

Chisago County Citizen Review Panel Meeting Minutes

Sept 2, 2025, 12:00-1:30 PM Hybrid: Center City HHS Conference Room & Teams

Present:

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

I. Welcome

II. Chisago County and DCYF updates

- a. Todd is retiring and Karlene will be stepping into supporting the panel.
- b. Gapske shared MDT training opportunities and we have had one new applicant to the panel.

III. Workplan Update and Discussion

- a. Surveying five counties in progress
 - i. Peter will email Mahnomen County with template from Deb.
 - ii. If there is no response by Sept. 15th after another follow up email, Gapske will reach out to the supervisors for a response.
 - iii. Counties assigned
 1. Deb-Clay County
 2. Lisa-Pine County
 3. Karen-Ottertail County
 4. Nancy-Goodhue County
 5. Peter-Mahnomen County
- Deb will collect responses to compile the results of the survey
- October meeting will include:
 - Review survey results
 - Review cases with no medical exam in Chisago County, identify cause/barriers
 - Start to discuss and draft recommendations for annual report

- Updating workplan to include progress in the future. This will now be a standing agenda item at the end of every meeting to keep on track.

IV. Reconsideration debriefs (2 recent ones)

- Two files from CHIPS cases
- The county is developing training tools to put family notes on why panel members agreed or didn't agree with the county decision. This will assist them in getting feedback and ensure it doesn't appear as a "rubber stamp" in process.
- Members shared feedback on the process what has been helpful.
- Resource appeals website: <https://mn.gov/dhs/search/fair-hearings.jsp>

V. Citizen Review Panel Budget

- Document OWL purchase-Chris or Karlene will obtain itemized expenses for the panel to identify when the Owl was paid for and reimbursed by DCYF.
- The Owl is encouraged and allowed to be used for any Chisago County Human Services meetings/trainings/etc. The Owl must be available for the panel meetings.
- Feedback on gift card usage-Chris was unable to stay for this part of the meeting. We will get an update at the next meeting.
- Child Abuse Awareness Month for 2026-Tote swag will be brought to the next meeting to see if more needs to be purchased for upcoming events. Materials would be focused on child abuse prevention topics/swag.
- National Conference 2026-No one has interest or able to attend the conference. Perhaps new members or Peter will be able to attend. Gapske will pull together an estimate for it.

VI. Update on citizen member term lengths and applicable dates

- MN SOS website link: [Board/Commission Details](#)

POSITION/SEAT	APPOINTING AUTHORITY	MEMBER NAME	STATUS	TERM END
MEMBERS				EDIT VACANCY
Member	Commissioner of Human Services	Deborah Kerschner	Filled	03/18/2027
Member	Commissioner of Human Services	Mrs Lisa Rydning	Filled	03/18/2028
Member	Commissioner of Human Services	Carol Schumann	Posted	03/18/2027
Member	Commissioner of Human Services	Wendy Zitzloff	Posted	03/18/2028
Member	Commissioner of Human Services	Mrs. Nancy Grossmann	Filled	03/18/2027
Member	Commissioner of Human Services	Peter Grund	Filled	05/20/2028
Member	Commissioner of Human Services	Mrs. Karen Kennedy	Filled	03/18/2027

VII. 2026 Project Ideas

- Members will review information from the retreat and bring their ideas forward to the Sept. and November meetings.
- There is interest in focusing on children in foster care.

I. Next meeting:

Meeting-Hybrid	Schedule	Date
Chisago County Citizen Review Panel meeting	Every First Tuesday of the Month noon-1:30 pm	October 7, 2025