

COURT APPOINTED SPECIAL ADVOCATE/CHILDREN'S JUSTICE ACT  
PROGRAM ADVISORY COMMITTEE  
MEETING MINUTES

November 2, 2017

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act programs was held on Thursday, November 2, 2017 at the Richmond Police Training Academy, Richmond, Virginia.

Members Present

Molly Dellinger-Wray  
Allison Gilbreath  
Sandy Karison  
Malcolm King  
Alicia Lenahan  
Pat Popp  
Eric Reynolds  
Chris Spain  
Ellen White

Members Not Present

Hum Cardounel, Jr.  
Robin Foster  
Julia Fuller-Wilson  
Allison Jackson  
Robin Morgan  
Nancy Oglesby  
Jim Pope  
Frederick Rockwell III

Staff Present

Laurel Marks  
Melissa O'Neill  
Mary Wilson  
Bianca Casper, VCU Intern

- I. **Call to Order:** Pat Popp, Chairperson, called the meeting to order at 10:05 AM. Attendees introduced themselves.
- II. **Approval of Minutes:** The committee received a copy of the draft minutes of the July 28, 2017 meeting. Upon a motion by Alicia Lenahan and seconded by Eric Reynolds, the committee unanimously approved the minutes of July 28, 2017.
- III. **Approval of By-Laws:** The Committee received the amendments to the by-laws at the July 28, 2017 meeting and prior to this meeting. Changes include electing officers biennially for two-year terms instead of annually, and voting for officers at the last meeting of the state fiscal year prior to July 1, with terms beginning July 1. Upon a motion by Molly Dellinger-Wray and seconded by Judge White, the committee unanimously approved the amendments to the by-laws.

- IV. Conflict of Interest Training Instructions:** Melissa O'Neill briefed the committee on the timelines for the annual financial disclosure forms that are due in January and the online conflict of interest training which must be completed every two years.
- V. CJA Program Update:** The committee was previously provided a written update regarding the Children's Justice Act Program.
- VI. CASA Program Update:** The committee was previously provided a written update regarding the Court Appointed Special Advocate Program. Melissa O'Neill briefly highlighted the CASA expansion grants funding three new programs from the federal Victims of Crime Act funds.

**CASA Guidance Policy Review and Approval:** The committee was previously provided a copy of the CASA policies and guidance along with suggested revisions. Some additional edits were recommended by committee members. Upon a motion by Eric Reynolds and seconded by Alicia Lenahan, the committee unanimously approved the amendments to the guidance policies for CASA programs.

- VII. Citizen Review Panel:** Chris Spain, VDSS Child Protective Services (CPS) Program Manager, provided an overview of VDSS initiatives impacting CPS. He provided a general overview of 32 pilot local departments working with Child Trends and Annie E. Casey Kinship Diversion Study to analyze the data with the goal of defining elements of best practices for kinship diversion. Committee members discussed some concerns with diversion practices and the desire to stay informed of this study. Mr. Spain highlighted progress on the Structured Decision Making Tools study to update and validate the tools with results anticipated by next summer. VDSS is working with the Department of Behavioral Health and Developmental Services to develop an online learning module to address the service needs of pregnant and parenting women who abuse substances including developing plans of safe care for the children and caregivers. Mr. Spain informed the committee that the final report of Virginia's Child and Family Services Review (CFSR) is complete, and he will send that to the committee for review. The committee briefly discussed some of the CFSR outcomes, and VDSS is working on a plan to seek input from the group as it develops the Program Improvement Plan.

- VIII. New Business:** The committee had no new business.

- IX. Adjourn:** There being no further business to discuss, the meeting adjourned at 11:56 AM

Next meeting dates:

- January 26, 2018
- April 27, 2018
- July 27, 2018