

DRAFT

Pursuant to § 2.2-3707.1 of the Code of Virginia this DRAFT of the minutes of the Court Appointed Special Advocate (CASA) and Children's Justice Act (CJA) Advisory Committee is available to the public. The public is cautioned that the information is provided in DRAFT form and is subject to change by the Advisory Committee prior to becoming final. Once the minutes have been finalized, they will be marked "FINAL" and made available to the public.

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

May 10, 2019

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act programs was held on Friday, May 10, 2019 at the Richmond Police Training Academy, Richmond, Virginia.

Members Present

Molly Dellinger-Wray
Pat Popp, Chair
Julia Fuller-Wilson, Vice Chair
Allison Gilbreath
Malcom King
Alicia Lenahan

Members Not Present

Humberto Cardounel, Jr.
Robin Foster
Sandy Karison
Robin Morgan
Frederick Rockwell, III

Staff Present

Jenna Foster
Laurel Marks
Melissa O'Neill
Terry Willie-Surratt

Guests

Nicole Shipp (VDSS)

I. Call to Order: Pat Popp, Chair, called the meeting to order at 10:03 AM. Attendees introduced themselves.

II. Approval of Minutes: The committee received a copy of the draft minutes of the January 25, 2019 meeting. Upon a motion by the Chair, Pat Popp, the committee unanimously approved the minutes of January 25, 2019.

III. By-laws Update: The committee received a copy of the proposed changes to the by-laws prior to the meeting for review. A brief discussion was held regarding the proposed changes. The committee will vote on the changes at the August meeting.

IV. CASA Program Update: The committee was previously provided a written update regarding the Court Appointed Special Advocate Program. Included in the update was the recently approved State Leadership Team Strategic Plan. Committee members were provided with a brief overview of the State Leadership Team planning process and outcomes achieved to date. A highlighted achievement is the launch of the Virginia CASA website. This website is the first step in meeting the identified need for increasing volunteers statewide. The committee provided positive feedback regarding the State Leadership Team Strategic Plan and offered support toward the implementation strategies.

The committee was also provided with an update on the National CASA Association progress in resolving the conflicts related to the Core Model. Finally, DCJS has hired a full time CASA Grant Monitor and Quality Assurance Coordinator. Ms. Terry Willie-Surratt began work in February 2019.

VI. CJA Program Update: The committee was previously provided a written update regarding the Children's Justice Act Program. Jenna Foster provided an update on the status of the contract for development of guidance for law enforcement in child death investigations. DCJS increased the amount of Victims of Crime Act (VOCA) funds that it awards to the Virginia Department of Social Services (VDSS) for Child Advocacy Centers (CACs). These funds are intended to enable CACs to build capacity. DCJS will continue to support ChildFirst training. CJA will also support the Telehealth project and is working with VCU on implementation. The committee received a report on the recent CJA Grantees Meeting held April 23-24, 2019 in Washington, D.C. Committee Chair, Pat Popp and CJA Coordinator, Jenna Foster were in attendance.

The Committee was provided a copy of the current Three Year Plan with updates on the status of projects for review and comment. These updates will be part of the annual application for CJA funding that is due May 31, 2019.

VII. Citizen Review Panel: Nicole Shipp, VDSS Child Protective Services (CPS) Policy Specialist, provided an overview of the 2019 General Assembly bills affecting the VDSS. The most significant legislation focuses on Sex Trafficking and will require the Department respond to all CPS complaints alleging sex trafficking of minors, including those that were considered invalid prior to the legislative change because they did not meet the definition of a caretaker at that time. There will be a new prevention response

outside of the current Differential Response System, called a Sex Trafficking Assessment. DSS will provide short-term crisis assessment focused on safety and referrals to services. These may result in Family First Prevention cases when the child and family need ongoing services. The worker will be able to place the child in a temporary hold for up to 72 hours to allow DSS to locate the parents and assess their protective capacity and to come and pick up the child victim, as an alternative to law enforcement arresting victims to keep them safe while trying to reach a parent and get them away from the trafficker. VDSS is developing guidance, but it will not be highly prescriptive and will allow local agencies autonomy to create a response that best suits the needs of their community. Committee members were invited to participate on a new workgroup to plan for implementation of the new legislation. Several members agreed to participate.

