



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

**AGENDA**

**In-Person Committee Meeting**

Henrico Training Center

7701 E Parham Rd, Richmond, VA 23228

July 22, 2022

10:00 AM – 12:00 PM

- **Welcome and Introduction of Guests**
- **Review and approval of April 22, 2022 Minutes**
- **Set Meeting Dates for Upcoming Year**
  - Proposed dates:
    - Friday October 28, 2022 (Three Year Planning Meeting Full Day)
    - Friday January 27, 2023
    - Friday April 28, 2023
    - Friday July 28, 2023
- **CASA Program Update**
  - State Leadership Team Strategic Plan Update
  - Statewide Volunteer Recruitment Campaign Update
- **CJA Program Update**
  - Multidisciplinary Team (MDT) Training
  - Advisory Committee Member Presentations on Three Year Plan Recommendations 5 & 6
- **Citizen Review Panel**
- **Review and approval of Revised Remote Participation Policy**
- **Adjournment**

**Advisory Committee to the Court Appointed Special Advocate and Children’s Justice Act Programs  
THREE-YEAR RECOMMENDATIONS 5 & 6**

**Purpose:** The CASA/CJA Advisory Committee focuses on the investigation, prosecution, and judicial handling of child abuse and neglect cases in Virginia. Every three years, the Advisory Committee crafts new recommendations that guide the work of the Children’s Justice Act (CJA). Members are invited to provide feedback and discussion on Recommendations 5 & 6 of the current Three-Year Strategic Plan. Your feedback will support the development of recommendations for the next three-year plan. Ideally, we would like this chart to be completed and emailed to the CJA Coordinator ([jenna.foster@dcjs.virginia.gov](mailto:jenna.foster@dcjs.virginia.gov)) in advance of the July 22, 2022 meeting.

Thinking of the discipline you represent on this advisory committee, please answer the following questions:

<b>Proposed Three-Year Recommendations</b>	Encourage the implementation, development, and growth of certified CASA programs throughout the Commonwealth.	Support efforts that enhance collaboration among local courts and child welfare stakeholders and consistency of judicial handling of child abuse cases.
<i>Who is currently addressing this recommendation?</i>		
<i>What are they doing?</i>		
<i>What additional resources should we bring to the strategic planning meeting to address the gaps (data, reports, information, presentations)?</i>		
<i>What gaps exist in policy, training, and services that we may want to address in the next three-year plan?</i>		

# DRAFT

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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.

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

April 22, 2022

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children’s Justice Act programs was held on April 22, 2022 at the Henrico Police Training Center in Richmond, Virginia.

### Members Present

Randy Bonds  
Jackie Robinson Brock  
Allison Gilbreath  
Katharine Hunter  
Sandy Karison  
Jeannine Panzera  
Giselle Pelaez  
Pat Popp  
Eric Reynolds  
Nicole Shipp for Shannon Hartung  
Judge Thomas Sotelo, Chair  
Ashley Thompson

### Members Not Present

Regina Baker  
Kim Barbarji  
Robin Foster  
Shardell Gerald  
Judge Jerrauld Jones

### Staff Present

Jenna Foster (DCJS)  
Laurel Marks (DCJS)  
Melissa O’Neill (DCJS)  
Shernae Valentine (Intern – DCJS)

### Guests

Jane Lissenden – Office of the Children’s  
Ombudsman  
Chris Scuderi – DCJS Law Enforcement  
Training Coordinator

- I. **Call to Order:** Judge Thomas Sotelo, Committee Chair, called the meeting to order at 10:10 AM. Members and guests introduced themselves. Giselle Pelaez participated remotely via Zoom from 1800 Limerick Street, Alexandria, VA, per the approved remote participation policy.
- II. **Approval of Minutes:** The committee received and reviewed the draft minutes of the October 29, 2021 meeting. Ashley Thompson made a motion to approve the minutes. Randy Bonds provided a second. Nicole Shipp abstained and the motion was approved.
- III. **Approval of Revised By-laws:** Members were provided a copy of the proposed changes to the by-laws at the January meeting. Allison Gilbreath made a motion to approve the changes as presented and Ashley Thompson provided a second. The motion was approved.
- IV. **Update of General Assembly Bills of Interest –** Committee members held a discussion on bills of interest passed during the 2022 Virginia General Assembly Session related to child abuse and neglect.
- V. **CASA Program Update -** The committee was previously provided a written update regarding the Court Appointed Special Advocate Program.
- VI. **Children’s Justice Act Program Update -** The committee was previously provided a written update regarding the Children’s Justice Act Program. Jenna Foster highlighted areas of interest.

