

**CJA TASK FORCE MEETING
FULL COMMITTEE
FRIDAY, AUGUST 11, 2006
HSB-ROOM 137D
9:00-12:00**

MEMBERS PRESENT:

SHARY MASON, JUDGE DOUGLAS VAN DYK, MATTHEW PEARL, DON DARLAND, EVA KUTAS, KEVIN DOWNING, STACY LISKEY, JANVIER SLICK, STEPHANIE STAFFORD, WENDY ELSTUN

Meeting called to order by Shary Mason at 9:15

Shary Mason added a topic to the agenda-Discussion of Grant Project Oversight Committees.

1. INTRODUCTIONS AND NEW STAFF

New grant program staff, Stephanie Stafford (Grants Coordinator) and Wendy Elstun (Grants Assistant) were introduced. Each gave an overview of their background.

Current membership of the task force was discussed. Member's present reached consensus to send an email to each person on the current membership list and verify active members.

2. THE THREE-YEAR REPORT:

Shary Mason gave an overview of the process to review and distribute the CJA 3-Year Report. Members recommended developing a distribution list of organizations and Community Partners who would be interested in receiving the report.

Eva Kutas suggested making the report available at a central, convenient location such as a web site, or emailing it with a brief explanation about the Task Force. A suggested distribution list was formed which consisted of the following:

1. Child Welfare Advisory Committee
2. CAPTA Panels
3. Legislators
4. MDT'S
5. Foster Care Providers
6. Disability Groups
7. CASA
8. Citizen Review Boards
9. Judges

Eva asked that an explanation of the report be included with the distribution. Shary Mason suggested and it was decided to highlight key areas of the report covered by the subcommittees.

3. BUDGET:

Stephanie Stafford, the Grants Coordinator gave an overview of the CJA budget by grant year. A full member discussion followed about the items that have been funded with CJA grant funds.

Don Darland asked if expenses Jan and Shary incurred to attend the CJA Nation Conference had been paid and if that was reflected in the budget. Stephanie assured the expenses had been paid and were reflected in the budget.

This led to a discussion about information Jan and Shary obtained at the conference. Shary mention the number of crossover groups that attended the Conference such as, CAPTA and CAMI Panels. Several topics presented at the conference were mentioned including-

- Training on interview skills for the line staff and CPS worker with Developmentally disabled children developed by CJA groups in other states.
- Each State's unique Procedures And Processes for administering the CJA grant.

Shary mentioned her surprise at the lack of awareness of meth on the east coast and that meth is much more prevalent on the west coast.

Don Darland stated that Jay Wurscher the Alcohol and Drug Coordinator has an excellent DVD about meth use and reuniting parents with their children. Judge Van Dyk requested that the DVD be presented at the next CJA Task Force meeting. This will be arranged. Stephanie Stafford indicated that the DVD was funded with CJA funds.

Members next discussed how projects were funded on the 1st in 1st out method.

Judge Van Dyk raised concern that this process could violate the grant regulations.

Jan Slick thought we are within the regulations but will check with the Federal Grant contact to clarify use of 2005 funds for new recommendations developed in the 2006 report.

Shary stated Stephanie did a great job with the budget and having it show committed and available funds. However it also needs to show the year in which projects were paid for and what projects were committed with 2005 funds.

4. DEVELOP PLANNING PROCESS FOR NEW PROJECTS:

Eva raised concerns that some projects recommended by subcommittees might not be able to be funded. Shary stated that there were many more projects proposed than could be funded.

Discussion followed on the process to decide how available funds would be distributed to recommend projects. Past procedure has been to divide funds evenly between subcommittees. Then the subcommittees would develop and present the proposals to the full CJA task force. An RFP would then be developed.

More discussion ensued about changing this process and Shary stated the process could certainly be amended but she suggested it be tabled until more members were present and could discuss this issue.

