



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

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

AGENDA

November 9, 2018
10:00 a.m. - 12:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Approval of Past Minutes**
- 3. Conflict of Interest Training Instructions**
- 4. Update from CJA Annual Meeting – Pat Popp and Laurel Marks**
- 5. CJA Program Update**
- 6. CASA Program Update**
- 7. Citizen Review Panel – Shannon Hartung, Virginia Department of Social Services,
CPS Program Manager**
- 8. New Business**
- 9. Adjournment**



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

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1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

October 31, 2018

MEMORANDUM

To: Members, Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act Programs

From: Melissa O'Neill, CASA Program Coordinator

Re: **Advisory Committee Meeting
November 9, 2018
10:00 am to 12:00 pm**

CC: Laurel Marks, Jenna Foster

The next meeting of the CASA/Children's Justice Act Advisory Committee will be on **Friday, November 9, 2018 at the Richmond Police Training Academy, at 1202 W. Graham Road, Richmond VA, 23220** from 10:00 to 12:00. We will meet on the second floor. **Please make every effort to attend.** We have not met our required quorum for the past three meetings.

Please contact Melissa O'Neill at 804-786-6428 or melissa.o'neill@dcjs.virginia.gov if you are unable to attend the meeting.

Included with this communication are the following items:

- Agenda
- January, April and July Meeting Minutes
- Program Updates
- Directions to the meeting

I look forward to your attendance at the meeting.

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

January 26, 2018

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children’s Justice Act programs was held on Friday, January 26, 2018 at the Richmond Police Training Academy, Richmond, Virginia.

Members Present

Hum Cardounel, Jr.
Molly Dellinger-Wray
Robin Foster
Julia Fuller-Wilson
Allison Gilbreath
Malcolm King
Alicia Lenahan
Jim Pope
Eric Reynolds
Chris Spain
Ellen White

Members Not Present

Allison Jackson
Sandy Karison
Robin Morgan
Nancy Oglesby
Pat Popp, Chair
Frederick Rockwell III

Staff Present

Bianca Casper, (VCU Intern, DCJS)
Monica Jackson (DCJS)
Melissa O’Neill (DCJS)
Lynn Sivels (DCJS)

Guests

Aaron Heaberlin (MCV Resident Intern, VCU)

I. Call to Order: Julia Fuller-Wilson, Vice-Chair, called the meeting to order at 10:05 AM. Attendees introduced themselves.

II. Approval of Minutes: The committee received a copy of the draft minutes of the November 2, 2017 meeting. Upon a motion by Ellen White and seconded by Allison Gilbreath, the committee unanimously approved the minutes of November 2, 2017.

III. Conflict of Interest Training and Financial Disclosure Update: Melissa O’Neill briefed the committee on Conflict of Interest Act requirements that include annual completion of financial disclosure forms by all members, and biennial completion of online conflict of interest training. These are separate requirements and members should complete them as directed.

IV. Legislative Review: DCJS staff compiled, and distributed to the committee, a list of bills and resolutions impacting child abuse and neglect that were introduced this General Assembly session, which convened January 10, 2018. The committee participated in a discussion of the bills and resolutions presented on the list.

V. CASA Program Update: The committee was previously provided a written update regarding the Court Appointed Special Advocate Program. Melissa O’Neill gave an overview of the CASA Desk Audit processes and reported that DCJS completed desk audits of Virginia’s 27 CASA programs. She explained the next steps include onsite visits to the CASA programs throughout the state. She also briefly highlighted efforts related to the National CASA Association’s (NCASAA) review of national and state CASA standards, as well as Virginia’s upcoming, subsequent review of its CASA regulations.

Bianca Casper presented preliminary findings of an ongoing project conducted to compile and analyze CASA data of FY16 and FY17 to evaluate the impact of VOCA funding on program outcomes. She reported the findings reveal differences in the number of children served, the number of active volunteers, the amount of volunteer hours reported, and changes in staffing levels, among other outcomes. Completion of a final report of findings is projected within upcoming weeks.

