

IOWA CHILD ADVOCACY BOARD
STATE BOARD MEETING
Conference Room 319 & 320
Lucas State Office Building
Des Moines, Iowa
Friday, June 13, 2020
12:00 p.m. – 2:30 p.m.

State Board Members Present:

Rachel Cadena
Courtney Clarke
Mark Elcock - Phone
Beth Myers
Judge Owens - Phone
Wayne Schellhammer
Michael Steele - Phone
Dr. Angela Stokes - Phone

Staff Present:

Amy Carpenter
Shirley Hoefler - Phone
Sherri Ripperger - Phone
Steffani Simbric
Jennifer Slife - Phone

Call Meeting to Order; Roll Call of Board Members

Myers calls the meeting to order at 12:13 p.m. with a quorum present.

Approval of Minutes for Previous Meetings

Handout 1. Clarke moves and Cadena seconds a motion to approve the March 2020 Iowa Child Advocacy Board meeting minutes. Motion passed unanimously.

CASA Program Report, Amy Carpenter

Handout 2. Carpenter states that April - June hours and miles hours will be lower due to the restrictions caused by Covid-19. We are getting a new set of local program policy standards from National CASA this month. Once we receive these standards we will update our CASA Policies and Procedures manual. We plan to bring the CASA P & P to the board for approval at the September 2020 meeting.

Melisa Loehr, ICAB Coordinator in the Spencer office, has resigned. ICAB is unable to fill this position. Current staff will be taking over the CASA and FCRB duties for this area. We are working on funding to hire another CASA staff person to help cover Woodbury County.

Covid-19 impacted the CASA program greatly in the area of onboarding. Coordinators have been working on delivering in-service training to their volunteers virtually, getting records up to date and finishing up training with those who were already in the process. CASA staff also participated in training to learn more about the Family First legislation in Iowa. Staff have spent a lot of time considering all facets of CASA training. They made several changes and/or recommendations to the leadership team. We are now able to deliver Module 6 Pre-Service training virtually. In comparing National CASA/GAL curriculum against Iowa CASA curriculum they recommended switching to the National CASA curriculum. Online components are now being created. Removing barriers in regards to in-service training was also recommended to help volunteers reach their mandatory 12 hours of continuing education each year.

The focus for the year will be increasing program capacity through staff development and aligning program policies and staff performance with NCASAA standards and expectations.

The 2020 Judicial Survey has been completed. There was a 41.8% completion rate.

The reopening plan for in-person visits with families will start immediately with the hope and anticipation that we would return to normal programming in August. Staff will be going back to the office July 6th. Clarke suggests that we do whatever we can to make the families stay safe. Judge Owens states face to face hearings will begin being held June 15th in most areas. There is a checklist of items that must be accomplished by the courts before this can happen.

FCRB Program Report, Shirley Hoefer

Handout 3. Hoefer reviewed the dashboard data. Local boards have been meeting virtually since March 26th. They are paper only reviews.

The reopening plan for FCRB has quite a few changes to Handout 3. In-person FCRB meetings will resume August 1, 2020. At this time we are securing locations where participants can stay 6 feet apart. A protocol for

members has been developed and will be distributed next week.

Local coordinators were asked to call their FCRB volunteers and as of June 11, 2020 131 volunteers were contacted. 23 of the 131 volunteers contacted do not feel comfortable attending in-person reviews. We will take precautions for those who do decide to participate in reviews. Schellhammer states that taste and smell loss are a sign of Covid. Hoefler will add this suggestion to the protocol list. Clarke asked if board members are allowed to participate virtually and if there are quorum issues. Hoefler states that ICAB does not allow virtual meetings due to confidentiality as well as not having internet access at all meeting locations. She will find out from coordinators if there are quorum issues closer to the start up date. If there are issues we may be able to pull members from other boards to ensure quorum.

