

## CJP Project Advisory Council Meeting

**Date/Time:** Friday, June 26, 2015 – 11:45 a.m. to 1:15 p.m.

**In attendance were:** Honorable Michael Golden, Eydie Trautwein, Lily Sharpe, Jill Kucera, Bill Stanton, Michelle Heinen (on phone), Dan Wilde, Anne Reiniger, Jeff Lamm, Representative Mary Throne (on the phone), Honorable Steven Cranfill (on phone), Carol Tullio, and Steve Weichman.

The agenda discussions were as follows:

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<b>Call to Order</b> Justice Golden	[Meeting started 15 minutes early] Review of minutes from March 20, 2015.	<ul style="list-style-type: none"><li>• Motion to approve (Jill Kucera), seconded (Dan Wilde).</li></ul>
<b>Grant Activity Update</b> Eydie Trautwein	<ul style="list-style-type: none"><li>• Update on Washington D.C. Meetings (June 9 -11) – Dan Wilde, Eydie Trautwein, Debra Hibbard and Robert Leazenby (from DCI) attended meetings.  The federal priorities as outlined at the meeting are: CFSR, CQI, ICWA and Sex Trafficking. The Wyoming team developed a plan of action for sex trafficking and is currently working with the AG’s Office (Victim’s Services) to create and participate in a multi-agency taskforce. The federal priorities will need to be included in the CJP strategic plan (due in August).</li><li>• Eydie Trautwein provided an update on the new Federal Technical Assistance Direction by ACF/Children’s Bureau. Wyoming will be working with Andrew Yost (NACC). Wyoming has requested technical assistance on court observation and has asked NACC to provide a training proposal for consideration in FFY16.</li></ul>	
<b>Training Committee</b> Eydie Trautwein	2015 Children’s Justice Conference: <ul style="list-style-type: none"><li>• Discussion about the 2015 Children’s Justice Conference (June 24-26 in Casper, WY). The group consensus was the conference went well and that the facility had improved from last year. Attendees received an online survey at the close of the conference and those survey results will be reviewed at the next meeting.</li><li>• Some of the speakers from out of town stated that</li></ul>	

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	<p>they were not familiar with Wyoming law during their presentations; in the future, it may be helpful to have a WY speaker available to help provide WY law perspective.</p> <ul style="list-style-type: none"><li>• The conference as a whole was immensely satisfying, great experience with people that care about kids.</li><li>• Discussion about how to get more prosecutors to attend future conferences. Suggested training topics for prosecutors: establishing child competency and working with experts to prove trauma. If training was provided on these two topics, prosecutors may be more likely to attend.</li><li>• Discussion about awards ceremony on Wednesday evening. Liked that it was a personal and informal evening, was a nice touch to have children attend.</li><li>• The conference is the best place for DFS workers to earn their yearly training hours. This is a great way to travel and to get out of the office to receive these hours.</li><li>• Several Casper attorneys had mentioned that court had been scheduled over the conference and they could not attend all sessions. In the future, it may be best to let judges know about the conference in advance (similar to what the Public Defender's Office does for their conference in September).</li><li>• Eydie Trautwein reviewed the budget for the conference and listed all items/expenditures (including individual speaker costs). Total conference cost (<u>including pre-conferences</u>) was approximately \$65,000, which is down from \$80,000 (from previous years). DFS contributed \$7,500 (and Casey Families also contributed additional funds). GAL Division contributed \$13,100. Generated \$7,000 from exhibitor fees.</li><li>• Discussion about whether or not to hold a statewide conference next year. The federal direction is trending toward targeted, smaller, regional trainings and the CJP Advisory Council will need to have a more thorough discussion about future conference at the August meeting.</li></ul>	