Ms. Casper also reported the project will include developing a survey to gather input from CASA programs to support improvements in service delivery and resource utilization.

Melissa O’Neill requested feedback from the committee on the development of questions for the survey. The committee briefly discussed potential questions and proposed recommendations related to: fostering interactions with judges in the interest of promoting program awareness and advancement; evaluating the impact of staff turnover and staff reductions; and consideration of the impact of other crimes and trends on CASA program outcomes; among other recommendations.

Ms. Casper provided an overview of an upcoming project that will study the features of cross-over youth in general; and specifically, the impact of victimization on CASA-served cross-over youth.

Melissa O’Neill briefly discussed the features and purpose of the logic model Virginia developed at the direction of NCASAA.

VI. CJA Program Update: The committee was previously provided a written update regarding the Children’s Justice Act Program. Melissa O’Neill briefed the committee on the Program’s staff changes and the planned recruitment efforts. Lynn Sivels provided a brief overview of the three Child Fatality Death Investigation Trainings conducted throughout the state in 2017.

VII. Citizen Review Panel: Chris Spain, VDSS Child Protective Services (CPS) Program Manager, provided an overview of VDSS initiatives impacting investigations involving substance-exposed infants (SEI). He provided a general overview of the Department's purpose and role in developing guidance and support for providers and workers that conduct assessments. The committee was provided a draft copy of Section 10 of the VDSS Child and Family Services Manual that provides guidance on mandated reporting and the development of Plans of Safe Care, and describes CPS' response to substance-exposed infants. He reported the manual will be revised in July, 2018. Committee members were invited to provide feedback on proposed changes.

Committee members discussed concerns about VDSS' response to inquiries and reports related to positive toxicology SEI cases. The committee recommended that CPS workers be provided increased guidance, training, and support regarding best practices when responding to SEI cases. Further recommendations included expanding multi-disciplinary team (MDT) access to information related to substance-exposed infants, which is currently restricted due to confidentiality laws and HIPPA.

VIII. New Business: Ms. O'Neill facilitated the process of appointing the Nomination Committee that will oversee the election committee officers. Humberto Cardounel and Chris Spain offered to serve on the Nomination Committee.

Julia Fuller-Wilson shared information about the *DCJS 2nd Annual Intersections of Crime Conference* to be held June 11-13, 2018 in Portsmouth, Virginia.

The committee recognized the retirement of Jim Pope and his service to the CASA/CJA Advisory Committee with the presentation of a certificate of appreciation.

IX. Adjourn: There being no further business to discuss, the meeting adjourned with a motion made by Allison Gilbreath and seconded by Eric Reynolds at 12:10 PM.

Next meeting dates:

- April 27, 2018
- July 27, 2018

DRAFT

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

April 27, 2018

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act programs was held on Friday, April 27, 2018 at the Richmond Police Training Academy, Richmond, Virginia.

Members Present

Hum Cardounel, Jr.
Molly Dellinger-Wray
Sandy Karison
Pat Popp, Chair
Eric Reynolds
Ellen White

Staff Present

Bianca Casper (VCU Intern, DCJS)
Laurel Marks (DCJS)
Melissa O'Neill (DCJS)
Lynn Sivels (DCJS)

Members Not Present

Robin Foster
Julia Fuller-Wilson, Vice Chair
Allison Gilbreath
Allison Jackson
Malcolm King
Alicia Lenahan
Robin Morgan
Nancy Oglesby
Frederick Rockwell III
Chris Spain

- I. **Call to Order:** Patricia Popp, Chair, called the meeting to order at 10:05 AM. Attendees introduced themselves.
- II. **Approval of Minutes:** The committee received and reviewed the draft minutes of the January 26, 2018 meeting. Due to lack of a quorum, approval of the draft minutes was deferred to the next regularly scheduled meeting.
- III. **Election of Officers:** Col. Humberto Cardounel reported that he, and fellow Nominating Committee member, Christopher Spain, identified two nominees for election to the offices of committee chair and vice-chair. Current Chair, Patricia

Popp, accepted the nomination to serve a consecutive term as chair, as did Julia Fuller-Wilson, as vice-chair. Both offices now have two-year terms in accordance with the bylaw changes adopted at the January 26, 2018 meeting. Election of officers was deferred to the next regularly scheduled meeting due to lack of a quorum.

