

## Missouri State Foster Care and Adoptive Board

### Meeting

June 6, 2012

**Members in Attendance:** Suzie Forbis, Dean Aye, Melinda Nicholson, Eric Pilson, Janet Richardson, Kelly Floyd, Nickie Steinhoff, Lori Ross, Kelly Schultz, Marta Halter, Candace Shively and Donna Sybouts

**Absent:** Derek Williams and Dawn Caruso

### Minutes

- Dean Aye called the meeting order, stating this is the first meeting of the Missouri State Foster Care and Adoptive Board.
- Introductions were made of all board members who were present, it was also announced there are several board opening in the NW area, NE area, Kansas City, two from St. Louis City and two from St. Louis County who will be appointed at a different time.
- Candace Shively, Director of Children's Division gave the oath of office for the new board members and Paula Eddy notarized the documents.
- Ms. Shively acknowledged those who have been a part of the group over the years, stating this is a landmark day in the kick off of the board. She recognized those individuals who have been a part of this board over the past years who will be leaving the board. Ms Shively read the letter of acknowledgement and commitment to the board.
- Ms. Shively gave a report on 2012 legislative session. A number of bills, including the budget bill, await the Governor's signature. She provided information on the budget items passed in the Department's budget bill:
  - Children's Division was experiencing a shortfall in the cost of foster care and residential treatment. The current year supplemental and cost to continue were added.
  - \$900,000 was identified to support a mechanism for tracking health information for children in foster care.
  - \$200,000 was added to support a residential based outdoor learning program for children in foster care.
  - Adoption resource centers received additional federal appropriation.
  - The program pool was retained.
  - \$501,000 was added to provide one-time funding to the 16 Child Assessment Centers
  - CASA received additional federal appropriation.
  - Child Care subsidy was increased by \$10million as a cost to continue, with \$5m from TANF and \$5m from General Fund.
  - Early childhood programs supporting accreditation facilitation, Early Head Start, and start up and expansion were not funded.

- Ms. Shively stated the work done by constituency groups during the session is very powerful in messaging to our legislators, who appreciate hearing about key issues and options.
- Ms. Shively stated the transfer of \$1.1 million from staff salaries to support a Foster and Adoptive Parent Recruitment and Retention pilot was highlighted. CD is currently conducting forums across the state and has held meetings in Rolla, Springfield, St Louis, and next week in Kansas City. The forums are an opportunity to share information and obtain stakeholder input. Ms Shively shared the RFP process for contract awards and general implementation plans. Ideally, a 150 day transition upon contract award will allow for a planned approach as this work is privatized in an urban and rural location. Under consideration currently, are Kansas City, SE, and NW. Today, there are 11,000 children in care accessing 2700 licensed homes. Factors being examined in deciding locations include the number of available homes, extent to which children are served outside their home community, and percentage of children in residential placement.
- Ms Shively referenced several bills passed during the session.
  - HB1576 allows Level B foster parents to access the state's health insurance plan.
  - HB1577 enhances educational rights for children in foster care.
  - SB627 and 636 create a Joint Committee to provide oversight on child abuse and neglect.
- There was also discussion of initiatives on the horizon. Ms Shively shared information on well being outcomes as articulated by the federal Children's Bureau. Future work will focus on health outcomes, reduction in use of psychotropic medicines among the foster care population, coordination of services for youth who cross between the juvenile justice system and child welfare, and educational outcomes for youth in care. A partnership has been formed with the Dept of Mental Health and MO HealthNet Division to begin review of use of anti-psychotic medicines among the foster care population. Today, 2,800 foster children receive one or more of these medicines. The goal is to safely reduce reliance on these medicines.
- Ms Shively closed by congratulating the new board and offered her support and partnership as their work unfolds.
- Photo opportunity with the newly sworn in board.
- Elizabeth Tattershall gave an update on four memos which went out to the Children's Division. They are:
  - CD12-31 – March 15 Stepparents as resource parent
  - CD12-36 – Came out in February – fair hearing – nothing really change in the memo, guidelines for staff
  - CD12-46 – Family Care Safety Registry – update their whole process – once you have register, you do not have to re-register. Anyone who is new, they can do this online.
  - CD12-47 – Application for direct deposit has changed. We encourage all foster parents to be on direct deposit as of July 1.
  - CD12-30 – 30 day notice – when their adoption subsidy is coming to a close. A uniform letter will go out when your child is coming to the end of their subsidy.

- Elizabeth gave an overview of some memo which will be coming out this next fiscal year.
  - July 1 – fingerprinting process – Beginning July 1<sup>st</sup>, another provider will be processing the fingerprints.
  - The FBI will continue to do the closed and opened reports. By 2014 you will not have to continue to go back and do fingerprinting. If a foster parent does commit a crime, the CD will be notified stating xxxx committed a crime.
  - Elizabeth gave out paper work for Training Hours.
  
