

## **December 4, 2018 Minutes of the DC Citizen Review Panel**

Time: 6:30 PM - 8:30 PM

Day: Tuesday

Place: CFSA, 200 I Street SE, Washington, DC 20003

Catering: Cornercopia, [cornercopiamarket@gmail.com](mailto:cornercopiamarket@gmail.com)

### **In attendance:**

Justin Stephens (Newly Appointed Chairperson), Emily Smith Goering (Vice-Chairperson), Rick Bardach, (Treasurer), Megan Conway, Marie Cohen, Katrina Foster, Maura Gaswirth, Sherrill Taylor, Patrick Foley, Elizabeth Corson Mohler, and Joy Graham.

**Absent:** Shana N. Bartley, Sarah Schooler

**Visitors:** Andrea Reid, CFSA Grant Monitor

**Facilitator:** Joyce N. Thomas

### **Welcome/Introduction**

This third quarterly meeting was called to order at 6:30 PM by Emily Smith Goering, Vice Chairperson. Emily expressed greeting to all the new members and was pleased to have a quorum for this meeting. Andrea acknowledge that the notice of the meeting was posted on the DC Register and CFSA websites, thus the requirement for public notification was satisfied as stated in prior meetings. The Facilitator informed the group that CRP panel members, visitor and the Facilitator must sign a confidentiality form at each meeting to ensure privacy of client information that may be discussed during the session. Client information was not discussed during this meeting, but the confidentiality form was signed anyway by each person attending.

### **Background Information of New CRP Chairperson**

Emily introduced the new CRP Chairperson and asked him to give a brief statement about himself. Justin indicated that he was sworn-in as Chair of the CRP in late November 2018. He is the Senior Director of Coaching for a non-profit organization in DC, known as Flamboyant Foundation. His background is an educator and he has worked in the Baltimore City Public Schools. Currently, he works to develop teams of School Partnership Coaches to strengthen family engagement with a special focus on issues of race, equity and bias. He informed the group of his prior experience with CFSA as a foster parent.

### **Review and Approval of Minutes and Modification of Tonight's Agenda**

Emily asked each person to introduce themselves and give some information on their background and how long they have been a member of the CRP. Table tents with names were visible. Patrick Foley asked to be excused from the meeting due to a scheduling conflict. Panel members indicated they had received and approved the minute from the September 11<sup>th</sup> meeting. The Facilitator indicated current minutes are posted on the CRP website, and prior copies of the minutes and annual reports can be retrieved by panel member from the CRP Drop Box.

Emily recommended an addition to the agenda in order to gather suggestions from panel members about training needs they are interested in having. The following suggestions for training topics were received:

1. It would be helpful to have an overview of different agencies and how they interconnect with CFSA.
2. The CRP can be strengthened by receiving onboarding orientation for all new members.
3. There should be opportunities for CRP members to explore national and international trends in child welfare.
4. A calendar should be created to inform members about upcoming meetings.
5. There should be a session on the impact if LaShawn ending.
6. There is a need to receive notice of upcoming hearings that are related to the work of the CRP.
- 7.

Emily indicated these training issues will be reviewed and incorporated into future meetings.

### **Treasures Report**

Rick Bardach gave an update of the CRP fiscal status. He indicated we are in the third quarter of the grant period between Child and Family Services Agency and the Center for Child Protection and Family Support as Facilitator of the DC Citizen Review Panel. The initial funding was for \$35,000 and in late August, there was a one-time increase of \$8,450 to enhance certain CRP activities. The new budget for this year is \$43,450. The Facilitator indicated that we cannot carry over funds to the next grant period, thus funds must be spent or obligated by March 12, 2019. The Facilitator indicated that the CFSA Fiscal Office has switched to electronic invoice submissions and this has caused a delay in payments. The Center received the last payment on August 10, 2018 and there is an outstanding payment of \$17, 200 pending. Discussion focused on the fiscal plans of the In-Home Care Working Group and proposed activities of the Community Forum Working Group.

### **Working Group Reports**

- *In-Home Services Working Group*: Marie Cohen is the new Chairperson of this working group and she provided an update on activities. Members of the group are of Katrina Foster, Emily Smith-Goering, and Maura Gaswirth. Marie reported that the group has met prior to tonight's meeting to discuss upcoming activities. The purpose of this working group is to analyze the effectiveness of In-Home Services. This will involve focus group discussions with parents involved in In-Home Care Services and social workers that deliver services to these families. A proposal was submitted to CFSA to spell out the plans for focus groups, analysis of CFSA administrative data and information from a cohort group. There will also be a review of the literature completed by the group. The Facilitator helped in the development of consent forms, budget preparation, and providing information on how to conduct focus groups. The focus groups will be held on December 10<sup>th</sup>, and it will be held at the Far Southeast Collaborative. Plans are to have some preliminary findings for the CRP annual report, but the final study will not be available until June 2019. A timeline documents the various tasks and when they will be completed.