- IV. Legislative Review:** DCJS staff compiled and distributed to the committee an updated list of bills and resolutions impacting child abuse and neglect introduced during the General Assembly session, which convened January 10, 2018. The committee participated in a discussion of the bills and resolutions presented on the list, and additionally, House Bill 1219, which will require the court to inquire under certain circumstances if a child has expressed a preference for the restoration of previously terminated parental rights.

- V. Citizen Review Panel:** Melissa O'Neill provided a brief description of the role of citizen review panels, as outlined in the Child Abuse Prevention and Treatment Act (CAPTA). The CASA/CJA Advisory Committee is one of three Citizen Review panels in Virginia and serves to advise the Virginia Department of Social Services in the following areas:
 - a. Make recommendations to improve the child protection services system in Virginia at the state and local levels.
 - b. Develop a summary report of recommendations for submittal to the Virginia Department of Social Services.
 - c. Review follow-up reports that detail the responses and the outcomes of the recommendations as initiated and implemented.

Ms. O'Neill distributed a list of proposed recommendations to the committee developed through input and suggestions made by the committee throughout the course of its previous meetings. The committee discussed the purpose and the anticipated impact of each recommendation presented.

- VI. CJA Program Update:** The committee was previously provided a written update on the Children's Justice Act Program. Laurel Marks, Juvenile Services Manager, DCJS, briefed the committee on how the Program's staffing needs will be met in the absence of a designated staff person. She also mentioned that she will be serving as the CJA program coordinator for the purposes of the Children's Bureau.

- VII. CASA Program Update:** The committee was previously provided a written update regarding the Court Appointed Special Advocate Program. Bianca Casper presented the findings of a study introduced to the committee at its January 26, 2018 meeting, related to cross-over youth. She reported that the study surveyed the features of cross-over youth in general, and specifically, the impact of victimization on CASA served cross-over youth. She presented the details of each finding and fielded questions and comments from the committee.

Melissa O'Neill continued the CASA program updates and provided overviews of the ongoing CASA standards reviews being conducted at the National and local levels, and briefed the committee on initiatives underway by the State Leadership Team. She also reported on DCJS' upcoming on-site visits to CASA programs throughout the state, and reported the Program's completion of desk audits of Virginia's 27 CASA programs.

VIII. Adjourn: There being no further business to discuss, and no quorum present, the meeting was adjourned by Patricia Popp at 11:58 a.m.

Next meeting date: July 27, 2018

DRAFT

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

July 27, 2018

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children’s Justice Act programs was held on Friday, July 27, 2018 at the Richmond Police Training Academy, Richmond, Virginia.

Members Present

Molly Dellinger-Wray
Allison Gilbreath
Sandy Karison
Alicia Lenahan
Robin Morgan
Pat Popp, Chair
Eric Reynolds

Members Not Present

Humberto Cardounel, Jr.
Robin Foster
Julia Fuller-Wilson, Vice Chair
Allison Jackson
Malcolm King
Frederick Rockwell III
Virginia DSS (Vacant)

Staff Present

John Mahoney (DCJS)
Melissa O’Neill (DCJS)
Lynn Sivels (DCJS)
Kristina Vadas (DCJS)
Francesca Vitale (Univ. of Richmond Intern,
DCJS)

- I. **Call to Order:** Pat Popp, Committee Chair, called the meeting to order at 10:05 AM. Attendees introduced themselves.
- II. **Approval of Minutes:** The committee received and reviewed the draft minutes of the April 27, 2018 and the January 26, 2018 meetings. Due to lack of a quorum, approvals of the draft minutes were deferred to the next regularly scheduled meeting.