Ms. Shipp reported on the development of a decision making tree tool on domestic violence similar to the one developed for Substance Exposed Infants. The tool is in the final stages of development. The purpose is to help create consistency of practice across the state when determining the validity of domestic violence referrals.

The Virginia Department of Social Services is using the Three Branch approach (Legislative, Executive and Judicial) to guide implementation of the Family First Prevention and Services Act (FFPSA) legislation. Implementation has been postponed due to the delay in the clearing house for evidenced based practices. The target date for implementation is July, 2020. VDSS will report back on the involvement of schools in the implementation of FFPSA.

The committee requested an update on the status of the Diversion Study. Ms. Shipp reported the study is complete and results should be available by the next meeting.

VDSS will be requesting the committee to prepare recommendations for system improvement per the CAPTA requirements. This will be an agenda item for the August meeting.

VIII. New Business:

Julia Fuller-Wilson shared information about the *DCJS 3rd Annual Intersections of Crime Conference* to be held July 15 - 17, 2019 in Hampton, Virginia. Committee members are invited to attend and there is no registration fee. A specific child abuse track will be available.

Allison Gilbreath shared Voices for Children will be preparing an election toolkit to include a questionnaire on foster care. A “kids rally” will be held on August 15, 2019 to highlight the needs of Virginia’s youth.

IX. Adjourn: There being no further business to discuss, the meeting adjourned at 11:38 AM.

Next meeting dates:

- August 9, 2019



**Advisory Committee to the
Court Appointed Special Advocate
and Children's Justice Act Programs**

Richmond Police Training Academy
1202 W. Graham Road, Room 202
Richmond, VA 23220
(804) 646-6117

AGENDA

August 9, 2019

- 1. Call to Order and Roll Call**
- 2. Welcome and Introduction of New Members**
- 3. Approval of Past Minutes**
- 4. Set Meeting Dates for 2020**
- 5. By-laws Approval**
- 6. CASA Program Update**
 - a. National CASA Core Model update**
- 7. CJA Program Update**
 - a. Child Death Investigation Protocol Review-Justice 3D, Nancy Oglesby & Mike Milnor**
 - b. Vicarious Trauma Training**
 - c. Sustainability Training for Grantees**
 - d. Intersections of Violence Conference**
 - e. CACVA Conference and Grant Overview**
- 8. Citizen Review Panel – Shannon Hartung- Virginia Department of Social Services**
 - a. Review Citizen Review Panel Recommendations**
 - b. Update on JLARC Study status**
- 9. Human Trafficking Update**
 - a. Schools**
 - b. DSS**
- 10. New Business**
- 11. Adjournment**

Advisory Committee to the Court Appointed Special Advocate and Children’s Justice Act Programs By-Laws

ARTICLE I

Name

The name of this Committee shall be the Advisory Committee to Court-Appointed Special Advocate and Children’s Justice Act Programs (Advisory Committee).

ARTICLE II

Purpose

Section 1.

The purpose of the Advisory Committee to the Court Appointed Special Advocate Program shall be to advise the Criminal Justice Services Board on all matters relating to the Court Appointed Special Advocate Program and the needs of the clients served by the program; to make recommendations as it may deem necessary and proper, and to carry out such responsibilities assigned to it under Chapter 1 of Title 9 of the Code of Virginia (Sections 9.1-151 through 9.1-157).

Section 2.

The Advisory Committee shall oversee the Children’s Justice Act Program, and in this capacity serve as the advisory body for the purposes of Virginia’s participation in this federal program for improving the investigation and judicial handling of child abuse pursuant to: Section 107 (c) (d) and (e) of Title I of the Child Abuse Prevention and Treatment Act (CAPTA) [U.S.C.42, 5106c] as amended by Public Law (P.L) 111-320 “The CAPTA Reauthorization Act of 2010”, which provides for a Task Force on Children’s Justice.

