



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

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

Meeting Minutes

Members: Brian McCauley, Katie Fidrych, Allison Berkson, Merritt Dublin, Nicole Noltensmeyer, Britney Journee at 4:09pm
Guests: Teresa Vance
Staff: Heather Slavin, Nikki Flock, Lance McCleave (DHW) 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 4:01 pm.

Motion: Brian made a motion to approve the August meeting minutes as written. Merritt seconded. The motion carried by voice vote.

Motion: Brian made a motion to approve the September agenda as written. Merritt seconded. None opposed. The motion carried by voice vote.

DHW Administration

Merritt asked questions on policies and standards from DHW on collateral. Participants are trained in the academy and collateral is discussed further when staffed with a supervisor. DHW's internet was down at the time of this meeting, so they cannot send over the direct policy. Notes regarding collateral are placed into the file by DHW workers supporting the case. Collateral is provided during the staffing, weekly huddles, weekly supervision, and/or when a case is set to close through Central Intake. Merritt will be sharing a specific case with DHW for review. The Panel will review cases with DHW in Executive Session.

Executive Session

Motion: Nicole moves 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. Nicole Noltensmeyer, aye; Merritt Dublin, aye; Katie Fidrych, aye; Allison Berkson, aye; Britney Journee, aye; Brian McCauley, aye.

The Panel entered into Executive Session at 4:37pm to discuss items exempt from public disclosure. This session discussed cases as it pertains to Idaho Safe Haven Law, determining standards on collateral and infants that test positive for substances at birth.

Motion: Nicole moves that the Panel, pursuant to Idaho Code §74-206, exit Executive Session at 5:29pm. Brian seconded the motion. The motion confirmed by roll call vote. Nicole Noltensmeyer, aye; Merritt Dublin, aye; Katie Fidrych, aye; Allison Berkson, aye; Britney Journee, aye; Brian McCauley, aye.

Allison opened a discussion about including fatalities and near-fatalities on the critical incident reports, and standardizing language used in the reports. Allison continued discussing a drafted recommendation on client confidentiality and critical incident reports.

The panel discussed the upcoming quarterly report that will be due in October. Report will be due October 15th.

Motion: Brian made a motion to approve the recommendation on critical incident reports as written. Allison seconded. None opposed. The motion carried by voice vote.

Motion: Brian made a motion to approve the recommendation on confidentiality as written, Allison seconded. None opposed. The motion carried by voice vote.

CDH Administrative Update

Becca provided a budget update.

Jason provided a brief introduction of himself to the Panel and discussed his new role at CDH. Courtney discussed Jason attending monthly meetings with the Panel and completing all administrative duties including meeting invites, meeting agendas, completing meeting minutes, etc. Courtney will attend meetings quarterly with DHW administration. She is available for projects by written request, with a two-week notice and when approved by the HPP Program Manager. Becca will attend meetings as needed.

Courtney will assist Jason on the CRP report due October 15th, so the Panel can review and finalize the report at the next meeting.

Adjourn

Tentative agenda for next month

- Call Meeting to Order – Brian 5 min
- Finalize Report – Brian 30 min
- Safety Science – Katie Fidrych 25 min
- Developing Recommendations – Nicole Noltensmeyer 30 min
- Executive Session – Nicole 25 min
- Adjourn – Brian 5 min

Brian McCauley, Region IV Citizen Review Panel Chair, adjourned the meeting at 6:01pm.
Meeting minutes prepared by Jason Shaw