- III. Recognition of Members Completing Terms:** Melissa O’Neill announced the ending terms of Judge A. Ellen White and Nancy Oglesby. The committee engaged in a brief discussion about potential candidates for consideration of appointment for the vacancies.
- IV. Scheduling of Meeting Dates:** The following dates were scheduled for the committee’s meetings of FY2019: November 9, 2018, January 25, 2019, May 10, 2019, and August 9, 2019.
- V. Presentation – Families First Prevention Services Act – Allison Gilbreath, Voices for Virginia’s Children:** Ms. Gilbreath delivered a slide presentation to the committee, titled, *Family First Prevention Services Act*. She presented background information about the Family First Prevention Services Act (FFPSA) noting its passage by Congress as part of the omnibus spending bill of 2018. Titles I through VI of FFPSA were overviewed, including their influence on the amendments of Title IV-E and Title IV-B of the Social Security Act (SSA). The FFPSA expands federal support for foster care prevention services and places additional limits on payments for congregate care.

Virginia’s implementation of FFSA will include the objectives of the National Governors’ Association’s Three Branch Institute, which focuses on improving child safety and preventing child fatalities. The Virginia Department of Social Services (DSS) leads Virginia’s Three Branch efforts and has recently convened a group of stakeholders to help guide Virginia’s implementation of FFPSA. Those stakeholders will comprise the following work groups established by DSS.

- a. Evidence Based Services
- b. Prevention Services
- c. Finance
- d. Appropriate Foster Care Placements

DSS will invite additional stakeholders to serve on the workgroups to aid in key decision making and to address action items related to implementing FFPSA in Virginia.

A copy of Ms. Gilbreath’s presentation was distributed electronically to each committee member. It can be accessed online among the documents associated with the committee meeting of July 27, 2018, at www.townhall.virginia.gov.

- VI. Child Victims Services Needs Assessment:** Melissa O’Neill provided some historical context for the discussion of current needs of child victims. She provided an overview of the Victims of Crime Act (VOCA) funding increase received by Virginia in 2015 that enabled enhancements in the provision of direct services to victims of crime, including child victims. She referenced the listening sessions and the survey conducted in 2015 to

assess the needs of child victims of abuse and neglect. She described how the increased support of existing programs and services put in place to meet the identified needs contributed to targeted improvements in service delivery to child victims of crime. She reported that DCJS is preparing a revised survey instrument to identify new and continuing direct service needs for child victims of abuse and neglect. Committee members were asked to provide input in developing survey questions related to child victim services and in recommending potential respondents among constituent stakeholders.

Kristina Vadas, DCJS Victim Services Program Manager, reported Virginia received yet another substantial increase in the VOCA funding. It is anticipated that the FY2019 funding increase will enable existing projects to meet additional needs, and will potentially allow for grant opportunities for the initiation of new projects, including demonstration or time-limited projects

John Mahoney, VOCA Administrator, DCJS, provided an overview of the historical increases in Virginia's VOCA funding since its initial receipt of the funds. He noted that future funding increases are not guaranteed and discussed DCJS' ongoing contingency planning to develop strategies to offset the impact of potential fluctuations, including encouraging programs to develop sustainability plans. He further reported that the funding increases will enable the development and support of innovative victims advocacy initiatives and advancements Programs and service providers will be encouraged to be creative in developing proposals for increasing and diversifying the array of direct services for victims of crime. Mr. Mahoney emphasized that the utilization of VOCA funds must be directly related to service provision to victims of crime.

The committee engaged in a robust discussion surrounding the service needs of child victims. The topics included: the need to support child advocacy centers to enable expansion and increased access, and to reduce variances in the quality of services provided by jurisdictions statewide; the resources needed to address and support child victims of sex trafficking; funding for travel expenses to enable cross-jurisdictional transportation of child victims to operating service providers; projects to aid in collecting evidence to prosecute individuals released from employment due to inappropriate behaviors toward individuals with disabilities in their care; funding to advance social and emotional learning in schools; and, funding (beyond the Virginia Victims Fund) for legal expenses associated with court-ordered victim services.

