



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

**Tuesday, February 7, 2023
4:00 pm – 6:00 pm**

Meeting Minutes

Members: Brian McCauley, Allison Berkson, Merritt Dublin, Nicole Noltensmeyer, Britney Journee, 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 December meeting minutes as written. Britney seconded. None opposed. The motion carried.

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

Annual Membership Votes, Discussion

Allison started the discussion on the leadership position of Chair, Co-Chair, and Secretary. The opportunity was put forward for new members to assume those positions if they desired. Nobody expressed a desire to shift leadership roles. Allison nominated Brian as Chair. Brian accepted the nomination.

Motion: Allison moved to retain Brian as Chair. Merritt seconded. The motion was confirmed by roll call vote. Britney Journee, aye; Merritt Dublin, aye; Shannon McCarthy, aye; Allison Berkson, aye; Brian McCauley, aye; Nicole Noltensmeyer, aye.

Nicole nominated Allison as Co-Chair. Allison accepted the nomination.

Motion: Nicole moved to retain Allison as Co-Chair. Merritt seconded. The motion was confirmed by roll call vote. Britney Journee, aye; Merritt Dublin, aye; Shannon McCarthy, aye; Allison Berkson, aye; Brian McCauley, aye; Nicole Noltensmeyer, aye.

Brian nominated Nicole as Secretary. Nicole accepted the nomination.

Motion: Brian moved to retain Nicole as Secretary. Britney seconded. The motion was confirmed by roll call vote. Britney Journee, aye; Merritt Dublin, aye; Shannon McCarthy, aye; Allison Berkson, aye; Brian McCauley, aye; Nicole Noltensmeyer, aye.

A contact was forward to the Panel from District 3 who was interested in working with the Citizen Review Panel. As the open position is going to be filled by an applicant who has already been interviewed, it was decided to keep any interested emails in reserve should an opening arise. The Panel discussed approving Alisha Merrill's application to join the Region 4 CRP. It was felt her perspective as a former foster youth would be invaluable to the Panel's work.

Motion: Allison moved to approve Alisha's application. Britney seconded. The motion was confirmed by roll call vote. Britney Journee, aye; Merritt Dublin, aye; Shannon McCarthy, aye; Allison Berkson, aye; Brian McCauley, aye; Nicole Noltensmeyer, aye.

Discussion moved on to the R4CRP bylaws and code of conduct. No changes were made to the bylaws or code of conduct.

Motion: Allison moved to approve the bylaws and code of conduct as currently written. Britney seconded. None opposed. The motion carried.

Allison asked if there was a Teams channel, or some equivalent thereof, where the CRP could store documents they were using or working on. Jason replied that there wasn't, due to concerns around information security and privacy requirements. Currently, case files for review are being stored on a secure device. The CRP expressed an interest in having a remote storage system that everybody could access to retain documents in a way that meets security requirements. Allison indicated that Teams does meet HIPAA requirements. Jason will follow up with IT to inquire about setting up a Teams or OneDrive channel for CRP that non-CDH employees could access and utilize. The results of that inquiry will be discussed at the next meeting.

Discussion moved to the idea of a survey for foster parents to fill out to indicate their feelings around issues such as support, preparation, and communication with DHW. Nicole pointed out that since that wouldn't include any sensitive information, it could be done via a Google Docs form being shared by email. The Panel expressed approval of that idea, and Nicole agreed to compile a questionnaire.

Courtney mentioned that the MOA with CDH was the last piece of business needing to be voted on before going into Executive Session. Changes to the MOA were discussed. First was the change regarding grant writing. CDH has hired a grant writer, so any grants being written would go through that employee for review instead of going through Jason. The other change made was adjusting the language regarding the effective dates of the agreement. Instead of listing specific dates as was done previously, it is being shifted to indicate an effective range of the first meeting of the current calendar year through the first meeting of the following calendar year to avoid complications should the date of that first meeting shift for any reason.

Motion: Allison moved to approve the MOA as revised. Shannon seconded. None opposed. The motion carried.

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. Brian seconded. The motion was confirmed by roll call vote. Shannon McCarthy, aye; Nicole Noltensmeyer, aye; Merritt Dublin, aye; Allison Berkson, aye; Britney Journee, aye; Brian McCauley, aye.

The Panel entered into Executive Session at 4:33pm 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 5:57pm. Shannon seconded the motion. The motion was confirmed by roll call vote. Shannon McCarthy, aye; Nicole Noltensmeyer, aye; Merritt Dublin, aye; Allison Berkson, aye; Britney Journee, aye; Brian McCauley, aye.

Legislature Recommendation

The Panel indicated a desire to advocate with the Legislature to shift the wording for the criminal statute on physical abuse of children to mirror the civil litigation statute. Both have a five-year statute of limitations, but the civil litigation statute was written so the five-year period wouldn't start until the victim turned 18, whereas the criminal code doesn't include a delay. It may not be reasonable to expect a child to report abuse at a young age within a criminal context.

Administrative Housekeeping

An additional individual emailed the CRP email address showing interest in volunteering with the Panel. It was decided to reach out to that individual indicating the Panel was currently full, but we would be in touch should an opening arise.

Adjourn

Brian McCauley, Region IV Citizen Review Panel Chair, adjourned the meeting at 6:05pm.

Meeting minutes prepared by Jason Shaw