

WYOMING CITIZEN REVIEW PANEL  
MEETING MINUTES  
Dec. 15-16, 2016

Attendance: Les Pozsgi, Chair, Shad Bates, Treasurer, Emily Genoff, Secretary, Executive Committee; Sheri England, Peter Newell, Shannon Horton, Panel members; Erin Swilling, Director; Korin Schmidt, Wyoming Department of Health; Dr. Steve Corsi, Deb Hibbard and Lauri Lamm, Wyoming Department of Family Services; Dawn Sides, Wyoming Department of Corrections

- 1) Introductions and review of the agenda - Les Pozsgi adjusted the agenda and Erin Swilling led introductions.
- 2) Department of Family Services
  - A. Deb Hibbard and Laurie Lamm reported on the Child and Family Services Review (CFSR) results and provided an update on the Department of Family Services' efforts to address the needs of families at risk of losing their children to protective custody. The CFSR is designed to require states to get technical support with program improvement. Wyoming scored well – 87 or above in all categories. However, a 95 or better is required to pass without a program improvement plan. Foster care is one area Wyoming was asked by the federal reviewers to focus on.
  - B. After the CFSR is finalized and the action plans are approved by the federal government, WYCRP will collaborate with DFS on completion of the program improvement plans. WYCRP will be able to offer information gathering support, including interviewing and case reviews. Areas for partnership might include foster care family feedback, and CQI, adoption files, adult protection and court ordered case reviews.
  - C. DFS Director Steve Corsi – The Department met with the Labor, Health and Social Services and Appropriations committees of the Legislature. The state General Fund has been reduced almost 20% in the last year. DFS has reduced staff by 12.7% since 2011. Further cuts are not the answer – cutting expenses won't resolve a revenue problem. Even with the reduction in force, Wyoming DFS is exceeding national standards in a number of program areas. The Department is doing more with less. There are three broad priorities for the future:
    - i. Better communication internally and externally – with 715 staff in three divisions across Wyoming, there are challenges to communication. Dr. Corsi has asked his administrative team members to choose three things that can be done to improve communication throughout the Department and make recommendations to him, and a multi-year communications plan will be developed. A new website, more navigable website is going to be developed. Teleconferencing equipment will be replaced in all local DFS offices – the existing system has been hacked. Telecommuting may be required due to the need to reduce the Department's vehicle fleet and travel costs;

- ii. Improve Title IV-E Social Security Act reimbursement – Funds are available for monthly maintenance payments for the daily care and supervision of eligible children; administrative costs to manage the program; training of staff and foster care providers; recruitment of foster parents and costs related to the design, implementation and operation of a state-wide data collection system. Wyoming is more than 30% lower than it should be in its collection of Title IV-E funds. Wyoming’s poverty rate is low (11%) which makes it challenging to qualify children for the program. There is a task force training social workers across the state to qualify children for the program. Simultaneously, a Tribal effort is underway– a specialist has been assigned specifically to work with the tribes to qualify their children for the IV-E program;
- iii. Getting people back to work (POWR program) – for a single dad with two kids in Casper making \$8 an hour and enrolled in a number of benefit programs to become self-sufficient and have the same amount of money coming into his household, he would have to move to \$19.25 an hour in wages. Wyoming and Montana will pilot a program in June that help prevent “fiscal cliffs” that discourage people from returning to full time employment.

### 3) External Topics of Interest

- A. Request for proposals (RFP) invitation from Department of Health – A response to the RFP will be submitted by WYCRP for a portion of the funds set aside by the Department of Health for suicide and substance abuse prevention coalition building across Wyoming. Deadline for proposals is January 12<sup>th</sup>, 2017. The Executive Committee will participate in a call with Erin on 1/5/17 to discuss any further issues or questions that arise before officially submitting the proposal.
- B. Meeting with the Wyoming Primary Care Association – Opportunities for collaboration with the Primary Care Association are being explored, at the invitation of the organization’s director, Jan Cartwright. WyPCA is pursuing federal funds and is seeking partnerships in the state.
- C. Discussion with Goodwill staff re: Children of Incarcerated Parents – This effort ties to the MIECHV (Parents as Teachers) funding, which requires WYCRP to offer parenting supports. WYCRP is looking for opportunities to partner around supporting a population at high risk of needing skills training. Cheyenne and Casper pilot programs are being developed for individuals coming out of prison in need of community supports. Erin met with Cindy and Jana in November and has another meeting planned in February to explore partnership opportunities between PAT and KIPP.