VII. CJA Program Update: The committee was previously provided a written update on the Children's Justice Act Program.

VIII. CASA Program Update: The committee was previously provided a written update regarding the Court Appointed Special Advocate Program. Melissa O'Neill provided an overview of the ongoing CASA standards reviews being conducted at the national and local levels and briefed the committee on initiatives underway by the State Leadership Team. She reported that DCJS is planning upcoming on-site visits to CASA programs

throughout the state, and that DCJS has completed desk audits of Virginia's 27 CASA programs.

IX. New Business: The committee had no new business.

X. Adjourn: There being no further business, the meeting was adjourned by Pat Popp at 12:02 p.m.

Next meeting dates:

- November 9, 2018
- January 25, 2019
- May 10, 2019
- August 9, 2019

CASA/CJA Advisory Committee Meeting

November 9, 2018, 10 a.m. – 12 p.m.

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

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

I. DCJS Funding

DCJS awarded \$1.5 million dollars in VOCA funds for CASA programs and \$1,615,000 in state general funds to CASA programs in a formula grant program. For the second time, a portion of the VOCA funds is reserved for expansion grants.

II. CASA Expansion Grants

DCJS released Victims of Crime Act (VOCA) grant guidelines inviting applications for CASA program expansion. The grant is intended to be used for new CASA program development or expansion of existing programs to unserved areas so that court appointed volunteer advocacy services are available to child victims of abuse and neglect in more areas of the state. The purposes of the grant solicitation are to: increase the number of children receiving services under CASA programs; increase the number of volunteer advocates serving children under CASA programs; and increase the number of jurisdictions served by CASA programs in Virginia. A total of \$275,000 is available to fund continuation and new projects. The deadline for applications was October 25, 2018 and one application was received. Funding for the expansion grant, if awarded, will be for 18 months beginning January 1, 2019 through June 30, 2020.

III. National CASA Standards Review

The National CASA Association (NCASAA) is in the process of revising Standards governing local programs and state organizations as well as the Quality Assurance process to assess compliance with Standards. The Standards and Quality Assurance process provide the framework by which NCASAA looks to assess and ensure quality program management and service provision within the broader CASA network. NCASAA released the final version of the standards governing state organizations. NCASAA released a draft of local program standards revisions in July and invited comment. DCJS provided technical assistance and support to local programs navigating the changes between current and proposed standards. A recent release of another document, the “Core Model”, included additional language that was in direct conflict with the *Code of Virginia* as it relates to the CASA programs. DCJS continues to negotiate with NCASAA for a resolution regarding this added language since all member programs must be in full compliance with the “Core Model”.

IV. State Leadership Team

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 has developed a strategic plan based upon the results of a statewide survey of CASA programs. The plan includes the development of three teams focused on the following goals: training, data management, and recruitment/fundraising. The final version of the plan is expected to be available by the end of the calendar year and will be shared with the Advisory Committee.

V. CASA Manager User Group

The CASA Manager User Group (CMUG) is meeting on a monthly basis. This group is working in tandem with the State Leadership Team's subcommittee on data management to achieve the identified goals on the strategic plan. Additionally, the CMUG is working to assist the overall network in managing the migration to CASA Manager 16, the web-based version of the database all CASA programs use and to determine how to increase capacity and efficiency of users statewide. Local program leadership is emerging within this group.

VI. Site Visit Monitoring

DCJS established a plan for on-site reviews of CASA programs. Each program completed a full desk audit including submission of a minimum of 78 indicators demonstrating compliance with regulations, NCASAA standards, Victims of Crime Act (VOCA) and State General Fund grant requirements. Site visits include additional reviews of documentation to verify compliance with each of these requirements for CASA programs. To date, 5 CASA programs have received a site visit. The plan for this year is to review 15 local programs if staffing resources permit.

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