ARTICLE III

Members

Section 1.

Membership of the Advisory Committee to the Court-Appointed Special Advocate and Children’s Justice Act Programs is established by Section 9.1-151 of the Code of Virginia and Section 107 (c) of Title 1 of CAPTA.

Section 2.

The Criminal Justice Services Board (CJSB) shall appoint members to the Advisory Committee to the Court-Appointed Special Advocate and Children’s Justice Act Programs. However, the Executive Secretary of the Supreme Court of Virginia, the Commissioner of the

Virginia Department of Social Services (VDSS), and the Commissioner of the Virginia Department of Behavioral Health and Developmental Services (DBHDS) or their designee may serve as ex officio members without appointment by the CJSB. Further, an individual experienced in working with homeless children and youth as defined in the McKinney-Vento Homeless Assistance Act required by the Children's Justice Act may serve as an ex officio member without appointment by the CJSB.

Section 3.

Members of the Advisory Committee shall refrain from voting on any grant or contract which would have a direct financial impact upon the agency or organization which they serve, or the office they hold by virtue of employment, appointment, or election, or which would have a direct financial impact upon the political subdivision in which they serve by virtue of employment, appointment, or election.

Section 4.

If any member's lack of attendance causes concern, DCJS staff may inform the Chairperson, who shall then call the absences to the attention of the member and may recommend to the committee whatever action he or she deems appropriate in the circumstances.

Section 5.

Members of the Advisory Committee may appoint a substitute if they will be unavoidably absent from a meeting. Such appointments should be made in writing to DCJS via e-mail, and received at least 24 hours in advance of each meeting which the members will be unable to attend when practicable. Substitutes attending meetings of the Advisory Committee and its subcommittees may participate in discussion; however, they shall not have voting privileges.

ARTICLE IV

Terms of Office

Section 1.

The Criminal Justice Services Board shall appoint Advisory Committee members for four-year terms of office.

Section 2.

Appointed members shall be limited to serving a maximum of two consecutive terms of office. However, the members representing the Executive Secretary of the Supreme Court of Virginia, the Commissioner of the Virginia Department of Social Services, the Commissioner of the Virginia Department of Behavioral Health and Developmental Services, and the McKinney-Vento Act representative, may serve without term limits.

ARTICLE V

Officers

Section 1.

The Advisory Committee shall elect a Chairperson from its membership biennially.

Section 2.

The Advisory Committee shall elect a Vice Chairperson from its membership biennially.

Section 3.

In even-numbered years, the Advisory Committee shall biennially elect officers at the last meeting of the year prior to July 1. Those elected shall take office effective July 1.

Section 4.

In the absence of the Chairperson, the Vice Chairperson shall preside at meetings. In the event of the absence of both the Chairperson and Vice Chairperson, the Chairperson shall appoint a Chairperson Pro Tempore and, if he does not, the quorum of members present at any meeting shall elect a Chairperson Pro Tempore to preside for the meeting.

Section 5.

In the event that the Chairperson or Vice Chairperson does not serve their full term, the Advisory Committee shall elect a new Chairperson or Vice Chairperson from its membership to fill the unexpired term.

ARTICLE VI

Meetings

Section 1.

The Advisory Committee shall schedule four regular meetings a year. The Chairperson shall fix the times and places of the meetings, either on his own motion or upon written request of any five members of the Committee. The annual schedule of meetings shall be set at the last meeting prior to September 1.

Section 2.

Special meetings may be called by the Chairperson or may be called at the request of any three members.

Section 3.

A majority of the Advisory Committee shall constitute a quorum to do business. Decisions may be made by the majority of those present and voting.

Section 4.