Shary stated that there were 3 levels CJA involvement projects funded:

1. Reporting on project funded through the last 3 year plan
2. Implementing and monitoring projects from the current 3 year plan
3. Assessing the need for projects in the next 3 year plan

Eva asked what the current subcommittees are. They are as follows:

1. Strategic Planning for Safety
2. Systems
3. Teens
4. Neglect
5. Methamphetamine
6. Foster care.
7. Developmental Disabilities
8. Crawford Decision (on hold)

Kevin Dowling asked to have a clear understanding of the subcommittees and what projects have committed funds. Jan said the grant Program staff would have that information for the next meeting.

Before the next meeting, subcommittees will meet to review their proposed projects and set priorities. This will be presented at the next full Task Force meeting October 13th.

NCCAN CONFERENCE CONTRIBUTION REQUEST:

Katharine Cahn presented a request that the CJA Task Force allocate a portion of 2005 grant funds to support the National Conference on Child Abuse and Neglect (NCCAN) which will be held in Portland April 16th, - 21st, 2007. This could be in the form of sponsoring a particular presenter or panel to present information outlined in the Task Force's 3 Year Plan.

A full member discussion followed and a variety of options for sponsorship were discussed including scholarships for line workers, possibly those identified by their county's multidisciplinary teams.

Judge Van Dyk indicated that this conference coincides with the Clackamas County Annual Conference. Ways were discussed that the two conferences could blend or ways funds could be made available to attendees from each

conference so that they could attend the other conference. Concerns were raised that managers and supervisors, not staff would be more likely to attend, although line staff is more in need of training to carry out their work.

Members determined that it was premature to decide how to commit funds for the conference before a schedule of speakers and their topics were known. Katharine will provide this information to Task Force members as soon as it's ready. A decision about providing funds was tabled until the October meeting.

APPROVAL OF MINUTES:

Shary Mason entertained a motion to have the minutes from the last meeting approved. Don Darland moved that the minutes be approved and Eva Kutas seconded. The minutes were approved.

PROJECT OVERSIGHT COMMITTEES:

Shary Mason asked for an update on the functioning of project oversight committees. Shary gave an overview of the purpose of these subcommittees. They have been used to insure that the Task Force's expectations and contract intent are being met. Jan indicated that the Grants Coordinator's job is to monitor grants and grantees' performance, although we appreciate feed back from the subcommittees.

Discussion followed and concerns were raised that members, whose time is valuable, would be placed in the position of grant monitor.

Quarterly reports were discussed as a tool members could use to review progress of grant-funded projects. Some contract vendors currently send a quarterly report and remaining grantees would be asked to provide them. It was decided that the grant section would provide a schedule to the grantees for submitting their reports. They would be emailed to members of appropriate subcommittees.

Shary mentioned that the reports were currently being made available to the chair only and if the members wanted to change the process then this should be tabled until all the oversight subcommittee members were present.

OTHER BUSINESS:

Kevin Dowling brought up the CAPTA Panels' interest in coordinating their efforts with the Task Force in the area of neglect. However CAPTA Panel members need clarification. He stated that members in Multnomah County found there were no clear definition, and this caused confusion for Panel members.

Various definitions including a legal definition of neglect and a mental health definition were discussed. There were suggestions to develop greater community awareness about neglect and to inform legislators. Jan cautioned that as a part of DHS, the Task Force is limited in working with the Legislature.

Don Darland stated his concern that those who made the laws concerning child abuse and neglect did not have a clear understanding of the role of the foster care provider and other child welfare staff.

Jan indicated that training was provided to legislators on child welfare issues at the beginning of the last session. She also mentioned she had a good article on child neglect that she will email it to the members, along with the Completed PSU Neglect study.

BYLAWS:

A meeting of the bylaws sub-committee was scheduled on September 29, 2006 at 1:00 pm. At Stacy Liskey's office.

Next meeting of the CJA Task Force Is Friday October 13, 2006
9:00 am to 12:00 pm
HSB Main Building
500 Summer ST NE
Salem
Room 137D