

Missouri State Foster Care and Adoptive Board

Meeting

September 11, 2012

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

**Absent:** Derek Williams, Dawn Caruso, Melinda Nicholson

**Guest:** Kim Pate

Minutes

- Dean Aye opened the meeting and introduced Kim Pate, board member from the Southeast District.
- Minutes from the June 6<sup>th</sup> meeting were presented, motion was made to approve the minutes as present, there was a second and the minutes were approved.
- The minutes from August 2<sup>nd</sup> had been electronically submitted, Kelly Schultz made a motion we approve the August 2<sup>nd</sup> minutes, Eric Pilson second the motion and the August 2<sup>nd</sup> minutes were approved as submitted.
- There was a motion presented by Kelly Schultz that the minutes be submitted electronically and the board will submit their approval, discussion followed. Dean stated the board needs to really review any documents via electronic and when a vote is needed the board needs to respond with "I agree". Discussion called and the motion was seconded by Lori Ross and the motion carried.
- Dean Aye commended Lori Ross on the report of the consensus report the board reviewed.
- Dean Aye asked Marta Halter to explain how policy gets to the board. Marta gave an overview of how the process works through the Children's Division and then determining the best way to direct the policy to the board. Once policy has been decided upon, then a written policy is sent to Dean Aye to distribute to the board for its consideration and comments.
- Discussion followed on reviewing policy; it was decided to submit responses to Dean, who would then forward the responses to Lori Ross to write the consensus for the board. Then the consensus would be sent via e-mail to the board for final approval. Donna Sybouts, Board Secretary would then track the vote and record the vote in the Board Log.
- Elizabeth Tattershall reviewed the Policy updates:

- CD12-70 – July 18<sup>th</sup> – the **Parent Link** resource for staff – out of the Early Childhood Department
  - CD12-73 – **Parental Notice about Interviewing a child** – Scott Montgomery author (CA/N) unit
  - CD12-74 – Announcement about **Linking Hearts Event** – deadline was September 10<sup>th</sup> – Crystal Wilson author
  - CD12-77 – **Older Youth Credit Information** - Sally Gains author, gave more direction- Marta gave an update on this policy stating there were some issues with the companies stating we need all three – Sally Gains is researching this further.
    - Lori Ross reported she is looking into a program that Cleveland, OH is doing with Universities Law Schools with having student to help Foster Kids from 18-28. These students would help negotiate credit reports, leases, and anything legal the Foster Child may encounter. Lori stated she is having someone from her office to bring back information.
  - CD12-81 – **Revision Recruitment Policy** - response to the 4B audit – I
  - CD12-82 – **Translational Parenting** – multiracial fostering
  - CD12-83 – Brochure **New Born – Safe Place**
  - CD12-85 - Memo to staff – **Easy Access to HIPPA**
  - CD12-87 – **CQI Reports** – patient must have been seen by the doctor in last 12 months
  - CD12-88 – **Release of information to the parents**. Address what our state law states – foster parents get information from the court on anything which might affect the child.
- Discussion followed on this policy regarding full disclosure of any communicable disease.
- Marta Halter gave an update to the board
  - Foster Parent Health Insurance - this is for anyone who is considered CF in our system, they should have received a letter from Candy Shively, Director of Children’s Division informing them of Missouri Consolidated Insurance Plan.
    - Discussion followed and a motion was made by Kelly that a subcommittee look at legislation regarding Health Insurance, Suzie Forbis seconded the motion and the motion carried.
  - Marta continued her report by stating the Recruitment and Retention Pilot memo went out to all staff, announcing the location of the pilot which will be Jackson County and all of the Northwest Region. Staff who will be impacted by this has already been in communication with Human Resource Director. Layoff of staff will be avoided. RFP is being written and hopefully will go out this fall. Hopefully the contract will be awarded by January 1<sup>st</sup> and everything will be in place by June 1<sup>st</sup>.

