



## CJP Advisory Council Meeting

**Meeting Date/Time:** Friday, March 25, 2016, 10:00 am – 12:00 pm

In attendance were: Honorable William U. Hill, Eydie Trautwein, Dan Wilde, Dona Playton (on phone), Elizabeth Forslund, Senator Esquibel, Jill Kucera, Carol Tullio, Anne Reiniger (on phone), Debra Hibbard (on phone), Honorable Michael Golden (on phone), Sheryl Bunting (on phone), Lily Sharpe, Representative Mary Throne.

The agenda discussions were as follows:

Agenda Item: <i>Leader</i>	Discussion Synopsis	Decisions Reached/ Action Items
<b>Call to Order</b> <i>Justice Hill</i>	<ul style="list-style-type: none"> <li>Call to order at 10:00 and roll call. Review of minutes from December 17, 2015. Motion to approve (Sen Esquibel), seconded (Jill Kucera).</li> </ul>	<ul style="list-style-type: none"> <li>Minutes approved – all in favor, none opposed.</li> </ul>
<b>Grant Activity Update</b> <i>Eydie Trautwein</i>	<ul style="list-style-type: none"> <li>Eydie Trautwein provided a grant activity update. In December closed out FFY15 grant. Spent entire Training Grant. Reversions on Basic Grant = \$12,638 and Data Grant = \$38,768. Will established strategies to use all the funds this year. Will update the Committee in June on FFY16 grant spending to date.</li> <li>Required Annual CIP Meeting – August 29th and 30th (Washington, D.C.). Will be on the front end of the 20<sup>th</sup> National Conference on Child Abuse and Neglect (NCCAN). Eydie Trautwein, Dan Wilde, Jill Kucera and Debra Hibbard will attend as part of CIP team.</li> <li>Reviewed FFY16 Grant Priorities (per Feds): CQI, CFSR, Human Trafficking and ICWA.</li> </ul>	
<b>Training Committee</b> <i>Eydie Trautwein</i>	<ul style="list-style-type: none"> <li>2016 Children’s Justice Conference set for June 22-24th (Casper) – See CJP website. Opened registration early this year. Conference theme is “A Family’s Road to Safety, Permanence, and Wellbeing.” The conference and training topics will help the state get ready for the CFSR in July, many training topics are areas identified through mock</li> </ul>	<ul style="list-style-type: none"> <li>Committee voiced support for the new Golden Award Process, no objections</li> </ul>

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	<p>CFSRs.</p> <ul style="list-style-type: none"><li>• Pre-Conferences: DFS (focus on WY practice model), GAL, Parent Attorney and Prosecutors (National Association of Counsel on Children, will give basics on preparing abuse and neglect cases and sessions on establishing competency/expert witnesses). Have 8 scholarships available to prosecutors (\$250 each). 90 people registered so far (approx. 18 DFS, 15 parent attorneys, 26 GAL, 5 prosecutors, 13 CASA, 2 judges and “other”). Will cap registration at 225 like last year.</li><li>• Merit Awards (please nominate individuals from your area). Will recognize outstanding GAL, DFS, Parent Attorney and Prosecutors (new category this year) at awards ceremony on Wednesday night of conference.</li><li>• Discussion about the Golden Award Process: Eydie Trautwein explained the nomination and selection process and recommended that this year, council members nominate individuals and we continue to have past recipients select the winner. Discussion about ideas to increase nominations. Consensus that this year, Eydie will call council members to ask for names/nominations and gather additional information on individuals nominated. There will still be an option to fill out form online. Discussed concern about whether the process will capture a broad range of people from all areas of the state. Concluded there are members from almost every district in the state and the process should reach all areas of the state. Eydie will also reach out to district court judges to solicit nominations.</li><li>• BlogTalkRadio Update: Medicaid (December), Reunification as a Permanency Option (January), Juvenile Court Rules (February), ICWA (March), Jury Instructions (April). Jill Kucera reported that the Jury Instructions Presentation will not be ready in April. Council brainstormed other ideas for the April BlogTalk episode: HB118, Supreme Court decisions.</li><li>• Publications Update:<ul style="list-style-type: none"><li>○ Parent Attorney Handbook—Lisa Finkey wrote first draft; many experts have reviewed the different sections. All comments are back. Hope to release this handbook in time for parent attorneys to</li></ul></li></ul>	

