

Missouri State Foster Care Adoptive Board Meeting

Governor's Office Building – Room 460

10:00 am – 3:00 pm

March 12, 2013

Present: Janet Richardson, Kelly Schultz, Kelly Floyd, Eric Pilson, Dean Aye, Lori Ross (by phone)

Absent: Suzie Forbis, Melinda Nicholson, Nickie Steinhoff,

Guest: Mary LeFebvre , Mary Chant, Derek Williams, Kara Amann. Kim Pate and Nicki Everett

Children's Division Staff: Candy Shively, Sarah Madden, Amy Martin, Elizabeth Tattershall, Marta Halter, Donna Sybouts

Minutes

- Dean Aye opened the meeting and introductions were made
- Candace Shively, Director of the Children's Division gave an update.
 - Ms. Shively distributed a "Summary of Department of Social Services FY 2014 Governor's Budget Recommendation" (see attached)
 - Ms. Shively stated she and Dean Aye had a discussion regarding board roles and functions and gave a few examples. Sarah Madden and Dean also had a discussion regarding the Sunshine Law as it relates to the board.
 - The board cannot lobby or advocate because of the board's status as a Governor Appointed Board in the Department of Social Services.
- Legislative bills – last year the Children's Division followed over 80 bills. Ms. Shively went over a short list of bills the Children's Division is currently following:
 - **SB 208** – Youth who left foster care may return until they are 21 years old
 - **HB 101** – Allows a child abuse investigation to be completed after the applicable statutory deadline when good cause for the failure to timely complete the investigation has been documented in the information system within the Children's Division of the Department of Social Services.
 - **HB -166** – Would require transportation of children who live 50 or more miles away from a Correction Facility, to have once a month parental visits.
 - **HB- 343** – Requires recipients of public assistance to possess a GED or high school diploma. This requirement would impact the child care program and approximately 4,500 households of adults who receive assistance.

- **HB-402** – Family Intervention orders – requires the hotline to ask questions to ascertain if the reporter saw drug abuse or sales of drugs
 - **HB-497** – Expanding the relative definition on guardianship
 - **HB- 505** – Requiring all school employees to report sexual abuse directly to the hotline
 - **HB- 215 & SB- 205** – States all youth over age 15 in foster care shall receive a visit to a college or technical college, unless waived by the Family Support Team.
 - **HB- 557** - Requires all substantiated cases of child abuse and neglect in the Central Registry to be classified based on risk of future harm to the child – a three tiered system
 - **HB- 731** - Extends MO HealthNet eligibility to foster care kids up to 26 years of age if the children were in foster care at the age of 18.
 - **Joint Committee on Child Abuse and Neglect** - the committee has broken down into two subcommittees. One committee will look at the upfront investigation and the other committee will look at children coming into care. Both groups have heard about our FACES system. Also, both groups toured the hotline and had an opportunity to see how the hotline works. The group will be meeting over the next five (5) years.
- Ms. Shively stated she will send Dean the electronic format of the handouts she distributed to the board.
- Ms Shively again reiterated the commitment of the Children’s Division to support the board. Ms. Shively went on to explain that when Division of Legal Services began to look at different aspects of the board, it was their determination that the board should be capturing their own minutes. From this point, Donna Sybouts who has been taking minutes for the board will no longer be acting in that capacity. Donna will continue to help with the logistics –booking rooms, making copies etc.
- Ms. Shively thanked the board for inviting her to come and speak.
- Marta Halter – Quarterly Licensing Visit Proposal
 - Before the discussion of the Quarterly Licensing Visit Proposal Lori Ross made a motion that we look at the Proposal, Eric Pilson seconded the motion and a poll of the votes was made:
 - Eric Pilson – Yes
 - Janet Richardson – Yes
 - Kelly Floyd – Yes
 - Dean Aye – Yes
 - Lori Ross – Yes (polled by phone)
 - Ms. Halter addressed the issue which was raised by the board regarding the Quarterly Licensing Visit Proposal. Ms. Halter stated the memo which was distributed was not a policy change. A CQI discussion along with an executive discussion regarding the form which was attached to the policy needed to be addressed. The memo that was sent out was introducing the form and

emphasized to staff the use of the form during quarterly visits. The memo that was sent out was referring CD-118. Ms. Halter reminded the board, that the board had already reviewed and provided a consensus to this policy. The concern from the board was after the memo was distributed.

