



CJP Advisory Council Meeting

Meeting Date/Time: Thursday, December 17, 2015, 10:00 am – 12:00 pm

In attendance were: Honorable William U. Hill, Eydie Trautwein, Dan Wilde, Kristie Langley, Jill Kucera, Debra Hibbard, Ryan Roden, Honorable Michael Golden (on phone), Anne Reiniger (on phone), Steve Weichman (on phone), Teri Smith (on phone), Michelle Heinen (on phone), Honorable Steven Cranfill (on phone), Dona Playton (on phone), Representative Mary Throne (on phone) and Stacey Obrecht.

The agenda discussions were as follows:

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| Call to Order <i>Justice Hill</i> | <ul style="list-style-type: none">Review of Minutes from August 27, 2015. Motion to approve (Dan Wilde), seconded (Jill Kucera). | <ul style="list-style-type: none">Minutes approved – all in favor, none opposed. |
| Grant Activity Update <i>Eydie Trautwein</i> | <ul style="list-style-type: none">Financial Update – Eydie Trautwein (CJP Coordinator) provided FFY15 grant closeout information. Basic Grant = \$20,000 balance, but will likely spend some additional obligated funds through December; Training Grant=\$6,000 balance, but should expend all funds by December; Data Grant=\$46,000 balance (this amount will likely revert).Received award letters for FFY16 grants in November, 2015; only received 75% of grant awards, remaining 25% will be distributed in the second quarter of the federal fiscal year (per our federal partners), federal partners implemented a similar distribution process last year.Self-Assessment Report – due in December and reviewed during the meeting (see notes under CQI/Data Committee) | |
| Training Committee <i>Eydie Trautwein</i> | <ul style="list-style-type: none">Discussion and update about trainings and publications.Conference – June 22-24th in Casper, WY; theme is Safety, Permanency, and Well-being (training topics will be decided, in part, based on information from mock-CFSR results); will cap conference around 200-225 and will target | |

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| | <p>main stakeholders (offering pre-conferences for GALs, parent attorneys, DFS and prosecutors). Eydie Trautwein asked that council members please circulate conference “Save the Dates.”</p> <ul style="list-style-type: none">• BlogTalk Radio Trainings –Three episodes since last meeting: October –Life After in Re: CDR and GC (recent WY Supreme Ct. opinions); November - Overview of Public Law 113 (sex trafficking and strengthening families); and December - How IV-B and Medicaid Overlap with juvenile court (also provided information about WY’s Care Management Entity (CME)). Blogtalks are archived (if you want to listen later) and are approved for CLE. January Blogtalk will focus on “reunification as a permanency option” (parent attorney focus), February will provide information on the new pattern jury instructions and March will provide an overview of WY’s Juvenile Court Rules.• Sex, Labor, and Human Trafficking Training update – Eydie Trautwein, Dan Wilde, and Debra Hibbard are all on the statewide human trafficking taskforce (quarterly meetings are facilitated by the Attorney General’s Office), will have next quarterly meeting in January; CJP and taskforce have worked together to roll out various trainings: in October, sent team to Bellevue, Washington to participate in the “MDT Responses to Commercial Sexual Exploitation of Children” training; facilitated 2 District Court Judges attendance at the National Summit on Human Trafficking and the State Courts (in New York in October), as a result of this summit a national speaker will present to district court judges in April (in Sheridan at district court judges’ conference); CJP helped facilitate statewide training on Nov. 7th on labor trafficking (Carol Morris) utilizing U.W. outreach locations; helping to plan law enforcement training in April/May. Discussion about federal directives to focus on items listed in Public Law 113 (sex trafficking and strengthening families). Eydie Trautwein will circulate the Informational Memorandum on this law to council members.• CME Training Modules – Completed trainings at the end of November, were developed in partnership with WY Department of Health for CME providers/HFWA providers (Juvenile Court 101); updated and web-based; Michelle Heinen distributed to UPLIFT staff. All modules are on the | |