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	<p>BlogTalkRadio Updates:</p> <ul style="list-style-type: none"> <li>• Eydie Trautwein provided an overview of the April and May episodes. BlogTalk will resume in September.</li> <li>• CJP is tentatively planning a special episode in July or August to discuss the recent Supreme Court opinions (from May, 2015).</li> <li>• Eydie Trautwein provided an overview of other presentations and trainings conducted by CJP, specifically, presentations at the Joint Judiciary Interim Committee, Wyoming Medical Society and DFS CORE trainings.</li> <li>• Requests and website orders for CJP publications have increased. As a reminder, almost all CJP publications can be downloaded off of the website.</li> </ul> <p>Publications Update:</p> <ul style="list-style-type: none"> <li>• CJP has launched a new marketing initiative to increase awareness of and distribution of CJP publications, it is called the “Light Box”.</li> <li>• The Educator Manual and How a Child Enters the System are finished. The MDT Guidebook (Second Edition), the Prosecutors Title 14 Manual (new), and the WyUser Manual are still in development. CJP released a draft copy of the Prosecutor’s Title 14 Manual for comment (by prosecutors) in June. The MDT Handbook may take longer than originally planned as DFS has changed pricing and providers. The MDT Handbook will hopefully be updated and distributed in the fall.</li> </ul>	
<p><b>Parent Legal Representation Committee</b> Anne Reiniger/Justice Golden</p>	<ul style="list-style-type: none"> <li>• The Parent Legal Representation Committee met in person during the conference.</li> <li>• The ABA National Parent Attorney Conference will be held in Washington D.C. in July. Four attorneys from WY are going: Anne Reiniger, Dave Serelson, Wendy Sweeny and Tom Keegan.</li> <li>• The two recent WY Supreme Court cases are being reviewed to see if the Guidelines for Parent Attorneys need to be amended.</li> <li>• Immunity for attorneys representing parents was also discussed and may need to be re-reviewed.</li> <li>• The Parent Legal Representation Committee will meet in August prior to the August CJP Advisory</li> </ul>	

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	Council meeting to determine what needs to be presented.	
<b>Education Committee</b>	The Handbook for Educators was released and distributed. Committee is still on hold and hopes to resume in August.	
<b>CQI/Data Committee</b>  Eydie Trautwein/ Dan Wilde/Jeff Lamm	Audit Update (GAL Division Strategic Planning/CQI meetings in June) <ul style="list-style-type: none"> <li>• Eydie presenting timeliness data to the GAL supervisors at their strategic planning meeting and also presented to all GALs during the pre-conference this week.</li> <li>• The GAL Program and CJP were able to work together to combine, present and discuss audit results with all GALs. The GAL Division conducted an audit several months ago and, in part, focused on timely visits with clients, timely adjudications and timely permanency hearings. There was good discussion with GALs about audit results from each judicial district and what can be done moving forward.</li> <li>• CJP CQI/Data Committee meeting audits will begin in October and November, 2015 to review measures for FFY 15. CJP has started to pull “time to permanent placement data” every 6 months instead of annually. In looking at data from October 1, 2014 to March, 2015, the statewide time to permanent placement in median days is trending up from 305 days (FFY14) to 309 days. Additionally, time to reunification is up from 244 days to 257 days; guardianship is up from 484 days to 532 days; and adoptions are up from 910 days to 912 days.</li> <li>• Jeff Lamm provided an update on the DFS CFSR Reviews. Wyoming has developed and is implementing CQI/CFSR processes. The federal on-site review instrument is being used to review cases.</li> <li>• The Federal reviews will begin in April, 2016. The Federal partners will sit it on the reviews in July to either approve or deny Wyoming’s CFSR review process moving forward.</li> <li>• Results from initial DFS CFSR reviews indicate Wyoming has strengths in the following areas:</li> </ul>	

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	<p>Safety, Initiation of Investigations, Placement with Siblings, and Safety Assessments for the Target Child. Wyoming needs to improve in the following areas: Assessment of other children in the home, parent needs, making sure medical documentation is in the file. It was noted that siblings needed more focus and services and caseworker visits with custodial and non custodial parents needs to be more consistent.</p> <ul style="list-style-type: none"><li>• During this initial review, cases from almost all DFS districts have been reviewed.</li><li>• DFS is optimistic that their federal partners will sign off on Wyoming’s internal processes so that Wyoming will not have to have outside/federal reviews.</li><li>• Jeff Lamm provided an overview of the actual CFSR process: the initial case file review is conducted (using an 84 page document/check sheet) and scored, the QA reviewer reviews the score, and then a federal partner will review it again (in a small sample of cases). The number of cases reviewed has increased from previous years from 65 to 92 cases.</li><li>• CJP is continuing to support DFS in the CFSR reviews (Eydie Trautwein, Dan Wilde and other community members are on the CFSR review teams), but CJP will continue to focus on the required “timeliness” measures.</li><li>• Discussion about federal IV-E reviews. Currently, IV-E Reviews are scheduled in Casper in July and Cheyenne in August. Jill Kucera, Dan Wilde and Eydie Trautwein are on the IV-E review teams. CJP has continued to distribute checklists to help stakeholders remember to include the important IV-E language in court orders.</li><li>• County attorneys should be consulted on both the CFSR and IV-E reviews (county attorneys are the ones drafting orders and scheduling hearings (i.e. court ordered language and timelines)).</li></ul> <p>Update from GAL Division on data system and reports:</p> <ul style="list-style-type: none"><li>• Eydie Trautwein provided information about CJP’s \$25,000 expenditure to ETS to help create reporting capabilities within the new GAL Division</li></ul>	