- The budget bill was signed by the Governor, there was a \$200,000.00 worth of restrictions with the signing:
      - Childcare Hands Up program – childcare subsidy assistance was restricted
      - Foster Care – program for centralized system of keeping information was also restricted
    - There were several legislative bills which touched Children’s Division this year.
      - HB – 1323 – when a child dies or seriously injured this would require looking at the staff and people who are involved with the case. The bill left out supervisors, we are currently doing research and looking at it possibly folding this into a trauma informed care. Looking at the impact on the whole, and evaluating who is impacted by the trauma.
      - Reviewing hotline calls when there have been multiple calls (more than three)
      - Leaving business cards or other documentation on the initial visit for investigation.
    - Casey Review – a white paper has been done, Ms. Halter handed out cliff notes of the review.
    - Ms. Halter announced there were several positions opened at Central Office – currently a Unit Managers position – as well as a MASII position in the Interdepartmental Placement Unit.
    - Ms. Halter reported that Candy Shively – Director of Children’s Division along with Melody Yancey – Designated Principal Assistant, Christy Collins, PDS and Randy Yancey- MAS II, have been, working in partnership with MoHealth Net and Department of Mental Health on the topic of psychotropic drugs.
- Dean Aye addressed the issue of further membership to the board, stating the board has slots opened. Mr. Aye stated how members are selected to be on the board. This is through the following process.
  - The regional advisory board presents names to the Governor’s office and then the Governor’s office contacts the individual.
- Eric Pilson – brought to the group about doing a Resource Parent Survey. Discussion followed regarding how to pay for the survey.
  - A question came before the board on putting out a survey, but the cost would be anywhere from 30 to 50 dollars. Lori Ross stated she would have no

problems with Midwest Adoption putting out the survey and owning the data. It was then suggested putting the survey out at the annual conference.

- Motion was made by Kelly to take a special donation from Midwest & FACC for the purpose of Survey Monkey for the resource provider. The motion was seconded and approved. The board will own the data.
- Kelly handed out the Missouri State Foster and Adoption Board 2012 Work Plan. The board went through the plan Task by Task.
  - Task 1 –Draft Proposed Children’s Division Policies – it was determined that ideas raised from Public Forum – a subcommittee would be formed, from the subcommittee the proposed policy would be sent to Dean who would submit to all members for input. Once the input has been given, Lori Ross would synthesize comments. Once Lori organizes the comments she will write up a board proposal to be sent to Dean who would then send the proposal on to Children’s Division.
  - Task 2 – Review Proposed Policies – it was determined that Elizabeth Tattershall would send proposed policy to Dean Aye and he would send to the board for their input. The members of the board would send their responses to all members.
  - Task 3 – Determine Nature of Content of Training – The questions came forward should the board determines content of training. Marta Halter stated she has no problem with the board having a voice in training. The groups determined we work in collaboration with any sub-committee.
  - Task 4 – Ensure Sunshine law Compliance
  - Task 5 – Election of Officer - It is June at the annual meeting
  - Task 6 – Produce Annual Report – The lead from each subcommittee to begin their portion of the report. A sub-committee will be made up of the lead person from each task group: Lori – Legislation, Nicki- training, Dean – Chairman. Donna compiles all minutes.
  - Task 7 – Open Communication with Stakeholders - Discussion of the Stakeholders and how to the board can contact on different topics. Also it was determined to include Private Partners, Residential Facilities and MECA.
  - Task 8 – Be Well Informed
  - Task 9 – Work with Legislators
- Kelly Schultz made a motion to make Elizabeth Tattershall an ex-official member of the board. Eric Pilson seconds the motion, the board was polled and the motion passed.
- Sally Gains, Children’s Division PDS for Older Youth, came and spoke to the board on Non-Owner Insurance Policy. Sally stated the information regarding the insurance will be disseminated through all transitional specialist (What’s It All About” – guide book), through State Foster Care Youth Conference and Foster Parents will get the information.

- Sally also went on to explain that all major insurance companies have had the opportunity to review the information about the insurance policy for foster youth. Also, the youth can go on the Missouri's Older Youth Program website and get information on the insurance policy. The guidelines are on this website.
- Dean proposed another Stakeholder we need to look at is Older Youth Program – State Youth Advisory Board.
- Dean opened the floor for other discussion
  - Starr's curriculum – the state is not the most up to date on this program.
  - Child Advocacy – working with resource parents, agencies are implementing in different ways trauma informed care.
  - Marta brought up Foster Parent College for a possible training.
- Meeting dates will be the 2<sup>nd</sup> Tuesday of March, June, September and December, a motion was made to approve those times, seconded and the motion carried.
- The next meeting will be December 11, 2012 at the GOB.
- Kelly Schultz moved to adjourned, the motion was seconded and the meeting was adjourned.