

**District IV Citizen Review Panel Meeting  
Central District Health Department  
707 N. Armstrong Place, Boise, Idaho  
Monday, January 22, 2019 ~ 2:00 PM – 5:00 PM**

**Panel Members:** Melissa Mezo, Delfina Krakau, Brian McCauley, Nicole Noltensmeyer, Kym Nilsen, Darcie Bobrowski

**Absent:** Teri Murrison

**Staff:** Alexis Pickering (Central District Health Department), Jaime Aanensen (Central District Health Department), Andie Blackwood (Idaho Department of Health and Welfare)

**Citizen Review Panel Meeting Call to Order**

Brian McCauley, Panel Chair, called to order the District IV Citizen Review Panel meeting at 2:07 PM.

**Panel Minutes for December 10, 2018**

The December 10, 2018, District IV Citizen Review Panel minutes stand approved as presented.

**Motion:** Kym Nilsen made a motion and seconded by Nicole Noltensmeyer; no further discussion; all in favor, motion carried.

**Consent Agenda for January 22, 2019**

Melissa Mezo asked to correct the time on the agenda for the case review to 3:15-4:55 PM.

**Motion:** Darcie made a motion and Melissa seconded. No further discussion; all in favor, motion carried.

**Panel Member Changes**

Delfina Krakau's employment has changed due to the new Governor and she is presently looking for new employment that would be more flexible with her CRP commitment. She is currently required to use vacation time for panel meetings. Delfina wants to continue on the CRP but needs to know the meeting frequency and time and suggested meeting in the evenings. Group decided to have further discussion via email.

**Discussion on Inviting Community Members**

Brian McCauley suggested inviting community members to attend meetings on occasion to maintain connection to community members. Discussion followed about who would attend meetings, having advanced notice of the topic they want to discuss, include success stories along with discussion about what is not working. The panel could set-aside one meeting per year to invite community members to provide perspective to the CRP. We would want to create an opportunity for constructive and helpful information to be shared from specific cases, and not an open-mic style platform. It could be limited to 15 minutes of sharing and CRP could provide some perspective to what they want to hear. Keep eyes and ears open for people that might have a good perspective to share with CRP members.

### **Electronic Case File Access Update**

Alexis Pickering provided an update from IDHW. E-Cabinet licenses will be purchased for each panel member. Andie provided an overview of what documents will be in the e-cabinet. All paper files and existing files will be converted to e-cabinet by May 2019. Ongoing case notes will not be included in e-cabinet as they're in the ICARES system. Training on e-cabinet TBD.

### **Review and Finalize Panel By-Laws**

Alexis Pickering reviewed the updates she made to the by-laws. Process for appointing new members: CDHD staff will review applications and submit names of top applicants to CRP members to review and interview.

**Motion:** Nicole made a motion to table and discuss at next meeting. Discussion: Alexis will send out the bylaws electronically to the panel for review after the meeting. Melissa suggested sending changes to Alexis via email. Darcie seconded the motion. No further discussion; All in favor, motion carried.

### **Finalized Case File Review Process**

Panel members discussed the case review process developed by Nicole Noltensmeyer. It was suggested panel members save documents under the case number and add a field to the form to indicate which Panel member completed the review.

### **Executive Session**

Brian McCauley called for a motion to go into Executive Session at 2:45 PM. Darcie Bobrowski moved that the Panel go into Executive Session under Idaho Statute 74-206 (1)(d) to review records exempt from public disclosure; seconded by Nicole Noltensmeyer; confirmed by roll call: Nilsen, aye; Mezo, absent; Noltensmeyer, aye; McCauley, aye; Bobrowski, aye; and Krakau, aye.

At 4:26 PM, the Panel returned to regular session.

### **Case File Review Process**

Alexis Pickering to follow-up with IDHW about recording the webinar-based portal training for members. Brian McCauley would like to determine criteria for selecting which cases the Panel members will review. The Panel discussed starting with the oldest cases first and including the permanency cases.

**Motion:** Nicole Noltensmeyer made a motion that Panel members start with the oldest cases to review; Kym Nilsen seconded; no further discussion; all in favor, motion carried.

Panel members decided to use a Google drive to share de-identified files and information. The Panel members decided to start the process by each member reviewing five cases. Brian McCauley offered to provide an online training for Members on how to use Google drive.

Panel members will review the following reports for case information:

1. Shelter Care Affidavit
2. Adjudicatory Disposition Report of Investigation

3. Court Reports (Progress Reports, Six-month Review; Permanency Report)
4. Case Plan and Alternate Care Plan
5. Guardian Ad Litem Reports
6. Police Report (determines how child came into care)
7. Permanency Placement Selection Notes (not in e-cabinet)
8. Placement Selection Committee Notes

**Adjournment:** Nicole Noltensmeyer made a motion to adjourn the meeting and Delfina Krakau seconded. No further business was brought before the Panel; meeting adjourned at 4:59 PM.

Minutes Prepared by Jaime Aanensen