



CRP Annual Retreat
September 1, 2022 9am-4pm

MEETING NOTES

Thursday, September 1, 2022

CRP Participants:

Cameron Adams, Chair (in person)
Lucinda Alexie, Vice-Chair (in person)
Retchenda George-Bettisworth (in person)
Kimberlee Saunders (via Zoom)
Sharon Sparks (via Zoom)
Trevor Storrs (via Zoom)
Colin Underwood (in person and via Zoom call in)
Kathleen Yarr (in person)

OCS Representative:

Travis Erickson, Division Operations Manager (in person)

Coordinator Staff:

Tricia Minnick-Denali Daniels & Associates (via Zoom)
Kim Snively-Denali Daniels & Associates (in-person, on hand for support if needed)
Magen Spencer-UAF Practicum Student Observer (via Zoom)

- Call To Order– Chair
 - Meeting was called to order at 9:05 am
- Roll Call (Chair)
 - As above
- Membership Discussion (Chair)
 - Wendy Barrett resigned from the CRP.

- The membership matrix will be reviewed at a later time and the Panel will discuss recruiting a new member.
- Meeting Notes
 - 2022 CRP Annual Meeting Notes
 - **Kathleen made a motion to approve the Annual Meeting notes with Colin seconding the motion.**
 - **No discussion. 2022 CRP Annual Meeting Notes have been approved.**
- Policies and Procedures Discussion
 - The Policies and Procedures (P&P) document has been a work in progress since the 2020 State Regulations were put in place. The Coordinator has conducted a P&P review and identified areas that need edits or clarification. A draft of those edits or points that need clarification were shared with the Panel in advance of the meeting and shared on the screen during the meeting.
 - The Chair led the discussion with an aim for the Panel to come to a consensus on decisions. The Coordinator will draft the language of those decisions and then the Panel will officially vote on the document.
 - Work Calendar
 - Discussion: Current language states that the Work Plan will be complete by August 31st, but in recent years the work plan has been developed in September. August is an ideal timeline, but schedules don't always allow for an August meeting.
 - Group consensus: Make language more flexible. Focus on required activities only (quarterly meetings and Annual Report) and include language that says the calendar will follow the work plan for that year.
 - Site Visits
 - Discussion: The CRP held round table discussions in lieu of site visits last year; having "site visits" only listed in the P&P isn't reflective of Panel activities, as some years there will be in-person site visits and other years the focus will be on alternative activities.
 - Kathleen raised concerns about eliminating site visits since her understanding is that they are in the CRP's contract.
 - Cameron and Trevor clarified that the contract is with DDA for support services around work plan activities and that the CRP isn't eliminating site visits, but just allowing for more flexibility in the language.
 - Coordinator followed up with Kathleen for further questions
 - Kathleen-did not have further questions at that time
 - Coordinator asked the Panel as a whole if there were any further questions/concerns about making that language more flexible
 - No further questions/concerns

- Group consensus: Replace the “site visit” specific language with Panel “activities” that follow the Work Plan to allow for more flexibility.
- Panel Member Roles and Responsibilities
 - Discussion: The language around the importance of participation in meetings and correspondence needs to be clarified and strengthened. Cameron suggested reviewing a recent California CRP report because it stood out to her as a good example of language around responsibilities.
 - Group consensus: Remove gendered language in documents. Cameron will share an example of roles and responsibilities from a California report that may be helpful for the Panel to review. Make the language clear that email participation is not enough, members are expected to attend at least 51% of meetings as well. Further discussion may be held around this after the Panel looks at the suggested California CRP example language.
- Elections and Officer Terms
 - Discussion: Language around officer elections needs to be clarified. Officer elections had previously been held annually, but that is not currently reflected in the P&P language. Discussion around the value in longevity as frequent changes can be disruptive, and how new leadership brings value as well.
 - Group consensus: Officers serve a two year term. They can serve up to two consecutive terms. A vote will be held at the end of the first term. Additional flexibility should be allowed as needed if the scenario arises and the Panel votes to make an allowance for a special circumstance. Elections will be held at the end of the fiscal year during the Annual Meeting to allow for a transition in leadership over the summer months with the new officer(s) taking over for the Annual Retreat. Term limits will follow limits set in place by the State Regulations.
- Voting Language
 - Discussion: There is conflicting language in the P&P around removing and electing members; the terms majority and supermajority are both used, consensus is needed on one term.
 - Group consensus: Ensure consistency throughout the document to use the term “majority” regarding voting, replace all mentions of “supermajority” with “majority”. Language should be adjusted to state “minimum of 5 and maximum of 9”.
- Panel Member Role Descriptions
 - Discussion: There is a Member Role Description document listed in the Orientation Materials that is noted as “in development”, discussion around if that document is needed at this time or if the description in the P&P is enough.

