



Citizen Review Panel

District of Columbia

Tuesday, September 13, 2022
Meeting Minutes

Time: 6:30 PM to 8:30 PM
Day: Tuesday
Via: Webex video conferencing

Virtual attendance

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

Members absent: Pierrea Wallace

Visitors: Rick Bardasch, Danielle Robinette, Sylvia Randolph, Tanya Trice, CFSA, Michelle Rosenberg, CFSA

CRP Facilitator Team: Margie Chalofsky, Toni Carr

Grant Monitor: Roni Seabrook

Welcome/Introduction

Shana Bartley, Interim Chairperson began the meeting at 6:30 PM. She welcomed everyone to the meeting, and it was acknowledged that there was a quorum for tonight's meeting. Shana invited attendees to introduce themselves and to record their confidentiality statement. She stated that we typically do not discuss confidential matters during these meetings and thanked Toni and Margie for moving the panel forward to sign confidentiality statements which can in the future take the place of this portion of the meeting. Attendees proceeded with introducing themselves and confidentiality statements.

Approval of Minutes

Shana Bartley asked panel members if they had any edits to the May and July meeting minutes. Wanda Thompson announced that she had a minor change to the May minutes, page 4, *Guardian ad litem* was incorrectly spelled. The meeting Minutes were approved for May noting that the change will be made. July's meeting minutes were approved without objections.

Approval and/or modification of tonight's agenda

Shana Bartley asked if there were any items that attendees would like to add or change to the agenda. Margie Chalofsky responded that she would like to add the signed MOA to the agenda. There were no other additions. Shana Bartley asked that since it was a late edition if we could discuss at this time, Margie Chalofsky agreed.

Memorandum of Agreement (MOA)

Shana Bartley shared that they had been working diligently across CRP and CFSA on the MOA for the last 18 months to develop a (Memorandum of Understanding) MOA on ways to work together and to establish timelines and processes. She stated that everyone who is currently on the panel has seen a draft of it and has given the okay to move forward. The MOA has now been signed by CFSA Director Robert Matthews and Shana Bartley, Interim Chairperson. Shana Bartley thanked everyone who has contributed and Roni for her patience and diligence in following up to get it completed. She stated that we will make sure a signed copy is accessible to everyone especially as we plan for our working group processes, and this will be a document to help us understand our commitments to CFSA and for CFSA commitments to the CRP. Margie Chalofsky gave a shout out to all who did the work. Shana Bartley also gave a thanks to Ms. Joyce for all of her participation and passed the meeting over to Margie Chalofsky.

Information Gathering: CFSA #101

- Recap of purpose for CFSA Information

Margie Chalofsky announced that this is the first information gathering session with CFSA guests and shared that the reason for doing this was based on the July meeting and individual meetings with panel members in which members stated the need to build information toolboxes for all members, both in terms of an overview of what CFSA does as well as other organizations. She stated that we are hoping for a high-level overview of the units and that this will be the first of many conversations. Margie Chalofsky also shared that CFSA will be coming back to give a report of the status of recommendations from the Older Youth report and will share more information later in the agenda. Shana Bartley has agreed to handle raised hands and chats and asked members to raise their hand or put in the chat if they have questions and if we run out of time, *we will record those questions and follow up via email.* Margie Chalofsky invited CFSA to start.

- Presentation

Michelle Rosenberg, CFSA Deputy Director, Office of Policy, Planning and Program Support introduced herself and thanked those on the panel for their assistance in finding a new facilitator. She then passed the presentation over to Tanya Trice. Tanya Trice, CFSA, Chief of Staff, shared with attendees that Director Matthews was not able to attend but sends his regards. She announced that the presentation will begin with the highest overview of the Landscape and Structure and then will turn it over to Michelle Rosenberg who will cover Transition to a Child Well-Being System. At the completion of the presentation, Margie Chalofsky stated that there will be more opportunities to build relationships with CFSA and asked if we could get a copy of the PowerPoint. *CFSA agreed to share the PowerPoint and Margie Chalofsky stated that she will share with panel members.* Shana Bartley then read questions from panel members that were answered by CFSA staff. Margie Chalofsky added that the questions that we were not able to get to that we will share responses via email and thanked Michelle Rosenberg and Tanya Trice for their attendance. At this time, Michelle Rosenberg and Tanya Trice left the meeting.