**Child Death Protocol Discussion -** The committee engaged in a discussion of various ways to embed the new Child Death Protocol in existing training.

**Three-Year Plan Update Discussion**

The Committee reviewed the goal focused on developing multidisciplinary trainings with a racial equity lens and a focus on trauma-informed care for Virginia professionals and volunteers involved in the investigation, prosecution, and judicial handling of child maltreatment. They shared various activities currently underway from the disciplines that they represent.

VII. **Child Protective Services/Citizen Review Panel**

Members were provided a draft set of recommendations in advance of the meeting for review. Judge Sotelo led the committee in a discussion of the recommendations as presented. Amendments were made to the draft document during the discussion. A motion was made by Ashley Thompson to accept the amended 2022 CRP Recommendations, a second was made by Patricia Popp. The motion carried. The 2022 CRP Recommendations will be forwarded to the Virginia Department of Social Services.

VIII. **New Business**

Members provided updates, information and news from their respective agencies and disciplines.

- IX. **Adjourn** – Nicole Shipp moved to adjourn the meeting and Pat Popp provided the second. The motion carried and the meeting adjourned at 12:05 PM.

Next meeting dates:

Friday, July 22, 2022

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Nicole Shipp for Shannon Hartung  
Judge Thomas Sotelo, Chair  
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Regina Baker  
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Next meeting dates:

Friday, July 22, 2022



# **Report to the CASA/CJA Advisory Committee**

**July 22, 2022 10 a.m. – 12 p.m.**

## ***Children's Justice Act (CJA)***

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

### **I. Multidisciplinary Team (MDT) Training**

The CJA program has secured 20 slots for a Child Death Investigation training to be held in Lynchburg on November 2-4, 2022. An application process will open at the end of July for teams of two-four people, which must include at least one Law Enforcement and one Child Protective Services (CPS) investigator, to attend together from their locality. This three-day training will serve as a train-the-trainer platform to train the child death investigation protocol; applicants must agree to facilitate three sessions (at least one annually) in their region in exchange for attendance and lodging for the program.

### **II. Collaboration to Support Local MDT Programs**

DCJS is collaborating with Virginia Department of Social Services (VDSS), Child Advocacy Centers of Virginia (CACVA), and the Commonwealth Attorney's Services Council (CASC) to provide training and technical assistance to underdeveloped MDTs in the Commonwealth. Representatives from each agency meet monthly to identify how best to support these teams. Based on feedback from the 2022 MDT survey, the group is discussing plans for a introduction training to MDTs (MDT 101). Additional training and technical assistance opportunities are also being identified by the group.

### **III. Telemedicine Pilot Project**

The grant to VCU for the pilot Telemedicine project has been extended until September 30, 2022. The CJA Coordinator will be making an in-person visit to the Tappahannock/Riverside location to meet with project staff. A medical student is on contract with VCU to document the project for future implementation in other rural localities.

### **IV. CJA Application to The Children's Bureau**

The 2022 CJA application was submitted to The Children's Bureau on May 31, 2022. The amount requested was \$410,641.00. This amount is based on a federal formula.

### **V. ARPA Funding Extension for CAC Programs**

The ARPA funding awarded to 18 CAC programs in FY22 has been extended until July 30, 2023. No additional funding will be provided. Programs have the additional 12 months to spend their allocated funds.

## **Virginia CASA Program State Leadership Plan 2022-2025**

**Mission:** The Virginia CASA Program State Leadership Team will form five committees to represent local program needs across the state. The VSLT will include the following committees: Training, Data, Marketing, Legislative and Diversity Equity and Inclusion. The committees will take an active role in developing critical work that will shape our network for years to come.

**Vision:** Virginia CASA programs will increase capacity to represent the best interests of every abused and neglected child referred for volunteer advocacy services. This will be accomplished through building a stronger statewide program structure, sustainable funding, and planned growth and expansion of the CASA Network.