- Group consensus: No additional document needed for roles and responsibilities, the section in the P&P is sufficient.
 - Meeting Policies
 - Discussion: Current P&P language states the Annual Meeting and Annual Retreat serve as two of the quarterly meetings; discussion held around adding in similar language around OCS monthly meetings serving as quarterly meetings if the Panel decides that is best
 - Group consensus: Add in language that allows for flexibility in monthly meetings counting as quarterly meetings should the Panel decide to do so.
 - Open Meetings Act
 - Discussion: Open Meetings Act language shared in advance and on the screen during the meetings, no discussion; members will email with any questions prior to voting in language
 - Group consensus: Language made more concise with Alaska Open Meetings Act as guideline
 - Conflict of Interest Policy
 - Discussion: The Panel previously voted that any current or prospective members must be 2 years out from any involvement with OCS (either as an employee or caregiver) in order to be eligible for membership, however there are circumstances where that guideline would be too rigid. Members discussed ensuring language is in line with terms used by OCS.
 - Group consensus: Change language to state that current Panel members may need a leave of absence if they are involved in an active case with OCS, however they may resume their position as long as there was no substantiation of claims against them when the case was closed.
- OCS Debriefing (Travis Erickson)
 - It's helpful that the CRP organizes their work around enduring priorities that are consistent each year. OCS appreciates the monthly meetings with the CRP as a way to stay connected with them and up to date on their work.
 - Reminder that the CRP has open access to data from OCS.
 - Workforce: Retention continues to be a focus for OCS; they appreciate the CRP's efforts in that area over the past year.
 - Turnover rates are still near 60% for case carrying workers.
 - There are fewer applicants with less experience than they had in past years. Previously they hired on education and experience, the new system is competency based. They're working on figuring out the changes that came with that new hiring system.
 - OCS is meeting with the University of Alaska next week to talk about workforce development.

- Child and Family Services Review (CFSR): Discussed from a national and state perspective. All states fail their CFSR, but the process provides a national standard to draw states to a better level of service. Alaska has done three rounds and is going into the fourth round.
 - Budget: No updates on budgets, those discussions are in the works, nothing has been asked for officially yet.
 - Online Resource for Children of Alaska (ORCA): OCS has partnered with Berry Dunn to go through a needs assessment process for their child welfare information system. At the end of that process, there will be a formal evaluation to look at which direction they want to take things regarding replacing the system, updating the current one, etc. This will be a long and expensive process.
 - Protective Services Specialist (PSS): A PSS III position has been created; eight positions are about to go into effect and more will be rolled out.
 - CRP Annual Report: The recommendations around retention and recruitment were valid. OCS distributed the report and links to all staff and encouraged them to read it. The leadership team is reviewing it and talking about ways they can implement those recommendations.
 - Foster System: OCS is aware of issues in the community especially around communication. They've held multiple meetings with foster families about those concerns. They're working on fostering local relationships and teamwork. They're creating new positions that offer a placement support network unit with a hotline.
 - Community Partners: OCS has new partners in the Mat-Su Valley that have put together a proposal and received contributions to fund an initiative in the Valley to help meet the needs of foster families, caregivers and the community. This is a grassroots partnership effort that they could see working in other communities in the future.
 - OCS Culture: OCS appreciates that the CRP talked about this in their Annual Report. This is an issue that really needs to be tackled and looked at long-term. They would welcome the CRP continuing to focus on this issue in the future.
 - A question and answer period followed the briefing touching on the topics of CRP site visits, OCS worker awareness of the CRP, past CRP recommendations that helped enact changes within OCS, the value of in-person interaction with workers and how the CRP can advocate for change in the child welfare system.
- CRP 101 Presentation (Center for Capacity Building for States, Lynne & Kathy)
 - Overview, history, resources, peer groups, current events
 - Work Plan Development
 - Through discussion, the Panel identified the following:

