor academy that was rolled out at the beginning of this year, but it would take some time to get everybody cycled through, given restrictions on class sizes. It covers issues such as how to disposition a case, what the disposition statement needs to look like, and issues to look out for. It covers the technical pieces of being a supervisor that had previously been covered by peer-to-peer and supervisor to supervisor training.

Allison asked if it was possible to setup a remote drive everybody could access documentation. Courtney Boyce replied that the only solution is a Google drive. However,

Google doesn't feature any encryption or protection, so no HIPAA relevant documents could be contained in any documents on that drive.

New Candidate Interview

Alisha Merrill introduced herself to the Panel. Brian introduced the Members of the Panel, and each Member gave a brief description of their background. The first question was why Alisha wanted to serve on the Panel, followed by how long she has been a foster parent. Alisha also discussed her experience being a foster child, her family today, and her experience having a foster child while her husband was in the military stationed in Mountain Home.

New Candidate Discussion

The Panel discussed their impression of Alisha. It was decided to vote on her membership at the January meeting when the Panel memberships are all being renewed. Her application was sent out to all Panel members for review in preparation for that vote.

Adjourn

Brian McCauley, Region IV Citizen Review Panel Chair, adjourned the meeting at 6:02pm.

Meeting minutes prepared by Jason Shaw