Whenever possible and practical, Advisory Committee meetings and such meetings of subcommittees of the Committee as may be necessary shall be scheduled for the same day, or on adjacent days, to save travel and lodging costs.

Section 5.

The Department of Criminal Justice Services staff shall be responsible for the recording and maintenance of minutes and records of the Advisory Committee and its subcommittees and perform such additional duties as shall be assigned by the Committee or its Chairperson. The Department of Criminal Justice Services shall provide staff support to the Advisory Committee.

Section 6.

Any materials or supporting documents associated with the upcoming meeting shall be provided in advance of the meeting when practicable.

ARTICLE VII

Committees

Section 1.

The Chairperson shall appoint such subcommittees as needed to carry out the work of the Advisory Committee.

Section 2.

Subcommittees shall make their reports to the Advisory Committee. Whenever possible and feasible, the written report shall be distributed to the Advisory Committee members prior to the meeting.

ARTICLE VIII

Parliamentary Authority

The Rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Advisory Committee and its subcommittees in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special order the Advisory Committee may adopt.

ARTICLE IX

Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Advisory Committee by a two-thirds vote of the members present, provided that the amendment has been submitted in

writing at the previous regular meeting and provided that the amendment is not in conflict with any applicable state and federal laws and regulations.

Revised: August 9, 2019

CASA/CJA Advisory Committee Meeting

August 9, 2019 10 a.m. – 12 p.m.

REPORT: *Court Appointed Special Advocate Programs (CASA)*

Prepared by: Melissa O’Neill, CASA Coordinator - DCJS

I. Virginia CASA Website

As mentioned in prior CASA reports, DCJS convened a team of CASA program directors in January of 2018 for the purpose of providing leadership on a variety of long range planning needs for the Virginia CASA program network. The State Leadership Team meets regularly to implement goals and strategies identified in an approved strategic plan. The plan includes the development of three teams focused on the following areas: training, data management, and marketing/fundraising. The marketing team set a goal to develop a statewide Virginia CASA website for the purpose of volunteer recruitment, training and fund development. A Facebook competition sponsored by Array Digital web design was held for non-profit organizations seeking to develop websites. The Virginia CASA programs entered the competition and won. The website has been developed, and launched in May. The website can be accessed at virginiacasa.org.

II. National CASA Branding Campaign Grant

The National CASA Association (NCASAA) developed and released a new marketing and branding campaign. The campaign was debuted at the NCASAA Annual Conference held in June, 2019. NCASAA made funding available to State Organizations to implement the new campaign using a prescribed marketing strategy. DCJS partnered with CASA of Central Virginia to apply for \$60,000. CASA of Central Virginia will manage the grant on behalf of the state of Virginia. Virginia was awarded the grant and funds will be used for social media, print and radio marketing in two identified markets as prescribed by the NCASAA marketing strategy. Those two markets (Coastal Virginia and Roanoke/Lynchburg) will include 14 of 27 CASA programs statewide. The project must be implemented by December 2019. The newly designed state website will be the main target of the campaign for data collection and reporting.

III. Training

The State Leadership Team Training Subcommittee launched the “CASA College” concept last year. The CASA College includes training for volunteers, CASA program staff and board members. Six trainings were held last year and six sessions are planned for 2019. The CASA College includes quarterly webinars, “CASA Conversations” on topics of interest. CASA Conversations are hosted by a local CASA program director with invitations sent to CASA program staff to participate. The first session was held in April on the topic *When We Don't Agree - Dealing with Opposing Viewpoints Between Staff and Volunteers*. A second session was held in July on the topic of *Child Abuse Awareness Month Public*

Awareness. Participants shared strategies for public awareness activities during the month of April. Additional sessions are scheduled for the remainder of the year and will focus on Foster Futures – Foster care to 21.

A training is scheduled for CASA volunteers and staff on the topic of diversity and inclusion. This training will be held regionally in Williamsburg (September 14) and Lynchburg (September 28).

A training is scheduled for CASA program executive directors and board members on the topic of governance. This session will be held in Hanover on October 18, 2019.

