

CIP Committee Meeting Minutes

April 6, 2011

10:00 am – 3:00 pm (CT)

Cedar Shores, Oacoma, SD

Attending: Judge Davis, Sharon Kallemeyn, Marty Graves, Judge Myren, Dave Valandra, Amy Benda, Tony Benning, LuAnn Van Hunnik, Vicki Burger, and Virgena Wieseler. Staff: Sara Kelly

Absent: Becky Morlock-Reeves and Roxie Erickson

1. October meeting minutes: Committee approved. Typo noted, Sara will correct.
2. CIP Budget: Committee members reviewed the three CIP budgets. Sara informed the committee, over \$99,000 of CIP Data grant was committed to the Case Management Project for enhancements to the abuse and neglect portion of the new system. Approximately \$60,000 of the CIP Training grant is obligated.
The committee discussed ideas on how to use the remaining data and training funds. Virgena asked if funds could be used for exploring interfacing options/feasibility study between DSS-CPS and UJS. Judge Myren asked if it is possible to interface with law enforcement agencies with high number of A&N cases for automatic notification to the court clerk when a child is removed. There can be a delay in paper work on these cases. Sara will check with the Regional Specialist regarding CIP funding option.
The committee discussed training opportunities. The committee recommended sending a team to Family Group Decision Making (FGDM) conference in June. Virgena will put together a list of possible individuals to attend. Judge Davis will contact Judge Caldwell for possible judicial attendance.
Virgena stated she is hoping to arrange for a representative from American Humane to provide technical assistance on how to roll out FGDM statewide and would like it to be a collaborative effort between DSS-CPS and UJS.
Other training opportunities, Sara will send emails to committee.
3. Data Tracking: Sara reported the new Case Management System is due for pilot in July; however it may be moved to the fall due to

delays in project completion. Virgena asked if the CIP Committee could see a demonstration of the new system at the next meeting. Sara said she will try to set that up.

Marty stated the child advocacy centers have a web based tracking system that tracks a case from the beginning of the case to the end and it may be a helpful tool to interface with. Sara will talk to Monica Mauer regarding this.

4. Professional Reference Guide:
 - a. State's Attorney: Almost done, it is currently 11 pages. The committee discussed creating a mini-manual and a two-page reference guide; Sharon will talk to Roxie.
 - b. Law Enforcement: Sara will add a sub-bullet under "Use team approach..." for "consider utilizing a Child Advocacy Center for interviewing the child". Sara will add "This is a professional reference guide... to the front of the document as well as the back side. Once guide is printed and laminated the Law Enforcement Training Center, police departments, sheriff's offices, Highway Patrol, Tribal PD will get copies. Judge Davis request some go to Ellsworth Air Force Base; he will let Sara know how many.
5. NCASA Conference: Amy stated she was not able to attend, but had a staff member attend in her absence. Amy shared a written summary from the staff person (see attachment).
6. UJS Children's Justice Conference: Sara shared the agenda, save-the-date postcard and reminder postcard with the committee. The planning is almost complete and committee members will need to assist during the conference.
7. New committee member update: The committee discussed the list. Sara will present the list to Pat Duggan and Greg Sattizahn to confirm the names on the list are "friends" of UJS. Sara will report back to the committee on whom the Chief chooses to appoint.
 - a. Shantel Krebs
 - b. Craig Tieszen
 - c. Dan Dryden
 - d. Joni Cutler

- e. Todd Schlekeway
 - f. Mike Vehle
 - g. Suzy Blake
8. Term Members: Five members have terms expiring this year, they are: Judge Myren, Tony Benning, Amy Benda, LuAnn Van Hunnick, and Roxie Erickson. Judge Myren, Tony, Amy and LuAnn stated they will continue for another term. Sharon stated she will talk to Roxie about her term and let Sara know.
9. Updates from last meeting:
- a. Parenting classes: Virgena presented the committee with information on Common Sense Parenting – Learn at Home option for cases that the person ordered to parenting class can't attend classroom setting. This option will cost the individual \$70 for the workbook and DVD. For abuse and neglect cases, DSS-CPS covers the cost. Judge Davis and Judge Myren will present this option at the judicial conference.
 - b. Alcohol testing for respondents: Virgena stated DSS-CPS can cover the cost for abuse and neglect cases.
 - c. Interpreters: Sara stated that CIP basic grant funds can cover interpreters for court proceedings. Sara will talk to Greg Sattizahn about this option and investigate how much each county spends for interpreters for abuse and neglect cases.
10. SD CASA Commission meeting: The annual meeting is scheduled for May 3, 2011. Sara asked if CIP Committee members wanted to attend. Judge Davis, Judge Myren, Tony Benning and Marty Graves plan to attend.
- a. Program updates: Sara reported that two CASA programs closed due to the loss of NCASA membership. CIVIC CASA (6th Circuit) closed November 2010 and Aberdeen CASA (5th Circuit) program closed February 2011. Currently 24 of the 66 counties in South Dakota are served by a CASA program. Sara reported the board of directors for CIVIC CASA plan to have the NCASA membership reinstated. Judge Myren stated Aberdeen should have a new CASA program in a few years.

11. Annual CIP meeting: Sara stated the next annual meeting is May 9 & 10, 2011. Sara and Vicki are going and will attend the permanency hearing breakout session.

12. Other business:

- Sara asked to set a date to review CIP grants; a tentative date was set for June 6 or 13 at 11:00 am (MT), 12:00 pm (CT). Sara will email the date to the committee and set up conference call – in.
- Amy presented a situation of privacy violation via a social networking system. She will discuss it at the next CASA directors meeting. Sioux Falls CASA program is strongly encouraging staff and volunteers to set privacy settings high.
- Virgena commented she and Tony shared several emails in March addressing why CPS staff may want a copy of the UJS Register of Actions (ROA). Virgena explained after parental rights are terminated, CPS staff begins an extensive file review. In an effort to assure completeness of the case file, CPS staff will cross check their documents with UJS so the case can continue to move forward and on to adoption.

13. Next Meeting: October 6, 2011 Cedar Shore.