



Citizen Review Panel

District of Columbia

Tuesday, September 12, 2023
DRAFT Meeting Minutes

Time: 6:30 PM to 8:30 PM

Day: Tuesday

Via: Zoom Meeting

Virtual Attendance:

CRP members: Shana Bartley (Vice Chairperson), Mattie Cheek, Emily Bloomfield, Dr. Wanda Thompson, Elizabeth Mohler, Theresa Gibson, Patrick Foley (Treasurer), Meghan Schott

Absent members: Pierrea Wallace (Chairperson)

CFSA Contract Monitor: Roni Seabrook

CFSA Visitors: Ann Reilly, Michael Rosemond, July Swaby, Linda Carenard

Public visitor: Rick Bardach

CRP Facilitator Team: Margie Chalofsky, Toni Carr

Welcome/Introductions

Shana Bartley, Vice Chairperson began the meeting at 6:30 PM. She welcomed everyone to the meeting, Shana invited attendees to introduce themselves and introductions were made. It was acknowledged that there was a quorum for tonight's meeting and the public satisfaction was met.

Approval and/or modification of tonight's agenda

Shana B. asked panel members if they had any edits to the July meeting minutes. There were no edits and July's meeting minutes were approved. She also asked members if they had any additions/changes to the agenda. She then presented the flow of the agenda.

CFSA Policy Development Process Presentation and Questions from Panel Members

- Mike R. gave a brief overview of the policy process and presented a slide show. [CFSA Policy Presentation](#). Topics included:
 1. Program policies and Administrative policies
 2. When do we need to revise?
 3. When do we need to create new policy?

4. Other guidance tools such as FAQ's, business processes, etc.
5. Policy development process
6. Policy index link

Q & A followed with the policy specialists and Ann Reilly, Deputy Director

Panel member questions:

- Patrick F- How often do you call in foster parents or other stakeholders to be part of workgroups and how do you choose the foster parents to be involved?

Responses:

- a) They look at who are the customers of that policy. People can contribute at a workgroup or by reviewing in writing.
 - b) They reach out through organizations, forums, private agencies, etc.
 - c) Ann R. envisions using BOND squad leads in that way, but it hasn't happened yet. She will be looking at that as an option to get input from a diverse group of resource parents.
- Mattie C- Are youth invited?
 - a) Yes
 - Margie C - Trying to figure out the role of CRP members regarding CFSA workgroups and if involvement is appropriate. She stated that the panel will be talking later in the meeting about whether members might want to get involved and asked CFSA if members have been involved on their work groups in the past?
 - a) Response- maybe in the distant past but they might have been attending in another role.
 - Margie C - What happens if practice changes happen in between policy? It used to be said that policy supersedes but what if practice moved faster than policy revision? How is the alignment done for the short term?

Responses:

 - a) Administrative issuances or quick reference guides or training updates can be used.
 - b) All staff emails for staff but communication to stakeholders is more complicated. Newsletter to foster parents and need to include private agencies because best practice should not be that different between agencies. Share with contract monitoring team
 - c) Looking at inventory in policy catalog and go to each department for updates
 - Ann R- asked if her discussion of Family Time should happen in this whole group or just the workgroup. Based upon panel member responses, it was decided to do a short presentation and then the workgroup could follow up for a longer discussion.
 - a) Court ordered visitation is a minimum of once per week and more judges recently ordering more than that for children under age 2.

- b) Each visit takes an average of 4 hours between picking up kids from school or daycare, supervising, etc. Therefore, it is only reasonable for SW to do 2 visits in an 8- hour day.
- c) However, CFSA shares the value of more Family Time leading to quicker reunification and thus looks for ways to have visits without the SW, such as Resource Parents and Kin. They are looking at having that conversation with relatives at the FTM; could the relatives who are not going to be the placement help with the visits?
- d) Currently tracking when go from supervised to unsupervised with awareness that reunification can only happen after unsupervised visits have occurred. Looking at 9- months as a marker for unsupervised.
- e) Some parents don't visit, especially newborns (which may lead to plan being changed to adoption) and teens- when there is conflict in homes sometimes either teen or parent refuses the visit. Parents more active in visitation for children ages 2-12 (could but dive into this more with workgroup).
- f) Looking at what community could do to support visits. Rec department? Schools? They tried a Visitation Center years ago, but people didn't go. They tried the Collaboratives but also not successful. Would welcome any conversation to help guide this approach and would like to do that together.
- g) Wanda T. responded that they will their put heads together and offer recommendations.