DCJS held two webinars in June to introduce the outcome measures identified by the State Data Management Team. All CASA programs were required to attend and begin collecting data July 1, 2019.

CASA program staff were invited to attend the Court Improvement Program training on the implementation of Family First Prevention Services Act. One staff member per CASA program is invited to attend regional training sessions to be held in the month of September throughout the Commonwealth.

IV. DCJS Funding

CASA programs received award notices for FY20 grant funding in June 2019. DCJS allocated \$1.5 million dollars in VOCA funds and \$1,615,000 in state general funds in a formula grant program.

V. CASA Manager User Group

The CASA Manager User Group (CMUG) is meeting on a regular basis. This group works in tandem with the State Leadership Team's subcommittee on data management to achieve the identified goals on the strategic plan. The CMUG is preparing a statewide survey to identify training and CASA Manager capacity needs.

CASA/CJA Advisory Committee Meeting

August 9, 2019, 10 a.m. – 12 p.m.

REPORT: *Children's Justice Act (CJA)*

Prepared by: Jenna L. Foster, Children's Justice Act Coordinator - DCJS

I. CHILD DEATH INVESTIGATION RFP

Under the CJA grant, DCJS released a call for proposals to support a Child Death Investigation protocol for law enforcement. This protocol and accompanying training will provide an evidence-based, detailed outline for how to appropriately and adequately investigate a child fatality in Virginia. A final contract has been awarded to Justice 3D. Staff involved will create a protocol for review during a Stakeholder Meeting on Wednesday, October 9, 2019. A variety of stakeholders will be invited to this review. The anticipated completion date for the protocol and training is by the end of December 2019.

II. VICARIOUS TRAUMA TRAINING

With support from a VOCA grant, CJA is managing and facilitating a regional Vicarious Trauma Training in Newport News (August 22) and Roanoke (September 25). “*When Healing Hurts: Making Systemic Change to Address Vicarious Trauma*” will bring child welfare, advocacy, law enforcement, behavioral health and victim services directors, staff and volunteers together to recognize that vicarious trauma is an occupational challenge in the field of victim services and that working with victims of violence and trauma can put individuals and organizations at risk for a range of negative consequences. The training will approach vicarious trauma in the workplace as a risk management issue where organizations providing services to a high level of trauma victims have a practical and ethical responsibility to address occupational toxic stress.

The goal of this training will be for participants and organizations to become vicarious trauma-informed. A vicarious trauma-informed organization recognizes the toll on providers that work with a high number of trauma victims and assumes the responsibility for proactively addressing the impact of vicarious trauma through policies, procedures, practices, and programs.

III. SUSTAINABILITY TRAINING FOR GRANTEEES

The Department of Criminal Justice Services provides a substantial amount of funding to a variety of nonprofits, law enforcement agencies, and local units of government. The goal of every grant program is to provide funding for growth with the understanding that future funding is not guaranteed. In an effort to support the sustainability of programs beyond original funding, DCJS is creating a *Sustainability: Beyond the Grant* training for all grant monitors across divisions. Monitors can then use this training to help grantees create a viable sustainability plan that can be implemented prior to grant funds diminishing. This training will be facilitated by DCJS staff in the Fall.

IV. INTERSECTIONS OF VIOLENCE CONFERENCE

CJA staff supported the development of the Intersections of Violence Annual Conference agenda. This conference, held July 15-18, 2019 in Hampton, had a child-focused track and was attended by law enforcement, child welfare, advocacy (including CASA), and court personnel. Topics for the child-track including trauma-informed care, resiliency, foster care legislation, and addressing vicarious trauma. Over 250 attendees were registered.

V. CACVA CONFERENCE AND GRANT OVERVIEW

Each year, CJA supports a variety of Child Advocacy Center (CAC) initiatives. New for this year, program funding has moved from DCJS to VDSS for monitoring. DCJS still works with CACVA for the regional *ChildFirst* trainings. These trainings support the investigation, prosecution, and judicial handling of child abuse cases throughout Virginia.

