



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

**Tuesday, October 3, 2023
4:00 pm – 6:00 pm**

Meeting Minutes

Members: Brian McCauley, Britney Journee, Shannon McCarthy, Alisha Merrill. Merritt Dublin, Nicole Noltensmeyer

Absent:

Staff: Jason Shaw (CDH), Rachael Peace (DHW)

Call Meeting to Order

Brian McCauley, the Region IV Citizen Review Panel Chair, called the meeting to order at 4:03 pm.

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

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

Federal Audit Instrument Discussion

The Panel discussed the Federal audit process. One member of the Panel had volunteered to assist with the review process, and has completed the required training to participate in her role. The outcomes being rated were shared, along with the safety outcome. The Panel and Rachael discussed how material is entered into e-Cabinet and what material does and does not get uploaded. An item noted positively was strong relationships that foster children had with case workers and independent living workers. A formal report from the auditing agency is forthcoming for the state to use to chart a path forward to improve the system.

Applicant Discussion

The Panel discussed people they knew who were interested in joining the Panel to fill positions that have opened up, or will be opening in the near future. Applications will be compiled and distributed to the Panel to review and proceed with.

Admin Update

The quarterly report will be due on the 13th. All monthly reports from Panel members will need to be completed by the 11th to allow the report to be completed and submitted on time. The Panel discussed possible recommendations to include in the report. It was decided to shift invitations for leadership at DHW to attend the meeting in November instead of December. The Panel also reviewed a proposed update to the Conflict of Interest policy document, and agreed to vote on the document at the next meeting.

Executive Session

The Panel did not go into Executive Session this meeting.

Adjourn

Brian McCauley, Region IV Citizen Review Panel Chair, adjourned the meeting at 5:50pm.

Meeting minutes prepared by Jason Shaw