



District of Columbia, CITIZEN REVIEW PANEL

May 1, 2021 - April 30, 2022

Annual Report



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Executive Summary

This report focuses on the period of May 1, 2021, to April 30, 2022, of the District of Columbia, Citizen Review Panel (CRP). This period was a time for examination of the capacity of the CRP and resetting the relationship with the child welfare system. The primary focus was on accomplishing the mandate as specified in the Child Abuse Prevention and Treatment Act (CAPTA) and DC Code: § 4-1303.51. The goal of the CRP is to provide oversight of Child and Family Service Agency (CFSA) and other DC community providers of vulnerable children.

The CRP continued to operate virtually due to the on-going Covid-19 pandemic. This annual report will discuss the activities of two CRP working groups known as Older Youth and Neonatal Positive Toxicology Screening. A final report of the Older Youth project on CRP's website and the written response of CFSA to this project are contained in the appendices. The Neonatal Positive Toxicology was discontinued because it was a duplication of the work completed by CFSA.

During this year, the CRP engaged Dr. Blake Jones, University of Kentucky, to provide consultation to the panel on strategies to enhance productivity and strengthening the relationship with the child welfare agency. This resulted in the CRP and CFSA developing a Memorandum of Agreement to ensure structure and clarity for information sharing.

The discussion about recommendations was to further strengthen the capacity of the CRP. In the report, there is an identification of the challenge, a statement about the rationale for discussing the concern, and then a recommendation is presented. In this report, there are four recommendations to CFSA. The first is to involve panel members in the grant review process to have input in the identification of a new facilitator, and also to make sure there is a smooth transition for this new facilitator. The second recommendation focuses on engaging panel members and child welfare agency staff in a strategic planning session to clarify values, priorities, and strategies to strengthen relationships. The third recommendation is a request for pre-service training to be provided by the CFSA Training Academy for panel members. The purpose of the training is to enhance the general knowledge of panel members about the foundation and issues in child welfare. Finally, the fourth recommendation is seeking to gain more insight about what CFSA would find helpful from the CRP. There is a need for the child welfare agency to be more transparent and informative about agency priorities, program gaps, and the need for projects that can benefit CFSA.

As mentioned in this CRP annual report, this is a time for moving forward by recruiting and retaining motivated panel members, stabilizing leadership, improving communication gaps, and clarifying values related to addressing the needs of vulnerable children known to DC child welfare system.

I. INTRODUCTION/OVERVIEW

The intent of this District of Columbia, Citizen Review Panel (DC-CRP) annual report is to document activities, accomplishments, and challenges during the period of May 1, 2021, to April 30, 2022. The Child Abuse Prevention and Treatment Act (CAPTA), and DC Code: § 4-1303.51 which established the DC-CRP, mandate this report to be prepared and sent to the Department of Health and Human Services (DHHS), DC Child and Family Services Agency (CFSA), DC Mayor, DC City Council, and community stakeholders. Funds are dispersed through grant DCRL-2017-U-0030 awarded by CFSA to the Center for Child Protection and Family Support (CCPFS). CCPFS is a 501 (c) 3 non-profit organization that serves as the Facilitator of the CRP. The annual funding amount has been consistent at \$42,887 and this is the final option year for this grantee.

Over two years of dealing with Covid-19 pandemic issues such as mixed messages, vaccine mandates, resistance to masks, and general fatigue have produced a period of limited movement and productivity for the DC-CRP. Scheduled panel meetings continue to be held virtually, but unfortunately, the process of recruitment, retention, maintaining leadership, and appointment of new members has been problematic. The expectation is that membership should consist of fifteen volunteers who are residents of DC. Currently, there are only seven CRP members. To be specific, individuals who possess a breadth of expertise and knowledge in child welfare practice of law, social work, education, and technology are greatly needed. But, it has been difficult to get volunteers. Their primary responsibility is to provide guidance, support, and recommendations to government and non-government agencies that work within the child welfare system.

The bifurcated process of having eight panel members to be appointed by the mayor and seven appointed by DC Council resolution has posed a challenge for recruitment and appointment of new CRP members. The CRP needs greater visibility to become a higher priority for the community at large and for DC government. In general, this report will discuss significant changes in the child welfare system and strategies that are aimed at strengthening the operations of the CRP. Specific sections of the report will include: (1) changes in the DC Child Welfare System, (2) CRP Infrastructure building, (3) working group activities, (4) recommendations for future directions, and (5) summary conclusion.

II. CHANGES IN DISTRICT OF COLUMBIA CHILD WELFARE SYSTEM

On June 1, 2021, the American Civil Liberties Union (ACLU) of the District of Columbia's oldest case ended. The DC Superior Court approved the settlement agreement in *LaShawn A. v. Muriel Bowser* and finally transformed the DC foster care system into a more effective model.¹ The ending of this class action lawsuit which has lasted for over three decades, is a major achievement for the children of DC. It presents opportunities for the CRP to work collaboratively with CFSA to further strengthen the system for the better. As part of the

¹ <https://www.acludc.org/en/cases/lashawn-v-bowser>

agreement to end the federal court case, the District agreed to a host of sustainability measures including maintaining low caseloads, publicly and regularly reporting performance data, and maintaining processes to assess the quality and outcomes of its service delivery to families and children.

Another change in the system occurred when Brenda Donald, Director of CFSA, stepped down. It seemed to be a smooth leadership transition and on July 18, 2021, Robert Matthews was appointed as the Interim Director. He brings a wealth of knowledge and leadership skills to this new position. He previously served as Principal Deputy Director of CFSA, Interim Deputy Director of Program Operations, Deputy Director of Community Partnerships Administration, Administrator for the Placement and Kinship Administration, Interim Administrator for the Child Protective Services Administration and Program Manager of the Kinship Support Division. Leadership changes also occurred within the CRP.

Tracy Hamilton who assumed leadership as Chairperson on June 15, 2020, was unexpectedly forced to resign in June 2021 due to a personal crisis in her family. The lack of a consistent strong Chairperson has been a chronic problem over the past ten years, and this impacts the CRP's ability to move forward with a clear sense of directions and consistency. Shana Bartley, the Vice-Chairperson stepped up to become the Interim Chairperson. She has tremendous leadership skills, but since she was appointed by Resolution of the DC City Council, she is not eligible to become the Chairperson. Nevertheless, she made a commitment to provide leadership to the CRP until an appropriate new chairperson is identified. She indicated that for several months, there have been challenges in communications between the panel and the child welfare agency and this must be addressed. She expressed the importance of strengthening the bond with CFSA and increasing productivity of the CRP. She further emphasized the importance of moving forward for relationship building and focusing on strategies to promote the value of the CRP. In addition to the leadership changes mentioned above, this is the fourth and final option year for Grant # DCRL-2017-U-0030 to fund the Center for Child Protection and Family Support (CCPFS) to serve as CRP Facilitator for the period of May 1, 2021, to April 30, 2022. For over ten years, Joyce Thomas, President and CEO of CCPFS (See Appendix A for bio sketch) has provided substantial support and administrative assistance to the CRP (See Appendix B for Facilitator final report). In mid-January 2022, a new Request for Applications (RFA) was posted to identify a new CRP Facilitator. On March 12, 2022, a grant modification extension was authorized until a qualified new Facilitator is selected.

III. CRP CAPACITY BUILDING

CRP capacity building is needed to strengthen the operations and productivity of the panel. In this report, capacity building refers to the basic availability of support persons, tools such as developing a Memorandum of Agreement (MOA), and selection of panel members that are motivated and committed to carrying out the mandates of CAPTA. To accomplish this, CRP activities focused on obtaining consultant support, developing a Memorandum of Agreement (MOA), selecting new members, and providing orientation/training to panel members.

A. Consultant Support

Shana Bartley, Interim Chairperson, engaged the panel in a series of discussions on how to best reset the relationship between CFSA and the CRP. It was determined that a consultant would be helpful to assist the panel to clarify values, develop a plan of action, and implement the changes needed for the CRP to accomplish its mandate. On May 13, 2021, Dr. Blake Jones from the University of Kentucky, College of Social Work virtually attended the DC-CRP. His most concrete message was, “at the end of the day, CRPs should be productive and focus on helping to change the child welfare system for the better.” He pointed out that it takes a lot for this to happen, and it is not easy. Dr. Jones recommended that a strategic plan should be developed to clarify values and establish mutual efforts that are needed to strengthen the child welfare system. He further suggested that the CRP and CFSA should create a Memorandum of Agreement (MOA).

The consultant recommended the CRP should develop a strategic plan to clarify values, promote positive working relationship with the state child welfare agency, and identify priorities for working group projects.

B. MOA Development

CRP leadership researched a variety of MOA that were developed by CRPs in other parts of the country. Discussions were held with CFSA, and it was agreed that an MOA should be developed to guide the process of decision making and to improve communications. A final draft of the MOA was completed in late October 2021, and the full panel engaged in discussions. Individual members provided input about their expectations and concerns about the proposed document. CFSA has been actively involved in the development and review process of this agreement. On March 17, 2022, the MOA began the approval process with CFSA and is currently under review by the agency’s Chief of Staff (See Appendix C for MOA timeline).

C. Membership Status

Having the full membership of fifteen appointed volunteers serving on the DC-CRP is the goal for successful implementation of the mandated responsibilities. As of April 30, 2022, there are only seven appointed CRP panel members. There are three individuals (Emily Bloomfield, Dr. Megan Schott, and Pierrea Wallace) waiting to be sworn-in which would bring the number of total members to ten. This means there are currently five available positions waiting to be filled. Recruitment is a top priority for the CRP, but the process of identification of appropriate candidates, vetting to meet the criteria of the DC government, and getting them sworn-in is very lengthy. During this reporting period, there were three new members appointed which included Dr. Mattie Cheek and Theresa Gibson who were sworn-in in July 20, 2021, and Dr. Wanda Thompson sworn-in on February 2, 2022 (See Appendix D for their bios). Resignations during this reporting

period included those from Rick Bardach, Sherrill Taylor, Katrina Floyd, and Megan Conway. For these individuals, their term of three-years or more were completed, and they decided not to continue with the CRP.

D. Orientation Session

On February 10, 2022, a comprehensive virtual orientation was held for new members. This was a two-hour session that focused on understanding the big picture and the intent of the Child Abuse and Neglect Prevention and Treatment Act (CAPTA) and implications for child welfare agencies. Other topics included a review of federal mandate and the DC Code that spells out the responsibilities of the CPR. Discussion then focused on the specific CRP activities and accomplishments of the past few years as well as, products that were developed. Expectations of the various leadership roles were presented. This included the roles and responsibilities of the Chairperson, Vice Chair, and Treasurer. The DC-CRP Facilitator has key responsibilities to support the work of the panel to maintain documentation of minutes, website updates, and to help in preparation of the annual report.

This orientation session was conducted by the Facilitator and other topics included a review of the Code of Conduct, MOA, By-Laws, and strategies for reaching out to community stakeholders.

IV. STATUS OF ACTIVITIES OF THE TWO WORKING GROUPS

As stated in the By-Laws, each CRP member is expected to participate in a project to evaluate CFSA policies and practices. At the beginning of this reporting period, there were two working groups. One group focused on monitoring the wellbeing of newborns that are referred to CFSA due to the presence of drugs or alcohol in their system, and the second working group focused on older youth.

A. POSITIVE TOXICOLOGY SCREEN OF NEWBORNS

At the July 2021 CRP meeting, the working group on newborn toxicology reported that the group had met, and it was determined they wanted to reimagine their working group. The rationale for this change was that after close review, it was determined that CFSA has done an effective job in monitoring the follow-up of infants known to have a positive toxicology screen. Data was being collected and CFSA have already developed reports to document interventions with substance using mothers. It was determined that it was not necessary for CRP to duplicate this effort. Based on this reality, the working group felt they should go back to the drawing board to select a new topic. It was decided that following a retreat/strategic plan, the CRP would be able to select projects that are more in line with the needs of the child welfare agency.

B. OLDER YOUTH WORKING GROUP

The Older Youth Services Working Group (OYSWG) has been active for the past eighteen months, and several draft reports were presented to full panel for review and approval. Panel members were concerned that youth aging out of care are sorely lacking concrete skills critical for successful independence. From August 2019 through December 2021, the group sought to learn how CFSA seeks to prepare youth aged 15-21 who are in foster care for independence. The OYSWG found that youth leave the system needing additional resources for financial readiness and educational support. Under the leadership of Rick Bardach, Chairperson of the working group, an interim final report with recommendations was presented to the full panel for discussion and revisions. Other CRP older youth working group members included Megan Conway, Patrick Foley, and Sherrill Taylor. There were two non-panel members (Danelle Robinette and Susan Punnett) who brought expertise to this working group. In December 2021, electronic voting via email was done and the CRP panel unanimously approved the final report on Older Youth. This report was disseminated to DC Council, CFSA and MOTA. The report is also on CRP's website, www.dc-crp.org. On February 9, 2022, Robert Matthews, Director of CFSA and staff of Office of Youth Empowerment conducted a meeting with CRP members to discuss recommendations of the Older Youth final report. For the most part, the report and recommendations were well received by CFSA, and a formal written response is in Appendix E. The Director indicated the agency will provide feedback to the CRP about follow-up actions in response to the report. A date has been set for this review meeting with CFSA and the CRP. On February 17, 2022, Megan Conway presented a brief oral testimony of findings from the report before the DC City Counsel Oversight Hearing of CFSA. This was a virtual live stream presentation.

V. Challenges, Recommendations and Future Directions

A clear vision to predict future directions of the DC-CRP is clouded by the many unknowns about leadership, full membership, and selection of a new Facilitator. Nevertheless, continued focus on capacity building should move the DC-CRP in the right directions. The recommendations of Dr. Blake Jones² have set the tone for progress. In his message, he said, "What makes CRPs work best is to have access to information (data); having an opportunity to give input early in the process of policy development; and being able to give constructive feedback to the child welfare system." These are vital to success. He proposed various strategies to assist DC-CRP to enhance communications with CFSA. For example, he suggested writing a MOA, holding joint meetings, inviting child welfare staff to participate in the strategic plan/retreat and, and building strong relationships with the agency.

²Blake Jones is a faculty member at the University of Kentucky College of Social Work. On May 12, 2021, he served as the consultant for DC- Citizen Review Panels.

As mentioned earlier in this report, the DC-CRP is well on the way to finalizing the MOA that was developed jointly with CFSA. In fact, the final draft is currently under review by CFSA. The following are statements of specific challenges, rationale for addressing each concern, and recommendations to CFSA to promote improvements.

Details of the full scope of CRP activities can be found in the work plan in Appendix F and the minutes of the scheduled meetings in Appendix G.