Recommendations

The CASA/CJA Citizen Review Panel considered the following recommendations for the Virginia Department of Social Services:

1. The CASA/CJA team recognizes that beginning July 1, 2019, the Virginia Department of Social Services (VDSS) will be responsible for responding to and assessing any complaints of suspected child sex trafficking. Acknowledging the creation of this new assessment track, the Team recommends VDSS develop and implement new guidance on working with child victims of sex trafficking, partner with existing community resources to expand the capacity of services available to serve this population, and use the data collected on this population as part of the agency's Continuous Quality Improvement efforts.
2. The Virginia Department of Social Services should undertake a comprehensive study of the existing challenges affecting the functionality and the wait times of the state hotline, as well as solicit a subject matter expert in hotline operations to address identified challenges. Solutions should include implementation of standardized business processes and training curriculums for all hotline workers, which will help ensure all workers are providing professional, receptive, and timely responses to reporters.
3. The Virginia Department of Social Services should use funding received from the Family First Prevention Services Act to develop robust, uniform guidance for statewide prevention services that focus on intervening early. VDSS should promote prevention services that focus on increasing statewide access to home visiting programs; improving Virginia's resources and capacity to serve substance-misusing families; and a plan to better serve children and families that are diverted from Foster Care.
4. The Virginia Department of Social Services should improve the standardization and uniformity of local departments of social services' responses to child fatalities and create guidance outlining the identified strategies. This should include improved collaboration and information sharing with Law Enforcement in the form of MOU's. There appears to be widespread, systematic inconsistencies across localities in the acceptance of cases as valid for suspected abuse or neglect, the case investigation process, and ultimately, the findings of child fatality investigations. This is particularly important as it relates to the acceptance of cases of suspected abuse or neglect, and collection of data related to child deaths and near deaths. Additionally, the state should ensure publication of child maltreatment fatality statistics are released in a consistent and timely manner.
5. The Virginia Department of Social Services should continue to enhance Virginia's response to Substance-Exposed Infants across the Commonwealth. VDSS should partner with key state and community stakeholders to develop a cross-system training and implementation plan on the four points of intervention (prevention, prenatal, birth, and postnatal) for the Plan of Safe Care, including clarification of roles, best practices, and key activities for each system at each intervention point.

Directions to Richmond Police Training Academy

1202 W. Graham Road
Richmond, VA 23220
Office – (804) 646-6117
FAX – (804) 646-6194

I-95 South (from Washington D.C.)

- ∪ Exit #78 (Boulevard Exit) – Take Right
- ∪ Take Left at 1st light – Robin Hood Road
- ∪ Take Right at 1st light – Hermitage Road
- ∪ Second Light – Take left onto Overbrook Road
- ∪ Take Right at 1st Light – Brook Road
- ∪ Go one block take right on W. Graham Road – Academy on immediate right

I-64 East (from Charlottesville)

- ∪ I-95 South Exit
- ∪ I-95 South to next Exit (Exit #78 – Boulevard Exit) **(Do not take exit 175 the Route 288!)**
- ∪ Take Right onto the Boulevard
- ∪ Take Left at 1st light – Robin Hood Road
- ∪ Take Right at 1st light – Hermitage Road
- ∪ Second Light – Take left onto Overbrook Road
- ∪ Take Right at 1st Light – Brook Road
- ∪ Go one block take right on W. Graham Road – Academy on immediate right

I-95 North (from North Carolina) & I-64 West (Williamsburg)

- ∪ I-64 West to I-95 North

Once on I-95:

- ∪ Take Exit #76A (Chamberlayne Ave – 1st exit past the I-64 interchange)
- ∪ Turn right on Chamberlayne – immediately bear left onto Brook Road
- ∪ Take Brook Road approximately 1 mile – Go through light at Lombardy and Brook
- ∪ Take next left onto W. Graham Road – Academy on immediate right

