

Chisago County Citizen Review Panel Meeting Minutes

August 1, 2023, 12:00-2:00 PM

Present:

- Chisago County: Todd McMurry
- State (DHS): Laura Gapske
- Community panel members: Karen Kennedy, Carol Schumann (Chair), and Nancy Grossmann

Citizen Review Panel Purpose and Founding federal law for panels: Child Abuse Prevention & Treatment Act (CAPTA) states, “Each panel...shall, by examining the policies, procedures, and practices of the State.

Minnesota Statutes, section 256.01, subdivision 15 states that panels “examine the policies and procedures of state and local welfare agencies to evaluate the extent to which the agencies are effectively discharging their child protection responsibilities.”

Minnesota CRP mission: “To ensure Minnesota’s child welfare systems are protecting children.”

Chisago County CRP mission: “To provide an opportunity for citizens to play a role in ensuring children are protected from abuse and neglect, and to encourage and help build nurturing homes for children in our communities.”

Minnesota CRP vision: “Community members are powerful partners in shaping local and statewide child welfare policy and practice.”

I. Welcome and introductions:

- Introductions with Laura Gapske, new DHS coordinator and support person for the Chisago Citizen Review Panel from the State.

II. Appointment Process Discussion on Decision Points:

- Chisago County CRP Panel Application Process Outline:
 1. Inquiry calls are routed to Todd with Chisago County.
 2. Interested applicants are directed to the online application.
 3. Todd follows up to explain more about the role of the CRP and explains the level of involvement. If the applicant is still interested, he schedules a panel interview with other Chisago County staff panel members (Chris or Karlene).
 4. Interview process and rubric uses a toolkit provided by Mary Doyle, formerly with DHS.

5. Panel members accepted are forwarded to the Chisago County Board to be voted in and formally appointed.

*Applicants with prior CPS lived experience are not accepted on the panel. Gapske explained the DHS stance of the value of including lived experience folks (not current open cases or recent CPS cases) in panels or community engagement.

*No community panel members are a part of the interview panel

- Decision-making Points for the Secretary of State (SOS) Open Appointment Process:
 - How many folks would you like to have appointed to the panel? 7
 - Current Chisago panel members would not have to go through the County screening process again.
 - Panel members will be notified of process to get formally appointed by the Secretary of State's office once it's in place. THIS IS NOT OPTIONAL DUE TO STATUTORY REQUIREMENTS.
 - Create an account on the Secretary of State's Office website and apply for your seat once the process is finalized by DHS.
 - You can create an account now at: [Create a New Account and Confirm Email \(state.mn.us\)](https://state.mn.us)
 - Packets to the SOS will need to include:
 - resume, cover letter (memo)
 - response letter to applicant
 - notice of intent to appoint
 - application packet for each candidate from County CRP to DHS for submission to SOS's Office
 - cover letter, including next steps and timeline
 - overview of panels (DHS fact sheet eDoc)
 - volunteer PD/member expectations
 - consent for BGS
 - disclosure of CP involvement
 - application questionnaire
- Panel received six applications since the last meeting. One new board member will be appointed at the County Board meeting this evening.
- No Bylaws are in place for the CRP.
- It takes the Sheriff's Dept a few days to complete a background check on panel applicants. If it comes back without a record, this gets shared with the panel members. If the applicant has a record, the information does not get shared with panel members.

III. **DHS Updates:**

- Excellent job on your Annual CRP Report! The 2022 Report and DHS Response will be posted on the DHS website late this summer. Thank you for your hard work and commitment to children, youth, and families.

- MIFPA/IWCA Training for free offered to CRP and CJA members. Todd and Karen expressed interest depending on the dates. October was suggested as the most convenient month. Gapske will email all panel members to see if there is additional interest.
- CAPTA funding unspent last year. CAPTA funds will be an on-going agenda item to discuss how to best use them in the future. Ideas: Stipends for community members, pay for training, recruitment, travel to National CRP Conference in 2024, etc.
 1. Need to inquire about what the Chisago County Finance Dept might need to establish a process for stipends for community members around 1099's/W-9's.
- Inquiry: Is there a need for a hybrid meeting model?
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IV. Prior Project Ideas from April 4, 2023, meeting:

- **April 4, 2023, meeting**
 1. Case studies
 2. County surveys
 3. Support CP workforce
- **August 1, 2023 meeting**
 1. Resource guide updated
 2. Human Trafficking Awareness community education
 3. Self-defense classes offered
 4. Bring back the BCA Sextortion training
 5. Age appropriate/concerning books at the library
 6. Conducting case reviews

v. Next panel meeting agenda items:

- Review and discuss 2021 Report and Placement Bulletins from DHS.
- Follow up on self-defense classes offered by the Sheriff's Dept.
- Identification of project and create workplan with timelines.
- CAPTA funding and budget ideas for 2023-2024.

vi. Next Meeting:

Date: October 3, 2023, 12:00-2:00pm (1st Tuesday every other month)

Location: In-person conference 150B room, Chisago County Government Center, Center City, MN