- A. **Challenge #1:** CFSA is seeking to select a new Facilitator for FY 2022-2023 to provide substantive support, administrative/fiscal services, and technical assistance for maintenance of the CRP website. This is a critical role for the CRP operations and the grantee is responsible for facilitating, supporting, and assisting in the implementation of all CRP activities and events.

Rationale: Grant # DCRL-2017-U-0030 that funded the Center for Child Protection and Family Support (CCPFS) to serve as CRP Facilitator for the period of May 1, 2021 to April 30, 2022 has ended. A new Request for Application (RFA) was initially posted in February 2022, but due to a lack of response, an extension was granted to maintain continuity of services. A new RFA was posted, and applications are due no later than May 13, 2022, at 2:00 PM via online submission.

Recommendation: CFSA should reach out and invite CRP members to participate in the grant review process. It would be beneficial for CFSA to get input from current volunteers about qualified grant applicants to consider for the Facilitator position. Once a selection is made, CFSA should ensure there is adequate overlap coverage to assist with orientation, technical support, and coaching to ensure a smooth transition of responsibilities.

- B. **Challenge #2:** For over 2.5 years, the Covid-19 pandemic has forced CRP members to work remotely and to maintain social distances which has created isolation and has negatively impacted CRP and CFSA. There have been limited group interactions and collaborations. Communications with key individuals at CFSA have been impacted as demonstrated by the need to develop memoranda to remind individuals about professional behavior expectations. It is important for panel members and CFSA staff to participate together to discuss shared values, gaps in services, agency values, and to identify projects that will enhance the child welfare system. The last full day CRP retreat was held on September 28, 2017, in which the In-Home project was conceived. Since that time, it has been difficult for the CRP to identify working group projects that are consistent with the priorities of CFSA.

Rationale: A one-day retreat designed to assist the CRP in defining its vision for the future is greatly needed. The retreat also would be beneficial to help the CRP establish the sequence in which projects should be developed to bring new knowledge to CFSA. The retreat should guide the CRP to clarify their values and to define their vision for the

future. The retreat should also help the CRP establish the sequence in which those projects should be implemented to reach its stated vision.

Recommendation: Each year, the CRP should develop a modified strategic plan during an annual one-day retreat. This is critical for review of CFSA priorities, formulation of working group topics, clarification of values, and building relationships with the child welfare agency. An initial assessment should be done to determine the overall expectations and concerns of CFSA and CRP participants. Everything should flow from this strategic plan/retreat to help identify program priorities and gaps. There should be different voices at this gathering to include panel members and CFSA staff. The CRP Facilitator, CRP Chairperson, and CFSA staff should work together to plan the one-day retreat.

- C. **Challenge #3:** The intent of the CRP is to provide an external perspective on the efficacy of policies, procedures, practices, and programs of the child welfare system in the District of Columbia. This is difficult work and to achieve appropriate outcomes, many CRP volunteers should have an opportunity to gain fundamental information about how the system works. Some CRP members need basic knowledge and others may need a more focused set of skills.

Clarification of CFSA phases such as “front door, Four Pillars, and temporary safe haven” are often not understood or appreciated by new CRP members.

Rationale: Training can broaden knowledge, enhance skills, and refresh the passion of CRP volunteers. Learning opportunities about prevention strategies, safety issues, and what it takes to accomplish permanency can enhance panel members’ understanding of the responsibilities of the child welfare agency on these and other child protection issues.

Recommendation: CFSA should offer CRP members an opportunity to participate in pre-service training or other educational sessions as schedules and need permit. Information is needed on how to connect CRP members to the CFSA Training Academy, and to the appropriate contact persons.

- D. **Challenge #4:** There has been a long-standing belief that citizens should be involved in government systems. But, sometimes this is very difficult to accomplish. CFSA is a large and complex system and frequently asked questions by many new CRP members are, “Where do you start to identify gaps in policies and practices of CFSA?” and “How can the CRP establish an effective, trusting, and reciprocal relationship with the child welfare agency?” Answers to these and other questions need follow-up information.

Rationale: To avoid confusion and frustration, panel members need a better understanding of goals and priorities of CFSA. On several occasions, working groups were started only to find out after the fact, certain programs are working well, and

limited changes are needed. For example, this occurred when attempting to assess medical services for foster children, and to evaluate the cases involving positive toxicology screen in newborns. In both situations, time was spent going in the wrong directions, and the projects were discontinued. On other occasions, when projects and recommendations were sent to CFSA, the feedback was discouraging because it presented no new knowledge.

Recommendation: CFSA should be more transparent and inform the CRP about their annual priorities, program specific gaps, and issues that can benefit from CRP involvement. It is always great to know about the wonderful accomplishments of CFSA, but it would be important to share information about struggles that exist. During CRP meetings that are held each quarter, there should be more focus on gaps in services and information that CFSA feels the panel can weigh in on.

VI. Summary Conclusion

This annual report documents the activities and accomplishments of the CRP for the period of May 1, 2021, to April 30, 2022. The CRP was pleased to complete the Older Youth Working Group final report, and we are equally pleased about the receptive response from CFSA. Accomplishing this project was labor intensive because of pandemic restrictions, barriers in coordination, and obstacles in gathering information in a timely manner. We are pleased that the development of the MOA will provide more structure to information retrieval from CFSA. This is a major move forward, but comfort levels in using this tool will require patience, time, and commitment of both panel members and the child welfare agency. As documented in this report, the focus on capacity building of the CRP is well justified. We want to address the difficulties in recruitment, appointments, leadership gaps, and the anticipation of the selection of a new Facilitator. Plans for conducting a strategic plan/retreat and involving CFSA in the process are significant to the panel's ability to implement the CAPTA mandate. The recommendations in this report are focused on the help needed to strengthen the CRP. It is important to understand, "why do CRPs exist"? Panel members should focus on changing the lives of children and families for the better. The question each panel member should ask is, "Are we making a difference?"

Respectfully Submitted
DC- Citizen Review Panel 2022

Appendix A



Ms. Joyce N. Thomas RN, MPH, PNP, FAAN
President/CEO and Co-Founder
Center for Child Protection and Family Support

Joyce N. Thomas is an advanced practice pediatric nurse practitioner, certified trainer, and a pioneer in child maltreatment. She is a public health specialist in maternal and child health, trauma-informed care, and a mediator in child custody cases. She received her BS from Holy Names University in Oakland California, her master's degree in Public Health from the University of California, Berkeley and her Pediatric Nurse Practitioner Certificate from Temple University School of Medicine in Philadelphia, Pennsylvania.

Since 1987, Ms. Thomas serves as Co-founder and President of the Center for Child Protection and Family Support, Inc. of Washington, DC. She has served as principal investigator for over 50 federally funded projects. She is former President of the American Professional Society on the Abuse of Children, and former director of the Division of Child Protection (currently known as the Freddie Mac Child and Adolescent Protection Center) at Children's National Medical Center in Washington, DC.

Ms. Thomas is a Fellow in the American Academy of Nursing (FAAN) and is recognized as a premier nurse leader and scholar in the fields of child abuse, and domestic violence. She has served as an expert panel member for the Cultural & Linguistic Competency Study as part of the National Evaluation of the Comprehensive Community Mental Health Services for Children and Their Families. She is currently an expert panel member on Violence for the American Academy of Nursing (AAN) and is a member of the Edge Runners National Advisory Council also with AAN. She has served as a Steering Committee member for the Institute on Domestic Violence in the African American Community. Ms. Thomas serves on the Board of Directors of the National Partnership to End Interpersonal Violence and was co-chair of the Public Policy Action Team. She also serves on the Steering Committee of Futures Without Violence's National Conference on Domestic Violence & Health.

The Black Administrators of Child Welfare has designated Joyce Thomas as an outstanding leader of a child welfare agency, and her other awards include Humanitarian of the Year, T.

Barry Brazelton Lecture Award, Margery Fry Outstanding Services as Victim Assistance Practitioner, and Washington DC Psychiatric Society's Community Achievement Award. Recent awards include: 2012 Outstanding Community-Based Practitioner from Institute on Violence Abuse and Trauma of Alliant University in San Diego, California, and 2014 Outstanding Prevention Award from the National Children's Advocacy Center in Huntsville, Alabama.

Ms. Thomas has been the invited guest of the President of the United States, the Attorney General of the United States, and the Surgeon General of the United States to provide critical input for policy development on a host of topics related to the safety and protection of children and families. She has authored numerous professional articles, testified before Congress, and lectures to audiences throughout the globe. She has served on the faculty of Trinity College in Washington, DC, and currently is an Adjunct Faculty member at Johns Hopkins University, School of Nursing. She has lectured at Georgetown University, Howard University, Spellman College, University of Maryland, Southern Methodist University, and other institutions of higher learning.

Joyce Thomas has testified in court as an expert witness in several child maltreatment cases. Ms. Thomas is married to Dr. Jesse J. Harris, she has three adult children, and lives in Silver Spring, Maryland.

APPENDIX B



FACILITATOR ANNUAL REPORT

Grant # DCRL-2017-U-0030

March 7, 2022

Joyce N. Thomas, Facilitator

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Appendices

Appendix A – FY 2021-2022 Fiscal Report

Appendix B – Roster

Appendix C – FY 2022 Timeline

I. Introduction/Overview

This is the fourth and final option year for Grant # DCRL-2017-U-0030 to fund the Center for Child Protection and Family Support (Center) to serve as CRP Facilitator for the period of March 12, 2021, to March 11, 2022. The content of this annual report contains the narrative of the activities of the Facilitator. To begin with, there are several aspects of the CRP that are in transition, as the panel awaits input from a new Facilitator. Components of this report will include an update on grant expenditures, summary of panel meetings, working group activities, and recruitment of new members. The final sections of this report will discuss deliverables, challenges, and recommendations. The on-going city-wide public health requirements have been in place for almost two years. Meetings continue to be virtual and program activities have not changed.

II. Grant Expenditures

The annual budget for this grant period remained at \$42,887 and an invoice was submitted for payment which occurred on April 15, 2021. Fiscal accounting for FY 2021 was reviewed and approved by the CRP Treasurer, and quarterly financial reports were sent to the CFSA Grant Monitor. As in prior years, the Facilitator used an independent Certified Public Accountant (CPA) to ensure that Generally Accepted Accounting Principles (GAAP) are used to manage the Center for Child Protection and Family Support's financial accounts. This person is responsible for completing the IRS 990 form that is open to the public. He uses a common set of accounting principles, standards, and procedures issued by the Financial Accounting Standards Board (FASB).

This report documents expenditures for the entire grant period. This has been an enormously busy year requiring extensive additional personnel time for tasks such as development and coordination of a six-page Memorandum of Agreement (MOA) between the CRP and CFSA; recruitment and coordination of five new panel members and frequent communications with the Mayor's Office on Talent and Appointments (MOTA) and DC City Council; technical and content editing of the Older Youth final report; reviewing and editing testimony that was presentation at the CFSA Oversight Hearing on February 17, 2022; preparation of materials and implementation of a 2-hour training/orientation for five new panel members. In addition, it has been necessary to copy electronic materials of all CRP documents in preparation for transfer to the new grantee who will be the new CRP Facilitator.

The annual income of \$42,877 and expenses are balanced. Personnel and fringe benefits were \$38,111 and supply cost were \$180.00 for the year. Items for computer maintenance such as virus protection, technical support, ink cartridges and paper were purchased. The usual website fee was \$151.50 which is charged to the Center's American Express account, and \$144.50 was the annual fee for ZOOM services which was used for all virtual meetings. The indirect cost was as planned at 10% of the overall budget. See Attachment A for fiscal summary.

III. Grant Monitor and External Consultation Activities

This Facilitator has maintained a close working relationship with the CFSA grant monitor. Virtual check-in meeting is held each quarter and as needed for problem solving. In general, topics of discussion include struggles with CRP leadership, panel membership status, strategies for improved communications, and development of a memorandum of agreement between the two agencies. Meeting agendas are sent to the grant monitor for publishing on the DC Register to be in compliance with the District government's open door policy.

Due to personal problems, in March 2021, Tracy Hamilton, the CRP Chairperson resigned, and leadership of the panel was provided by Shana Bartley, the Interim Chairperson. Due to other concerns regarding relationship building, the CFSA Monitor recommended the panel secure an outside consultant who will meet with members to encourage open communications, provide training, and address other organizational concerns. On May 11, 2021, the consultant, Dr. Blake Jones from the University of Kentucky College of Social Work attended the CRP meeting. He gave a presentation on the research and lessons learned from his work with CRP groups around the country.

IV. Bi-Monthly Meetings and Program Activities

- Bi-monthly Panel meetings were held on May 10th, July 13th, September 14th, November 9th, January 11th, and March 8th. These meetings were virtual via ZOOM. Minutes were posted on the DC-CRP website and there was documentation that we had a quorum at each meeting. Notice of each meeting was posted on the DC government and CFSA websites. The requirements for public notification were satisfied and the confidentiality statement to ensure privacy of client information was recorded by all meeting attendees.
- The Older Youth working group presented several draft reports in which the Facilitator participated in by reviewing the proposed plan and made recommendations to strengthen the report.

V. Panel Membership

- The Facilitator has been active with staff of Mayor's Office of Talent and Appointments (MOTA) and DC City Council. In November 2021, Donovan Boyd of MOTA was no longer the point-of-contact and the Facilitator worked directly with Steve Walker, Director of MOTA.
- On July 20, 2021, two candidates (Mattie Cheek and Theresa Gibson) were sworn-in as panel members, and on Feb 2, 2022, Dr. Wanda Thompson was sworn-in.
- Currently, there are 8 appointed CRP panel members, and two individuals (Emily Bloomfield and Dr. Megan Scott) are waiting to be sworn-in at any time. All vetting and paperwork have been complete. Reappointments are pending for Shana Bartley, Patrick Foley, Elizabeth Mohler, and Maura Gaswirth.

- Three panel members were not reappointed. They are Rick Bardach, Sherrill Taylor, and Katrina Floyd.
- There is a new point-of-contact at MOTA (Malika Kamara) and the Facilitator has met several times with her to move the process of appointments forward.
- An official roster is maintained to document and track the demographic status of CRP members. Information is available on the names, email addresses, ward with the city, and dates of approval by either MOTA or resolution by the DC City Council (see Attachment B).
- Demographic data documents the following:

Gender: There are nine (9) females and one (1) male member.

Ward Distribution: Ward (3) has one member; Ward (5) has three members; Ward (6) has one member; Ward (7) has one member, and Ward (8) has two members.

Ethnic Identification: There are four African Americans, and six Caucasians members. There is representation from the Latino community.

Gender Orientation: There is representation with the LGBTQ communities.

Foster Parents: There is one member who is a foster parent.

Former Foster Child: There is one individual who was in foster care as a child.