Shana B thanked the CFSA team.

Facilitator Report and Updates- Margie C.

- Updates on MOTA and Council
 - a) Margie C. shared that the Council staff member reached out about the status of a person who didn't need renewal but didn't follow up on her request to renew the three who do need renewal. She will keep working on that.
- Participation in CFSA workgroups/discussion
 - a) Margie C. asked panel members whether they think it is appropriate or a conflict of interest to participate in CFSA workgroups. She stated that before she would even explore this with CFSA she would want to know if members even have the time or think it appropriate to be involved.
 - b) Meghan S. responded that it might be a conflict of interest, but not sure
 - c) Shana B. responded that she has participated in a CFSA workgroup while a member of the panel but in her professional capacity not as a CRP representative, not in that capacity.
 - d) Wanda T. responded that meeting with CFSA specific to panel workgroups would be ok but not as part regular CFSA working groups as that would be too much of a time commitment.

- e) Mattie C. responded that we should be able to go to CFSA for clarifications and build that relationship but not part of their workgroups as it might be a conflict. This is helpful don't want to spend time on things no one wants to do.
- f) Meghan S. responded that she might want to be involved in a workgroup in her professional capacity but that she has others who could clear whether her membership in CRP would be a conflict so that we don't have to do that work.

Based on this conversation, we made a decision not to pursue representation at this time.

- Volunteers for workgroups- Margie C. suggested that each workgroup think about whether they might want community volunteers and asked them to talk to her separately if they want her to recruit.
- National Conference will be May 20-22 in San Diego. We are budgeted for two people. Margie C. asked members to let her know if they might be interested in representing DC.
- Information session on the CFSA dashboard is being held on Oct 10- it is not mandatory but will be helpful to members. Members were asked to RSVP on the portal.
- The facilitator team is working on the Meet and Greet but we have a few more members we need to hear from regarding dates. Members were asked to let Toni know if there is any place they suggest exploring as venue.
- Margie C., Pierrea W., and Roni S. met with CFSA's ACF monitor who was interested in having at least one workgroup focused on the CPS up front child protection work. Our prevention group will be focused there so that meets that request.
- Margie C. asked members to think about other people we could recruit as panel members.

Social Media Update- Patrick F.

- Patrick F. thanked Toni for setting up the page. Confusion as to two pages and how to deactivate the one that is not the real page.
- Toni C. responded that the old DC CRP created by Joyce's team was still activated and that she reached out to them to ask if they could delete it or deactivate it.
- Toni Carr and Patrick F. will schedule a time to review all of the pages and identify one page for DC's CRP.
- Patrick F. asked members to go on to the new CRP Facebook page to like/friend. <https://www.facebook.com/district.of.columbia.citizen.review.panel>. He suggested that one way we could increase hits to the site might be targeted ads (with clear parameters and limited time) and that we would need to pay for it
- Margie C. suggested that for those of us who are not on Facebook, a blurb to send to their friends/colleagues who are on Facebook would be helpful and offered to work on it with Patrick.

- Panel members have to figure out how we want to do the posting. Everyone? Assigned? Rotated? All could be administrators or Patrick would post. Proposal will be put forward on the posting question after we get the page and access issues figured out.

Working Group Updates

Each group was given five minutes to share updates of their working group and panel members gave suggestions.