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	<p>data system.</p> <ul style="list-style-type: none"><li>• Dan Wilde provided an update on the development of the GAL Division data system and reporting functionality. He stated that historically the GAL Division has done a manual self-report analysis. Data collected in the GAL Division data system can be used by the GAL Division and CJP to look at timeliness measure/outcomes. Currently, the only CJP cases that were being reviewed were exit cases. But, all current cases, not just exit cases, need to be reviewed. The GAL Division data system should be able to give a more accurate picture of what is happening statewide.</li><li>• The goal is that the GAL Division data system will be accessible by GALs via a tablet or smart phone, so that attorneys don't have to bring actual files into the courtroom anymore. Additionally, data will only have to be entered once into this system.</li><li>• This will be an exceptionally valuable tool for timely responses, additionally, necessary data (for the GAL Division and CJP) can be easily accessed.</li></ul>	
<b>Case Law Update</b>  Eydie Trautwein	<p>GC, KC v. State of Wyoming (May 20, 2015) and CDR, MR v. State of Wyoming (May 29, 2015)</p> <ul style="list-style-type: none"><li>• Discussion about the importance of these two recent opinions; everyone on the CJP Advisory Council should become familiar with these cases.</li></ul>	
<b>Miscellaneous</b>  Eydie Trautwein	<p>Scholarships Update:</p> <ul style="list-style-type: none"><li>• CJP has allocated \$20,000 for scholarship again this year. A summary of scholarship recipients was provided, including the name and location of the conference each recipient was attending. Currently, a total of 19 attorneys, judges and/or DFS workers have or will receive a CJP scholarship in FFY15.</li><li>• Discussion about challenges related to attorney and judge application for scholarships; hard to get folks to apply; brainstormed ideas for FFY16.</li><li>• The 2015 Merit Award winners will receive an automatic \$1,500 scholarship. The hope is that these recipients will get everyone else excited about future CJP scholarships.</li></ul> <p>Judicial Relations Efforts – Judge's Breakfast (Bar Convention – September 9th):</p>	

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	<ul style="list-style-type: none"> <li>The Judges Breakfast is set and is coming up quickly; still working on topics/presentation for judges. Eydie Trautwein and Judge Cranfill will provide an update about the presentation in August.</li> <li>A final version of the Civil Pattern Jury Instructions (for abuse/neglect and termination of parental rights cases) has been submitted. The development committee is currently reviewing one final time and once the instructions are released, CJP will post to the website.</li> </ul> <p>Strategic Plan:</p> <ul style="list-style-type: none"> <li>As a reminder, the CJP Strategic Plan is due in August and the Council will need to review and approval the plan for submission at the August meeting.</li> </ul>	
<p><b>2015 Meetings</b></p> <p>Eydie Trautwein</p>	<p>Thursday, August 27, 2015 (10 to noon)</p> <p>Thursday, December 17, 2015 (10 to noon)</p> <p>Friday, March 25, 2016 (10 to noon)</p> <p>Friday, June 24, 2016 (10 to noon)</p> <p>Thursday, August 25, 2016 (10 to noon)</p> <p>Thursday, December 15, 2016 (10 to noon)</p>	<p>The next meeting is scheduled for August 27, 2015 from 10 to noon.</p>
<p><b>Adjournment</b></p>	<p>Meeting adjourned by Justice Golden at 1:15pm.</p>	