VI. Deliverables and Accomplishments

- There were several significant accomplishments that involved the CRP Facilitator, such as development of the MOA, and conducting a two-hour formal orientation for five new members.
- The timeline/workplan for 2021-2022 was developed following the execution of the grant modification agreement and serves as the guide for CRP activities. It documents the schedule of activities such as meetings, submission of invoices, and program deliverables, reports, etc. (see Attachment C).

VII. Challenges and Recommendations

A major concern that has occurred over the past several years continue to be a challenge for the CRP. Stable and strong leadership remains problematic. The Interim Chairperson has stepped up to lead, but her schedule is hectic and burden for continuity tends to fall on the shoulders of the Facilitator. During this final year, there are six key issues that have been identified as challenges for the Facilitator and the CRP. They include 1) selection and stability of a new Chairperson, 2) the need for an in depth strategic plan/full day retreat, 3) the need to create a marketing strategy to better inform the community and potential panel members about the mandate of the CRP, 4) the need to finalize the MOA, obtain approval by CFSA General Council and implementation by panel members, 5) creating an open ended recruitment plan to secure new members and, 6) the need to investigate and rethink the current structure of the bifurcated appointment approach between MOTA and DC Council.

Problem (1): Maintaining **stable leadership for the CRP Chairperson** has been problematic for over ten years. To begin with, only eight of the fifteen CRP members are eligible to be appointed as the Chairperson. There are many reasons why serving as the CRP Chairperson is not possible. Some people fear leadership because it increases the possibility, they may fail to do a good job. Others have never supervised others and they don't know where to start. In addition, the task of putting people together to work towards the same goal can be intimidating, particularly if one is uncomfortable getting others to perform. The commitment of time for meetings, communications, coordination and having a clear understanding of the tasks are other reasons why panel members do not want to lead. Good leaders should demonstrate humility and empathy as well as the ability to provide clear direction based on their understanding of the tasks.

- Recommendation #1: Each person that is appointed by MOTA should be informed about the expectation of leadership in the future. This will give them time to observe the current chair, update their skills, and move comfortably into the leadership role. If they are unwilling to even be considered for a future role as Chairperson, then their appointment should be made by DC Council Resolution.

Problem (2): There is a **need for a strategic plan or retreat** to build a strong partnerships, improved cooperation, and clarification of the values of the CRP. A retreat would improve team building and would enhance mutual respect between the CRP and CFSA. Further, a strategic plan or retreat would increase productivity for a smoother operation of the CRP to carry out its mandated responsibilities.

- Recommendation # 2: Once a chairperson is in place and the new Facilitator has been selected, a strategic planning/retreat should be scheduled to help panel members and CFSA to work together to define and articulate the directions for child welfare issues in DC. A one-day retreat should be held to stimulate discussion and revitalize commitment to the CRP. It would also be helpful to establish a standing committee on membership to discuss strategies to keep the panel engaged. A goal should be to establish or review the CRP's vision, mission statements, goals, priority of CFSA, and the actions needed to achieve mutually agreed upon goals.

Problem (3): There is a need for **increased public awareness and visibility** of the DC-CRP. In 2019, the CRP held a community forum in Ward 8. There were 65 adults and ten children, who attended the forum and most participants indicated they had never heard of the Citizen Review Panel. Since the Covid-19 pandemic and virtual meetings, the awareness of the CRP has been further pushed out of sight for everyday citizens. CFSA front-line staff and other child serving agencies in DC need to be better informed about the mandated responsibilities of the CRP.

- Recommendation # 3: Panel members should engage in various outreach activities in the community to increase visibility of the CRP. This may include attendance at Collaborative events, presenting testimony before City Council, and providing information to be posted on CRP social media. Panel members should be invited to

attend trainings presented by CFSA. This would promote interactions between the two agencies to foster understanding of roles.

Problem (4): The formal agreement that was recently produced, known as a memorandum of agreement (**MOA between the CFSA and the CRP**) should be a work in progress. It was written to clarify the process of information sharing. Once it is reviewed and agreed upon by CFSA and the CRP, it should be evaluated to determine the benefits to both parties. There should be opportunities to discuss the effectiveness and its ability to promote strong communications about information gathering, mutual understanding of needs, and productivity.

- Recommendation # 4: A standing committee including the CRP Chairperson, CFSA Grant Monitor, and CRP Facilitator should have check-in meetings to assess the benefits of the MOA.

Problem (5): It has been difficult to **recruit and retain new members** to the CRP. Currently, there are five vacant slots. There is a need to establish a standing committee to work closely with the Facilitator to reach out to potential candidates and invite them to apply through MOTA or DC Council. The panel needs members who have specific knowledge about child welfare, adequate evaluation skills, and knowledge of the DC system. It would be good to have two youth representatives, but it has been difficult to achieve this.

- Recommendation # 5: Each person who leaves the panel should make a recommendation for a replacement. It is vital to have a diverse and committed CRP panel and each current member should identify new individuals who should be appointed.

Problem (6): There is a need to investigate and **rethink the current structure** of the bifurcated appointment approach between MOTA and DC Council.

- Recommendation #6: CRP should conduct research on a sample of CRP in several states to identify the pros and cons of their structures as it relates to stable leadership, projects completed, communications with the child welfare agency and ease of selection and recruitment of new members. The findings from such a study should be presented through testimony at an oversight hearing to begin dialogue about the possibility of changing the structure/code in the District of Columbia.

VIII. Summary/Conclusion

This annual report documents the issues related to facilitation of the CRP for the period of March 12, 2021, to March 11, 2022. The Facilitator has met all responsibilities and project objectives as defined in Grant # DCRL-2017-U-0030. Specifically, the website is under constant review and is revised as needed. Zoom has been used for virtual meetings. There are ZOOM recordings, meeting minutes, and annual reports for prior years of operation. The Facilitator has provided substantive input as needed on an on-going basis to enhance the quality of

knowledge and understanding related to child welfare issues. This has involved leadership coaching of new members, participation in group discussions to establish the new working group, and development of materials as requested. Despite the corona virus pandemic, there have been many positive accomplishments this year such as identifying strong candidates for appointment, working with CFSA to draft an MOA, and maintaining strong communications between CFSA and CRP. This Facilitator acknowledges the excellent administrative support services provided by Meron Meshesha. Her commitment, loyalty, technical skills, and consistency ensure that quality services are achieved for the DC-CRP.

Respectfully Submitted
Joyce N. Thomas, RN, MPH, PNP, FAAN
CRP Facilitator

ATTACHMENT A

CRP FY 2021-2022 Summary Fiscal Report of Income and Expenses

	Initial Budget	March 15th to June 15th 1st Quarter	June 16th to September 15th 2nd Quarter	September 16th to Dec 15th 3rd Quarter	December 16th to March 11th, 2022 4th Quarter	Actual Cost
Date and amount of Funds received	April 30,2021 \$ 42,887.00					

Expenditures Each Quarter by Category

Salaries	\$32,140.00	\$ 8,035.00	\$ 8,035.00	\$ 8,035.00	\$ 9,035.00	\$ 33,140.00
Fringe@ 15%	\$ 4,821.00	\$ 1,205.25	\$ 1,205.25	\$ 1,205.25	\$ 1,355.25	\$ 4,971.00
Total Personnel	\$36,961.00	\$ 9,240.25	\$ 9,240.25	\$ 9,240.25	\$ 10,390.25	\$ 38,111.00
Supplies/ Printing & copies	\$ 180.00	\$ 54.00	\$ 52.00	\$ 36.00	\$ 38.00	\$ 180.00
Website/Update and Maintenance Services	\$ 138.00	\$ 35.50	\$ 45.00	\$ 35.50	\$ 35.50	\$ 151.50
Bi-monthly meeting expenses (ZOOM fee)	\$ 233.00	0	0	0	144.50	\$ 144.50
Transportation & Childcare subsidy	\$ 75.00	0	0	0	0	0
Two Working Groups (older youth & newborn toxicology screening)	\$ 1,000.00	0	0	0	0	0
Consultant for retreat	TBD	0	0	0	0	0
Indirect Cost	\$ 4,300.00	\$ 1,075.00	\$ 1,075.00	\$ 1,075.00	\$ 1,075.00	\$ 4,300.00
Total Budget	\$ 42,887.00	\$ 10,404.75	\$ 10,412.25	\$ 10,386.75	\$ 11,683.25	\$ 42,887.00

Narrative Fiscal Report

Overview:

This budget narrative documents income and actual cost for FY2021-2022 of grant DCRL-2017-U-0030 between Child and Family Services Agency (CFSA) and the Center for Child Protection and Family Support (CCPFS) for facilitation of the DC Citizen Review Panel (CRP). This is the final option year, and the specific time frame is March 12, 2021-March 11, 2022, and the total budget remains at \$42,887.00.

First Quarter

During the first quarter, \$9,240.25 was for personnel and fringe benefits. The supply cost was \$54.00, and website maintenance was \$35.50. Thus far, there are no expenses for quarterly meetings because sessions held in May and July were virtual. Also, there are no requests for expenses from the two CRP working groups. The indirect cost for this quarter was \$1,075.00. Total expenses for the first quarter were \$10,404.75

Second Quarter

During the second quarter, \$9,240.25 was expended for personnel and fringe benefits. The supply cost was \$52.00, and website maintenance was \$45.00, which is a light increase due to inflation. Again, there are no expenses for CRP bi-monthly meetings because sessions are still virtual due to continued pandemic precautions. Also, there are still no requests for expenses from the two CRP working groups. The indirect cost for this quarter was \$1,075.00. Total expenses for the second quarter were \$10,412.25.

Third Quarter

During the third quarter, \$9,240.25 was expended for personnel and fringe benefits. The supply cost was \$36.00, and website maintenance was \$35.50. Again, there are no expenses for CRP bi-monthly meetings because sessions are still virtual due to continued pandemic precautions. There are still no requests for expenses from the two CRP working groups. However, it is anticipated that modification of personnel cost will occur in the final quarter to compensate for additional time spent developing the MOA and providing detailed edits to the stand-alone report prepared by the Older Youth Working Group. The indirect cost for this quarter was \$1,075.00. Total expenses for the third quarter were \$10,386.75.

Fourth Quarter

This is the fourth and final quarter of grant DCRL-2017-U-0030, and the specific end date is March 11, 2022. This has been an enormously busy period requiring extensive additional personnel time for:

- development and coordination of a six-page Memorandum of Agreement (MOA) between the CRP and CFSA,
- recruitment and coordination of four new panel members and frequent communications with MOTA and DC City Council,
- technical and content editing of the Older Youth final report,
- reviewing and editing testimony that was presented at the CFSA Oversight Hearing on February 17, 2022,
- preparation of materials and implementation of a 2-hr training/orientation for five new panel members.

In addition, during this period, it was necessary to copy electronic materials of all CRP documents in preparation for transfer to the new grantee who will be the new Facilitator. It is for these reasons that during this fourth quarter, \$10,390.25 was expended for personnel and fringe benefits. The supply cost was \$38.00, and website maintenance was \$35.50. The cost for annual ZOOM services was \$144.50, and since the meetings are still virtual, there were no other costs for bi-monthly meetings. The indirect cost for this quarter was \$1,075.00. Total expenses for the fourth quarter were \$11,683.25.

ATTACHMENT B

Citizen Review Panel Roster

Name	E-mail	Telephone	Address	Working Group Assignment	Initial Appointment Date	Reappointment Date	Approved by Mayor	Approved by City Council
Shana N. Bartley Interim Chairperson (Ward 6)	Shana.bartley@gmail.com shana.bartley@dcbc.dc.gov	240 271-9502	909 New Jersey Ave SE Apt 607, Washington, DC 20003		June 5, 2018	June 5, 2021		x
Maura Gaswirth (Ward 5)	mauragaswirth@gmail.com maura.gaswirth@dcbc.dc.gov	202-680-2482	2610 Myrtle Ave, NE, Washington, DC 20018		May 19, 2017	September 17, 2018	x	
Patrick Foley (Ward 5)	PatrickFoley156@gmail.com patrick.foley@dcbc.dc.gov	202 222-5399	4631 12th Street, NE Washington, DC 20017		June 5, 2018	June 5, 2021		x
Elizabeth Corson Mohler (Ward 3)	ecmohler@yahoo.com elizabeth.corsonmohler@dcbc.dc.gov	213 324-6205	2939 Van Ness St, NW Washington, DC 20008		June 5, 2018	June 5, 2021		x
Theresa Gibson (Ward 8)	Imagineit.tfg@gmail.com	202-758-8022 c	2304 Skyland Terrace SE Washington, DC 20020	Pending	July 20, 2021		x	
Mattie Cheek (Ward 7)	mc@inclusioncenter.net	202-302-1675	3014 V Place, SE Washington, DC 20020	Pending	July 20, 2021		x	
Wanda Thompson, Ph.D., M.Div. (Ward 8)	wkthompson@verizon.net	202-271-2148	1444 Minnesota Ave SE, Washington DC 20020		Feb 2, 2022			x
Emily M. Bloomfield (Ward 2)	emily.bloomfield60@gmail.com	310-779-6499 202-770-6361	2238 Q Street, NW Washington, DC 20018			x	Pending	
Megan Schott, DO, FAPA (Ward 5)	meghan.schott@gmail.com	281-734-8367	19 Quincy Pl NW, Unit 2 Washington, DC 20001			x	Pending	

ATTACHMENT C

Citizen Review Panel Timeline

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Execution of fourth optional year for grant DCRL-2017-U-0030 Mod.0001 (3/12/21)													
<ul style="list-style-type: none"> 2021- 2022 CRP budget was requested, submitted, and approved by CFSA (3/15/21) 	x												
<ul style="list-style-type: none"> Executed Grant Agreement between CFSA and CCPFS is signed by contract officer (3/13/21) 	x												
<ul style="list-style-type: none"> Meet with contact person at MOTA re: vacant slots on the CRP 		x											
<ul style="list-style-type: none"> Modified workplan to adjust to Covid-19 Pandemic 		x											
<ul style="list-style-type: none"> Submit the invoice to DC Vendor in accordance with grant agreement (4/14/21) 		x											
Annual report to HHS & CFSA (5/1/2021)		x											
<ul style="list-style-type: none"> Facilitator to draft annual report for review and approval of CRP Acting Chairperson 		x											
<ul style="list-style-type: none"> Final technical edit and format of report 		x											
<ul style="list-style-type: none"> Forward annual report to CFSA, DC City Council members and community stakeholders 			x										

