

## Chisago County Citizen Review Panel Meeting Minutes

April 1, 2025, 12:00-1:30 PM Hybrid: Center City HHS Conference Room & Teams

Present:

- Chisago County: Todd, Karlene, and Chris
- State (DCYF, OAIF): Gapske
- Community panel members: Peter, Lisa, Deb, Nancy, and Karen
- Absent: Wendy (excused), Jill (excused)

### I. Topic: Welcome

### II. Topic: Recruitment for citizen review panel seat vacancy

- **Status of vacancy postings:**
  - Todd and Peter confirmed the vacancy posting is still on the Chisago County website; no applications received to date.
- **Action steps:**
  - A flyer will be updated by the panel and posted in visible public locations (e.g., entryways at North Branch and Center City, local libraries).
  - Deb and Todd will coordinate on finalizing and printing the flyer.
  - Deb compiled a list of public places (libraries, county buildings) to post flyers.
    - The Chisago County locations of libraries are as follows
      - Chisago Lakes: 11754 302nd Street, Chisago City
      - North Branch: 6355 379th St, North Branch
      - Rush City: 240 W. Fourth St, Rush City
      - Wyoming: 26855 Forest Blvd, Wyoming

### III. Updates from Chisago County and DCYF

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### IV. Chisago County Data Input Process and Data on Medical Exams

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## V. Citizen Review Panel Project 2025 Workplan Development

- Focus: Ensuring children in out-of-home care receive timely medical exams and that SSIS data accurately reflects compliance.
- **Goals:**
  - Every child placed in out-of-home care meets the 30-day exam requirement (or has a valid documented exam from prior 12 months).
  - Improve data accuracy so SSIS reflects all completed exams.
- Work plan located at [petergrund.com/projects/crp/plan](http://petergrund.com/projects/crp/plan)

## VI. Citizen Review Panel Funds

- The FY 2025 Chisago County Citizen Review Panel funds will expire on June 30, 2025.
- There is \$2,641.47 left in the Chisago County CRP account.
  - Remaining CRP Funds: \$2,641.47 must be utilized by June 30, 2025.
    - Todd will assist the panel with placing an ad in the paper to recruit two members to fill the vacant seats.
    - Gapske will create an Amazon wish list to share with foster and relative placement with kids in out-of-home placement.
      - Here is the list for them to add items:  
[https://www.amazon.com/hz/wishlist/dl/invite/emWgkii?ref=wl\\_share](https://www.amazon.com/hz/wishlist/dl/invite/emWgkii?ref=wl_share)

## VII. Informational: Stipend reminder and reimbursement for milage

## VIII. Public comment(s)

## IX. Next meeting:

Meeting-Hybrid	Schedule	Date
Chisago County Citizen Review Panel meeting	Every First Tuesday of the Month noon-1:30 pm	May 6, 2025