



## CJP Advisory Council Meeting

**Meeting Date/Time:** Thursday, September 21, 2017, 10:00 a.m. – 11:30 a.m.

**In attendance were:** Honorable William U. Hill, Eydie Trautwein, Lily Sharpe, Dan Wilde, Jill Kucera, Ryan Roden, Honorable Thomas Rumpke (phone), Honorable Dawnessa Snyder, Honorable Michael Golden (phone), Elizabeth Forslund (phone), Marty Nelson (phone), Carol Tullio, Anne Reiniger (phone), Ed Heimer (phone), Jen Neely (phone), and Jeri Melinkovich (Public Knowledge).

The agenda discussions were as follows:

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
<b>Call to Order</b> <i>Justice Hill</i>	Announcement of changes in CJP Advisory Council membership. Welcome Honorable Dawnessa Snyder (Judge Cranfill's replacement), still need to replace Steve Corsi and Miquel Reyes. CJP will renew memberships for Judge Young, Sheryl Bunting, and Lily Sharpe (ex-officio) as those terms have expired. Council needs a youth representative (someone who has been involved in the foster care system). Eydie Trautwein asked members to think about recommendations and send her potential names.  Review and approval of the May 26, 2017 minutes.	Action Item: Council to send ideas for a youth representative to Eydie Trautwein.  Motion: Dan Wilde motioned to approve, Jill Kucera seconded the approval of minutes, all in favor, none opposed.
<b>Grant Activity Update</b> <i>Eydie Trautwein</i>	Eydie Trautwein provided a grant update and gave a historical overview of CJP grant funding. CJP received full funding for FFY17 (\$283,979) and has two years to spend these funds (through December, 2018).  Review of FFY16 projected reversions in the basic, data and training grants. The data grant is projected to revert over \$50,000. Revision amounts are higher for FFY16 because of the uncertainty and delay of grant awards. FFY16 funds must be obligated and spent before September 30, 2017 and the funds must be liquidated by December 30, 2017. Money can only be spent on activities outlined in the CJP strategic plan.	

# MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
<p><b>CQI/Data Committee</b></p> <p><b>Eydie Trautwein, Elizabeth Forslund, Ed Heimer and Marty Nelson</b></p>	<p>Elizabeth Forslund provide a Child and Family Services Review (CFSR) and Program Improvement Plan (PIP) Update: Department of Family Service (DFS) is moving forward with work group meetings, developing steps within each PIP area, participating in ongoing monthly federal calls, negotiations and revisions. The goal is to have a PIP negotiated, approved and ready for implementation by the end of the year.</p> <p>Per the CJP Strategic Plan, CJP will assist DFS with CFSR and PIP activities. Most of the items CJP will assist with relate to permanency items (Items 5, 6, 20, 21, 22, 23 and 24). Eydie Trautwein is meeting every two weeks with DFS to discuss PIP action items and is leading the permanency workgroup. Eydie Trautwein also participates in the PIP leadership meetings and federal calls.</p> <p>Termination of Parental Rights (TPR) Audit: Eydie Trautwein provided an update on the annual TPR audit. The audit is conducted every October to generate timeliness and quality data; this year the audit will be held on October 23 and 24. All TPR cases filed in Wyoming in FFY17 will be reviewed. The audit will review court pleadings and check for timely hearings. The council will review the TPR results and ‘time to permanent placement’ data in December.</p> <p>Court Observation Pilot Project: On hold until after the PIP has been approved. Court observation will be included as a strategy under the PIP. The plan is to have DFS supervisors conduct the observation, as they are already a party to the confidential proceedings (the court observation evaluation and implementation plan was reviewed at the May council meeting).</p> <p>Guardian ad Litem (GAL) Evaluation Update: Dan Wilde is working to evaluate individual GALs and the GAL program through a Continuous Quality Improvement (CQI) audit and survey evaluation. CJP is assisting with the evaluation as a way to collect and track additional “quality legal representation” data. Dan Wilde provided an overview of the internal and external CQI activities he is implementing at the GAL Division:</p> <ul style="list-style-type: none"> <li>• GAL Case File Audit: Obtain CQI items (court orders, reports, etc.) through the new GAL database, each GAL must attest that information in database is accurate.</li> <li>• GAL Survey: Survey of GALs completed, great participation,</li> </ul>	<p>Motion: Dan Wilde motioned that CJP spend up to \$43,000 of the remaining FFY16 data grant funds, as the court deems appropriate, to purchase from JSI a juvenile court module and module modifications that can be completed by December 31. Jill Kucera seconded the motion.</p> <p>Vote taken. Judge Rumpke opposed the motion. The motion carried.</p> <p>Motion: Judge Snyder motioned that CJP be authorized to expend \$22,500 in FFY16 data grant funds to pay for half of the ROM database subscription. Seconded by Carol Tullio</p> <p>Vote taken, all in favor, none opposed. Motion carried.</p>

