

CIP Committee Meeting Minutes November 13, 2009

Attending: Judge Davis, LuAnn Van Hunnik, Sharon Kallemeyn, Carol Pitts, David Valandra, Tony Benning, Becky Morlock-Reeves, Virgena Wieseler, Vicki Burger, and Sara Kelly.

Absent: Amy Benda, Roxie Erickson, and Judge Myren

Guest: Eric Sivertsen, Epic Multi-Media

- 1. April Meeting Minutes:** Two corrections noted. Sara Kelly will strike lines regarding law enforcement on page two and Deb Bowman name spelling error on last page. Sara Kelly will correct this and resend minutes and ask for an email vote for minute's approval.

- 2. CIP Budget:** Committee members reviewed the CIP budget for the three grants. UJS is currently drawing down funds from federal fiscal year grant 2008. Sara Kelly explained a percent of the basic CIP grant goes towards the CIP coordinator's salary and the remainder goes for CASA program support. The training grant goes to support training opportunities and a percent of the CIP coordinator's salary and the data grant supports a percent of the CIP coordinator's salary, along with enhancements to the current case management system. A portion of the 2009 & 2010 data grant will support the new case management system, as it applies to A&N cases.

- 3. Updates on CIP funding to CASA Programs:**
 - a.** August In-Person Meeting: Sara Kelly asked for a sub-committee to review and make recommendations for CIP funds to CASA programs that apply for the basic CIP grant. The grant applications are due July 1, 2010 and Sara would like the sub-committee to meet in August. Judge Davis, Sharon Kallemeyn, Virgena Wieseler, and Dave Valandra agreed to meet as a sub-committee.
 - b.** CASA Commission Meeting – May 4: Sara Kelly asked for sub-committee members to plan to attend the CASA Commission meeting on May 4, 2010. The meeting is at the State Capitol, the meeting starts at 8:00 am and ends at approximately 12:00 pm. Sara stated this is a good time for the CIP sub-committee to hear each CASA programs presentation. CASA programs present information on past accomplishments, program goals, statistical information on number of children served and number of volunteers and answer questions from the commission. Judge Davis commented that if other committee members want to attend it is an open meeting and they are welcome to do so.
 - c.** Oglala CASA: Sara Kelly informed the committee of Oglala CASA's fiscal agent concerns. Sara stated the State Court Administrator, Pat

Duggan sent a letter to the tribe requesting a copy of an audit showing the Oglala CASA program is in good standing and fiscally sound, but the State Court Administrator's Office has not received an audit report to date.

- d. **CIP Onsite Review:** Sara Kelly stated the CASA Commission asked, with the State Court Administrator's approval, the CIP coordinator to conduct onsite visits to the CASA programs as a check and balance to ensure funds are being used as stated in the grant applications. The State Court Administrator approved the request. Sara stated the site visits and summary report will serve for both the CASA Commission and CIP Committee.
 - e. **One Time Funds:** Sara Kelly stated she collects statistical information from the CASA programs and plans to offer the CASA programs reimbursement funds to upgrade computers to accommodate the COMET software that is needed to collect required data. Sara said the funds to support this would come from the CIP Data grant. Virgena Wieseler asked if it is possible to reimburse PC or tablets. Judge Davis suggested tablets be available to all programs. Tony Benning recommended Sara contact each program and inquire what their needs are. Sara will contact the programs as well as UJS financial department for clearance on reimbursement of hardware.
- 4. Review of Attorney Training Video:** Eric Sivertsen presented the video, scenarios, and interviews to the committee. The video is in the final stages of completion.
- 5. Professional Reference Guide:**
- a. **Law Enforcement:** Sara Kelly presented the law enforcement draft and the revised version from DCI agents (Lunzman and Slate). The committee preferred the original version. Judge Davis will show the two versions to local law enforcement in Rapid City area for input and notify the committee of their recommendations.
 - b. **Judicial Guide:** Judge Davis reported he and Judge Myren continue to work on a guide. Judge Davis shared judicial cards he collected from the Judicial Summit as a possible resource. Sara Kelly will order more cards to share with committee members.
 - c. **State's Attorney:** Sharon Kallemeyn shared the draft she and Roxie Erickson created. Due to time constraints, the committee will review and give suggestions for any possible changes.
- 6. Highlights of Annual CIP Meeting:** Sara Kelly stated she attended the annual CIP meeting and agency and courts conference. The general themes of the plenary speakers and break-out sessions were involving children in court proceedings and education issues for children in foster care. Sara shared a copy of the "Decision Making Toolkit for Judges". It is a reference tool judges can use.

7. **Highlights of Third National Judicial Summit:** Judge Davis, Tony Benning, Virgena Wieseler, and Sara Kelly attended the summit. Sara gave the committee members the action plan created by the team. Sara stated the team attended different sessions and came together to work on the action plan. Teams were asked to generate an action plan from three priorities, permanency, education, and disproportional representation of children of color. Judge Davis commented that the action plan will be a guide for the CIP Committee and future projects.
8. **Collaborative Training:**
 - a. QEW: Virgena Wieseler stated the department has moved forward with creating a curriculum and hope to have training in February 2010. Dave Valandra stated the United Sioux Nation Consortium evolved into a coalition and they plan to hold QEW trainings, from their curriculum, December 2009.
9. **Permanency Planning:** Virgena Wieseler requested this item be removed from the agenda. Virgena is working with staff to improve the permanency planning process.
10. **Committee Terms:** Sara Kelly stated when the committee started last year terms for assignment was set at 3 and 5 years, but members did not commit to which year. Sara asked members to state which length of time they would like to serve. Sara also asked the committee's thought on serving more than one term. The committee agreed that members can serve two terms. The members term years are set at:
 - Presiding Judge (Davis) – 5 year
 - Circuit Judge (Myren) – 3 year
 - DSS/CPS Director (Wieseler) – 5 year
 - ICWA Specialist (Valandra) – 5 year
 - DSS/CPS Regional Mgr.(Burger) – 5 year
 - DSS/CPS Regional Mgr. (Van Hunnik) – 3 year
 - Victim Witness Specialist (Kallemeyn) – 5 year
 - Circuit Administrator (Benning) – 3 year
 - Legislator (Pitts) – 3 year
 - State's Attorney (Erickson) – 3 year
 - Attorney (Morlock-Reeves) – 5 year
 - CASA Program Director (Benda) – 3 year

Sara Kelly asked committee members their thoughts on adding a member of education and law enforcement to the committee. The committee agreed it is a good idea. Virgena Wieseler recommended contacting Secretary Oster, Dept. of Education, to educate him on the CIP Committee and he could select a staff person. Virgena will contact Secretary Bowman, Dept. of Social Services, to help facilitate the conversation. Judge Davis offered his assistance in meeting with Secretary Oster. Virgena will update Sara Kelly on the progress.

Judge Davis recommended Marty Graves, Pennington County Sheriff's Department as the law enforcement representative. Judge Davis will talk to Marty Graves and notify Sara Kelly to forward the name to the State Court Administrator and Chief Justice Gilbertson.

- 11. Next Meeting:** The committee recommended April as the next meeting month. Sara Kelly will send an email with possible dates.