**Progress on this plan will be accomplished by the following committees of the Virginia CASA Program State Leadership Team.**

1. **Training** (Chair – Jeannine Panzera)
2. **Data Management** (Chair – Melissa O’Neill)
3. **Marketing** (Co-chairs Allison Stronza and Victoria Canaday)
4. **Legislative** (Chair – Joyce Moran)
5. **Diversity, Equity and Inclusion** (Co-Chairs – Terry Willie-Surratt and Jessie Moore)

## TRAINING TEAM

Goal #1: Provide state of the art training to assist CASA volunteers and professional staff in providing effective advocacy for abused and neglected children.

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
Develop statewide training initiatives <ul style="list-style-type: none"> <li>– Advocate Training Series               <ul style="list-style-type: none"> <li>○ Advochats</li> </ul> </li> <li>– Staff Training Series               <ul style="list-style-type: none"> <li>○ CASA Conversations</li> </ul> </li> <li>– Director Training Series</li> </ul>	Training Committee	Ongoing  <u>Advocate Training:</u>  <u>Staff Training:</u>  <u>Director Series:</u>	Identify high-quality speakers           Video capabilities (preference is to have access/contract with a videographer)   Technology platform to help share and deliver trainings/ access remotely   Access to quality webinar software and livestream options	The VA CASA website is updated and will include a CASA College section for the VA CASA College library.
Complete VA Case Studies Revision	Melissa & Jeannine	2022	Training Team Workgroup	Training Team Workgroup began working to update VA Case Studies curriculum in August, 2020.

				The Workgroup continues to make progress on the update and plans to complete the revision in 2022.
<p>Develop VA CASA College and VA CASA training website</p> <ul style="list-style-type: none"> <li>– Identify website platform</li> <li>– Identify desired content for website and build</li> </ul>		<p>FY22</p> <p>June, 2022</p>		<p>Programs are continually encouraged throughout the year to provide content for the CASA College training page.</p> <p>With the implementation of a Statewide Marketing Campaign, the website has been updated to include the CASA College Training site. Training videos will be uploaded in June, 2022.</p>
<p>Create New Director Training Workbook – ED 101</p> <ul style="list-style-type: none"> <li>– Create focus group of new and seasoned directors</li> <li>– Identify information, topics, and materials to include in workbook</li> <li>– Create formalized CASA Director Orientation Program</li> </ul>		<p>FY19-20</p> <p>FY21 &amp; FY22</p>	<p>Identify new and seasoned directors to participate in focus group</p> <p>Printing, binding, and graphics for workbook</p>	<p>Not yet addressed due to competing priority of addressing curriculum to comply with NCASA/GAL standards.</p> <p>DCJS revised the New Director Orientation and published materials on the VA Google Drive.</p>

## DATA MANAGEMENT TEAM

Goal #1: Define outcome measures to determine CASA program effectiveness.

Goal #2: Expand CASA programs to meet unmet need.

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
<p>Identify common outcome measures</p> <p>Create CASA Manager standard reports to align with these measures</p>	Data Team CMUG	<p>Dec 2018 Apr 2019</p> <p>Sept 2019</p>	CMUG input	<p>Common outcome measures completed and training provided to Network in June 2019</p> <p>Reports identified for tracking outcome measures</p> <p>DCJS provided documentation for tracking outcome measures data in September, 2019</p> <p>CASA Programs continued to track identified outcome measures in FY20</p>
<p>Define options &amp; priorities for expansion</p> <ul style="list-style-type: none"> <li>– Review NCASAA’s growth/assessment plan</li> </ul>	DCJS/Melissa O’Neill Data Team	<p>Dec 2018 Nov 2018 December 2019</p> <p>June 2021- Revised</p>		<p>Update timeframe to December 2019</p> <p>Due to the pandemic, this activity is postponed.</p>
Develop a growth plan to meet need	Data Team DCJS/Melissa O’Neill	May 2019		Update timeframe to December, 2019