Follow-up Items from May and July 2022 Meetings

- Training and Information gathering

Before moving to this section, Shana asked three attendees who joined late to introduce themselves. Introductions were made and then passed on to Margie Chalofsky. Margie Chalofsky stated that this was a follow-up to an item from the July meeting. It was clear that members wanted more information of what CFSA does and what other organizations do. She stated that in response to this request, we started with this session and will also have a meeting on October 11, 2022, at the same time of the month we usually meet. This will be the beginning of presentations from other advocacy groups and commissions. She asked panel members to send names of organizations/groups that they would like to present to build our toolboxes as we will plan presentations on alternate months for a while. She also announced that CFSA will speak on the Older Youth report and that the new CFSA Ombudsperson will come to the November CRP meeting to present on her role.

- Report on meeting with MOTA (Mayor's Office of Talent and Appointments); Status of Chair

Margie Chalofsky shared that she met with MOTA and had anticipated that the appointment of Pierrea Wallace as chair would happen by today, but it did not. She complimented Shana Bartley on how well she has been doing this role. She also shared that she met with MOTA as well as with the Council staffer who coordinates appointments. She put forward the request that we hold up for new appointments with exception of Sylvia Randolph (who is already in the pipeline) until we do a reset as to who we really are and what we need and are thus ready to make our own recommendations as to recruitment of new members.

Confirmation of Patrick Foley for Treasurer

Shana Bartley thanked Patrick for stepping up as CRP Treasurer. Margie Chalofsky stated that she read the legislation and did not find any formal appointment process. There was no disagreement upon panel members and Patrick was put forward as the Treasurer. Margie Chalofsky shared that Patrick will present later on in the Agenda.

Facilitator Report and Updates

Margie Chalofsky thanked everyone for their time in speaking with her individually and expressed the sentiment that getting to know panel members and their interests helped her to get oriented. Margie Chalofsky shared her report on the recommendations regarding membership and workgroups. *She will write them up formally and send to panel members.*

Margie Chalofsky invited questions, comments and/or additions of anything that were missed. Patrick Foley responded that he thought it was a great way to build a new foundation on where we should go. Sylvia Randolph agreed that a model system to build -structure and systemic would be a great start. Wanda Thompson shared that she thought it was laid out well. Mattie Cheek added that moving beyond CFSA and the Bylaws, will help us to move faster. She stated that we were on a good track and liked what was done.

Requirements of DC's Open Meetings Act

Margie Chalofsky shared that she, Toni Carr, and Roni Seabrook attended a training on the Requirements of DC's Open Meeting Act and that the *PowerPoint of this training will be sent to panel members*. She went on to state that at this time, it is not mandatory that all panel members take the training but might be in the pipeline. Emily Bloomfield asked if we are supposed to be using chat in open meetings. Margie Chalofsky replied that we were told we need to have the recording available if asked, share the minutes, post the Agenda ahead of time and have an open link to join the meeting. *However, she did not know about any issues with using the chat function and said that we will check on that*. Margie Chalofsky also shared that currently our quorum is 5 and that we are not even supposed to talk if there is no quorum but workgroups of four and under do not need to be considered public. Margie Chalofsky stated that if panel members wanted to attend the one-hour training, that she and Toni will be able to set it up.

Ethics and Training Requirements

Margie Chalofsky stated that she thinks that although the Ethics Training is expected of panel members it is not actually mandated at this time but may be in the future. The next training is scheduled for October 26, 11:00 am – 1:00 pm. The link to the meeting was inserted into the chat box. Roni Seabrook stated that she does think that it is a mandate for members and added that the training can also be attended virtually on demand. *Roni Seabrook and Margie Chalofsky will confirm the actual requirement/mandate*.

New Business

- Fiscal report and new process

Patrick Foley shared the new process to receive funds for workgroup activities. He went on to explain that all requests under \$500.00 can be requested by completing the Google Form which will be sent by Toni Carr upon request. All items over \$500.00 will need to be brought to the panel. Margie Chalofsky also stated that nothing has been spent yet with the exception of salaries and reimbursement to Joyce Thomas for technology which had already laid out. *The budget will be sent to panel members*.