- Priority Focus: Workforce retention with a focus on organizational culture and wellness
- Main Activities: Follow up with past round table participants around any changes that have been implemented; hold round table discussions with supervisors and regional managers around retention and organizational culture.
 - Virtual round tables will be held again this year in lieu of site visits so that the CRP can continue to build on the past year's work and follow Travis' suggestion that the CRP could support OCS by focusing on workplace culture.
 - Virtual round tables help with travel budget constraint issues and will help the CPR move activities along so that they have time to brief with legislators this year.
- The Work Plan is structured around the enduring priorities from the Long-Range Plan; action items were developed around the priority focus area and main activities.
 - Healthy CPS System
 - Review OCS complaints received by CRP: Coordinator to continue to point in the direction of resources on the CRP website and send to Chair as they come in, compile as they come in and entire Panel will review during the Annual Retreat to look for patterns/systemic issues (Q4)
 - Discussions with regional managers & supervisors around organizational culture/workforce retention: Gather information on culture and wellness practices through round table discussions with supervisors and regional managers (Q3)
 - Reciprocal Engagement
 - Connect with Child Welfare Academy: Increase awareness of CPR with incoming and current workers (Q1)
 - Follow up with previous round table discussion participants: Connect with frontline workers from 2022 round table discussions to hear their perspective on any changes that OCS has implemented (Q2)
 - Engage with OCS staff newsletter: Sign up for and regularly read staff newsletter, engage with newsletter to update staff on CRP activities, Annual Report, etc (Q2)
 - Public Outreach
 - Presentation to legislators: Chair to travel to Juneau in person in late Jan/early Feb to present to legislators on the CRP and workforce

- retention project. An invitation will be extended to legislators to attend the May Annual Meeting (Q3 & Q4)
 - CRP presence on OCS website: Request a direct link to the CRP website be added to the OCS website (Q1)
 - Ensure diversity in member recruitment: Discuss membership matrix and needs, publish digitized membership application on CRP website. (Q1-Q4)
 - Engage with community stakeholders: Identify stakeholders in each region, goal of communicating with 5 stakeholders in each region, establish longer-term plan for continued engagement by Q4. Panel members responsible for identification of and engagement with stakeholders in their own region. (Q3 & Q4)
 - Collaborative Relationship with OCS
 - Follow up with OCS on last years recommendations: Identify what has been implemented and request updates on things such as the PSS III position, FAN program, etc (Q1)
 - Gather information from OCS on organizational culture/wellness: How do they define organizational wellness and what metrics do they use? This information will be used to guide round table development. (Q1)
 - CRP Education and Development
 - CRP 101 Presentation with Capacity Building Center for States: Attend presentation and question and answer session (Q1)
 - Continual engagement with Capacity Building Center for States: Connect on a quarterly basis using listserv and SharePoint resources. At least one Panel member participates in activities and reports back to the group per quarter. (Q1-Q4)
 - Attend National Conference: Connect with other CRPs to learn about CRP work across the nation and how they are structured (Q4)
 - Annual review of CRP policies & procedures: Finalize Policies & Procedures and Operating Guidelines, clarifying as needed and ensuring language is in line with state regulations (Q1)
 - The 2022-2023 Annual Work Plan will be officially voted into place during the September CRP OCS Monthly Meeting
- Meeting Schedule Development
 - Monthly OCS Meetings, 3rd Tuesday of every month, 12-1pm
 - Q1, Annual Retreat, September 1, 2022
 - Q2, October 10, 2022 9am-11am
 - Q3, January 10, 2023 1pm-3pm
 - Q4, Annual Meeting, May 18-19, 2023-Time TBD

- Two days placed on the calendar for now, the Panel will decide closer to May if they want to meet for one or two days.
- Operating Guidelines
 - The Panel is ready to move forward with the online membership application but wants to also continue to allow paper applications by mail or email.
 - Officer election and term language to follow decisions made for P&P
 - Conflict of interest policy to follow decisions made for P&P
 - Comments/complaints received by website or email: Continue forwarding to the Chair, the Coordinator will respond by directing people to the resources on the CRP website, Coordinator will compile all comments/complaints as they come in and the Panel will review them at the Annual Meeting each year, looking for patterns or systemic issues.
 - Travel policy in line with the State of Alaska travel policy
- Membership Recruitment Discussion
 - Membership matrix reviewed and updated
 - Discussion was held around opportunities to increase diversity on the Panel. Anchorage is well-represented, it would be helpful to have a member from other areas. Foster parents or someone with foster experience is a group that is underrepresented currently. The Panel will look at recruiting in those networks.
 - More discussion on next-steps in recruitment will be had at a future meeting.
- Public Comment Period
 - There was no public comment
- Adjourn – Chair
 - Meeting was adjourned at 3:43 pm