		Revised – December 2019		Due to the pandemic, this item is postponed – resources are focused on operational CASA programs during this COVID crisis
		Revised		Update timeframe
Determine volunteer recruitment, retention & recognition trends	Data and Marketing Teams	Jun 2019	Work with Marketing & Fundraising Team to help with their needs	Ongoing – assist with grant development and data requests as needed
Continue Annual Trends Survey – Update questions annually – Connect with DCJS to include questions in DCJS Annual Report		Aug annually June annually July annually		-The SLT decided not to administer the Annual Trends Survey for FY19 -Targeted questions were included on the FY19 DCJS Annual reports  Targeted questions included in FY20 Annual reports  Annual Trends Survey was completed and facilitated by DCJS in FY21
Work with CMUG to update User’s Manual to include consistent definitions/data entry	CMUG Workgroup Melissa O’Neill	Ongoing  December, 2021	CMUG workgroup	Initiated workgroup in Summer 2020  Completed the CASA Manager User Guide for VA CASA Programs
Support the Legislative Committee with needed data	Melissa O’Neill	Ongoing	Annual Report Data	Ongoing
Consider Judicial Satisfaction Survey	Data Team	TBA		

## MARKETING & FUNDRAISING TEAM

Goal #1: Increase awareness and understanding of CASA in Virginia.

Goal #2: Enhance fundraising capacity across the network.

Goal #3: Local programs will have sufficient resources to serve all referred children.

Goal #4: Develop statewide and/or regional marketing and PR plans.

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
Implement Statewide Branding Campaign	Victoria Canady Allison Stronza, Jeannine Panzera	January-June 2022	ARPA funding (received – must be spent by June 30, 2022)  Stories from local programs	Contract awarded to the Idea Center. Programs asked to submit story ideas. The Idea Center is storyboarding the videos and working on a digital campaign.
Seek funding to continue statewide recruiting efforts	Victoria Canady	January-Dec. 2022		
Create VA CASA Instagram page and post as regularly as Facebook	Allison Stronza	By Feb. 15		
Spend \$100/month on social media ads to increase exposure for VA CASA  Facebook page as of 1/28/22: 1,065 people like this page 1,136 people follow this page	Allison Stronza	Jan-Dec. 2022	Reimbursement from state fund	Started in January and definitely seeing more engagement.
Communicate with the network on behalf of the marketing committee to share helpful resources, tips, training opportunities, sample posts, etc.	Allison Stronza	Jan-Dec. 2022 Goal: Weekly or at least twice per month	Ideas from the committee	Started in January and getting great response so far.

		“Marketing Monday”??		
Create templates in Asana for brochures, flyers, rack cards, etc. that other programs can customize if they have a Canva Pro account (or we can customize for them).	Allison Stronza	By May 15		
Create recruitment posts in line with the state campaign that we can share with the network	Allison Stronza	By Feb 15	*this may not be needed if the Idea Center creates graphics for us	
Request Volunteer Spotlights from the network to feature on social media	Allison Stronza	Request once a month – accept nominations through Google Forms		
Compile resources on volunteer recruitment and retention best practices and put it in the Google Drive	Allison Stronza	Jan-Dec. 2022	Ideas from the committee	
Determine best way to share volunteer success stories (like the ones we are telling in our state video) on social media (FB Live?)	Allison Stronza	By Aug. 15	Idea Center may have suggestion for this.	



## LEGISLATIVE TEAM

Goal #1: Maintain established relationships that promote an awareness of the purpose and value of CASA programs across the Commonwealth

**Note:** DCJS is not a member of the Legislative Committee in order to preserve the integrity of duties as an Executive Branch agency. Any activities of DCJS are to solely provide statewide statistics and information as requested within the purview of the role of the agency.

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
– Coordinate annual appointments with established state representatives/agencies who either have regulatory responsibilities for CASA programs or impact the fiscal viability of programs	Joyce with input from the committee members	June-July (Annually)	Notification to DCJS to offer an invitation to attend with committee members with Secretary of Public Safety and Homeland Security; Department of Planning and Budget, and DCJS Director	Meeting dates secured and coordinate members to attend
– Discuss and prepare any written materials needed for the meetings with the assistance of the Data Committee	Committee Members	July-August (Annually)	Printed outreach materials	Committee staff will meet with Senate Finance and House Appropriation’s staff without representation of DCJS staff.
– Attend annual appointments with designated representatives	2-4 Committee Members	August-October (Annually)		
– If physical appointments cannot be made, the committee will produce a written acknowledgement of appreciation for on-going support to be sent via mail or email.	Committee Members	November-January (Annually)		Present session overview and feedback from appointments at the December network meeting