- Ms. Halter explained the policy is about safety.
 - Ms. Halter went on to say we hear your concerns and we at the Children's Division are having internal conversations regarding your concerns.
 - Discussion followed
- Sarah Madden – Sunshine Law
 - Ms. Madden gave an overview of her background and handed out a booklet “Missouri Sunshine Law”
 - Ms. Madden gave a PowerPoint presentation on “Top Ten Things You Should Know about Missouri’s Sunshine Law.”
 - The board was informed they are under Chapter 610 – Governmental Bodies and Records. The board is a legislatively created board and is within the Department of Social Services and therefore subject to Chapter 610 and all the requirements.
 - All records, meetings, votes and minutes are open to the public.
 - All meetings are to be posted at least 24 hours prior to meeting and the notice must contain:
 - Date of Meeting
 - Time of Meeting
 - Place of Meeting
 - Tentative Agenda (this requirement is being reviewed with Office of Administration for OA’s capacity to post)
 - Notices must be placed at the main office of the Governmental body, and at the site of the meeting
 - Emergency meetings – you can have without a 24 hour notice, but must give reason for the emergency meeting.
 - Minutes of the board also needs to include:
 - Date
 - Time
 - Place
 - Members Present
 - Record of any votes taken
 - All policy recommendations need to be made in a public meeting.
 - Ms. Madden informed the board she would look at other boards to see how they handle policy review and will get information back to the board.
 - Regarding policy review – anything that is discussed outside of a meeting should be considered a draft recommendation until approved in an official meeting.
 - The board was informed all e-mails are subject to Sunshine Law. Also, any Sunshine Law request received, the board is to contact Sarah Madden immediately and she will review the e-mails and will do any redacting as needed.

- The Sunshine Law only requires you to provide what you already have, you are not required to make up or create something that does not already exist.
- All Subcommittee's also are required to abide by the same rules as the parent committee.
- Question and Answer time followed
- Sarah Madden – By-Law Review and approval
 - Ms. Madden explained to the board Amy Martin, Marta Halter, Mark Gutchen and she have worked together and reviewed the Board's By-Laws. Ms. Madden explained the document is in good shape and functional. However, there are some small changes that would benefit the board.
 - Section 4 – the wording should read: “All members of the board shall serve a term of at least two years.”
 - Section 7 – add the phrase “at a meeting of a quorum”
 - Section 8 – add the word “confirmed”
 - Section 9 – add “The secretary shall be responsible for coordinating policy review, minutes, policy draft and facilitating communication among board members.”
 - The roll of secretary was discussed
 - Section 11 – changes
 - Delete the wording “absences” and leaving the wording of “resignation and termination.”
 - Recommendation for termination shall require a vote of 2/3 and will be forwarded to the Governor's office for those members who have been appointed by the Governor.
 - By-Laws need to be approved in an open meeting
 - A section be added to Article 6 regarding Sunshine Laws
 - “This Board and all of its committees and subcommittees shall comply with Chapter 610 RSMo.”
 - In the current By-Laws the word “Advisory” needs to be deleted
- Mary Chant, Director of Coalition of Children's Agencies, thanked the board for allowing her to come and address the board. Ms. Chant gave the board her background information and gave an overview of what her agency does and who they assist.
- Transportation Policy Review - Marta explain the reason for bringing the Transportation Policy before the board a second time:
 - Many people review policy, changes were made within that system. This is why the Board is being asked to take a second look.
 - The revised policy was sent to all board members via e-mail
 - Elizabeth Tattershall explained the whole policy and why the 10 mile rule
 - Discussion followed
 - Eric Pilson made a motion to table the vote due to lack of a quorum