- Dean Aye gave a report regarding the guidelines for the board:
  - The board will be working with the Office of the Governor and this board is now subject to open meetings. The Sunshine law as well as any form of communication such as, e-mail now pertain to this group and/or are open to discovery.
  - The board now has Administrative Support - Donna Sybouts – she will handle communication, the board book and any documents submitted.
  - The Governor appointed eight people representing the seven historical regions. The board still has six openings, and the board has authority to appoint individuals.
  - The board appointed three representatives/organizations:
    - Nicki Steinhoff – Foster Care Coalition
    - Lori Ross – Midwest Foster Care & Adoption Association
    - Kelly Schultz – Office of the Child Advocate
  - Motion was made to accept these individuals on the board, it was seconded and the motion carried.
  - Dean Aye commented that the Missouri Foster Care & Adoption Association historically has had someone on the board; however, at this time we will not be voting anyone from said organization.
  - Marta Halter was approved as a non-voting member of the board the motion was made seconded and the motion passed.
  - Meeting schedule historically has been March, June and September – motion was made and second to keep the current schedule for meetings, and to establish the June meeting as the annual meeting, the motion passed.
  - Dean Aye reported we can have mid quarterly meetings, conference calls, subcommittee meetings; there will be resources for these meeting.
  - Continue education for the board, it is important to have this board as the most highly educated in the state. It was also mentioned to have Meliny Staysa to come and give the board training on Data reporting, as well as having Jeanne Gordon come for an hour to train the board on the legal side of Children’s Division.
  - The board addressed the vacancies spots still open on the board. The board still needs representatives from South East, Northwest, part of Missouri along with two from St. Louis City and two from St. Louis County. Any applicant will have to go through a senate approval process along with those already on the board.
  - All board members will serve two year term

- A motion came before the board regarding the policy of a Quorum in voting on any issue before the board. It was stated if we do not have a policy in place; it falls to a 51% according to Roberts Rules of order. The motion was tabled.
- Motion came before the board to Nomination the following offers:
  - Chair – Dean Aye
  - Vice Chair – Eric Pilson
  - Secretary – Lori Ross

The motion was seconded and the motion carried.

- It was reported all board members serve for a term of two years.
- Established board procedures to Review Children’s Division Proposed policy. Said procedures are as follows:
  - Receive a policy – 10 days to review – everyone will review the policy
  - Take the opinion, and then send back to CD with both consent and decent remarks – along with a majority vote for the final approval. All official documents need to go to Dean. Each person would have a voice but the final product will come from Dean. The procedure for distribution is as follows:
    - Elizabeth Tattershall sends to Dean
    - Dean will send out to board
    - Secretary will compile comments, write the position paper, send back to Dean for him to send to Children’s Division
- Discussion on drafting policy came before the board, in the discussion it was recommended any issue brought to the table, is the responsibility of said individual to get a subcommittee together and a proposed policy ready for review by board with an end date established. Also, before anyone can sponsor a policy, or get a subcommittee convene, the board has to approve the proposal as well as sign off on the proposal before it is sent to Children’s Division.
  - When drafting a policy – Marta Halter and or Candy Shively have agreed to help gather data information for the subcommittees.
- Next item to come before the board was the development of Bylaws. Nickie Steinhoff gave an overview and handout a sample Bylaw document.
- The board reviewed the document and made suggestions. A motion was made for the board to have three officers; board chair, vice chair and secretary. Officers must be board members, and elected at the annual meeting in June (every two years).
- It was decided a Quorum will be a simple majority.
- Wording for Section 9 of the bylaws was discuss and approved to read as follows: “Co-chair shall preside at all meeting in the absence of the chair.”
- Discussions on the responsibilities of the Secretary were laid out and it was decided on the following; responsible for facilitating communication among the board members. Coordinating and policy review and policy draft and communicate with all board members.

- Section 11 of Bylaws; the board approved the wording to read: “The board may take whatever actions it deems appropriate when any member fails to fulfill their responsibilities to the board and it must be a 2/3 majority vote.”
  - A discussion came before the board regarding Kelly Schultz being placed on the board being she is with the Office of the Child Advocate. Her nomination to the board was placed on hold until Dean Aye contacts the Governor’s Office.
  - Section 12 of By-laws; Special meetings of the board may be called upon the request of the chair
  - Lori Ross made a motion that the bylaws be approved as discussed; the motion was seconded and carried.
  - Kelly Schultz talked about roles and responsibilities of board members.
  - A subcommittee was formed to track trends and concerns – those appointed to the subcommittee were Lori, Nickie and Kelly and from CD Marta.
  - Kelly and Nickie were given the responsibility to get the word out to the Foster Parents regarding the Board.
  - Dean asked Marta Halter to check on dates and availability of Meliny Staysa and Jeanne Gordon to come and do an in-service for the board.
  - Kelly was asked to send to the board a rough draft with questions to work on for the Mid Quarter meeting – regarding board roles and responsibilities.
- Kelly motioned we adjourned, seconded and the motion carried.

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Chairman of the Board	Date	Recording Secretary	Date
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