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Review CFSA response to CRP Report			x										
• Disseminate report to Mayor, DC Council and Stakeholders				x									
• Upload Final report to website				x									
1st Bi-Monthly Meeting (May 11, 2021)			x										
• Schedule ZOOM meeting and send invitation to panel members and guests			x										
• Confirm meeting agenda		x											
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website		x											
• Implement virtual meeting, record content, and prepare minutes			x										
• Support, participate and send minutes to Chairperson for review and approval				x									
• Upload minutes to the website	x		x		x		x		x		x		x
• Resource Identification (Ongoing)													
Older Youth Working Group													
• Review final draft of Older Youth report				x		x							
• Facilitator to conduct technical edit of report					x								

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<ul style="list-style-type: none"> Working Group to meet with Director of CFSA 												X	
<ul style="list-style-type: none"> Update website regarding Older Youth working group 													X
<ul style="list-style-type: none"> Testimony present before DC City Council 												X	
Participate in Swearing-in Ceremony for two new CRP Chairperson (July 20, 2021) <ul style="list-style-type: none"> Mattie Cheek Ph.D and Theresa Gibson 					X								
Participate in Swearing-in Ceremony for two new CRP Chairperson (February 2, 2022) <ul style="list-style-type: none"> Wanda Thompson, Ph.D 												X	
2nd Bi-Monthly Meeting (July 13, 2021)													
<ul style="list-style-type: none"> Schedule ZOOM meeting and send invitation to panel members and guests 				X	X								
<ul style="list-style-type: none"> Confirm meeting agenda 					X								
<ul style="list-style-type: none"> Send Public Notice to Grant Monitor for posting on DC Register and CFSA website 					X								
<ul style="list-style-type: none"> Implement virtual meeting, record content, and prepare minutes 					X								
<ul style="list-style-type: none"> Support, participate and send minutes to Chairperson for review and approval 				X									
<ul style="list-style-type: none"> Resource Identification (Ongoing) 				X									

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Development of MOA with CFSA								x	x	x	x		
3rd Bi-Monthly Meeting (September 14, 2021)							x						
• Schedule ZOOM meeting and send invitation to panel members and guests							x						
• Confirm meeting agenda							x						
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website							x						
• Implement virtual meeting, record content, and prepare minutes							x						
• Support, participate and send minutes to Chairperson for review and approval								x					
• Resource Identification (Ongoing)								x					
Facilitator Meeting with CFSA Grant Monitor (September 2021)							x						
• Develop Facilitator Job Description									x				
• Develop protocol on channels of communication								x					
• Participate in ZOOM meeting with MOTA regarding appointments										x	x	x	
• Participate in project development meeting			x					x		x			
Program and Administrative Deliverables	x	x	x	x	x	x	x	x	x	x	X	x	x

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Serve as CRP's fiscal agent with minimal finance and administrative charge	x	x	x	x	x	x	x	x	x	x	X		
• Respond to emails and phone calls (ongoing)				x			x			x		X	x
• Create and maintain a filing system on CRP materials (ongoing)	x		x		x		x		x		x		
4th Bi-Monthly Meeting (November 9, 2021)									x				
• Schedule ZOOM meeting and send invitation to panel members and guests			x										
• Confirm meeting agenda									x				
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website									x				
• Implement virtual meeting, record content, and prepare minutes									x				
• Support, participate and send minutes to Chairperson for review and approval										x			
• Resource Identification (Ongoing)	x	x	x	x	x	x	x	x	x	x	x	x	x
Prepare Quarterly Fiscal Report	x			x			x			x			
• Forward to CRP Treasurer and CFSA	x			x			x			x			

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
5th Bi-Monthly Meeting (January 11, 2022)													
• Schedule ZOOM meeting and send invitation to panel members and guests			x										
• Confirm meeting agenda											x		
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website											x		
• Implement virtual meeting, record content, and prepare minutes											x		
• Support, participate and send minutes to Chairperson for review and approval												x	
• Resource Identification (Ongoing)									x		x	x	
Special Meetings with Facilitator, CFSA and CRP Chairpersons							x				x		
• Address issues related to code of conduct													
• Discuss MOA options between CRP and CFSA							x	x	x		x	x	
• Participate in CFSA Stakeholder Forum											x		
Facilitator Annual Report (March 7, 2022)											x		
6th Bi-Monthly Meeting (March 8, 2022)												x	

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Schedule ZOOM meeting and send invitation to panel members and guests													x
• Confirm meeting agenda												x	
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website												x	
• Implement virtual meeting, record content, and prepare minutes													x
• Support, participate and send minutes to Chairperson for review and approval												x	x
• Resource Identification (Ongoing)												x	

APPENDIX C

**Citizen Review Panel
Child and Family Services Agency
Timeline for Completion of Memorandum of Agreement**

Tasks	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Complete draft of MOA	Oct 26 th					
Send to CRP Panel for review and input	Oct 28 th					
Discuss with full panel		Nov 9 th				
Make revisions as recommended by panel		Nov 19 th				
Send to CFSA Office of Policy and Planning for review and input			Dec 7 th			
Make revisions as recommended by CFSA leadership				January 5 th		
Get final approval from both CRP and CFSA				January 20 th		
Forward Final Draft to CRP Legal Representative					Feb 3	
Forward Final Copy to CFSA Legal Council					Feb 3	
Signatures of Parties						Mar 1 st

APPENDIX D

Dr. Wanda Thompson

Rev. Dr. Wanda Thompson is bi-vocational. She is a licensed clinical psychologist and an ordained minister. She is a native Washingtonian who grew up in Ward 7 and now lives and works in Ward 8.

Dr. Thompson received her Master's and doctoral degree in clinical psychology from Temple University, and received a Masters of Divinity from the Howard University School of Divinity. She received a Certificate in Leadership from the Master Teacher Program at G.W. University. Currently, she had a small private practice working with adults, adolescents, and children. She also serves as Pastor of The Ambassador Baptist Church. She retired after 25 years as a psychologist with Children's National Hospital in 2011 in the Child and Adolescent Protection Center and as an Assistant Professor of Pediatrics with G.W. University. Prior to that, she worked in other mental health positions with D.C and Montgomery County governments and at a community mental health center in Baltimore. She is involved with several community groups and boards.

Mattie Curry Cheek, Ph.D.

Dr. Mattie Curry Cheek is committed to improving the lives of children, youth, and families. This commitment is an extension of her lifelong volunteer and professional-work experiences in mental health, homelessness, special needs, and criminal justice at the federal, state, and local levels of government, and public-school and university systems. Among her many volunteer experiences, Mattie has held board positions on the District of Columbia's Board of Medicine and Ward 7's Hillcrest Community Civic Association. Mattie holds a Ph.D. degree from the University of Maryland-College Park, a master's degree from Atlanta University, and an undergraduate degree from Claflin University, and was a postdoctoral fellow at Johns Hopkins University Hospital. She and her husband are proud parents of a beautiful, adult daughter. In her leisure time, Mattie enjoys walking, tai chi, traveling, writing, and reading.

Theresa F. Gibson, MPA

Theresa F. Gibson, MPA, is a philanthropist and author of "Thorns of A Rose" that tells her journey growing up in the foster care system. She has firsthand knowledge of the issues associated with both growing up and aging out of foster care. Theresa's life journey has always led to giving back to the community. She served in a youth mentoring program, counseled adjudicated and homeless youth and their families, initiated crisis intervention and advocacy

services, foster parent recruitment and training and taught in both public and charter schools. She currently serves on the District of Columbia Citizen Review Panel for Foster Care. Theresa served as event planner for numerous events, fundraisers, and community service projects. She loves volunteering with Samaritan's Feet, through her Church, Little David Baptist Church, her sorority Sigma Gamma Rho Sorority, Inc and Live, Laugh, Love PINK Social Club. She is a proud member of Sigma Gamma Rho Sorority, Inc., Iota Epsilon Sigma Chapter in Woodbridge, VA. Through her sorority, she served in leadership roles included advisor for its teen program, social action and fundraiser chair. She served on the executive committee of the DC-National Pan-Hellenic Council. She has received several awards recognizing her outstanding leadership and community service. Ms. favorite word is "Hope" and favorite slogan is "Imagine It". Ms. Gibson believes, "If you can 'imagine it' (what could be), there is always hope."

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



OFFICE OF THE DIRECTOR

April 12, 2022

Dear Citizen Review Panel Members,

Thank you to the District of Columbia Citizen Review Panel's (CRP) Older Youth Workgroup for evaluating services to support older youth in foster care at the Child and Family Services Agency (CFSA). Prompted by concerns of the CRP Older Youth Workgroup members that older youth in DC foster care leave the child welfare system still needing additional resources for financial readiness and educational and vocational support, the CRP reviewed CFSA's practice against best practice, culminating in the *District of Columbia Child and Family Services Agency (CFSA): Preparing Older Youth for Independence* report provided several findings and recommendations for youth's financial readiness and educational achievement foster care ages 15-21.

CFSA received the report on January 9, 2022. On February 9, 2022, CFSA convened a virtual meeting with CFSA leadership, CFSA's Office of Youth Empowerment (OYE), and the CRP, where CFSA provided a detailed response to each recommendation. This document provides the notes and comments from the February 9, 2022 meeting on the CRP recommendations outlined in the report, along with the Agency's response to each recommendation.

The methodology utilized for the report included:

1. Conducting interviews of foster youth, resource parents, and employees.
2. Reviewing Agency and program data.
3. Reviewing best practices.

Financial Literacy

CRP Recommendation #1

Provide regular, accessible opportunities for all youth to engage in financial literacy curriculum rather than just the single orientation

CFSA Response

- The Capital Area Asset Builders CAAB)ⁱ contract includes financial literacy workshops.
- CFSA will assess the curriculum to determine if CAAB has infused the Consumer Financial Protection Bureau (CFRB)ⁱⁱ curriculum into their curriculum.
- OYE is ensuring workshops are both age appropriate and youth friendly.

CRP Recommendation #2

Provide financial literacy curriculum to resource parents (RP) so that they can serve as positive financial role models and contribute to the financial socialization of youth in their care.

CFSA Response

- CFSA is proposing that CAAB offer monthly sessions to the Fellowship and Feedback resource parent support group.
- OYE will also ask CAAB if they can provide online training for resource parents.

CRP Recommendation #3

Increase supports to older youth to increase enrollment and participation in the Making Money Grow (MMG) program.

CFSA Response

- In April 2022, OYE will present information on the MMG program to CFSA social workers, resource parents support workers (RPSW) and private agencies. CFSA has met with the National Center for Children and Families (NCCF), Latin American Youth Center (LAYC), and Lutheran Social Services (LSS), as well as congregational care providers using quarterly “Fireside Chat Meetings”. These meeting will continue to occur quarterly. OYE will present to CFSA social workers at an all staff meeting in the last week of April 2022.
- OYE will continually offer training so staff are aware of the OYE services provided and can speak to the youth in the absence of an OYE staff person.
- CAAB orientation will be required for all those participating in the OYE internship program effective April 1st, 2022

CRP Recommendation #4

Improve MMG policies, technical infrastructure, and procedures.

CFSA Response

- All policies will be reviewed annually to ensure essential revision occur effective December 2022.
- CFSA actively works with CAAB to address procedural and infrastructure deficiencies

- CFSA will recommend that CAAB revamp current workshops to include increased interactive curricula, adding youth friendly guests with support from an OYE Facilitator.

CRP Recommendation #5

Ensure that youth for whom CFSA receives Supplemental Security Income (SSI)ⁱⁱⁱ payments understand how and when they can request to become their own payee. Youth should also know the amount they will receive and any restrictions/conditions that apply.

CFSA Response

- CFSA's Office of Well Being (OWB) manages this process. They have dedicated staff that provides support to youth, social workers, and resource parents on SSI payments and social security disability.
- Effective immediately, OYE will also ensure that social security income continue to be discussed in the youth transition planning (YTP)^{iv} process effective April 2022.

CRP Follow-Up Questions

CRP Question

The issues that arise when young people try to purchase cars. The process can be too long and difficult and the type of cars whose young people seek to buy do not sit and wait.

CFSA Response

- Some of this can be changed, however further discussion needs to happen. The access to the money to buy a car may take longer, but what is important is that the time was taken to do proper research and protecting young people.

CRP Question

Is Feedback and Fellowship just CFSA?

CFSA Response

Yes, they are only for CFSA resource parents, and they started in 2021, however it is not well attended. To help increase participation, CFSA will offer training hours for everyone who attends.

CRP Question

Youth also have a hard time learning their balance. How can we make this easier?

CFSA Response

CFSA spoke to CAAB and they agreed to provide a monthly statement to youth.

Vocational Programming

CRP Recommendation #1

Develop and implement programming designed to ensure that youth, social workers, and resource parents are aware of the vocational training opportunities available.

CFSA Response

- CFSA will present different resources to resource parents, CFSA social workers and resource parent support workers in April 2022.
- CFSA will present the information to private agencies.
- A regular monthly power hour occurs for youth to learn about programs.
- OYE's Program Specialist, who was hired in February 2022 is responsible for coordinating this process

CRP Recommendation #2

Report publicly, at regular intervals, with clearly defined metrics, the outcomes for youth in the Life Set Program, including those who leave the program prior to completion.

CFSA Response

CFSA will work with Youth Villages on the possibility of a more public reporting of their outcomes. These outcomes are reported under the Four Pillars Performance Report which is posted on CFSA's website for the January-June 2021 period. The Four Pillars Report for the July–December 2021 period will be posted during July 2022.

CRP Recommendation #3

Develop a clear mission statement for older youth in care, specifically those for whom emancipation is the most likely path to exit from care. This mission statement ought to include a culturally responsive definition of "success" on the part of the Agency in preparing youth for independence.

CFSA Response

In FY20 CFSA developed a mission statement with the youth council. This work has resumed, and next steps are to reconvene and post the mission statement on the CFSA web page in May 2022.

CRP Recommendation #4

What programming exists to support youth attending college/university to completion?

CFSA Response

- All youth attending college have an assigned educational specialist. They contact the youth weekly, visit them at school, and help to navigate challenges. The specialists also help identify and address academic and nonacademic needs

CRP Recommendation #5

Develop a strategic plan for older youth programming that includes, among other things, a tool for measuring the success of programming offered to older youth in helping them reach their goals prior to emancipation.

CFSA Response

CFSA is being intentional and will develop a level of care system to help inform the youth's case plan effective in April 2022. The OYE level of care system is a six-question assessment tool designed to determine a youth's level of progress in the area of life skills to include: education, financial literacy, employment and small gains determined. This will allow OYE to assess and determine the type of resources and supports needed for youth at any given time during that assessment period. It will aid in informing group homes and resource parents concerning the work required with youth while in their care. The OYE Level of Care system will be conducted every 90 days by social workers. Data will be available effective June 1st concerning the implementation process and outcome.

CRP Recommendation #6

Create a comprehensive guide or policy manual on programming available to older youth in care which includes eligibility requirements for each resource. This guide should be publicly available and regularly updated.