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	<p>review at pre-conference. Lisa will do three regional trainings on the handbook as part of her contract.</p> <ul style="list-style-type: none"><li>○ Prosecutor’s Handbook—Will start working on this handbook after Parent Attorney handbook is published.</li><li>○ MDT Guidebook (Second Edition)—Still on hold, need to start update</li><li>○ WyUser Manual—On hold, waiting for WyUser updates and plan to move forward</li></ul> <ul style="list-style-type: none"><li>● Note — Dan Wilde and Debra Hibbard discussed the impact of budget cuts to the GAL Division and DFS; these cuts could affect the conference next year. Around \$200K in budget cuts, so committee will have to be more creative when planning the conference next year. On average, costs about \$40K for each conference (mostly travel and per diem for GALs).</li></ul>	
<p><b>Sex/Human Trafficking Taskforce</b></p> <p><b>Debra Hibbard/Dan Wilde, Eydie Trautwwin</b></p>	<ul style="list-style-type: none"><li>● Feds have established sex and human trafficking as a priority. Eydie Trautwein gave an update about related activities. CJP Advisory Council members attended a conference in June. WY Sex and Human Trafficking Taskforce formed July 2015, met in January, 2016. DFS has updated policy and released screening tools (September). In October, helped facilitate two judges to attend the summit in NY and they came back with task plan. District Court Judges are bringing in a professor to present to judges in WY on the trafficking protection act, WY laws, how to apply the statutes. January was human trafficking awareness month. November had a BlogtalkRadio presentation on trafficking. Sent taskforce team to Washington (team included law enforcement, and prosecutors). At CJP conference, the U.S. District Attorney’s Office will present a session on investigating cases/internet crimes.</li></ul>	
<p><b>Parent Legal Representation</b></p> <p><b>Anne Reiniger/Justice Golden</b></p>	<ul style="list-style-type: none"><li>● Finished review/comment on Parent Attorney Handbook and Motions. Put lots of work into revisions in January and February. Meetings were attended by most committee members. All suggested comments and revisions included. As of February 26, comments are back and in Lisa’s hands to make revisions. Greatly appreciate Lisa’s efforts on this project, she did a wonderful job on the handbook.</li></ul>	

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	<ul style="list-style-type: none"><li>Finalizing pre-conference during the 2016 CJC (Cornerstone Advocacy). This will include AG update on recent laws and supreme court decisions, Lisa Finkey will give training on manual, expert from NY will present on motions practice and Cornerstone Advocacy (focuses on first 60 days of a case), then a round table discussion amongst attorneys. Will also be an afternoon session on Cornerstone Advocacy.</li><li>Note: Parent attorney list serve has been revived, updated, sent out an email blast in March.</li></ul>	
<b>CQI/Data Committee</b> <i>Eydie Trautwein /Dan Wilde</i>	<ul style="list-style-type: none"><li>New timeliness data to be released in April (first 6 months of FFY16). Release of this “trend data” will give judicial districts a “heads up” on where numbers may end up at the end of the federal fiscal year.</li><li>IV-E Information. Elizabeth Forslund, Debra Hibbard, Eydie Trautwein and Jill Kucera provided information about IV-E. Update on IV-E Review scheduled for May, 2016 and follow-up trainings. These federal IV-E reviews happen every 3 years. For Wyoming to pull down federal IV-E dollars children must meet IV-E eligibility requirements, court hearings must occur on time and there must be specific language included in court orders. Discussion about preparation and processes related to IV-E reviews. Through mock IV-E review, several issues have been identified and are being addressed (may need additional trainings). Eydie warned there could be higher scrutiny on IV-E dollars with state budget cuts and may see a bigger push to maximize these federal dollars. Jill Kucera commented that every federal audit is a bit different and they (feds) seem to focus on different areas. Last audit, the focus was on background checks, not sure what it will be this year.</li><li>CFSR Information. Debra Hibbard and Elizabeth Forslund provided an update on the CFSR. The CFSR is a formal federal review that only happens every 6 years. Review will start July 11 (and go for a full week). There have been mock reviews in every judicial district in preparation for the July Review (ongoing since 2014). Strengths – placing siblings together, preserving connections, educational needs are met. Challenges – time to review hearing, timeliness of permanency hearings, notification to parents (need a method to track).</li></ul>	<ul style="list-style-type: none"><li>Eydie to post self assessment on CJP website.</li><li>Committee to gather names of stakeholders that should be involved in CFSR</li></ul>

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	<ul style="list-style-type: none"><li>• There will be 35 DFS staff and members from the Citizen’s Review Panel to help review cases in July. Will be a 2 prong review: (1) <u>Case review</u> – 65 child protection and juvenile services cases will be reviewed in three counties for safety, permanency, and well being. State reviewer will be paired with fed reviewer (2) <u>Systemic factors</u> –18 factors, for example timeliness of permanency hearings. Statewide self assessment of 18 factors due today. Then in July Feds will interview stakeholders regarding systemic issues.</li><li>• States do NOT “pass” the CFSR (like IV-E Reviews), so Wyoming will need to create a performance improvement plan (PIP) and will need to demonstrate progress on PIP over next three years in order to avoid penalties.</li><li>• Debra Hibbard and Elizabeth Forslund provided information about the APSR and Statewide Assessment. The APSR will be used to inform self-assessment document. Eydie Trautwein provided a quick review of CJP’s goals included in the state assessment (demonstrating CJP’s strategic plan aligns with state assessment).</li><li>• Eydie Trautwein provided information about the plan to hold data roundtable discussions at close of conference. Last day of conference will focus on wellbeing of families and staff working with families. Dr. James Henry will talk about why we need to take care of ourselves to take care of others, working collaboratively. Will then break into judicial districts working groups and provide data (from April) and mock CFSR reviews, so attendees can meet, review their local strengths and weaknesses. Local teams will conduct action planning at conference and hopefully implement plans in their communities upon return from the conference. Not sure how successful this activity will be, trying this year and will solicit feedback to see if we continue next year.</li><li>• Council discussed one issue that has bubbled up from mock CFSR and the self-assessment. There is a disagreement statewide about who is responsible to notify parents regarding court hearings. Court rules are unclear; questioned whether notice to attorney (for parent) is sufficient. Justice Kautz is chairman of permanent rules committee (for WY Juvenile Court Rules) and the committee is updating rules. This committee may be able to help clarify issues through these upcoming rule changes.</li></ul>	