# MINUTES

Agenda Item:  
*Leader*

Discussion Synopsis

Decisions Reached/  
Action Items

Public Knowledge is in the process of analyzing the data and will present the data to the GAL supervisors.

Data Grant and Funding Discussion: Eydie Trautwein provided a historical overview of past data grant expenditures (Example: GAL database). Discussion on how to expend FFY16 data grant funds set to revert by September 30<sup>th</sup>. Eydie Trautwein provided some options, including utilizing funds to help support the district court case management system being building by Justice Systems Incorporated (JSI) (which includes juvenile court cases) or a Results Oriented Management (ROM) database subscription (supported by the University of Kansas School of Social Welfare) to assist with CFSR measures.

- JSI Juvenile Court Module: JSI is a company that builds case management systems. The WY Supreme Court has contracted with JSI to create a new district court case management system, including the development of a child welfare module that will be configured to work for WY district court clerks filing and entering juvenile court case data. CJP could use funds to build out this child welfare module. If FFY16 funds are allocated to JSI, a situation could arise where JSI is not able to complete the module by December and the funds would still revert (the funds must be “liquidated” by December 30<sup>th</sup>).
  - Discussion: FFY16 data grant funds could be used for JSI work on the child welfare module performed in September, October, November and December. Internal safeguards could be easily put in place to make sure funds are not spent beyond December and only on the designated module (which is part of a bigger data system). Eydie Trautwein would keep the council updated via email about what is being purchased through December. JSI is unsure of timelines for completion of the module and there is a chance JSI may not get to the child welfare module done before December.
  - Discussion: Question on why funds would be spent on this module in light of the AI Smart benchmark product. Lily Sharpe provided an overview of the JSI system and AI Smartbench product. The WY Supreme Court must develop the JSI district court case management system (and child welfare

# MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
-----	<p>module) before AI Smartbench. AI Smartbench functions more like an “enhancement” to the system developed by JSI. Discussion of WyUser and how WyUser is not meeting the needs of the district court clerks.</p> <ul style="list-style-type: none"><li>• Discussion: Questions about the cost of the module and modifications. Unfortunately, CJP requested quotes last week on cost of modification and is still waiting for estimates. To determine the cost of the module, JSI will be required to provide a breakdown of the entire contract per deliverable/hours and split out the costs associated with the child welfare module.</li><li>• ROM Subscription Discussion: Eydie Trautwein provided an overview of ROM and indicated the purchase of the subscription would be a partnership between CJP and DFS, each entity would split the cost. DFS currently has a contract in place with the University of Kansas School of Social Welfare (Kansas). ROM would allow CJP and DFS to more easily access, track and pull ‘time to permanent placement’ data. Currently CJP pays a contractor to pull reports and those reports are ad hoc. ROM would also allow access to reports by more users. ROM has the option of providing a public facing website.<ul style="list-style-type: none"><li>• Question: How does the annual ROM subscription work? CJP and DFS would utilize the existing contract with Kansas. The ROM subscription would be an extension of that contract and add access to child welfare data for one year. Contract term would likely be October, 2017 to June, 2018, and FFY16 data funds could be used to pay for the subscription before September 30<sup>th</sup>.</li><li>• Question: CJP funds should only be used for child welfare (abuse/neglect), not juvenile delinquency, so would this expenditure violate the terms of the grant. CJP would only pay half of the subscription fee or that half focused on child welfare; DFS funds would be used to pay for CHINS/delinquency data and reports.</li></ul></li></ul>	
<b>ICWA</b>	ICWA Update: Eydie Trautwein provided an update on the various Indian Child Welfare Act (ICWA) activities, including	

# MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
<b>Subcommittee</b> ----- <b>Eydie Trautwein, Terri Smith and Jennifer Neely</b>	several upcoming trainings: Matt Newman, an attorney with the Native American Rights Fund, will present to prosecutors on September 28 <sup>th</sup> (at WACO); he will also provide a local Cheyenne area training.	
<b>Parent Legal Representation Committee</b>  <b>Anne Reiniger and Justice Golden</b>	<p>Update: Anne Reiniger reported that the county attorney survey on parent representation at shelter care hearing is complete and provided a summary of the findings:</p> <p>Initial Findings: 95% reported that parents were unrepresented at shelter care hearings, but there was always a GAL present. 50% always combine shelter care and initial hearings, 25% combine these hearings sometimes. 75% of judges take testimony by the parents at the hearings. Many judges discourage unrepresented parents from giving too much information. There are barriers to appointing an attorney in a short time frame. Majority of parents are eligible for appointed counsel.</p> <ul style="list-style-type: none"> <li>• Issue: Justice Golden provided information about issues related to appointment of parent’s counsel. The Council discussed whether appointment of counsel for parent at shelter care is an important goal. Parent’s rights are a fundamental liberty and cannot be deprived without due process. July 1 of this year, legislature passed W.S. 14-2-206, which recognizes parents have a fundamental right to their children.</li> <li>• Discussion: Maybe the issue could be discussed at the district court judges’ conference to determine whether or not the judges have a standard practice for appointing counsel at shelter care hearing. When compared to the GAL program, the GAL program always has someone ready for shelter care hearings. With parent attorneys, there are additional barriers including conflict checks, issues with domestic violence cases needing two attorneys, etc. and it is difficult to always ensure a parent attorney is present at shelter care. One solution could be a system similar to the GAL program for parent attorneys. In the past, the legislatures have not been supportive of a program. However, maybe there is some willingness for the topic to be taken up as an interim study before the next legislative session.</li> </ul>	<p>Action Item: Anne Reiniger to put together a report based on the county attorney survey and send to Judge Rumpke. Judge Rumpke will review and may discuss with the district court judges at their next conference meeting.</p> <p>Action Item: Dan Wilde to provide cost studies on the effect of having parent attorneys appointed.</p>

# MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
	<ul style="list-style-type: none"> <li>In other states, parent representation is housed in the state Public Defender’s Offices. Studies show that providing counsel to parents and children immediately, reduces length of out of home stays, increases permanency, and reduces cost. Dan volunteered to identify recent cost studies and circulate to the council for review.</li> </ul> <p>Parent Attorney Trainings: Eydie Trautwein gave an update on recent parent attorney trainings. Lisa Finkey’s trainings have hit almost every judicial district in the state and a schedule for 2018 is in development.</p>	
<p><b>Training Committee</b></p> <p><b><i>Eydie Trautwein, Jen Neely and Dan Wilde</i></b></p>	<p>Wyoming Joint Symposium Update: The Symposium was held in Laramie on August 15-17 and went well (over 325 attendees). CJP and the Attorney General’s Office, Division of Victim’s Services partnered together this year to offer a joint statewide conference. Sandy Kitchen was presented with the 2017 Golden Award (an article highlighting her receipt of the award was circulated to the council). Eydie Trautwein provided a summary of the survey results from Symposium attendees. The council discussed pros and cons related to the Symposium and discussed whether or not to partner with the Attorney General’s Office again next year.</p> <ul style="list-style-type: none"> <li>Concerns: Need more tracks on child welfare and court issues. Also, there may be issues with the venue being too small (not everyone could attend the break-outs they wanted to attend, rooms were small).</li> <li>Discussion: The Council supported partnering again, as long as CJP and the AG’s Office are “equal” partners. The Council recommended that CJP have full control of at least two tracks dedicated to child welfare and court issues (10-15 hours of CLE). If unable to negotiate this, Eydie Trautwein will notify the council ASAP. In addition, the council recommended greater transparency, especially with the budget (i.e. how is the money from registration fees used?)</li> </ul> <p>BlogTalk Radio: The 2018 schedule has been finalized and was circulated to the council; there will be 10 broadcasts (up from last year). The first session is next week and is titled: Wyoming Supreme Court Case Law Update (presented by Jill Kucera and Dan Wilde).</p> <p>CJP Breakfast Update: Dan Wilde, Jill Kucera and Aaron</p>	<p>Consensus: CJP will partner with the AG’s Office in 2018 to host a joint Symposium.</p> <p>Action Item: Council to <i>Juvenile Court Case Law Update 2004-2017</i> and send any changes to Eydie Trautwein.</p> <p>Action Item: Eydie Trautwein to circulate updated <i>Legal Resource Manual</i> to council for review and approval.</p> <p>Action Item: Eydie Trautwein to circulate new prosecutor manual to council for review and approval.</p>

# MINUTES

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
-----	<p>Hockman presented to the judges during the bar convention (provided a case law update over breakfast). The presentation went well and there were good questions from the judges. Eydie Trautwein thanked the panelists for their help.</p> <p>Community Training Update: Eydie Trautwein provided an update on the community trainings (juvenile court refresher trainings 101). The most recent trainings occurred on July 21 in Lander (9<sup>th</sup> judicial district). The training received good feedback, CJP is currently working on a 2018 schedule for future community trainings.</p> <p>Child Abuse Neglect Institute (CANI) Judge's Training Update: Eydie Trautwein provided an overview of the CANI training and circulated an agenda from the 2017 institute. It is a week-long training for judges held in Reno. CJP was offered a discounted rate to send 6-8 judges to training. 4 judges have signed up for the training. This fulfills part of the CJP strategic plan and CJP will not need to bring CANI trainers to Wyoming (it is more cost effective to send judges to Reno at a reduced rate).</p> <p>CJP Publications Update: Eydie Trautwein provided an update on the various CJP publications and various stages of editing.</p> <ul style="list-style-type: none"><li>• <i>Juvenile Court Case Law Update 2004-2017</i> will be updated to include the 2 new WY Supreme Court cases. CJP will circulate a final copy of the publication to the council for review and approval. It has been difficult to keep up with the new cases.</li><li>• Public Knowledge is updating the <i>Legal Resource Manual</i> to include new WY case law. Once the case law is added, the manual will be sent out to the council for review and approval (the council already reviewed one draft (without case law)).</li><li>• The draft prosecutor manual is ready for review. It is a brand new 154 page document that includes an appendix with over 25+ pleadings. Lisa Finkey authored the publication. The plan is for Eydie Trautwein to share this draft with prosecutors (in hard copy) on September 28<sup>th</sup> and ask them to review and provide feedback. Judge Snyder recommended the manual be send out to the council and judges for review as well.</li></ul>	
<b>Sex/Human</b>	No new updates for this agenda item. The taskforce has had	

# MINUTES

---

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
<b>Trafficking Taskforce Update</b>  <i>Debra Hibbard, Dan Wilde and Eydie Trautwein</i>	one brief meeting, not a lot of movement or activity.	
<b>I-VE Taskforce Update</b>  <i>Eydie Trautwein</i>	No new updates for this agenda item. There has been some reorganization at DFS and the taskforce is on hold; the next federal IV-E audit is in two years.	
<b>Upcoming Meetings</b>	Thursday, December 14, 2017 – 10:00 am  The next 2-year schedule (2018-2019) will be released at December meeting.	
<b>Adjournment</b>	Meeting adjournment at 11:40 am.	