- *Youth Ageing Out of Foster Care:* Rick Bardach, Chairperson of this working group provided some background information and brief update on activities. Members of the Working Group include Rick Bardach, Sherill Taylor, Patrick Foley, and Megan Conway. There continues to be meeting with the CFSA Director and staff of the Young Women's Project (YWP). It is consensus of the Working Group that the YWP is working hard, but the results are falling short in meeting the needs of the youth. Rick committed to sending the panel members an email documenting the results of the meeting with Brenda Donald.
- *Community Forum:* Joy Graham is the Chairperson of the proposed Community Forum. She informed the panel that a conference call meeting was held on September 26, 2018 to initiate planning for the community forum. The purpose of the meeting was to discuss the design and implementation of a forum to gain input from DC residents about the policies and practices of the DC Child Welfare System. Participants of the planning group included Joy Graham, Emily Bloomfield, Rick Bardach and the Facilitator (Joyce Thomas). Shana Bartley was unable to attend, and Patrick Foley who also expressed interest, was not able to attend. The following is a summary of the meeting discussion: Joy Graham has volunteered to serve as the Chairperson of the Planning Committee and this was agreed upon by participants on the call. At no cost to the CRP, Joy reserved space at the Dorothy Heights Benning Road Neighborhood Library, located at 3935 Benning Road, NE.

The proposed date for the event is Saturday, April 6, 2019. Joy indicated that in this library, there are three separate meeting rooms and a large atrium for food serving. The capacity of the large meeting room is 100 and the capacity of the two smaller rooms is 25 people each. The library hours of operation are 9:30AM- 5:00PM. The time for the event would be from 10:00AM to 2:00 PM, and the CRP should plan to provide a light breakfast, boxed lunches, and beverages. It was suggested that we should offer gift cards for 10-20 participant as an incentive for participation (This needs to be developed further). The overall purpose of this public forum is to (1) promote awareness and participation in the CRP (2) connect to the community-at-large about critical child welfare issues, and (3) gain input about policy and practice issues of CFSA. Joy indicated a second meeting will be scheduled to continue planning and a proposal will be provided in January to spell out the details of the Community Forum. Joy expressed the need for additional members to the planning committee. Emily Smith Goering and Elizabeth Corson Mohler agreed to join the planning group.

**Facilitator's Report** Joyce Thomas reported:

- The website is currently under construction and several issues regarding how to list the panel members were discussed. Joyce agreed to send out an email to ask how members want to be listed and whether they wanted a photo of them to be included.
- Request for reimbursement should include the original receipts and signatures from participants that received gift cards. Vendor invoices are needed to obligate funds for future payments. This is especially significant for the planning of the Community Forum which is scheduled for the Spring.

- The group was informed about the DC School Safety Act of 2018, which is pending legislation before DC City Council.
- Upcoming event listed on the agenda were emphasized such as, the 21st National Conference on Child Abuse and Neglect (NCCAN) will take place from April 24-26, 2019, in Washington, D.C. sponsored by the Children’s Bureau, HHS. Free. Marriott Wardman Park. <http://www.nccan21.com/#&panel1-1>
- A Save-the-Date notice for the CRP National Conference is posted. 18th Annual National Citizen Review Panel Conference, June 6-8, 2019, Albuquerque, New Mexico.
- The Facilitator is seeking clarification from MOTA about expectations of the “point of contact” person. This will also be discussed with the CFSA Grant Monitor.

**New Business:**

Questions were raised about the CRP Dropbox and the ability to edit reports and documents. It was agreed the Dropbox should only be used for storage of past minutes and reports.

**Adjournment:** The meeting was adjourned at 8:40 PM.

**Action Items:**

1. Continue work on the website.
2. In-Home Care Working Group will submit receipts for reimbursement of funds.
3. Youth Ageing Out Working Group will send information on the results of the meeting with Brenda Donald.
4. The Facilitator will meet with CFSA on December 18<sup>th</sup>.
5. The Community Forum will hold a planning meeting and engage two additional members.

Respectfully Submitted:

Joyce N. Thomas, Facilitator