**Wyoming Citizen Review Panel Meeting**

**Sept. 27, 2019**

Meeting called to order at 11:30 a.m., Historic Airport Terminal

Attendance: Emily Genoff, Chair, Jana Conine, Vice Chair, Lynn Huylar, Carol Tulio, Peter Newell, Sherilyn England, Stacy Strasser, Panel members, Laura Dobler, DFS, Bryan Cook, Director, Josie Brittain, Gracie, Parents As Teachers

1. Agenda Changes
	1. Wyoming Children’s Trust Fund Consultant Jennifer Davis is ill and unable to attend.
	2. Parents As Teachers will present first to allow staff to return to work.
2. Parents As Teachers
	1. Now fully staffed and serving 120 families. Completing Quality Assurance Improvement Process, making the program eligible for Blue Ribbon national recognition in 2020 as a high-performance affiliate. Each parent educator can serve 18 to 20 families, fewer if families are higher need.
	2. Handouts: PAT rack card, WY Home Visiting Network brochure.
3. WyCRP Program Overview
	1. Programs under the WyCRP umbrella are Parents as Teachers and Kinship Navigator.
	2. The Children’s Justice Act Task Force is a function of the WyCRP, under contract with the Department of Family Services. The CJA Task Force is a multi-disciplinary group working on children’s justice looking at policy and system improvements in the judicial and administrative handling of child maltreatment and fatality cases. The CJA Task Force serves as the Child Death Review team for Wyoming, reviewing cases of child abuse and neglect resulting in severe injury or death. Lynn Huylar is the Chair. The Task Force is working on its infrastructure, including membership, mission statement, and accountability for CJA funds distribution. Case reviews have been delineated from the meetings. A new three-year assessment will soon be completed.
	3. The CAPTA piece of the CRP’s work is focused on partnering with DFS on reviews, which help assess the agency’s effectiveness at the community level. The CRP’s Director attends CQI reviews. In conjunction with that, CRP is going to be facilitating focus groups in each of the communities where CQI reviews are being held. The focus groups will target foster families, foster youth ages 14 to 21, and biological families. Focus group questions are being developed. The first full week of November, pilot focus groups will be held in Cheyenne. The data captured through the focus groups will help inform the five-year DFS plan goals. Effort will be made to identify areas where the Panel or DFS can make changes, and report back to the focus group participants how they made a difference. In December, Torrington, Douglas, Wheatland, Lusk will be scheduled. The Casper focus groups will be in February.
	4. The Kinship Navigator program is a new partnership with 211 Wyoming. 211 is managing the funds and working with WyCRP to launch the program. WyCRP is hiring Laramie and Natrona County staff. Policies, procedures and job descriptions are complete.
4. Director’s Report
	1. Attached.
	2. Will be provided to the Panel members prior to the quarterly meetings, moving forward.
5. Financial Report
	1. P&L attached.
	2. Will be provided to the Panel members prior to the quarterly meetings, moving forward.
	3. Bryan and Jana will work on a financial procedures, and Jana will review the monthly financial statements.
6. DFS update
	1. The PIP work continues –baseline measurement was completed in September, in Rock Springs. Risk and safety, MDTs, court improvement, and supervisory oversight groups continue to work.
	2. The five-year plan was submitted on June 30 and approval was given at the regional level.
	3. Lindsay Schilling is moving from the Wyoming Department of Health Medicaid program to DFS, assuming the role of Social Services Senior Administrator, overseeing the Field Administrator (Ed Heimer) and the Clinical Services Director (to be named).
7. Website/Facebook
	1. WyoGives.org is a place where WyCRP could register to be a recipient of donor funds on July 15.
	2. Bryan is working on updating the website.
	3. The Facebook page will continue. Volunteers to help with content and updates would be appreciated.

Meeting adjourned, 2:18 p.m. Next meeting: December