- Prevention group- Patrick F.
 - a) Group will focus on hotline triage; written policies and procedures; standardized criteria for immediate/not urgent response; and proposed description procedures for warm line. Meghan S. added that their modification was because of the federal request and that it was helpful to assist the group to narrow its focus.
 - b) Wanda T. asked about the group's distinction between primary and secondary prevention. Meghan, S. responded that they are focusing on intake/secondary prevention instead of primary prevention because they need an agency touch point to assess. Wanda T. responded that the proposal should make it clear that this is secondary/not primary.
- Visitation group- Wanda T.
 - a) Group will look at where DC is regarding language and practice; how/where visitation is offered; how it is increased over time; competency around visit supervision/what does it take/SW case load that might limit increased visits, etc.
 - b) Margie C. stated that the ACF monitor was interested in the relationship between reunification and visitation.
 - c) Elizabeth M. asked about the history of the former Visitation Center. Margie C. gave a brief explanation.
 - d) Wanda T. shared that the Child Welfare Gateway has a lot of information about the practices in other jurisdictions and that the working group will give recommendations as part of their report.
- Aging Out group- Theresa G.
 - a) Group will look at CFSA steps to prevent homelessness; services available to older youth and how many participate; what knowledge youth and foster parents have about the services and barriers to participation.
 - b) Group will research practices locally and across the country and is hoping that CLC could help with that research.
 - c) Mattie C. will develop a survey for youth and foster parents.
 - d) Next steps are to create timeline; to invite other interested parties to help research and to construct proposal.
 - e) Margie C. offered to see if others could help do research if CLC isn't in a position to assist.

Member Sharing

- Shana B. was the presenter for member sharing. She talked about her history in the CRP as well as her educational and professional history. Shana B. shared about her professional work in policy advocacy, public investment, and community power building with the mission of advancing racial and gender equity. She also shared about her former job as a receptionist in a hair salon, which she loved because “people left happy,” her close relationship with her nephew and her personal interest in traveling and nature. Family photos helped us to have the connection and ability to get to know each other that we often miss on Zoom.

Fiscal Report

- Patrick Foley, Treasurer, shared the financial report for the months of July and August. He reported that for the month of July 2023, a total of \$3,797.00 was spent which includes: Salaries: \$3583.33, Supplies: \$201.01 (Annual Zoom renewal \$159.00 and Mailing \$42.10) and Website: Homestead \$12.57. For the month of August 2023, a total of \$3,689.12 was spent to include: Salaries: \$3583.33, Supplies: \$48.22, Constant Contact \$45.00 and Homestead \$12.57. He also mentioned that \$45.00 for Constant Contact was spent thus far for the month of September 2023. He informed panel members that they can visit the board portal to view the full budget and expenses report.
- Margie C. reminded the panel that we have funds for workgroup incentives etc.
- Meghan S. asked if they could use their group funds for a statistician if they need that to help with data. Margie C. said it seems fine if that is what is needed.

New Business

- Margie C. asked for any other info session ideas.
- Shana B. asked a question related to Ann Reilly’s new title which puts her over both CFSA’s In and Out of Home Units. She asked if both units were coming together into one unit? Margie C. and Roni S. clarified that they are still two units but moved under same administration/deputy.
- Roni S. offered to bring CFSA to meet with the panel whenever requested and that she is looking at ways to keep the CRP abreast of the many and fast paced changes that are occurring.
- Meghan S. expressed interest in learning how CFSA interfaces with other parties of the legal system, i.e.. Hope Court and Mental Health Court.
- Meghan S. asked if CRP’s scope includes MD families served by NCCF. Margie C. responded that our scope covers all DC children, not contingent upon where they are placed. She clarified that NCCF has both DC children and MD children and that our scope includes the DC children. Meghan S. wanted other workgroups aware of the children monitored in MD by private agencies to ensure data was included as relevant.

Public Comment

There were no public comments.

Closing and Adjournment

Shana B. asked if there were any reminders. Margie C. reminded the panel about thinking of suggestions for new members.

The meeting adjourned at 8:22 pm

Future CRP Meetings	
Date	Location
November 14, 2022	TBD
January 10, 2023	Zoom
March 14, 2023	Zoom