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| | <p>CJP website under the “training tab.”</p> <ul style="list-style-type: none"> • Publications Update – focus on development of Parent Attorney Handbook (Lisa Finkey, attorney out of Gillette, is on contract to help draft and train on handbook); draft has been completed and is being reviewed by Parent Representation Committee; also looking at finalizing the Prosecutors Handbook; moving forward need to update the MDT Guidebook and finalize the WyUser Manual. | |
| <p>Parent Legal Representation <i>Anne Reiniger/ Justice Golden</i></p> | <ul style="list-style-type: none"> • Discussion and review of updates to Parent Attorney Guidelines – specifically Section 3 (additional sub-section h) and Section 5.4 (addition sub-section f). Justice Golden provided an overview of the updates and information about committee discussions regarding the changes. Eydie Trautwein will circulate hard copies of the updated sections to the council. • Approval of Revisions. Motion to approve (Ryan Roden), seconded (Dona Playton). • Committee is reviewing the draft Parent Attorney Handbook and will provide comments/edits by the end of January. • Working to develop a pre-conference for parent attorneys at the June Conference (may bring in speakers from Cornerstone Advocacy (Center for Family Representation)) to present at pre-conference; Lisa Finkey will also provide an overview of the new Parent Attorney Handbook and motions; Jill Kucera to do a caselaw update; will end with a roundtable discussion. • Currently updating the parent attorney listserve | <ul style="list-style-type: none"> • Updates to Parent Attorney Guidelines approved – all in favor, none opposed. |
| <p>CQI/Data Committee <i>Eydie Trautwein /Dan Wilde</i></p> | <ul style="list-style-type: none"> • Dan Wilde provided an overview of the GAL Division Case Management System and roll-out of the new system. Technically, the system was completed on September 1st and rolled-out to the field, but there are bugs and fixes that need to be addressed (bugs don’t keep attorneys from using the system, so it is up and working); requiring GALs to input data on all cases open as of July 1, 2015, so data is reliable moving forward; system has been designed so that all of the CQI elements that the GAL Division and CJP review must be entered and the system flags certain elements (like timely hearings); the system is designed so GALs have access to the system on laptop, smartphone, ipad, etc. so | <ul style="list-style-type: none"> • Distribution of CJP 2015 Data Report approved – all in favor, none opposed. • Submission of Self-Assessment Report approved – all in favor, none opposed. |

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| | <p>they don't have a need for a paper file and everything can reside in the system; all notes, case notes, and phone calls are entered into the system (especially valuable if attorneys get documents electronically); system has ability to include statewide personal client identifier that can be used at some point, if an identifier is adopted statewide; now that the system is built, the GAL Division is not a priority at ETS for additional features (system has been moved to the bottom of the list), but enhancements can be done down the road (may just take time); Dan Wilde to provide demonstration of the new system at the March CJP Advisory Council Meeting.</p> <ul style="list-style-type: none">• Review of FFY15 CJP/CQI Data – PowerPoint sent out to council members before meeting that provided an overview of statewide and individual judicial district data; just abuse/neglect cases; data includes information on the five timeliness measures for federal reporting; Eydie Trautwein provided an example of a CQI process working in the 5th Judicial District (as a result of sharing this data); statewide time to permanent placement data is good (has improved from last year), but statewide timeliness data for other measures went up. Discussion about methods used to collect data on additional quality measures (time to appointment and continuances) and additional timeliness measures (time to disposition, baseline in FFY15 at 155 median days). A majority of the data and information about data collection processes and outcomes is included in the FFY15 Self-Assessment Report (reviewed later in the meeting).• Review of draft 2015 CJP Data Report (statewide numbers only) – tri-fold handout; Approval of 2015 Data Report for Distribution. Motion to approve (Jill Kucera), seconded (Ryan Roden). Report will be posted to the CJP website.• Review of Self-Assessment Report – sent out to council members before the meeting; a few minor edits that Eydie Trautwein will make before submission. Approval of Self-Assessment Report Submission. Motion to approve (Dan Wilde), seconded (Jill Kucera). | |
| Education Committee <i>Eydie Trautwein</i> | <ul style="list-style-type: none">• Still working to formalize this subcommittee and need dedicated members and plan moving forward. | |

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| Miscellaneous | <ul style="list-style-type: none">• Scholarships (8 awarded already from FFY16 funds) | |
| 2016 Meetings <i>Eydie Trautwein</i> | <ul style="list-style-type: none">• Friday March 25, 2016 (10 to noon)• Friday, June 24, 2016 (noon to 2 pm, after Conference concludes)• Thursday, August 25, 2016 (10 to noon)• Thursday, December 15, 2016 (10 to noon) | <ul style="list-style-type: none">• Next meeting is Friday, March 25, 2016 (10 to noon) |
| Adjournment | <ul style="list-style-type: none">• Meeting adjourned by Justice Hill at 11:45 am. | |