Goal #2: Develop new relationships that promote an awareness of the purpose and value of CASA programs across the Commonwealth

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
<ul style="list-style-type: none"> <li>– Coordinate an introductory meeting between Committee representatives and the Secretary of HHR and Director of Social Services to provide insights as to the roles, responsibilities and benefits of increased collaboration in order to enhance safety and wellness outcomes for Virginia’s children.</li> </ul>	Joyce	March – June 2022	Notification to DCJS to offer an invitation to attend with committee members with Secretary of HHR and Social Services.	Meeting dates secured and coordinate members to attend
<ul style="list-style-type: none"> <li>– Attend meeting with Sec. HHR and Director of DSS</li> </ul>	2-4 Committee Members		Printed outreach materials	Present session overview and feedback from appointments at the December network meeting
<ul style="list-style-type: none"> <li>– Poll/Survey the network to ascertain other potential partnerships which would enhance CASA</li> </ul>	Kristi/Darcy	August-October	Design survey for distribution and email to network	Add the information garnered to the annual legislative plan the committee uses to guide/define tasks and functions
<ul style="list-style-type: none"> <li>– Report the outcomes of poll/survey to the Committee</li> </ul>	Kristi/Darcy	November-December		
<ul style="list-style-type: none"> <li>– Gather contact information for new partnership and assign contact and scheduling responsibilities for 2023 (Ombudsman’s Office)</li> </ul>	Committee Members	March – May 2023		Present new contact/agency options and individuals of interest at the December network meeting; get feedback

Goal #3: Provide state and federal legislative alerts to network that promote children’s welfare and program sustainability.

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
<ul style="list-style-type: none"> <li>– Review updates provided by DCJS to the network related to legislative changes made during the in the General Assembly Session; Review Voices for VA Children’s Emails, National CASA notices, and information related to legislative work and information gathered from other sources</li> </ul>	DCJS to send updates to the network  Committee Members	At session end or as bills are approved, March-June depending on length of session	Written summary from DCJS with updates, email reviews, participation on other legislative based committees.  Consultation with DCJS personnel or others for clarification or direction for further understanding of changes/new language.	Present session overview and feedback from appointments at the December network meeting
<ul style="list-style-type: none"> <li>– The committee to review the changes/updates and coordinate a committee meeting in May or June to review the documentation and address areas that need further discussion as to how it may impact the need for further discussion or training</li> </ul>	Committee Members	May-June		Add the information garnered to the annual legislative plan the committee uses to guide/define tasks and functions
<ul style="list-style-type: none"> <li>– Poll/survey the network for comments to assist in evaluating the satisfaction the network has with the efforts of the committee and any specific efforts they</li> </ul>	Kate and Sarah	March	Design survey for distribution and email to network	Present results from the poll/survey and feedback at the December network meeting; get feedback

<p>would like for the network to champion</p> <ul style="list-style-type: none"> <li>– Bring results back to the committee to update plans and strategies</li> <li>– Championing the sustainability of the committee by recruiting new members at the annual director's meeting</li> </ul>	<p>Kate and Sarah</p> <p>Joyce</p>	<p>April-May</p>		<p>Add the information garnered to the annual legislative plan the committee uses to guide/define tasks and functions</p>
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## Diversity, Equity and Inclusion Team

Goal #1: Identify gaps and develop strategies to better meet the diverse needs of the children and families CASA programs serve.  
 Goal #2: To specifically understand the impacts of systemic inequities, including racism, that impact our communities of color, people who identify as LGBTQ and other historically marginalized and underrepresented populations served by CASA programs.

Action Steps	Responsible Parties	Time Frame	Resources Needed	Progress/Outcomes
– Establish a DE&I Committee	Co-Chairs	CY21		Completed
– Committee will develop and implement a local CASA Program DE&I Assessment to determine gaps and needs related to DE&I Readiness	DE&I Committee	CY21		Completed December 2021
– Committee will evaluate results of the local CASA Program Assessments and develop goals based upon the results	DE&I Committee	CY22		

Approved February 8, 2019  
 Updated October 11, 2019  
 Updated January 22, 2021  
 Updated March 14, 2022