



**Region IV Citizen Review Panel
707 N. Armstrong Pl, Boise, ID 83704
Huckleberry 1**

**Tuesday, July 7, 2022
4:00 pm – 6:00 pm**

Meeting Minutes

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

Staff: Courtney Boyce (CDH), Niki Flock (DHW)

Guests: Heather Slavin (DHW) Sen. Melissa Wintrow, Teresa Vance (Idaho Supreme Court)

Call meeting to order

Brian McCauley, the Region IV Citizen Review Panel Chair, called the meeting to order at 4:01 pm.

Motion: Brian made a motion to amend the agenda by adding two agenda items, including a brief time period to discuss the meeting format, and case history time recommendations for DHW in the agenda before Executive Session. Allison seconded. None opposed. The motion passes.

Motion: Brian made a motion to approve the agenda as written with the amendments. Shannon seconded. None opposed. The motion passes.

Motion: Merritt made a motion to approve the June 7th meeting minutes as written. Britney seconded. None opposed. The motion passes.

Guest Speaker Teresa Vance: Court Improvement Project

The Panel listened to Teresa Vance from the Idaho Supreme Court on a Court Improvement Project. The PowerPoint from this presentation has been downloaded and added to the public record under Meeting Minutes.

Some resources were shared in the chat including:

[2018 Bench Card Trauma Informed Judge NCTSN.PDF \(idaho.gov\)](#)

[Statutes and Rules Relevant to Child Protective Act Proceedings \(idaho.gov\)](#)

DHW Recommendations on Case History Timeline

Brian McCauley discussed a request from DHW to discuss a previous recommendation that the R4CRP submitted, regarding a case review cover sheet. This cover sheet would have the most pertinent information from the case on the front of the review technology so that anyone accessing the case would see highlights of the case progression automatically. DHW would like to meet with R4CRP members for 30-40 minutes to discuss the logistics and vision of the Panel. Several Panel members expressed interest in attending. Courtney will put together a Doodle Poll with the times that were listed to see what times work best for the Panel.

Meeting Facilitation

Brian discussed scheduling meetings that would prioritize in-person attendance while continuing a hybrid meeting format. Per Open Meeting Law, the meeting will be hosted in-person with a staff member on-site at the address listed, however, meetings can be attended by guests and Panel members virtually.

Motion: Brian made a motion that the first meeting of each quarter would prioritize in-person attendance for Panel members. Britney seconded. None opposed. The motion passes.

Executive Session

Motion: Brian made a motion at 5:05pm Per Idaho §16-647, the District IV Citizen Review Panel can enter into Executive Session, to discuss items exempt from public disclosure, as outlined in §74-105. Britney seconded. The motion confirmed by roll call. Merritt Dublin, aye. Shannon McCarthy, aye. Britney Journee, aye; Katie Fidrych, aye; Allison Berkson, aye; Nicole Noltensmeyer, aye; Brian McCauley, aye. None opposed. Motion carried.

The Panel entered into Executive Session at 5:05 pm and discussed items exempt from public disclosure including case review information of a confidential nature.

Motion: Brian made a motion at 5:31 pm to exit Executive Session and resume regular session. Britney seconded. Merritt Dublin, aye; Britney Journee, aye; Shannon McCarthy, aye; Katie Fidrych, aye; Allison Berkson, aye; Nicole Noltensmeyer, aye; Brian McCauley, aye. None opposed. The motion carried.

The Panel discussed items exempt from public disclosure including case review information of a confidential nature.

Recommendations/ Quarterly Report

The Panel reviewed recommendations that Allison drafted for the group to consider. Allison discussed a concern that relatives are being found 'too late' in during the progression of the case and missed as a placement option at the beginning of the case. Allison discussed the standard that some relatives are left out based on the Idaho Child Welfare Standards of who should be notified. Allison discussed every relative by blood, marriage, or adoption. Allison discussed a recommendation that updated Standards, documenting instructions to include all relatives and available search avenues, and updating multiple

forms to reflect who was contacted and when. The anticipated outcome of this recommendation would meet the need of the number of children entering into care, and ensure that all relatives that should be considered and might be interested are contacted. The Panel

The Panel discussed and considered two other recommendations in the area of client confidentiality and child fatality/near fatality reporting. This will be discussed further at a future Region IV Citizen Review Panel meeting.

Motion: Brian made a motion to approve the concern, recommendation, and anticipated outcome section as written. Britney seconded. None opposed. The motion carried.

Adjourn

The Panel discussed agenda items for consideration during the August 2022 meeting. Brian McCauley, the Region IV Citizen Review Panel Chair adjourned the meeting at 6:08 pm.

Meeting minutes were prepared by Courtney Boyce.