CFSA Response

- CFSA will develop an OYE Youth Manual by the end of FY22 and will update it annually.
- Starting in February 2022, CFSA is offering a standard orientation and informational sessions for internal and external stakeholders to clarify program eligibility and program

CRP Follow-up Questions**CRP Question**

How do educational achievement outcomes compare for youth linked to an Educational Specialist as opposed to youth not linked?

CFSA Response

CFSA does not actively track this information but will think about how this might be done with the new child welfare information system Stand Together Against Abuse and Neglect in DC (STAAND) being developed.

CRP Question

What programming exists to educate youth and resource parents about how to research, select, and apply for college/university and how to finance higher education without incurring unreasonable debt?

CFSA Response

- Educational specialists begin working with youth in grades 11 and 12 to research college possibilities and financial options. The work of education specialists includes working with resource parents and the youth’s support teams.
- OYE holds regularly scheduled college tours, and actively assist youth in applying for education and training vouchers.
- OYE hosts monthly educational power hours and “Money Talk Tuesdays.” Resource parents and congregate providers are invited to these meetings in order to encourage support and participation of their children. Additionally, OYE holds quarterly fireside chats with resource parents whereby all program availability is discussed in depth to include in the areas of financial literacy, education/vocational training and life skills.

CRP Question

When are power hours offered and how do you know they are happening?

CFSA Response

They happen once a month in the evenings. Reminders are texted to the youths’ phones. They are asked to log into meetings. Participation varies by topic, and the virtual meetings seem to work better.

CRP Additional Recommendations Discussed during the Follow-up Meeting

CRP Comment

OYE should begin working with youth on college piece in 10th grade. Many youth are not thinking about college so the conversations should happen earlier. Plus, the PSAT is in 10th grade.

CFSA Response

Youth are assigned to educational specialists throughout their school aged years; and those specialists are tasked with the early introduction of higher education. They are assigned to a different specialist with a specialty in post-secondary education in 11th grade. This Specialist provides support for specific college, financial aid, and scholarship opportunities. Additionally, all workshops on college and post-secondary options are extended to all youth in care ages 15 and older..

CRP Comment

College tours are grossly under attended. How does this become incentivized? Some youth are intimidated by going on a college tour. Smaller opportunities might be helpful. There also needs

to have an awareness of cultural background of youth and the colleges that are being visited on the tours.

CFSA Response

CFSA continues to target high school students in order to encourage attendance and participation at local colleges. Social workers, education specialists, mentors and resource parents are encouraged to address academic goals outlined in the Youth Transition Planning process to increase college and vocational enrollment. During this fiscal year, the educational specialists have strengthened the relationship with various colleges to include the University for the District of Columbia, George Mason, Howard, Towson, Morgan State, Coppin, Maryland and American Universities, Prince George Community College, the University of Baltimore Maryland and University of Maryland Baltimore County. A list of virtual tours in the local and surrounding area will also be provided to social workers, the congregate care staff and resource parents to widen the number of youths reached in addition to the work being done by education specialists.

Next Steps

CFSA is committed to carrying out the items noted in the accompanying slide deck. CFSA and the CRP will reconvene in FY2022 Q3 (April-June) at which time CFSA will provide an update on the status the recommendations in which the CFSA committed to completing.

We again appreciate the CRP's Older Youth Work group's report and recommendations. Please contact Roni Seabrook, Planning Specialist at roni.seabrook@dc.gov for questions.

Sincerely,

Robert L. Matthews

Director Robert L. Matthews

ⁱ CAAB is a partner with CFSA in the Market Matched Savings Program. The program provides financial education, asset training, fund-matching savings accounts and other aspects that directly relate to youth transitioning to independence. The program assists with youth's transition to independence by creating opportunities to increase knowledge of finances as well as their savings and wealth.

ⁱⁱ CFSB is a youth financial educational curriculum.

ⁱⁱⁱ SSI is a federal income supplement program funded by general tax revenues designed to help aged, blind and disabled people, who have little or no income; and it provides cash to meet basic needs for food, clothing, and shelter.

^{iv} In the YTP process, the case-carrying social worker completes a transition checklist to help determine the young adult's current and future needs for a successful transition from foster care.

APPENDIX F

**DC Citizen Review Panel
2021-2022 Work plan and Timeline
Joyce N. Thomas, Facilitator**

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Execution of fourth optional year for grant DCRL-2017-U-0030 Mod.0001 (3/12/21)													
<ul style="list-style-type: none"> 2021- 2022 CRP budget was requested, submitted, and approved by CFSA (3/15/21) 	x												
<ul style="list-style-type: none"> Executed Grant Agreement between CFSA and CCPFS is signed by contract officer (3/13/21) 	x												
<ul style="list-style-type: none"> Meet with contact person at MOTA re: vacant slots on the CRP 		x											
<ul style="list-style-type: none"> Modified workplan to adjust to Covid-19 Pandemic 		x											
<ul style="list-style-type: none"> Submit the invoice to DC Vendor in accordance with grant agreement (4/14/21) 		x											
Annual report to HHS & CFSA (5/1/2021)		x											
<ul style="list-style-type: none"> Facilitator to draft annual report for review and approval of CRP Acting Chairperson 		x											
<ul style="list-style-type: none"> Final technical edit and format of report 		x											

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Forward annual report to CFSA, DC City Council members and community stakeholders			x										
• Review CFSA response to CRP Report			x										
• Disseminate report to Mayor, DC Council and Stakeholders				x									
• Upload Final report to website				x									
1st Bi-Monthly Meeting (May 11, 2021)			x										
• Schedule ZOOM meeting and send invitation to panel members and guests			x										
• Confirm meeting agenda		x											
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website		x											
• Implement virtual meeting, record content, and prepare minutes			x										
• Support, participate and send minutes to Chairperson for review and approval				x									
• Upload minutes to the website	x		x		x		x		x		x		x
• Resource Identification (Ongoing)													
Older Youth Working Group													
• Review final draft of Older Youth report				x		x							

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<ul style="list-style-type: none"> Facilitator to conduct technical edit of report 					X								
<ul style="list-style-type: none"> Working Group to meet with Director of CFSA 												X	
<ul style="list-style-type: none"> Update website regarding Older Youth working group 													X
<ul style="list-style-type: none"> Testimony present before DC City Council 												X	
Participate in Swearing-in Ceremony for two new CRP Chairperson (July 20, 2021) <ul style="list-style-type: none"> Mattie Cheek Ph.D and Theresa Gibson 					X								
Participate in Swearing-in Ceremony for two new CRP Chairperson (February 2, 2022) <ul style="list-style-type: none"> Wanda Thompson, Ph.D 												X	
2nd Bi-Monthly Meeting (July 13, 2021)													
<ul style="list-style-type: none"> Schedule ZOOM meeting and send invitation to panel members and guests 				X	X								
<ul style="list-style-type: none"> Confirm meeting agenda 					X								
<ul style="list-style-type: none"> Send Public Notice to Grant Monitor for posting on DC Register and CFSA website 					X								
<ul style="list-style-type: none"> Implement virtual meeting, record content, and prepare minutes 					X								
<ul style="list-style-type: none"> Support, participate and send minutes to Chairperson for review and approval 				X									

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Resource Identification (Ongoing)				x									
• Development of MOA with CFSA								x	x	x	x		
3rd Bi-Monthly Meeting (September 14, 2021)							x						
• Schedule ZOOM meeting and send invitation to panel members and guests							x						
• Confirm meeting agenda							x						
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website							x						
• Implement virtual meeting, record content, and prepare minutes							x						
• Support, participate and send minutes to Chairperson for review and approval								x					
• Resource Identification (Ongoing)								x					
Facilitator Meeting with CFSA Grant Monitor (September 2021)							x						
• Develop Facilitator Job Description									x				
• Develop protocol on channels of communication								x					
• Participate in ZOOM meeting with MOTA regarding appointments										x	x	x	
• Participate in project development meeting			x					x		x			

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Program and Administrative Deliverables	x	x	x	x	x	x	x	x	x	x	X	x	x
• Serve as CRP's fiscal agent with minimal finance and administrative charge	x	x	x	x	x	x	x	x	x	x	X		
• Respond to emails and phone calls (ongoing)				x			x			x		X	x
• Create and maintain a filing system on CRP materials (ongoing)	x		x		x		x		x		x		
4th Bi-Monthly Meeting (November 9, 2021)									x				
• Schedule ZOOM meeting and send invitation to panel members and guests			x										
• Confirm meeting agenda									x				
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website									x				
• Implement virtual meeting, record content, and prepare minutes									x				
• Support, participate and send minutes to Chairperson for review and approval										x			
• Resource Identification (Ongoing)	x	x	x	x	x	x	x	x	x	x	x	x	x
Prepare Quarterly Fiscal Report	x			x			x			x			
• Forward to CRP Treasurer and CFSA	x			x			x			x			

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
5th Bi-Monthly Meeting (January 11, 2022)													
• Schedule ZOOM meeting and send invitation to panel members and guests			x										
• Confirm meeting agenda											x		
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website											x		
• Implement virtual meeting, record content, and prepare minutes											x		
• Support, participate and send minutes to Chairperson for review and approval												x	
• Resource Identification (Ongoing)									x		x	x	
Special Meetings with Facilitator, CFSA and CRP Chairpersons							x				x		
• Address issues related to code of conduct													
• Discuss MOA options between CRP and CFSA							x	x	x		x	x	
• Participate in CFSA Stakeholder Forum											x		
Facilitator Annual Report (March 7, 2022)											x		
6th Bi-Monthly Meeting (March 8, 2022)												x	

Activities	2021										2022		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
• Schedule ZOOM meeting and send invitation to panel members and guests													X
• Confirm meeting agenda												X	
• Send Public Notice to Grant Monitor for posting on DC Register and CFSA website												X	
• Implement virtual meeting, record content, and prepare minutes													X
• Support, participate and send minutes to Chairperson for review and approval												X	X
• Resource Identification (Ongoing)												X	

APPENDIX G

Tuesday, May 11, 2021 Meeting Minutes

Time: 6:00 PM to 8:00 PM

Day: Tuesday

ZOOM video conferencing was used

Virtual attendance:

CRP members: Shana Bartley (Vice-Chair), Rick Bardach (Treasurer), Elizabeth Corson Mohler, Megan Conway, Patrick Foley, Maura Gaswirth, and Katrina Floyd

Absent: Tracy Hamilton (Chairperson) and Sherrill Taylor

Visitors: Mattie Cheek, Theresa Gibson, and Danelle Robinette

Guest Facilitator: Blake L. Jones, Ph.D., LCSW, University of Kentucky College of Social Work

CRP Facilitator: Joyce N. Thomas, Meron Meshesha (provided technical support with ZOOM)

Welcome/Introduction:

Due to the absence of Chairperson Tracy Hamilton, the meeting was called to order at 6:05 PM by Shana Bartley. The CRP Facilitator informed the group that we have a quorum for tonight's meeting, and the notice of the meeting was published on the DC Register and CFSA website. Shana Bartley indicated that for several months, there have been challenges in communications between the CRP and CFSA. This has been documented in the minutes and discussed in meetings with CFSA. To address concerns expressed by panel members, a request was made for DC-CRP leadership (Chairperson, Vice-Chair and Facilitator) to secure an outside consultant who will meet with the panel to encourage open communications, conduct training, and address concerns. Initially, the meeting was open, and then Shana Bartley asked each panel member to indicate if the meeting should be closed. Each panel member present stated that this CRP meeting should be closed to the public.

Shana introduced the guest consultant, Dr. Blake Jones from the University of Kentucky College of Social Work. Shana had met with Blake Jones and asked him to give a presentation on the research and lessons learned from his work with CRP groups around the country.

During the closed meeting, a training session focused on the scope and expectations of CRPs around the country. Dr. Blake discussed findings from research and lessons learned in working with CRPs and child welfare agencies.

Other topics included member recruitment, working with stakeholders, identifying community partners, and strategies for developing a Memorandum of Agreement between the CRP and the child welfare agency.

Shana stated: "I make a motion to use the July 2021 meeting to plan for a CRP retreat which will be held on September 14, 2021." This motion was seconded by Katrina Floyd and was unanimously approved by the CRP members present. The meeting was adjourned at 8:00 PM.

Respectfully Submitted:

Joyce N. Thomas, Facilitator

Tuesday, July 13, 2021
Meeting Minutes

Time: 7:00 PM to 8:30 PM
Day: Tuesday
ZOOM video conferencing was used

Virtual attendance:

CRP members: Shana Bartley (Vice-Chair), Rick Bardach (Treasurer), Elizabeth Corson Mohler, Megan Conway, Patrick Foley, and Sherrill Taylor
Absent: Maura Gaswirth and Katrina Floyd
Visitor: Danelle Robinette
CRP Facilitator: Joyce N. Thomas

Welcome/Introduction

The meeting was delayed by 30 minutes due to technical difficulties with ZOOM connections; therefore, the meeting was called to order at 7:07 PM by Shana Bartley. It was established that we had a quorum for tonight's meeting. The notice of the meeting was published on the DC Register and CFSA website. However, it was noted that due to technical difficulties with ZOOM, a new link was necessary to conduct this vertical meeting. The minutes of March 9th and May 11th were approved as presented. Each panel member present as well as the guest and Facilitator confirmed the confidentiality statement to protect the privacy of potential client information. The Interim Chair asked if there were any changes to the proposed agenda, and there were none. This will be considered an open meeting and the issues for planning for a retreat will be discussed as planned.

Leadership Changes

Shana Bartley indicated that the panel is again experiencing leadership challenges due to resignations of Brenda Donald, Director of CFSA and Tracy Hamilton, Chair of the CRP. Several members indicated that Robert Mathews is the Acting Director, but no formal announcements have been made about a permanent appointment. The Facilitator provided an update on activities of MOTA. As of today, the pending appointments have not been made for Mattie Cheek and Theresa Gibson. It was pointed out that September is usually the time for overall renewals of appointments to Boards and Commission. Donovan Boyd, the contact person to the CRP will reach out to individuals that are scheduled to renew their appointments to determine if they want to extend participation.

Financial Report

Rick Bardach gave the financial report as follows: the overall budget is \$42,877.00 which is the same as prior grant periods. He indicated that during this first quarter, \$10,404.75 was spent, primarily for personnel cost and miscellaneous expenses. He mentioned there were no requests for expenses from the two CRP working groups. The Facilitator reminded the group that this is the final option year for this grant and there will not be any carry over funds or request for extensions. If the panel is planning to hold a retreat and if there is a need for a consultant, we can request to reprogram funds for this purpose.

Shana requested to review the CRP budget and will report back to the group some suggestions. She mentioned that the Newborn Toxicology Working Group must reimagine their focus. This will be discussed further during the discussion about having a retreat this year.