### 4) In-House Items

- A. Website Changes – Changes to the website are in progress. If board members haven't yet turned in a photo or bio, Erin would like them submitted as soon as possible for addition to the website.
- B. Monthly Financial Statement – The November financial statement was reviewed by Treasurer Shad Bates. Nearly all of the expenses are salary, benefits and office supplies. The income for the WyCRP met expenses. The fundraising for costs for PCA Painting Party nearly equaled as the funds raised, but the events may have had other value.
- C. Updated By-laws – The Board unanimously voted to make changes to the bylaws clarifying the hierarchy and structure to assure better understanding of the Executive Committee and Panel's roles and responsibilities.
- D. Updated Policy and Procedure Manual – The Panel unanimously approved minor changes to the bylaws to update paid leave and sexual harassment policies. Les suggested that the policy and bylaws should be on the WyCRP website.
- E. Panel Member Training Interests – Panel members are asked to choose one topic that they would like to receive training on to bring to the February meeting. A training agenda will be developed for 2017 in conjunction with the strategic plan.
- F. Panel membership – Rob Johnston from Casper has applied and was unanimously approved to join the Panel. Stephanie Fisher and Rachelle Morris' interest/availability to continue as a Panel member will be assessed moving forward since they have not attended meetings for several months.
- G. Executive Committee - The chairman and treasurer positions will be open for nominations in April.

##### 5) WYCRP 2016-17 Strategic Plan

There are unmet objectives under four the strategic plan goals. Work is in progress on each of the unmet objections; completion of all goals in anticipated by the end of the April meeting.

###### A. Goal 2

###### Objective A

Financial Plan (4/2017) The executive committee needs to draft a financial plan by February and have ready it for approval at the April Panel meeting.

###### B. Goal 3

###### Objective A

Elevator Speech (4/2017) – A draft elevator speech was written and was reviewed by a focus group. The brief speech, a description of the organization's role in the state, was reworded to reflect the changes suggested by the focus group. A final draft will be brought to the April Panel meeting.

###### Objective B

Media and Marketing Plan (3/2017) – A process needs to be determined for developing a plan for which there is little funding in the budget. The media and marketing plan will be tied to outreach around prevention.

C. Goal 4

Objective B

Member Recruitment and Retention Plan (4/2017) – Recruitment is tied to the elevator speech and outreach. The retention plan will be supported by the changes to the bylaws that clarify the roles and responsibilities of Panel members.

D. Goal 6

Objective A

Prevention Risk Factors and Outcomes (4/2017) – Laurie and Jolene will assist in identifying outreach efforts around prevention, and measuring effectiveness. The media and marketing planning group will be able to promote the identified prevention messaging, and WYCRP outcomes measures.

- 6) Wyoming Community Foundation Grant – a \$25,000 grant proposal was submitted this month to the Wyoming Community Foundation in effort to get funds needed to help WYCRP collect data. Data is needed to support WYCRP's prevention focus.

7) Program Updates

- a. MIECHV – The Parents as Teachers program is aimed at providing parenting mentoring to at risk families with very young children. The program has reached capacity, with all three sites fully enrolled, and waiting lists are developing. There is one staff person at each of the three locations (Sweetwater, Laramie and Albany counties) who can each carry a caseload of 20. The Casper program is run by a different entity but employs the former WYCRP PAT coordinator so there are opportunities for collaboration. The other location now active is in Ft. Washakie, also operated by another grant recipient.
- b. Prevent Child Abuse Wyoming – The 2017 pinwheel campaign is underway. Pinwheel orders are being accepted. Other fundraising ideas, including a volleyball tournament and silent auction, are being discussed. The child abuse prevention proclamation event is being planned with the Governor's Office. A \$1,000 grant from Wells Fargo was obtained to help with the online training program that is about to launch, to provide mandatory reporting and Adverse Childhood Experiences (ACE) training to emergency rooms and other hospital staff on the front lines of identifying and reporting child abuse. Onsite training was provided recently to the hospital in Rawlins and Laramie County WIC. Data gathering and analysis is in process to show training outcomes that will help support continued Children's Trust Fund funding for Prevent Child Abuse Wyoming.

- c. WYCRP – Erin and the Department of Family Services are partnering to plan for reviews in the coming year, collaborative training opportunities, and data collection and reporting.
- 8) Monthly Conference Calls and 2017 Meeting Schedule – There will not be a conference call in January. There are four panel meetings next year and three of them will be in Cheyenne; the September meeting will be in Casper. The meetings are tentatively scheduled for April 13-14, June 15-16, September 14-15, and December 14-15. The Thursday/Friday meeting schedule will be maintained and the meetings will tie to the Child Death Review Team meetings for members who serve on both.
- 9) Adjourn – The meeting adjourned at 10:30 a.m.