

CJA Task Force Meeting

Date: Sept 21, 2023, 12:00-1:00pm

Summary Statement: The CJA Task Force is a federally mandated, multidisciplinary advisory board that reviews and evaluates statewide front-end child welfare policies and practices and makes recommendations to DHS and others for systemic, equitable improvements to promote children’s justice and well-being.

I. Welcome

Role (42 U.S.C. §5106c (c)(1))	Name	Meeting Attendance
1. Law enforcement	Barrett Chrissis	Present
2. Criminal court judge	Judge Stumme	Present (Judge Stumme)
3. Civil court judge	Vacant	
4. Prosecuting attorney	Heather Griesert	
5. Defense attorney	Sarah Ellsworth	
6. Attorney for children	Wanda Gierman	
7. Guardian ad litem	Roberta Ryan	Present
8. Health professional	Sarah Lucken	
9. Mental health professional	Kate Ricord	
10. Child protection services	Vacant	
11. Parent representative	Joanne Hodgeman	Present
12. Foster care survivor	Dawn Hyland	Present
13. Individual experienced working with children with disabilities	Vacant	
14. Individual experienced working with homeless children/youth	Tyler Modderman	
Ad hoc – Corner House CAC	Jane Straub (CAC)	Present
Ad hoc -Minnesota Children’s Alliance	Marcia Milliken (CAC)	Present
Ad hoc -First Witness CAC	Tracie Clanaugh (CAC)	
Ad hoc -Ombudsperson	Jill Esch (OAIF)	
Ad hoc	Debra Schumacher (DHS CJI)	
Ad hoc	Judy Peterson (Courts CJI)	
Ad hoc-Ombudsperson	Muriel Gubasta (OBFF)	
Ad hoc-Ombudsperson	Manuel Zuniga (OBFF)	Present
Ad hoc-Ombudsperson	Ann Hill (OBFF)	
DHS CJA Task Force Coordinator	Laura Gapske	Present
DHS CS&P Dep Director Operation Staff	Rebecca Wilcox	
DHS CS&P Family Supp & Place Svcs	Baudry, Jennifer L (DHS)	

I. Welcome and Introductions

- Welcome Judge Stumme and introductions of task force members

II. CJA Operational Procedures *Attachments

- Vote on approval of Children’s Justice Act Task Force Operating Procedures_rev2023 (No quorum)
- Vote on approval of Children’s Justice Act Task Force Open Appointment Procedures_rev2023 (No quorum)
- Overview of changes and transitions to operation of CJA task force:
 - CJA will follow Open Meeting Laws moving forward, this requires a quorum for any action items.
 - DHS internal guidance determined the Task Force must follow open meeting laws per Minnesota Statutes, Chapter 13D.
 - Development of a webpage on the DHS site which will list agendas, meeting mins, and link for the public to join meeting.
 - Per statute, we are required to add an agenda item which includes time for public input.

II. MN Secretary of State Open Appointment Applications

- Current task force members must apply for their seat per SOS’s attorney’s advisement. **ACTION ITEM: Please submit your application, if you have not yet.**
- Members must apply on the SOS website: [Boards/Commissions Search \(state.mn.us\)](https://boards/commissions.state.mn.us). You must create an account to apply. We have expanded to have two of the statutory required seats for each respective discipline.
- After vacancies are posted for 21 days, notice of appointment will be sent to SOS and Dept. Human Services Commissioner to appoint and issue oath of office. Direct appointments and ad hoc members do not have to apply but will need to sign an oath per SOS.
- There are federal required vacancies for child protection, representative that works with children with disabilities, civil court judge, and medial provider
 - Marcia reached out to Dr. Hudson and he is willing to serve on the task force. Thank you, Marcia!
- We will follow statutory appointment and term expiration dates (4-year terms)
- Need to develop an application review team.
 - Application Review Team will include Chair, Vice-Chair, and other members as works for folks schedules until January 2024 due to number of vacancies.
 - In January 2024, the task force will vote to appoint a Chair, Vice-Chair and members to the application review team
- **ACTION ITEM: Please promote the vacancies with your networks!**

III. Three Year Assessment Planning

- Gapske shared a PPT to give an overview of the requirements for the process
- Members shared past collaboration with required members
 - Sarah Ladd has worked with the task force in the past. She could share the updates on labor tracking response development by DHS. **ACTION ITEM: Gapske will contact her.**
 - CJI has their 5 year strategic plan. **ACTION ITEM: Gapske will contact Judy about sharing their plan. Barrett is willing to present it, if needed.**
 - Foster Care Advocates has collaborated in the past. **ACTION ITEM: Gapske will share information from DHS on the aging out of foster care resources and changes.**
 - Gapske has met with DHS CQI regarding evaluation and assessment support

- A request was made for data that is not tracked on the DHS Dashboard for the number of foster youth or former cps cases that are in the system as parents. **ACTION ITEM: Gapske will ask Rebecca about the process to request such data needs.**
- DHS will post a Quick Call for proposals for a facilitator to assist with the 3-year assessment and planning for our CAPTA 2024-2027. Quick call will be open for two weeks.
- Gapske met with three vendors to solicit interest and an estimate. All estimates were over 5K. Please value this as an investment by DHS and the task force to set us up for successful planning.
- Dates will be shared ASAP to reserve time on your calendars. We NEED your attendance at these meetings to develop the best outcome for the 3-5 projects developed, use of the CAPTA funds, and assessment federally required report.
 - Plan for 1 full day in-person (food provided+ location TBD) and 2 half-day sessions, virtual. Cameras must be on during workshop facilitation.
 - Must be on a laptop or tablet for virtual facilitation due to interactive process.

III. Subcommittee Report/Updates

- Share back from the CJA LE/CP and CAC/MDT Subcommittee group projects.
 - Gapske-CP/LE Subcommittee Chair
 - Developing work plan on the youth leadership feedback
 - Focus on development of optional training for law enforcement
 - Marcia-CAC/FI Subcommittee Chair
 - Great discussion on survey questions
 - Draft of survey near completion
 - Will vote via email to get it sent out ASAP

III. Next Meetings

- The CJA task force meeting will be cancelled in lieu of 3-year assessment and planning meetings.

Meeting	Schedule	Date
Task Force	3-yr Assessment and Planning Meetings	TBD-Nov
CAC/MDT/FIT subcommittee	2 nd Wednesdays 1-2pm	October 11, 2023
CP/LE subcommittee	4 th Tuesdays 12-1pm	Sept 26, 2023