Facilitator Report

Joyce Thomas mentioned that it is almost time to submit the Facilitator's semi-annual report to CFSA grant monitor. The last report was submitted on January 15, 2021, but that was for FY 2019-2020. The six-month Facilitator report for 2021-2022 is due in September 2021. Ms. Thomas indicated she is genuinely concerned about the structure of the CRP. She indicated there is a need to examine the current structure and discuss concerns with appropriate individuals such as MOTA, and DC City Council to get suggestions about other possible structures that would promote optimum productivity. There is a need to improve recruitment and timely appointments to the CRP to engage qualified panel members to carry out the mandated responsibilities of CAPTA. Based on the presentation of Blake Jones, the consultant from the University of Kentucky, only two CRPs involve members who are politically appointed. It is not clear about the rationale for splitting the appointment structure between MOTA and the DC City Council. This prevents Council appointees from serving as CRP Chairpersons, and there are limited opportunities for getting the talents needed to carry out the mandated responsibilities. This issue of structure needs to be fully reviewed and written justification, based on facts, need to be documented. There was strong consensus by panel members about this concern. The Facilitator then informed the panel about recent communications with the Office of Open Government. Ms. Thomas indicated that, according to Sheree DeBerry, an attorney of the Board of Ethics and Government Accountability (BEGA), "a meeting is defined by the Office of Open Government (OOG) as a gathering of a quorum of the "Members" of a public body. Persons not sworn-in are not members of the public body. While they may attend open sessions of CRP meetings as members of the public, they are not members of the CRP and cannot attend sessions closed to the public."

Working Group Report: Older Youth

Rick Bardach gave an update of the Older Youth Working Group. He indicated the full group met by ZOOM about ten days ago to clarify next steps for completing the report. The process of information gathering has been slow due to the issues with CFSA. An interim report exists, but no real progress has been made in the past several weeks. The group discussed plans to develop additional questions to send to CFSA to gather more data on older youth. In general, the plan is to wait to see if the CFSA leadership change and the implementation of the MOA will make a difference. Rick stated he reached out to Donovan Boyd of MOTA to request a meeting, but he has not heard back from him. Rick indicated he had to leave the CRP early to participate in another meeting. He excused himself, and Shana thanked him for his report.

Memorandum of Agreement (MOA)

Questions were raised about the status of the writing of the MOA. The Facilitator informed the group that the former CRP Chairperson did a search to look at existing MOAs that were in place between child welfare agencies and CRPs. The Facilitator reviewed all samples and wrote the first draft after speaking with several CRP members. The primary concern was to have written details about the communication process and accountability of both CFSA and CRP. The initial draft was completed in February 2021 and was sent to Tracy Hamilton, Shana Bartley, and Roni Seabrook for review and edits. Both Roni and Jennifer Anderson edited the document and suggested a change in the format and other modifications.

In early April 2021, the MOA was returned with Track Changes to the Facilitator. Since the resignation of Tracy Hamilton, no further revisions were made on the MOA. There are still unanswered questions about sign off from both agencies. Shana indicated we should move forward to finalize the MOA.

Working Group Report: Newborn Positive Toxicology Screen

Since Katrina was absent, Shana Bartley gave an update on the Positive Toxicology working group. She reported that the group has met, and it was determined that they wanted to reimagine their working group. The rationale for the change was because there was limited motivation to carry out the project. After close review, it was determined that CFSA has already been doing an effective job in monitoring the follow-up of infants known to have a positive toxicology screen. Data is being collected and CFSA have already developed reports to document interventions with substance using mothers. It was determined that it is not necessary for CRP to duplicate this effort. Based on this reality, the working group felt they should go back to the drawing board to select a new project. It was proposed that during the short-term, this working group can focus on helping to finalize the MOA. Shana will reach out to Katrina to get her input, and the Facilitator will forward the draft materials to the members of the working group.

Planning for the CRP Retreat

Shana Bartley posed the question, “Should there be a CRP retreat in September 2021?” There was a lot of discussion about the pros and cons. It was agreed by all that the group wants to be productive and make use of their time to fulfill the mandate of the legislation. However, the group is small, there is no permanent Chairperson, and it is unclear when new members will be appointed. All members received the Child Welfare State Plan, and this should be used to refocus on the topics and needs of CFSA. It was proposed that we hold the retreat on September 14th for 4 hours. The rationale for this date was because it is the regularly scheduled meeting time that has been set aside. There were many questions about the feasibility of such an arrangement. The proposed time would be from 4:30 PM to 8:30 PM, but this would conflict with parents picking up their children. There were further concerns about taking time on the weekend. After several rounds of pros and cons, it was decided that we meet to focus on “Given all the obstacles, how can the CRP best do its work?” One of the key questions raised was, “What is a good framework to complete CRP business?” It was agreed that it would be beneficial to double down on this discussion while the current Facilitation team was in place. The group agreed to focus on CRP strengths and weaknesses, and to ask hard questions and conduct a self-assessment. The group felt it was important to examine the role of the Facilitator to be able to provide concrete input for the upcoming RFP. The bottom line was to strengthen the group and come away with formal recommendations to share with CFSA.

It was agreed to have a group discussion to focus on two specific areas during the scheduled two-hour September 14th meeting. First, the group will dialogue about the role of the Facilitator. It was felt that it was important to understand what will be in the upcoming RFP and to provide recommendations to CFSA. Second, the group will identify a positive structure to improve the functioning and accomplishments of the panel. For example, should the CRP do more community forums, workshops, research projects, and/or partner with other providers? It was agreed that we wanted to produce a document that will enable the group to do its best work. It was determined that this could be a real opportunity to learn about possibilities for improved operations of the CRP.

The group began to brainstorm about possible outside facilitators for this session, but there was concern about the short timeframe for planning, selection, and orientation of such a consultant. It was agreed that Joyce Thomas would facilitate the September meeting, and this will allow Shana and all members to participate fully.

Moving Forward

It was determined that the next meeting will be held at the regularly scheduled time on September 14, 2021, from 6:30 PM to 8:30 PM. The discussion will focus on (1) examination of the role of the CRP Facilitator and to provide concrete recommendations to CFSA for the development of the RFP. (2) Identifying what it will take to promote a higher functioning CRP to meet the mandate of evaluating the policies and practices of the DC child welfare system.

Action Items

1. The Newborn Toxicology Working Group will reimagine their research project and Interim Chairperson (Shana Bartley) will discuss this with Katrina Floyd.
2. The Newborn Toxicology Working Group will assume responsibility to review and update the MOA.
3. The Facilitator will forward all draft MOA documents to members of the Newborn Toxicology Working Group.
4. The Facilitator will research issues related to the structure and discuss with appropriate individuals at MOTA, DC City Council, and CFSA.
5. Interim Chairperson and Facilitator will communicate to identify the specific objectives and proposed outcomes for the next panel meeting on September 14, 2021.

Respectfully Submitted
Joyce N. Thomas, CRP Facilitator

Tuesday, September 14, 2021
Meeting Minutes

Time: 7:00 PM to 8:30 PM
Day: Tuesday
Via ZOOM video conferencing

Virtual attendance:

CRP members: Shana Bartley (Interim Chair), Rick Bardach (Treasurer), Megan Conway, Patrick Foley, Sherrill Taylor, Mattie Cheek, and Theresa Gibson

Absent: Maura Gaswirth, Elizabeth Corson Mohler and Katrina Floyd

Visitors: Danelle Robinette and Susan Punnett

CRP Facilitator: Joyce N. Thomas

Welcome/Introduction

Unfortunately, again, the meeting was delayed by 30 minutes due to technical difficulties with ZOOM connections; therefore, the meeting was called to order at 7:10 PM by Shana Bartley. There was a quorum for tonight's meeting. The notice of the meeting was published on the DC Register and CFSA website. However, it was noted that due to technical difficulties with ZOOM, a new link was necessary to conduct this virtual meeting. The minutes of July 13, 2021, were approved as presented. Each panel member presented as well as the guest, and Facilitator confirmed the confidentiality statement to protect the privacy of potential client information. The Interim Chair stated that due to the delay in the meeting, the guest presenters from CFSA, which included Robert Matthews, Interim Director of CFSA, and Michelle Rosenberg, Deputy Director of CFSA, were not able to join us. Because of the delay in getting started and the cancellation of the guest presenters, the agenda began with the working group report.

Working Group Report: Older Youth

Rick Bardach opened the discussion on the interim final report on the Older Youth Working Group. He indicated a copy of the report was disseminated to all panel members and the team welcomes all feedback. He reported that there were many challenges in the process of information gathering, but overall, he was pleased to be able to send out the report. He said, in general, the plan is to send the report to Child and Family Services Agency, and to DC City Council by October 1, 2021. He gave a brief overview by saying the working group had many challenges. He was pleased that this interim final report is near completion. He stated the working group's initial plan was to evaluate several comments related to emancipation of older youth, but due to limitation imposed by the pandemic, the group decided to only evaluate the issues of *financial readiness* and *career preparation* of older youth in care. Rick indicated it was difficult working with CFSA for many reasons, such as the process of obtaining information was slow, the relationship was tense, and it was tedious. Despite these concerns, the panel was pleased with the report. Rick wanted comments from the full panel members. He anticipated minor changes to finalize the report. Some members felt they needed more time to review the document and others expressed few comments. The Facilitator indicated there are major editing problems that need to be addressed. Since this is a "stand-alone" report and is not a section in the CRP annual report, it is not clear what the responsibilities are for CFSA review and comment. Materials for the CRP annual reports

are produced by the working groups, reviewed and approved by the Chairperson, edited by the Facilitator, and finally prepared for dissemination to stakeholders.

There was a general discussion about “appropriate formats for reports, time constraints of working group members who are volunteers,” and the numerous other limitations that were encountered. One panel member asked the Facilitator to please give specific feedback on the report. It was expressed that there was missing content information, the format was difficult to follow, and more details were needed about the research methodology. These gaps made it difficult to appreciate the value of the recommendations that were presented. The Facilitator stated that the Older Youth Working Group conducted interviews to get input from youth, resource parents and CFSA staff, but no descriptive data was provided. The Facilitator further indicated the report should have a clear purpose, a description of the target population, and documentation of the time frame. There is also a need for documentation of informed consent, incentives for participation, and criteria for inclusion in the project.

The Interim Chair invited other panel members to share their thoughts on the report and for the working group to give their opinion about the process in conducting the project. In general, the working group members stated there was a need to *identify best practices in the field*, and to review services provided by CFSA through the Office of Youth Empowerment (OYE) as it relates to financial and career readiness. Working group members felt in general, OYE needed a clear mission and an overall vision for working with older youth. They mentioned, there are a lot of programs, but the overarching plan for youth was lacking. One member said, “there was no model or expectations for this high-risk population.” It was expressed that measuring outcomes or what success should look like was hard to define. All members of the working group agreed CFSA should have goals for young people before they leave care.

Other CRP panel members requested additional time to review the report in more detail. It was requested that the Facilitator should provide written comments on how to strengthen the report. One of the new panel members requested guidance on a format that reports should follow. The discussion concluded, and a plan for follow-up was established. The Facilitator has offered to put edits in writing, discuss with the working group and assist with strengthening of the report.

Financial Report

Rick Bardach, CRP Treasurer, announced that we are at the half-way point in this grant year. He gave the financial report as follows: the overall budget is \$42,877 which is the same as prior grant periods. He reported that during this second quarter, funds were primarily used for personnel cost and miscellaneous expenses. He again mentioned there were no requests for expenses from the two CRP working groups.

Facilitator Report:

- **Request For Application Status:** The Facilitator asked Roni Seabrook of CFSA to provide an update on the status of the new Request for Application (RFA) for seeking a new Facilitator team to begin in March 2022. It was reported that the RFA has not yet been released. Panel members inquired about participating in the review of proposals, but it is not clear when this review process will begin. Roni assured panel members that their feedback on the criteria needed for this position were included in the RFA.

- **Membership and Reappointments:** Mattie Cheek and Theresa Gibson are two new members that were sworn-in on July 20, 2021. Currently, there are ten CRP members. There are five vacancies of which four are on the Council side, and one is on the Mayor's side for appointment. The reappointment process for MOTA involves Donovan Boyd contacting eligible members to confirm their willingness to be reappointed. Mr. Boyd has reached out to Maura Gaswirth, Megan Conway, Sherill Taylor and Katrina Floyd to determine their willingness to be reappointed. Both Megan and Maura confirmed their willingness to continue with the CRP for another term. The Facilitator reached out to members that were appointed by Council Resolution, which included Shana Bartley, Patrick Fowley, and Elizabeth Corson Mohler. The Council has not met yet but is scheduled to meet in early October. As soon as a date is set for the Council to meet, members for reappointment will be informed. There was a brief discussion about the procedure for reappointments, and the Facilitator will follow-up.
- **Memorandum of Agreement (MOA):** The Facilitator will meet with CFSA to review the proposed changes and the document will be presented to the panel for discussion at the November CRP meeting.
- The Facilitator informed the panel members about the Ombudsman Legislation: B23-0437. Office of the Ombudsperson for Children Establishment Amendment Act of 2020" B23-0437 has established the Office of the Ombudsperson for Children as an independent, impartial office, responsible to the Council and tasked with improving outcomes for CFSA children by holding agencies accountable for fulfilling their responsibilities under the law. The newly formed Office will replace the current CFSA Ombudsman's function of receiving and seeking to efficiently and effectively resolve CFSA constituent complaints, while enhancing the independence, impartiality, and confidentiality of clients.

The Interim Chair indicated there was no additional agenda item, and the meeting was adjourned at 8:35 PM.

Action Items

1. Within one week, the Facilitator will send written comments to the members of the Older Youth Services Working Group.
2. The Facilitator will follow-up with MOTA to determine next steps regarding reappointments.
3. The Older Youth Services Working Group will incorporate recommended edits and share the revised report with the full panel.

Respectfully Submitted
Joyce N. Thomas, CRP Facilitator

Tuesday, November 9, 2021
Meeting Minutes

Time: 6:30 PM to 8:30 PM
Day: Tuesday
Via: ZOOM video conferencing

Virtual attendance

CRP members: Shana Bartley (Interim Chairperson), Rick Bardach (Treasurer), Megan Conway, Sherrill Taylor, Mattie Cheek, Maura Gaswirth, Elizabeth Corson Mohler, and Theresa Gibson.