- Dean Aye explained to the board why the vote on the Transportation policy was tabled, an explanation was given why Kelly Schultz was not a voting member and why Derek Williams is considered a guest at this point.
 - Eric Pilson made a motion to accept Kelly Schultz as a member of the board, Janet seconded the motion and the motion carried – one vote submitted by phone.
 - Kelly Schultz called for the vote on the Transportation Policy, Kelly moved the policy be accepted as presented, Eric Pilson seconded the motion and the motion carried.

- The Annual Report was brought forth for discussion, regarding fiscal or calendar year report.
 - Kelly Schultz made a motion that the boards annual report will run on a calendar year as long as we understand that it will have fiscal year information included and it will be due on July 31st. Kelly Floyd seconded the motion and the motion carried.

- Several items were brought before the board regarding previous minutes.
 - Kelly Schultz made a motion that the June 12, 2012 minutes be approved as amended, Kelly Floyd seconded the motion and the motion carried.
 - Kelly Schultz made a motion to approve the September, 2012 minutes as amended, Kelly Floyd seconded the motion and the motioned carried.
 - Kelly Schultz made a motion that the December, 2012 minutes be approved as amended – Kelly Floyd seconded the motion and the motion carried
 - January 15, 2013 Annual Report Meeting Minutes – the minutes need to be amended to read Kelly Schultz be recognized as guest, and Elizabeth Tattershall as Children’s Division Staff. Kelly Schultz made a motion we approve the minutes as amended. Kelly Floyd seconded the motion and the motion carried.
 - January 15, 2013 Legislative Sub-Committee, need to be amended to say, Kelly Schultz be recognized as guest, Elizabeth Tattershall as Children’s Division Staff. Kelly Schultz made a motion to approve the minutes as amended.

- Discussion followed regarding Legislative Subcommittee – the board was informed that as a Governmental Appointed Board in the Department of Social Services, they cannot have a Legislative Agenda nor can they lobby.

- Marta explained to the board the Children’s Division employees will not be considered ex-officio members of the board.
 - A motion was made by Kelly Schultz to remove Elizabeth Tattershall and Marta Halter as ex-officio members from the board, Eric Pilson seconded the motion and the motion carried.

- Elizabeth Tattershall handed out a form with policies being developed by Children's Division; these policies can also be reviewed on the Internet. Other items being developed:
 - A project through Office of Administration to make payment paperless,
 - Fair Hearing process – right now we do not have a letter to let plaintiffs know outcome of fair hearing. The letter is in draft now but a form letter is forth coming.

- Kelly Schultz made a motion stating any consensus the board had reviewed will be approved as written, Janet seconded the motion and the motion carried.

- Marta Halter – Current Events
 - Ms. Halter, Deputy Director for the Children's Division gave an update on the events in the Children's Division
 - Several retirements
 - Becky Porter – April 1
 - Debra Hendricks – April 1
 - Shari Allen – May 1
 - Regional Directors from St. Louis, Susan Shelton and Tena Thompson – July 1. St. Louis City and County offices are being combined into one regional office. St. Louis County and City will each have a Circuit Manager and there will be one Regional Director.
 - Reorganizing our structure in Central Office
 - Amy Martin – is now Manager over Permanency
 - Christy Collins – in now Manager over Safety and Well Being
 - There will be more changes and when everything is put into place the board will be given an update

- Dean Aye went over the regions where the board has openings for members. Dean encourages the board to have individuals who are interested get their information to the Governor's office.
 - Marta Halter – gave a quick overview of her conversation with the Governor's office regarding potential board members, stating the Governor's office wants to present all candidates at the same time.

- Kelly Schultz made a motion to adjourn, Eric Pilson seconded the motion and the motioned carried