

FCRO Advisory Committee Minutes

June 18, 2013

Hruska Law Center, 635 S. 14<sup>th</sup>, 2<sup>nd</sup> Floor Conference Room, Lincoln NE

MINUTES OF THE ADVISORY COMMITTEE MEETING

NO. 8

- Call to Order            A meeting of the Foster Care Review Office (FCRO) Advisory Committee was held on Tuesday, June 18, 2013. Notice of the meeting, pursuant to statute, was published. Sandy Kruback, the Advisory Committee Vice-Chairperson, called the meeting to order at 1:20 p.m.
- Roll                        Advisory Committee Members present were: Sheree Keely, Sandy Kruback, Elizabeth Neeley, and Michelle Hynes. Craig Timm was absent.
- Staff Present            Kim Hawekotte and Heidi Ore.
- Open Mtgs Law        Vice-Chairperson Sandy Kruback stated that the Open Meetings Law and Agenda for the meeting were posted per law.
- Agenda                    The Advisory Committee reviewed the agenda. Elizabeth Neeley moved to approve the agenda. Michelle Hynes seconded the motion. Seeing no further discussion, a roll call vote was taken. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against.
- Minutes                    Sheree Keely moved to approve the minutes from the March 11, 2013, meeting. Elizabeth Neeley seconded the motion. Seeing no further discussion, a roll call vote was taken. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against.
- Financial Report        Kim Hawekotte asked the Advisory Committee to review the May 30, 2013, Budget Status Report. Ms. Hawekotte reported that 91.78% of the fiscal year had elapsed and the FCRO had expended 78.23% of its budget. The Advisory Committee reviewed and discussed the Budget Status report and expected expenditures. Ms. Hawekotte reported that excess funds would carry over to the next Biennium.
- Sheree Keely moved to approve the May 30, 2013, Budget Status Report. Elizabeth Neeley seconded the motion. Seeing no further discussion, a roll call vote was taken. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against.

Ms. Hawekotte stated that the Governor line-item-vetoed funding the Legislature had appropriated to the FCRO for an additional Review Specialist. Ms. Hawekotte stated that the FCRO would have a continuation budget for the next Biennium and reported that additional funds had been appropriated to assist the FCRO track and review youth 19 to 21 and that she and the staff would be working on an appropriate review process for these youth.

Exec Director Report Ms. Hawekotte discussed the FCRO's Strategic Plan with the Advisory Committee and highlighted areas where progress had been made.

Ms. Hawekotte stated that she and the Management Team were reviewing and updating data elements currently collected by the FCRO. Staff will be trained on changes in October and new forms will be implemented January 1, 2014. The Advisory Committee discussed data elements collected and reported by the FCRO including concurrent planning, educational data, and barriers to Permanency. Sandy Kruback stated she attended the March 2013 All Staff Meeting, that staff received training on Trauma Informed Care at that meeting and how staff morale had appeared improved from the October 2012 All Staff Meeting.

Ms. Hawekotte highlighted many points from the Strategic Plan, including work with Probation to assure reporting youth to the FCRO, that while 73% of cases are reviewed 60 days prior to court review hearings, her goal is 100%, that the Work Rules Manual had been updated to reflect the new Labor Contract in effect July 1, 2013 through June 30, 2015, and training in Trauma Informed Care is being provided at the FCRO Summer Trainings being held across the State.

Ms. Hawekotte updated the Advisory Committee on Legislation impacting the FCRO including LB 216, where the FCRO was appropriated additional funds to review foster care youth aged 19 to 21, LB 269, transferring the Nebraska Children's Commission's staff to the FCRO and making the FCRO Director a voting member, LB 530, extending the Nebraska Children's Commission to 2016 and LB 561, transferring status offender youth to Probation as of October 1, 2013. Ms. Hawekotte stated the FCRO would be available to provide information for the several legislative resolutions that were also passed.

Ms. Hawekotte stated that agency meeting notifications were being e-mailed resulting in better returns and reduced costs.

The Committee discussed the update.

Old Business

Ms. Hawekotte updated the Advisory Committee on the status of several ongoing internal projects. Ms. Hawekotte stated that the FCRO's scanning project has gone live and was implemented under budget.

Ms. Hawekotte stated that the electronic transfer of case manager names to the FCRO's tracking system was being tested. Ms. Hawekotte stated that the FCRO would no longer include placements at home in the number of placements for a child and that children's placement numbers had been adjusted to reflect that policy.

Ms. Hawekotte stated that the Proof of Concept request for FAMCare would likely be put on hold for now but she would continue to participate in meetings and work to improve Nebraska's data collection and reporting systems.

The Advisory Committee discussed the updates.

New Business

Ms. Hawekotte stated that all staff would receive a 2.25% cost of living increase on July 1, 2013, however, the cost of living increase for Director would need the approval of the Advisory Committee. Sheree Keely moved to give Ms. Hawekotte the 2.25% cost of living increase. Michele Hynes seconded the motion. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against.

Ms. Hawekotte asked the Advisory Committee to share any suggestions and/or changes they might have to the agency goals.

Ms. Hawekotte and the Advisory Committee discussed implementing training requirements for local board members including hours required, how the time would be reported and/or monitored, and a verification process. The Advisory Committee asked Ms. Hawekotte to develop a policy to be reviewed at the Committee at the next meeting.

Ms. Hawekotte stated that Attorney General's office recently issued an opinion stating that all local board meetings should operate under Nebraska's Open Meetings Law. Ms. Hawekotte stated she developed forms, trained staff and the process will be implemented on July 1, 2013. The Advisory Committee discussed the logistics of the process, how

systemic concerns should be brought to the Advisory Committee meetings, and that confidentiality of records should be maintained.

Ms. Hawekotte stated that the FCRO Quarterly Report had been issued to the Legislature and to members of the Child Welfare System with an emphasis on children in care 2 years and longer. Ms. Hawekotte stated that she has recommended that the FCRO and DHHS review these cases together and work to address the barriers to permanency for these children. Case manager turnover was also discussed.

Ms. Hawekotte also noted for the Committee that the length of time children spend in shelter care had reduced due to DHHS' efforts in this area and that she had attended a meeting with DHHS on the Results Based Accountability Process being implemented.

**Public Comment** Vice Chairperson Sandy Kruback asked if there were any public comments. Seeing none, the meeting continued.

**Executive Session** Michelle Hynes moved to go into Executive Session to discuss personnel issues. Elizabeth Neeley seconded the motion. Seeing no further discussion, a roll call vote was taken. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against. The Advisory Committee went into Executive Session at 3:22 p.m. Kim Hawekotte was asked to remain.

Sandy Kruback moved to come out of Executive Session at 4:52 p.m. Sheree Keely seconded the motion. Seeing no further discussion, a roll call vote was taken. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against. No motions or actions were required after Executive Session.

**Next Meeting** The next Advisory Committee meeting was set for August 1, 2013, at 1:00 p.m. with the location to be determined at a later time.

**Adjourn** Elizabeth Neeley moved to adjourn. Sheree Keely seconded the motion. Seeing no further discussion, a roll call vote was taken. Elizabeth Neeley, Michelle Hynes, Sheree Keely, and Sandy Kruback voted for the motion. There were no votes against. The meeting adjourned at 5:15 p.m.