Absent: Patrick Foley and Katrina Floyd,

Visitors: Danelle Robinette, Susan Punnett, Dr. Wanda Thompson, Emily Bloomfield, and Christian Green

Guest Presenters: Robert Matthews, Interim Director of CFSA, Michele Rosenberg, Deputy Director of CFSA

CFSA Grant Monitor: Roni Seabrook

CRP Facilitator: Joyce N. Thomas

Welcome/Introduction

Shana Bartley, Interim Chairperson began the meeting at 6:30 PM, and there was a quorum for tonight's meeting. The meeting notice was not published on the DC Register and CFSA's website due to a delay in posting the notification. The Facilitator informed the panel that several potential candidates were invited to attend this meeting. Each panel member present as well as the five guests and Facilitator confirmed the confidentiality statement to protect the privacy of potential client information. The Interim Chairperson stated the panel will delay approving the September 14th CRP minutes until later in the meeting. She wanted to give maximum time to our presenters from CFSA which included Robert Matthews, Interim Director of CFSA, and Michelle Rosenberg, Deputy Director of CFSA.

Guest Presentation

Robert Matthews, Interim Director of CFSA, thanked the panel for the opportunity to give an update on CFSA activities. He informed the group that the purpose of his presentation is to share the FY 2022 priorities. He began by sharing his thoughts about the importance of the Child Protective Services' (CPS) Closure Acceptability Rate. The Center for the Study of Social Policy, which was the LaShawn Court Monitor is now known as the Independent Verification Agency. He said that in the past, the benchmark was to achieve about 80% closure rate and in the most recent review in March 2021, CFSA had achieved a 92% closure rate. This was a great improvement, and this rating was documented by independent verification. He identified the nine FY 2022 priorities as follows: 1) To meet LaShawn settlement commitment; 2) Prevention; 3) Kinship Navigator; 4) Permanency; 5) Enhancing Support and Services to Older Youth; 6) Ombudsman Office; 7) CQI; 8) CCWIS is helping to build a new data system, and 9) Diversity, Race, Inclusion and Equity.

Robert Matthews discussed the details of each priority using a PowerPoint presentation. For example, he mentioned the LaShawn Settlement Commitment to maintain a 10% surplus of foster care beds for clinical and therapeutic services. This will involve both self-regulations and public reporting commitments. Currently, CFSA is seeking to improve foster care bed surplus and establish an inhouse

behavioral health therapist team. In the prevention component, CFSA has plans to establish a new Family Success Center in Ward 5, and data was provided to justify this new Center. Other commitments included Placement Stability, Visitation and Permanency Meaningful Measures; Professional Resource Parents; and Stabilization Staffing. Data was provided on the status of each commitment such as policies, services, CQI, service reviews and caseload findings (see Attachment for details). In closing, the Acting Director informed the group about plans to change the CFSA data system known as FACES. The agency is in the process of building a new system that will be known as STAAND which refers to Stronger Together Against Abuse and Neglect in DC. There was a brief question and answer period after the presentation. Robert Matthews again thanked the panel for the opportunity to attend the CRP meeting.

Approval of minutes

Shana Bartley indicated we can move forward with the agenda. She asked if panel members had an opportunity to review the minutes of the September 14th CRP meeting, and if we can get approval of those minutes. It was moved by Rick Bardach and seconded by Theresa Gibson for the minutes to be approved. There was unanimous approval by the panel.

Working Group Report: Older Youth

Rick Bardach opened the discussion on the status of the Older Youth Working Group final report. He indicated that Joyce Thomas provided a detailed edit of the report, and then the group met with the Facilitator to discuss potential modifications. The Working Group made substantial modifications and then the report was forwarded to the Interim Chairperson to get her input on the proposed changes. Shana identified three key issues that need additional information in the report. These issues included, (1) reordering of the analysis, (2) including a section on the limitations of the project, and (3) including a section on racial equity and inclusion. The Working Group was concerned about the difficulty of addressing these issues after the fact. The group expressed thoughts about avoiding being too negative toward CFSA, and because diversity was not raised upfront in the project, it seemed complicated to introduce the issue in the final phase of the project. One panel member commented that descriptive data should be included to present youth as whole persons in the report. We want the readers to know who the population of older youth is. Clarification about the racial data of older youth needs to be included because, of the 600 children in CFSA foster care, there is only one white child in care. After input from the panel, it was agreed that including a brief section on limitation can strengthen credibility of the project. Also, since diversity issues are a key priority for CFSA, data should be included. The Working Group agreed to make these revisions and forward a final report to panel members within a week. Shana thanked the group for all their hard work and indicated the next steps are to finalize the report and send it to all members and the Facilitator. It was suggested that an executive summary be written, but there was no response to this suggestion.

Rick also thanked the Working Group and indicated they worked very well together. He emphasized that the report is not “perfect”, but it is significant because it has been over two-years since the last full report on In-Home Care was produced. The Working Group is hoping to get feedback from DC City Council, CFSA and MOTA.

The Facilitator indicated that since this is a “stand- alone” report and is not a section in the CRP annual report, it is not clear what the responsibilities are for CFSA review and comment. It was agreed that the next steps are as follows:

1. Revise and circulate the report within the next week (by November 17, 2021).
2. Forward to all panel members and allow one week for review (November 30, 2021).
3. Obtain an electronic motion to approve the report for dissemination (December 7, 2021).
4. Facilitator to disseminate report to DC City Council, CFSA, MOTA and key stakeholders identified by the Working Group (December 16, 2021).
5. Add as an attachment to the next CRP Annual Report.

Financial Report

Rick Bardach, CRP Treasurer announced that we are now over the half-way point in this grant year. He gave the financial report as follows: the overall budget is \$42,877 which is the same as prior grant periods. He reported that during the third quarter, funds were primarily used for personnel cost and miscellaneous expenses. He again mentioned there were no requests for expenses from the two CRP working groups.

CRP Updates: Interim Chairperson

Shana Bartley asked Roni Seabrook of CFSA to provide an update on the status of the new Request for Application (RFA) for seeking a new Facilitator team that will take over at the end of the grant with the Center for Child Protection and Family Support, which will be in March 2022. Roni mentioned the solicitation will go out in January 2022 as a grant and will be on a fast track.

Shana then asked the Facilitator for an update on membership status. Joyce Thomas informed the group that our point of contact with MOTA has changed. Donovan Boyd is no longer in the position with MOTA. The Facilitator is working directly with Steve Walker who is the Director of MOTA. In the past several days, there have been several email and phone communications with Mr. Walker. A list of nine potential candidates was provided by MOTA. These are individuals who have expressed interest in the past few years in joining the CRP. It was determined that five individuals have moved out of DC and emails were sent to four individuals. Of those who were still interested, there was a request for a revised resume and a ZOOM conference call was held with the Facilitator. In addition, recruitment outreach was done with several other stakeholders and appropriate candidates were considered for moving to the next step. Wanda Thompson, a clinical psychologist who worked at Children's Hospital was interested and her resume was sent to Blaine Stum at DC City Council. He moved very quickly, and a preliminary hearing was held on October 26th with Dr. Thompson and Chairman Mendelson. This candidate will follow the procedure for appointment by DC City Council Resolution. This will include vetting and posting the announcement on the DC Register. This may take several weeks before a Council of the Whole meeting is held for appointment by resolution. Emily Bloomfield, who previously applied to DC Council, has again expressed interest to join the CRP. She has sent in a revised resume and has now completed the application to MOTA. Currently, there are ten CRP members but persons who indicated they do not want to be reappointed are still on the roster.

All potential candidates were invited to join this meeting. One additional person who could not attend this evening is a psychiatrist who currently works at the Children's Hospital.

There was discussion by the panel members who are reaching out to others, referring them to the MOTA and the CRP website for additional information.

Facilitator Report

Following the discussion above on recruitment and membership, Joyce Thomas, CRP Facilitator, focused on the development of the **Memorandum of Agreement (MOA)**. She began by provide the background on the need for structure, communications, and cooperation between the CRP and CFSA. The intent was to address the concerns expressed by panel members attempting to get data and other information from CFSA in a timely manner. For the past several weeks, the Facilitator has been meeting with CFSA to review and revise the draft MOA. A copy of the sixth draft was disseminated prior to this meeting and today's meeting provides an opportunity for panel members to weigh in on the content of the MOA. The following timeline was also provided to document tasks to be completed and the expected due dates:

Tasks	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Complete draft of MOA	Oct 26 th					
Send to CRP Panel for review and input	Oct 28 th					
Discuss with full panel		Nov 9 th				
Make revisions as recommended by panel		Nov 19 th				
Send to CFSA Office of Policy and Planning for review and input			Dec 7 th			
Make revisions as recommended by CFSA leadership				January 5 th		
Get final approval from both CRP and CFSA				January 20 th		
Forward Final Draft to CRP Legal Representative					Feb 3	
Forward Final Copy to CFSA Legal Council					Feb 3	
Signatures of Parties						Mar 1 st

Panel members discussed the issues related to the point-of-contact from both the CRP and CFSA. It was suggested that the Working Group Chairperson or his/her designate can be the point-of-contact. Other comments focused on the strategies for information gathering, research tools, and how to write an abstract. The panel was asked for input on the clarity of the purpose, terms and conditions, and identification of the signatories. A suggestion was made about developing a document on how to write a good project, how to select research instruments, and who should sign for the CRP.

The Facilitator indicated that to have a successful project, the content and focus should be based on the findings of a well-defined needs assessment on the topic of interest. CRP and CFSA should begin with conducting a strategic plan that can serve as a road map for clarification of values and goals to be accomplished. There must be full buy-in from all panel members for quality production of any proposed project. Training is needed at the time of orientation of new members.

The panel was asked to send additional comments to the Facilitator by November 19th. All input will be discussed with the Interim Chairperson and CFSA. The goal is to forward a final draft of the MOA to CFSA General Council by early February.

Summary/Recap

Shana thanked the panel for the valuable ideas that were discussed during the meeting. She gave a brief recap on items for follow-up and wished all participants a happy upcoming holiday season. The meeting was adjourned at 8:30 PM.

Action Items

1. Within one week, the Older Youth Services Working Group will send the final draft of their report to panel members for review. Shana will identify the process to conduct the online motion for approval of the report. The Older Working Group will incorporate recommended edits and plan for dissemination of the report in coordination with the Facilitator.
2. Panel members will send additional comments on the MOA to the Facilitator before November 19th.
3. The Facilitator will follow-up with MOTA to determine next steps regarding reappointments and selections of new appointees.

Respectfully Submitted
Joyce N. Thomas, CRP Facilitator

Tuesday, January 11, 2022
Meeting Minutes

Time: 6:30 PM to 8:30 PM
Day: Tuesday
Via: ZOOM video conferencing

Virtual attendance

CRP members: Shana Bartley (Interim Chairperson), Rick Bardach (Treasurer), Mattie Cheek, Maura Gaswirth, Elizabeth Corson Mohler, Patrick Foley and Theresa Gibson.

Absent: Megan Conway

Visitors: Danelle Robinette, Dr. Wanda Thompson, Megan Schott, and Emily Bloomfield

CRP Facilitator: Joyce N. Thomas, Meron Meshesha

Grant Monitor: Roni Seabrook

Welcome/Introduction

Shana Bartley, Interim Chairperson began the meeting at 6:30 PM and it was acknowledged that there was a quorum for tonight's meeting. The notice of the meeting was not published on the DC Register and CFSA website due to a delay in posting the notification. Each panel member present, as well as the four guests and the Facilitator confirmed the Confidentiality Statement to protect the privacy of potential client information. The minutes from November 9, 2021 were approved.

Approval of Minutes

Shana Bartley indicated we can move forward with the agenda. She asked if panel members had an opportunity to review the minutes of November 9, 2021 CRP meeting, and if they can approve those minutes. It was moved by Rick Bardach and seconded by Elizabeth Corson Mohler for the minutes to be approved. There was unanimous approval by the panel.

Update and Panel Discussion

Strategic Planning

Shana Bartley asked panel members if there are any changes to the agenda as presented or the need for additional topics for discussion. The Interim Chairperson began to introduce the importance of conducting a strategic plan to strengthen the overall functioning of this CRP. Shana pointed out this topic has been discussed during technical assistance from Blake Jones and as we are beginning to bring on new members and there are plans for selecting a new Facilitator in March, this may be a good time to examine-in a broad sense-what a strategic plan would look like. She asked the Facilitator to begin the discussion. Joyce Thomas informed the panel that conducting a strategic plan should be a top priority for the CRP. She pointed out that a strategic plan is an organizational tool to define strategies, directions, and decision making on priorities for working groups. It is also a process in which the CRP can determine their vision and identify goals and objectives. It may involve an outside consultant that can be

objective in guiding the discussion of the group. This will help the group to be focused, solidify passion, get consensus, and set priorities for accomplishing tasks.

Panel members shared their prior experiences with strategic planning. One person commented on the need to focus on several steps such as: the planning stage, surveying members, establishing a structured timeline, developing an action plan, and drafting short-term and long-term goals. Others mentioned the need for tracking details, good follow-ups, measuring outcomes, and evaluating accomplishments. The Facilitator agreed with the view of the complexities of conducting a strategic plan and indicated that in the past, the CRP conducted one day retreats. These sessions were held in various locations throughout DC such as churches, libraries, universities, and private office space. They were often held on a Saturday and some of the arrangements required a fee, making security arrangements, and catering. Joyce Thomas reported that there was a little push back about holding full-day retreats on Saturday, thus the full-day retreats were discontinued. She went on to say, "regardless to what name we give to the session, it is important to know how each panel member feels, believes and values the work of the CRP."

Shana Bartley asked the group to think about next steps. Theresa Gibson stated, "First, the panel must decide if they are in favor of having a retreat/strategic plan." Shana expressed her excitement of the possibilities and she agreed this is a good place to start, so she posed the question. There was a unanimous thumbs-up by the panel. There was a concern expressed about the many unknowns such as when will a new Facilitator be on board? Who will be the new Chairperson of the CRP? and there is still a need to have more new members. Shana suggested the panel should form a small group to do some preliminary planning. Shana felt we should table the discussion for tonight. She pointed out that as the new members are appointed and a new Facilitator is selected, we can decide how best to proceed. Shana thanked members for their suggestions and comments. Then, she transitioned to the next item on the agenda.

Board of Ethics and Accountability (BEGA) Training in 2022

The Facilitator informed the group about the importance of receiving ethics training. It was pointed out that all members of DC Boards and Commissions are required to attend these trainings. Information is presented on avoidance of conflict of interest, code of behavior and financial disclosure procedures. Training should be scheduled sometime this year because it has not been done in the past several years.

Membership Update and Orientation of new members

A virtual meeting was held on January 10, 2022 between the Facilitator and Malika Kamara who is the new Associate Director at MOTA. The purpose of the meeting was to review membership status of the CRP. It was discussed that both Mattie Cheek and Theresa Gibson are in good standing. Other individuals who have agreed to be reappointed and new members must be vetted. Ms. Kamara will follow up with Emily Bloomfield and Megan Schott to request information to complete the vetting process. Maura Gaswirth will also have to complete the required DC documents and send to MOTA. Ms. Kamara indicated that as soon as this is done, individuals can be sworn-in. She will follow up with DC Council about reappointments for Shana Bartley, Patrick Foley, and Elizabeth Corson Mohler. Sherrill Taylor and Katrina Floyd have resigned from the CRP. The Facilitator mentioned that an orientation session will be scheduled for mid-February for all new members.