Hoefler made a recommendation to disband the ALgona board, effective August 1, 2020. Loehr covered five foster care review boards. Four boards will be covered by Kathy Fritz. The Algona board covering Emmett, Kossuth and Palo Alto counties does not have coverage as the closest coordinator is not a full-time employee and has a full workload currently. It was suggested by FCRB members that we continue to serve families of Emmett and Palo Alto counties with adjacent boards that meet in Spirit Lake and Spencer. Hoefler will be reaching out to DHS to see if this is possible.

Schellhammer moves and Judge Owens seconds a motion to eliminate the Algona Board. Motion passed unanimously.

We are ready to move forward with the FCRB Policy Updates. Hoefler reviewed the changes in Section 1B, Section 5C and 9A.

Clarke moves and Cadena seconds a motion to approve the FCRB Policy Updates. Motion passed unanimously.

Budget Report, Steffani Simbric

Handout 4. Simbric feels that we will be within budget for FY20. She explains that we will more than likely get more IV-E money than what is projected due to increased training time by coordinators. We do have Friends money to cover any shortfalls.

Schellhammer asked about FY21 budget cuts. Simbric states it's possible we will have a \$350,000 shortfall. The audit on personnel costs was done with Loehr on the payroll for just a couple of days so we are unsure of what we will get for that position. The State Board would like Simbric to bring the FY21 budget to them for approval. Simbric states that we are not funding the CASA Assistants for FY21 out of our general budget. Most of them found external funding to take them through the upcoming fiscal year.

Strategic Plan Update, Steffani Simbric

The training committee did an excellent job of getting the virtual training ready. This will help us to never be in the position of being unable to train or recruit volunteers. During this time we have been trying to keep volunteers engaged and trying to accommodate them as we get back to in-person. There has been a lot of movement on grants and other funding. Slife and Simbric are working together on strategies to get funding from corporations and technology companies. Northwest Iowa will be a priority. There are quite a few opportunities opening up this fall.

New Business

Schellhammer asked how staff are accepting Simbric's style compared to Hennessey's and culture change. Simbric feels things are going well and there is a good open dialog. Carpenter feels overall staff morale is better right now. Hofer states that job duty accountability has not let down for staff. The Covid break has helped staff get things in order and review job duties. Slife feels staff feel more involved in the decision making and appreciate it. She suggests having a staff survey at 6 months, 12 months and annually thereafter. There was a discussion on chain of command. Staff need to start with management, then management goes to the board. If the problem does not resolve, staff are welcome to go to the board.

Myers states that she completed Simbric's six month evaluation. They will be working on her goals and objectives for next year. If any board member has suggestions please let Myers know.

Sarah Madojemu has resigned from the board. The Governor is working on filling this position.

Future Meeting Dates

Next meeting scheduled for September 18, 2020, December 11, 2020 and March 12, 2021.
from 12:00 p.m. – 3:00 p.m. at the Lucas Building Rooms 319 & 320.

Clarke motions and Schellhammer seconds the meeting adjourned. Meeting adjourns 1:40 p.m.

ICAB Minutes Prepared By:



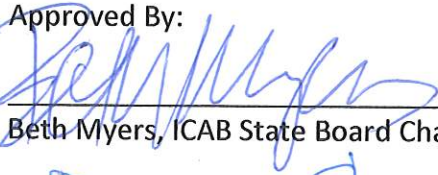
Sherri Ripperger

ICAB Minutes Approved On:

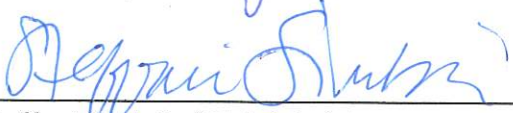
9-18-20

CAB Minutes Approved by Child Advocacy Board Vote

Approved By:



Beth Myers, ICAB State Board Chair



Steffani Simbric, ICAB Administrator

Exhibit 1: March 2020 Board Minutes

Exhibit 2: CASA Program Status Report

Exhibit 3: FCRB Program Status Report

Exhibit 4: ICAB State Budget