

MINUTES

CJP Advisory Council Meeting

Meeting Date/Time: Friday, May 26, 2017, 10:00am – 11:30am

In attendance were: Dan Wilde (phone), Eydie Trautwein, Debra Hibbard (phone), Lily Sharpe, Jill Kucera, Ryan Roden, Honorable Michael Golden, Steve Weichman (phone), Elizabeth Forslund, Marty Nelson (phone), Carole Tullio, Anne Reiniger (phone), Honorable Thomas Rumpke (phone), Barry Salovitz (phone), Honorable Steven Cranfill (phone) and Jeri Melinkovich (PK).

The agenda discussions were as follows:

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
Call to Order <i>Eydie Trautwein</i>	<ul style="list-style-type: none">Review and approval of the March 23, 2017 minutes. Carol Tullio motioned to approve with change of “legislatures” to “legislators.” Ryan Roden seconded the approval of minutes, all in favor, none opposed.	March 23, 2017 minutes approved.
Grant Activity Update <i>Eydie Trautwein</i>	<ul style="list-style-type: none">Update on grant meeting held in Denver on May 18-19. Grant funding for FFY17 has been restored, but only for one year (funding is not on a 5-year grant cycle, as in the past). CJP expects grant award letters in the next 30 days. Will receive about the same amount of funding as FFY16 (approximately \$300,000). Jill, Dan, Ed, Debra, and Elizabeth attended regional grant meeting. A majority of the time was spent on joint data projects. Wyoming seems ahead of the game on collaboration and data projects (when compared to other states).Review and approval of draft self-assessment report and updated strategic plan due June 30th. Discussion about self-assessment report. The report outlines the three main joint data projects: TPR audits (annually in October), Child and Family Services Review (CFSR) support and assistance and court observation. The court observation project will overlay with the CFSR Program Improvement Plan (PIP), no specific timeline for roll out as the PIP has not been finalized. Elizabeth Forslund reported that the first federal meeting (to negotiate the PIP) is scheduled for June 1 and DFS expects their federal partners will request revisions. The PIP timeline, including implementation, is unclear at this time.Review and discussion about the draft self-assessment	Action Item: Eydie Trautwein to add suggestions to self-assessment and send out to Council for review mid-June. Action Item: Elizabeth Forslund to send Eydie Trautwein wording related to specific CFSR findings. Action Item: Council to review final self-assessment and strategic plan and return comments to Eydie Trautwein. Council generally approved of the APSR section as written, no changes.

MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
-----	<p>report. On Page 2, the CFSR findings should also include CFSR systemic factor findings for Items 21-24. Elizabeth Forslund volunteered to send Eydie Trautwein the specific wording. On Page 11, currently there are well-being projects listed, but we should also include that CJP is supporting DFS on the well-being outcomes. On Page 12, CFSP/APSR 5-year plan, suggested adding information about the various focus groups and how they provide updates, discuss barriers and develop plans to overcome challenges.</p> <ul style="list-style-type: none"> Review and approval of CJP APSR section (annual update to the DFS 5-year plan). Discussion about sections of the APSR (the green sections included the 2017 update). The Council was asked to get changes and suggestions to Eydie Trautwein in the next week. DFS has already submitted the report to the Director and Governor’s Office for review and approval. 	
CQI/Data Committee <i>Eydie Trautwein and Elizabeth Forslund</i>	<ul style="list-style-type: none"> DFS Data Report Proposal (CARD) Update – Eydie Trautwein provided an update on the work being done to the DFS CARD system (through Chad Shaver – DFS/CJP consultant). Chad Shaver is working to update reports and data dashboards contained in the CARD system, which pulls data from WYCAPs (SACWIS system). These reports will be simplified, easy to read and align with the CFSR measures. CJP will be able to pull timeliness data more quickly (will no longer be a manual process). Eydie Trautwein and Chad Shaver will provide an update at the next Council meeting (and provide example reports). Court Observation Pilot Project Update – The Council reviewed the Court Observation Proposal. The plan is to use DFS supervisors to observe court for short periods of time as a way to collect better timeliness and quality data. The DFS supervisors will attend court with a caseworker and fill out a one-page form, the information will be logged into a web-based data system (no confidential or identifiable data will be collected or reported). The project is not meant to be “punitive”, but a way to collect information on processes and procedures contributing to faster permanency. The hope is that through the court observation process, we will be able to collect best practices that lead to shorter times to permanency for children. 	<ul style="list-style-type: none"> Action Item: Council to review Court Observation Project and get feedback to Eydie Trautwein

MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
	<ul style="list-style-type: none"> Judge Cranfill asked how judges and attorneys will be notified about the court observation process and wanted to ensure that there will be an opportunity for parties and judges to object. The tentative proposal includes a letter (Appendix D) that would be sent to judges explaining the process (that a DFS supervisor would be sitting in on court). Eydie Trautwein encouraged Council members to review the proposal and the attached letters and provide her with comments, suggestions and edits. Because the court observation project is tied to the PIP, it could be months before the project is ready to launch, so the Council has a lot of time to think about and comment on the proposal. One suggestion was to include a blank court observation tool with the letter, so everyone knew what data elements were being collected. 	
<p>ICWA Subcommittee</p> <p><i>Eydie Trautwein and Terri Smith</i></p>	<ul style="list-style-type: none"> Report on the ICWA presentations to district court judges on April 20th (Thermopolis) and GALs on April 21st (Casper) – There was great feed-back from those in attendance. ICWA statewide conference (June 26 and 27th in Riverton) – Case Family Program and DFS Partnership. Registration is now open. Eydie Trautwein will re-circulate the registration link: https://www.regonline.com/wyomingicwaconference CJP is planning an ICWA presentation for prosecutors in September during the Wyoming Association of County Officials (WACO) Conference. 	<p>Action Item: Eydie Trautwein will circulate link for conference registration.</p>
<p>Parent Legal Representation Committee</p> <p><i>Anne Reiniger and Justice Golden</i></p>	<ul style="list-style-type: none"> Anne Reiniger provided a general update. The committee is continuing to look at the issue of parent representation at shelter care hearings. Anne Reiniger has been contacting county attorneys around the state to get a picture of local practice and whether parents are represented at shelter care hearings. This survey of county attorneys should be completed by the end of the summer, and then the committee will decide next steps (based on the data). The shelter care talking points are being distributed (this was an item discussed at the last CJP Advisory Council meeting). Lisa Finkey is continuing to conduct parent attorney trainings and has conducted trainings in Gillette, Evanston, 	

MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
-----	Rock Springs and Cody. The next training will be held in Laramie following the Joint Symposium.	
Training Committee Eydie Trautwein	<ul style="list-style-type: none"> Wyoming’s Joint Symposium on Children and Youth is scheduled for August 15th-17th in Laramie. Council members continue to participate in the planning of the Symposium. Scholarships are still available. The registration link is: https://www.wyojscy.com/ BlogTalk Radio Update – The BlogTalk season has ended, the last episode had great attendance. CJP will host a special summer episode on 2017 Wyoming case law. Eydie Trautwein and Jill Kucera have been conducting Juvenile Court Refresher Trainings around the state (Kemmerer on May 8th and Buffalo on June 2nd). Eydie Trautwein is scheduled to present a juvenile court training during DFS CORE on June 6th in Lander. The next Juvenile Court Refresher Training will be held in the 9th Judicial District in July. Review of the progress on the Legal Resources Manual. The manual was sent out for comments and feedback on May 2nd. Eydie Trautwein provided an overview of the history of the manual. CJP worked with the American Bar Association in 2010 to complete the last update. CJP now has the copyright and is updating the manual in-house. A draft of the manual was sent to the GALs for a first review, they provided comments which have been added into the draft sent out to the Council. Eydie Trautwein asked for edits or corrections. Several Council members requested additional time to review (the manual is very large). The Council discussed the recent WY Supreme Court decisions and how those decisions will now need to be added. The manual has been difficult to update because of the recent opinions/changes in law. Comments on the manual are due back on June 26th (gave an additional 30 days for review and comment). Eydie Trautwein provided an update on the other CJP publications. <u>Juvenile Court 101</u>: DFS has reviewed and provided comment, Eydie will send this publication to Council for review. <u>Prosecutors Handbook</u>: Still in development, Lisa Finkey is the lead drafter and should have a draft done by mid-June. Once the draft is 	<ul style="list-style-type: none"> Action Item: Eydie Trautwein to re-send the Council the Legal Resource Manual and will give additional 30 days for review, Comments are due back on June 26th. Action Item: Eydie to send Juvenile Court 101 for council to review

MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
-----	<p>completed, CJP will have a committee of prosecutors review the handbook. The plan is to try to have the Prosecutor’s Handbook completed by September (in time for WACO). CJP still needs to update the MDT Handbook, but is hopeful this re-write can be added as an activity listed in the DFS PIP.</p>	
<p>Sex/Human Trafficking Taskforce Update</p> <p><i>Debra Hibbard, Dan Wilde, and Eydie Trautwein</i></p>	<ul style="list-style-type: none"> Continuing to meet quarterly. 	
<p>I-VE Taskforce Update</p> <p><i>Eydie Trautwein, Debra Hibbard, Jill Kucera</i></p>	<ul style="list-style-type: none"> No new updates. IV-E was listed as an agenda item for the Joint Appropriation Committee meeting in July (so it is still on everyone’s radar). The IV-E task force has not met recently. Eydie and Jill are continuing to train on IV-E during the Juvenile Court Refresher trainings. 	
<p>Other</p> <p><i>Eydie Trautwein</i></p>	<ul style="list-style-type: none"> Discussion of new idea to hold a district court judge training in Wyoming similar to the National Council of Juvenile and Family Court Judges, Child Abuse and Neglect Institute (CANI). Discussion about the length of the proposed training, usually the course is several days (maybe one week) and this would be a big time commitment for judges. The Council discussed making the offer and then waiting to see who would be interested; discussed reducing the program from several days to 2 days. Judge Cranfill suggested asking the district court judges to discuss the item at their September meetings (during the bar), to see if there is interest. For new judges, the course may not be meaningful until a judge has been on the bench for at least 6-9 months (if a judge goes too early, then they may not get as much out of the training). Discussed trying to hold the training next year (maybe April). 	
<p>Upcoming Meetings</p>	<p>The Council discussed the meeting schedule and whether or not to cancel the June 23rd meeting. The consensus was that much of the work that need to be completed could be accomplished via email (the self-assessment and strategic</p>	<p>The Council decided to cancel the June 23rd meeting and meet again in September.</p>

MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
	plan are in good shape). <ul style="list-style-type: none">Thursday, September 21, 2017 – 10:00 amThursday, December 14, 2017 – 10:00 am	
Adjournment	<ul style="list-style-type: none">Meeting adjournment at 11:00 am.	