Working Group Report: Older Youth

Rick Bardach opened the discussion on the status of the Older Youth Working Group final report. Electronic voting was done in December 2021 via email. The CRP panel unanimously agreed to accept the final report on Older Youth and disseminate to DC Council, CFSA and MOTA. Questions were asked about when the report was sent out. The Facilitator informed the panel that the report was sent out on January 10, 2022 to Steve Walker and Malika Kamara at MOTA; Chairman Mendelson, Blain Stum, and Briana Nadeau of DC Council; and Roni Seabrook of CFSA. Members were informed that if they want additional stakeholders to receive the report, they can provide their name and email, and the Facilitator will forward it to them.

Rick Bardach made a motion that the Older Youth final report be placed on the CRP website. This was supported by all panel members. The Facilitator mentioned that Megan Conway sent an email asking if any CRP member plans to make a presentation of the report to the DC City Council on February 17, 2022. The CFSA Oversight Hearing date needs to be confirmed. The Working Group will discuss and make a recommendation to the Chairperson about participation at the hearing.

Financial Report

Rick Bardach, CRP Treasurer announced that we are now over the final quarter of this grant year. He gave the financial report as follows: the overall budget is \$42,877.00, which is the same as prior grant periods. He reported that during this fourth quarter, funds were primarily used for personnel cost and miscellaneous expenses. He again mentioned there were no requests for expenses from the two CRP working groups and these, funds will be reprogramed. The Facilitator reminded the panel that currently, there are no identified working groups (also known as task forces/committees), and this is problematic. As stated in the CRP By-Laws, with the exception for the Chairperson, each member of the Panel must serve on and actively participate in the work of at least one Working Group that is addressing an issue that the Panel has adopted as a priority. Shana plans to discuss this at the next CRP meeting. She asked the panel members to give some thought to how we should proceed.

Facilitator Report

Update on Memorandum of Agreement (MOA).

Joyce Thomas began by thanking panel members that responded to the assessment questions that were sent out on November 22, 2021, after reviewing the Memorandum of Agreement. Several members also sent comments by making track changes to the document. She mentioned that the assessment survey was an attempt to get specific responses from each member. On December 1, 2021, the Facilitator analyzed the responses from panel members to get a broad understanding of how the MOA document was perceived. In general, there was a lot of agreement about the purpose and content of the MOA. Below is a chart with responses to questions.

Questions	Yes	No	Comments
1. Is the purpose of the MOA clearly stated?	✓		All responding panel members agreed.
2. Do you agree with the stated purpose?	✓		All responding panel members agreed.
3. Are the responsibilities listed for the CRP well defined and accurate?	✓		All responding panel members agreed.
4. Do you agree with the role of the CRP Chairperson , as specified in the MOA?	✓		All responding panel members agreed.

5. Do you agree with the role of the Working Group Chairperson , as specified in the MOA?	✓		All responding panel members agreed.
6. Should the primary contact person for the Working Group be someone other than the Chairperson?	✓	✓	Two panel members said Yes, and four said No. A designee show will be named as the contact person.
7. Do you agree with the role of the Facilitator as spelled out in the MOA?	✓		All responding panel members agreed.
8. Is the stated authority of each key position mentioned in the MOA well defined?	✓		All responding panel members agreed.
9. Are time frames for accomplishments of specific tasks reasonable, as mentioned in the MOA?	✓	✓	One member stated Yes; would it be helpful, or possible, to establish an <u>annual start-date</u> (preferably month) as the timeframe for when Working Groups will begin their initial interaction with CFSA and other agencies? This would be helpful for CRP's strategic planning as well as supports CFSA et.al with their own long-term planning and staff engagement with CRP.
10. Should each current CRP Chairperson sign off on the MOA at the beginning of each new grant year?	✓	✓	The response was split, but no additional options were provided.
11. Do you support the CRP conducting a strategic plan to clarify the values, concept, and priority of topics for new projects?	✓		One member stated Yes, with guidance and a template by the Facilitator.
12. Do you agree with the conducting a needs assessment prior to presenting a proposed new project from a Working Group?	✓	✓	The response was split. Two members said Yes, but wonder how we conduct the needs assessment without CFSA collaboration, and that could be time consuming. Other members said No, we should use data analysis from `prior annual reports, primary and secondary sources, CFSA's CQI and other available data sources as appropriate.
13. Do you agree with the concept that the Working group should develop a brief written abstracts to document the initial plans for project?	✓	✓	Split response to this question. One person said, "No. In addition to the current research design, are there other acceptable designs or models from which Working Groups can develop projects?"
14. Do you agree that the Chairperson and full panel should vote to approve all proposed new projects of the Working Groups?	✓		All responding panel members agreed.
15. Do you agree with the role of the CFSA Grant Monitor as spelled out in the MOA?	✓		Most members agreed, but one person commented "Overall, yes but I'm

			unclear about the requirements for timely response by the Grant Monitor to the CRP.
16. Do you agree with the guidance and technical assistance to be provided by CFSA as specified in the MOA?	✓		All responding panel members agreed.
17. Should MOTA and DC Council have a role in the reviewing this MOA on behalf of the CRP?		✓	All responding panel members agreed.
18. Should the CRP have the option to cancel the MOA if there is a lack of compliance or co-operation from CFSA?	✓		There were questions raised. "Will CFSA purposefully not be responsive so we can cancel?" "Will CFSA also have this option?"

Comments: The chart documents that there is consensus to questions #1-5, #7, #8, #14, and #17. These questions deal with the purpose of the MOA, primary responsibilities of the CRP Chairperson, Working Group Chair, and the Facilitator. There are split responses to #6 which deals with who **the primary contact person of the CRP** should be. There were comments for questions #9, #10, #12, #13, #15, and #18.

There may be a need for further discussion on time frames; sign-off persons of the MOA by CRP; training on how to conduct a needs assessment; clarification on the role of the CFSA Monitor; and the process of cancellation of the MOA.

It was agreed that this is a work in progress and there may be ongoing refinements needed. It was clear that the working group will select a designated liaison person who may lead the project.

Proposed Next Steps:

	Date					
Make revisions as recommended by CFSA leadership				Jan 30		
Get final approval from both CRP and CFSA				Feb 10		
Forward Final Draft to CRP					Feb 20	
Forward Final Copy to CFSA Legal Council					Feb 25	
Signatures of Parties						Mar 1

Update on RFA for New Grant for Facilitation:

Shana Bartley asked Roni Seabrook of CFSA to provide an update on the status of the new Request for Application (RFA) for seeking a new Facilitator team that will take over at the end of the grant with the Center for Child Protection and Family Support, which will be on March 11, 2022. Roni informed the panel, "the solicitation was posted today (January 11, 2022) and will be on a fast track. In general, the proposal is due back to CFSA on February 8, 2022 and the reviews will occur from February 9-23. By March 1, 2022, the grantee will be selected and awarded with a start date of March 15, 2022. Shana then asked the Facilitator about MOTA's plan for selecting a Chairperson. Joyce Thomas responded that no discussion has been held about officers of the CRP.

Panel members were asked to reach out to their contacts and other individuals, to refer them to the MOTA and the CRP website for additional information.

Summary/Recap

There was no new business. Therefore, Shana thanked the panel for the valuable ideas that were discussed during the meeting. She gave a brief recap on items for follow-up and wished all participants a good evening. The meeting was adjourned at 8:10 PM.

Action Items

1. Facilitator to follow up with MOTA to arrange swearing-in of new members and reappointments.
2. Facilitator to forward a proposed meeting schedule for FY 2022-2023.
3. Chairperson to select three members for a small working group to plan for strategic planning/retreat to be held in 2022. They will make recommendations to the new Facilitator.
4. Facilitator to plan and conduct orientation for five new members in February 2022.
5. Facilitator to prepare MOA for review by CFSA General Counsel and signatures from CFSA and CRP Interim Chairperson.
6. Confirm date for oversight hearing for CFSA and follow-up with Chairperson.

Respectfully Submitted
Joyce N. Thomas, CRP Facilitator

Tuesday, March 8, 2022
Meeting Minutes

Time: 6:30 to 8:30 PM

Day: Tuesday

Via: ZOOM video conferencing

Virtual attendance:

CRP members present: Shana Bartley (Interim Chair), Mattie Cheek, Maura Gaswirth, Megan Conway, Dr. Wanda Thompson, and Theresa Gibson

Absent: Patrick Foley and Elizabeth Corson Mohler

Visitors: Danelle Robinette, Dr. Megan Schott, Emily Bloomfield, Pierrea Wallace, and Daniel Passon (staff person from Councilwoman Nadeau).

CRP Facilitator: Joyce N. Thomas and Meron Meshesha

Welcome/Introduction

Shana Bartley, Interim Chairperson, began the meeting at 6:30 PM and it was acknowledged that there was no quorum for tonight's meeting. The notice of the meeting was published on the DC Register and CFSA website. Each panel member present as well as the five guests and the Facilitator confirmed the confidentiality statement to protect the privacy of potential client information. The minutes from January 11, 2022 were approved. Initially, there was no quorum due to late arrivals which changed when Mattie Cheek and Theresa Gibson joined the meeting. A quorum was documented.

Welcome to Pierrea Wallace who provided a summary of her background.

Update and Panel Discussion

Tonight is a working meeting to get updates on a variety of topics. The Facilitator informed the panel that there was no response to the RFA that was issued by CFSA to seek new Facilitator. It was posted, but it is unclear what grant announcement it was on. Currently, Joyce Thomas indicated that she will be flexible to assist as needed.

Shana Bartley began the meeting with the issue of selecting three members for a small working group that will plan the strategic planning/retreat to be held in 2022. The discussion focused on the problems of doing a retreat until we get a chairperson and a new facilitator.

Five new members gave feedback on the orientation that was held on February 10th. Comments focused on the importance of learning about the history, expectations, how to get data on the CFSA Dashboard and the overall functioning of the CRP. Most members felt the information was structured, comprehensive and very informative. There was an opportunity for questions, discussions and to give input on the various topics. Megan Schott indicated the time of the meeting was a problem for her due to day-time work schedule. The Facilitator indicated that she will make the handout available. Daniel Passon, a staff person from Councilwoman's Nadeau, joined the meeting. He indicated he was participating to offer support to the CRP. He gave a brief introduction to the panel. A discussion was made about the selection of new CRP Officers (Chairperson, Vice-Chair, and Treasurer). The Facilitator provided an overview of the duties of the Treasurer and gave a summary of the duties of each officer. The Facilitator indicated the treasurer report on financial status is presented each quarter. There were

no questions, and no one volunteered. Shana encouraged members to think about it. Shana gave a summary overview of her role as Interim Chair. Strong leadership is needed as well as details on duties of each vacant leadership position. For some reason, there is a hesitancy of leadership. Shana expressed what the role has meant to her. There are difficulties in operating without a strong chairperson. Emily indicated that she has discussed the Chairperson role with the Facilitator. She needs more time to get to know the members, and she has not yet been sworn-in. Mattie asked for more detailed job description. The leader should set the tone and must be motivated to know what is going on and how to get there.

Shana moved to the follow-up regarding CRP participation in CFSA Oversight Hearing held on Feb. 17th.

Each person expressed the reasons why being the Chairperson is complicated. The Facilitator will send out the job description of the Chairperson. Wanda Thompson expressed an interest in being a Vice-Chair of the CRP. Shana expressed willingness to share her perspective.

Working Group Update on Older Youth

Megan Conway reported on her experience in presenting testimony before DC City Council. The goal was to raise awareness about older youth issues. The oversight hearing was held on February 17, 2022. The oral report was about three minutes, and the full report was submitted. Shana asked for feedback from members that attended the CFSA meeting on the older youth report. Most panel members were pleased with the response. There was good discussion and collaboration. Recommendations were well received from CFSA and there will be follow-up to monitor the progress. Most other panel members gave positive feedback about their observation and takeaways from the meeting.

Fourth Quarter Financial Report

The Facilitator informed the group that the fiscal report was submitted to CFSA, and income and expenses balanced out. The FY2021-2022 of grant DCRL-2017-U-0030 between Child and Family Services Agency (CFSA) and the Center for Child Protection and Family Support (CCPFS) for facilitation of the DC Citizen Review Panel (CRP) will be over on March 11, 2022. Grant modification for an extension is anticipated.

Update on Memorandum of Agreement (MOA)

The Facilitator thanked the panel members for their feedback on the content of the MOA. The document went to the CFSA Director of the Office of Policy and Planning. Feedback was received, corrections were made, and returned to the Grant Monitor. The MOA will be forwarded to General Counsel for final approval.

Facilitator Report

Joyce Thomas has informed the members that she has completed the annual facilitator report and presented its highlights.

During this final year, there are six key issues that have been identified as challenges for the Facilitator and the CRP. They include (1) selection and stability of the Chairperson, (2) the need for an in-depth strategic plan/full-day retreat in 2022, (3) the need to create a marketing strategy to better inform the community and potential panel members about the mandate of the CRP, (4) the need to finalize the

MOA, obtain approval from CFSA General Council and implementation by panel members, (5) creating an open-ended recruitment plan to secure new members, and (6) the need to investigate and rethink the current structure of the bifurcated appointment approach between MOTA and DC Council.

The timeline and proposed content of the upcoming CRP annual report was discussed. An outline was previously developed and will be sent out to all members to begin the 2022 report which is due to CFSA on April 30, 2022. The report is designed to document the activities of the CRP.

New Business

Dr. Wanda Thompson expressed the need for CRP members to start to brainstorm and come up with ideas of what needs to be studied. It was pointed out that the CFSA Dashboard has good information to stimulate thinking about what the panel can approach next. Dr Thompson states, a key question is, "What do we want to know?" She stated, for example, "We can explore the needs of CFSA staff or work of the Collaboratives or even the hotline". The Dashboard demonstrates CFSA's commitment to performance, transparency, and public reporting. This Dashboard provides user-friendly information in an interactive, easy-to-follow format. Pierrea Wallace supported Wanda's conversation and asked about how to communicate with other panel members. Shana indicated she would set up a Google Doc to capture comments and ideas that the panel can discuss at our next meeting in May.

Shana asked if there were any additional comments and stated (1) she will set up a Google Doc for members to write down ideas for discussion at the next meeting, (2) lookout for emails on the timeline of the annual report, (3) orientation PowerPoint, and (4) job description for the officer persons for the board.

Adjournment: The meeting ended at 8:20 PM.