Creating CRP Internal Processes

Shana Bartley stated that we have spent the last few months onboarding new members and that with different people boarding at different times, they have had different experiences, but there has not always been in place a document, "Now that you are a member, what does that mean?" She added that she and Joyce Thomas had started putting together an orientation packet but stated that there are other things that panel members can do collectively as part of this new reset, and that it can be readily available for new members. Through conversation with Margie Chalofsky and conversations over the last few months, it was clear that we are all looking forward to a reset and that there are some really basic things that would be helpful to put into place to help us get on the same page. For example, what is the structure? what is the scope? What is the framework that holds us together? What do our current guiding documents permit us to do? We need to dig deeper to understand. She asked members if they had any

general thoughts or reactions. Shana turned the meeting over to Margie Chalofsky for further detail and an opportunity for panel members to raise their hand if interested.

Margie Chalofsky shared that there were three different internal groups to look at. She introduced the following groups: Structure and Scope to set up pre-strategic planning, Guidelines and Process for Recruitment of New Members (which we can wait on or it could go under Structure and Scope), and Past Reports and Recommendation to see where we are. She asked members to let her know what group they would be interested in joining. Margie Chalofsky opened the meeting for conversation and interests of groups.

Emily Bloomfield asked if there is easy access to information about other oversight organizations for purposes of “here is what we do,” etc. to narrow down our focus. *Margie Chalofsky replied that she will send organizations and links to group participants .*

Meghan Schott asked what needed to be done with past reports and recommendation. Margie Chalofsky replied that it was recommended that we look at recent reports and CFSA responses and put together a brief summary of what was done, what some of the recommendations are, and if there is more to do to follow up on any prior reports. She offered to help the group to track the status of some of the past recommendations.

Sylvia Randolph asked if we will be building a new philosophy and trying new theories or if we are just building from what currently exists. Margie Chalofsky replied that the question of scope needs to be addressed and the workgroup can also review the legislation as well.

Margie Chalofsky stated that she would like to meet with each of the work groups as we are setting groundwork for our internal processes. She invited members who were on the panel to take a minute to talk about the Strategic Planning session that was held. Shana Bartley shared that the session was more around what do others around the country look like and how do they determine their work. Conversation continued around the capital legislation, DC Code, Federal ACF, etc.

Group Interests Signup

- **Group 1: Structure, scope, etc.- setting stage for strategic planning**
Mattie Cheeks, Wanda Thompson, Shana Bartley, Patrick Foley, Emily Bloomfield
- **Group 2: Guidelines and process for recruitment of new Members**
(This group is a subgroup to Group 1)
- **Group 3: Review of past reports and recommendations:**
Emily Bloomfield, Elizabeth Mohler, Sylvia Randolph, Meghan Schott (with Margie contributing to the research on where past recommendations landed)

Margie Chalofsky stated that we will put smaller meetings together to do different pieces separately from the regular meetings. *She stated that she will go through the things that were done before with strategic planning and from Joyce Thomas’s notes and make sure everybody who is new has it.* Margie Chalofsky asked that if there was anyone that has not volunteered and thinks about something that they might want to volunteer for, to let her know.

Shana Bartley shared that she is looking forward to learning more about some of the other bodies that are associated with the child welfare system and that she felt it will be immensely helpful for getting us all on the same page.

Transfer of Chair functions

This action did not occur as we are still waiting on the appointment of Pierrea Wallace as Chair.

Concluding Comments

Shana Bartley stated that this meeting should be her last meeting as Chair. She looks forward to welcoming the new Chair. She wished everyone well and stated that if anything comes up to please feel free to send an email to the group and to be in touch with Margie and Toni as needed.

Margie Chalofsky stated that she looks forward to working with the panel members. She was incredibly impressed with everyone and got the sense that everyone really wanted to work. She stated that she will try very hard to respect the fact that everyone is really busy. She thanked everyone for a productive meeting and thanked Roni Seabrook for the time spent with her and Toni throughout this process.

The meeting adjourned at 8:20 pm

Respectfully Submitted

Margie Chalofsky, CRP Facilitator

Toni Carr, CRP Administrative Support