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	<p>The PIP will also provide structure and strategic discussions around the issue.</p> <ul style="list-style-type: none"> <li>Additional issues discussed: What is an appropriate time between removal and filing of a termination of parental right petition? Times and practices are very different around the state. The feds contend filing should occur 12 months from removal, WY law and practice indicates that 14-15 months may be more appropriate; this issue will need to be discussed moving forward. Jill Kucera commented that WY structure is unique in that termination cases are separate civil cases, not part of juvenile proceedings. Dan Wilde commented that case law prohibits amending petitions which makes it difficult to meet a 12 month deadline (TPR cases are usually stronger (from an evidentiary perspective) at 15 months).</li> <li>Discussion about additional statutory issues. Representative Throne commented that if there are statutory changes identified (during the CFSR review), would be best to get bills to Joint Health and Labor sooner rather than later.</li> </ul>	
<p><b>Education Committee</b> <i>Eydie Trautwein</i></p>	<ul style="list-style-type: none"> <li>On hold. Members brainstormed ways to make this committee relevant and discussed the need for the committee moving forward. Discussion about whether or not this committee's work is duplicative. Wyoming did a "good job" on educational needs in mock CFSR reviews; because we did a good job, do we need to continue? Dan Wilde commented that in his experience, education needs are not being met; there is more work to do. The mock reviews only looked at 190 cases out of 2,000. The trends look good, but this may not be consistent across state. Discussed who from Education should be involved, should there be a state or local focus? Maybe a focus on localized, not state entities would help committee work. Members discussed trying a holistic approach, get both state and local level parties involved. Eydie Trautwein and Justice Hill will brainstorm ways to make committee relevant and give an update at June meeting.</li> </ul>	<ul style="list-style-type: none"> <li>All agree to keep committee, Eydie Trautwein and Justice Hill will brainstorm how to make committee relevant and will give update at June meeting</li> </ul>
<p><b>Miscellaneous</b> <i>Eydie Trautwein</i></p>	<ul style="list-style-type: none"> <li>Scholarship Award Update. All filled, 5 district court judges signed up to go to Monterey, offering scholarships to prosecutors to attend conference, and sending team to required meetings in Washington D.C. in August.</li> </ul>	

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	<ul style="list-style-type: none"><li>Legislative Update (House Bill 118). Sponsored by Senator Throne; effective March 4th (upon signing). Clarified APPLA is only for children over 16. Foster children must have the opportunity to participate in activities. Permanency hearings in CHINS and delinquencies. The court must ask child about permanency (strengthens argument that children should be present at court hearings). Most changes were federally required. Eydie Trautwein will update CJP hearing checklists (on website) to include changes and will send revised checklist and summary to district court judges next week.</li><li>Juvenile Court Rules Update. As previously discussed, Justice Kautz is chair of committee, resurrected permanent rules committee). Eydie Trautwein asked council members to send her suggestions/changes and she will forward to Justice Kautz and the committee for consideration.</li></ul>	
<b>GAL Division Case Management Demonstration</b>	<ul style="list-style-type: none"><li>Committee members in Cheyenne (in person) reviewed the GAL Division Case Management System. CJP contributed \$25K in FFY15 to the system. Dan Wilde gave a system demonstration, focusing on the information collected on each child, how the system reminds attorneys of deadlines and hearing, reporting capabilities, etc.</li><li>Due to IT issues, could not load system into ZOOM for online/remote viewing. Dan Wilde will plan to give another presentation of the system in Casper (for those who were not able to see the screen).</li></ul>	
<b>Upcoming Meetings</b> <i>Eydie Trautwein</i>	<ul style="list-style-type: none"><li>These agenda items were not discussed:<ul style="list-style-type: none"><li>Friday, June 24, 2016 (noon to 2)</li><li>Thursday, August 25, 2016 (10 to noon) – need to discuss change of date</li><li>Thursday, December 15, 2016 (10 to noon)</li></ul></li></ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"><li>Meeting adjourned by Eydie Trautwein at 12:05 pm.</li></ul>	