



## Regional Service Council Minutes Region 3

**Meeting Date:** January 25, 2016  
**Meeting Location:** Joy Rose Center  
1000 W. Hively Avenue  
Elkhart, IN

**Council Members Present:** Terrance Ciboch, Regional Manager DCS; Michael Carroll, Director Marshall County DCS; Tony Sommer, Director Elkhart County DCS; Erin Shidler, Director Kosciusko DCS; Amanda Herendeen, Kosciusko DCS; Teresa Zornig, Director St. Joseph County DCS; Bill Horton, Division Manager St. Joseph County DCS; Philice Hutchen, Marshall County DCS.

**Council Members Absent:** Judge David Cates, Kosciusko County Superior Court; Judge Curtis Palmer; Joe Wine, Foster Parent; Magistrate Deborah Domine; Don Phillips, Bashor; James Pheilbush; Janet Bohner, Elkhart Probation.

**Others In Attendance:** Joni Tusing, DCS; Paige Hamilton, SCAN; Janet Rathberger, DCS; Dion Smith, Regional Service Coordinator; Amy Prosser, Lifeline; Shotunus Peterson, YSB; Sean McCrindle, Bashor; Leah Plank, The Villages; Cheri Lintz, The Villages; Betsy Kuhn, The Villages; Debbie Branfield, Crossroad; Terry Poindexter, White's; Aslisia Rodgers, Oaklawn; Emily Robinson, Oaklawn; Sharese Swafford, Oaklawn; Tosha Gearhart, Safy.

### Meeting Minutes

Meeting called to order at 10:00 a.m. by Terrance Ciboch.

1. Welcome/Introductions of Members and Guests.
2. Approval of Minutes. Minutes of 10-19-15 reviewed. Tony Sommer motioned approval of the minutes. Michael Carroll seconded. Vote taken. All in favor. 0 Opposed. Motion carried.
3. Community Partners Update. Paige Hamilton, Program Administrator, Community Partners budget currently at 43% spent YTD. Mild weather has meant more people in service than usual. 231 clients in services as of the end of last month, total enrollments CTD 469, and CTD 681 families served. 1730 individuals enrolled and received services. 97 families were discharged. Referrals have been through the roof this fall and into the winter. Outcomes met; NCFAS steady and has improve over the past year. DCS continues as major referral source over other agencies. Referrals sorted by county and type reviewed. Teresa Zornig asked if report was in error, data for St. Joseph County recorded as zero and we have never been at zero. Paige confirmed that this is a data error. Local Prevention budget reviewed, YTD 48%, this is where we want to be.
4. Service Update. Dion Smith, Regional Service Coordinator, has been working on the Biennial Strategic Plan which will be reviewed later in the meeting.
5. Regional Budget Update. Joni Tusing, Regional Financial Manager, reported on what we are tracking; In Home Care and Out of Home Care. Total spent in December; 1.8 million and YTD 10.5 million. We are halfway through the budget year and the goal is not to exceed 50% of our overall budget of 30.4 million. Region 3 is well below the halfway point at 34.67%. YTD December 2014 to YTD December 2015 Comparison report reviewed. Residential cost and community based services has increased.

Probation expenditures reviewed, probation does not have a budget, it is managed at the State level. YTD total expenditures are 8.7 million. Their increase for the fiscal year has gone from 7.7 million in 2015 to 8.7 in 2016. That increase is due to increases in residential placements.

#### 6. County Updates.

Elkhart – Tony Sommer, Director, successfully navigated through the holidays. Elkhart still has about the same number of reports. Two new FCMs in cohort now and will be coming onboard soon. We have had some staff returned from maternity leave and some are going out.

Kosciusko – Erin Shidler, Director, 12 FCMs, several just graduated, and just when we were at full staff we had one FCM resign. Also, we have a new attorney and a new clerical. Working with Mission Point church in Warsaw, they have been a great support to our foster parents in the community. Mission Point has hosted a foster parent training at the church and are hosting a foster parent night out in February. This is a really nice partnership and support for our foster parents.

Marshall – Michael Carroll, Director, at full staff. 5 FCMs have completed their working test period. Over the Christmas break I was off a few days and when I came back I was missing an attorney who had transferred to the Kosciusko County office. We are in the process of finding a new attorney.

St. Joseph – Teresa Zornig, Director, 4 new FCM staff members. We are partnering with PCA on Safe at Home Night at the Cove on April 23<sup>rd</sup>.

7. Other Business. Terrance Ciboch, Interim Regional Manager, reported on Biennial Regional Services Strategic Plan and Child Protection Plan. This plan is required to be done every two years. You should be familiar with this plan but we will review it very quickly. When Dion gets the approved plan from us he will add the attachments. Plan includes an overview and the Regional Service Council responsibilities. Services array; Youth Service Bureau, Project Safe Place, Community-Based Child Abuse Prevention, Healthy Families Indiana, Community Partners for Child Safety, Maternal Infant Early Childhood Home Visiting, and the Children’s Mental Health Initiative are all things provided with funding from federal or state sources. This is all boiler plates that DCS has provided. As I continue I want to discuss the workgroups and the only place for us to insert information. Measurable outcomes for prevention services the goal was to prevent formal intervention of DCS and Probation from domestic violence, drugs, and lack of parenting skills. The action step is to get a list of current providers and evaluate the list to see how they address issues. Responsible party is the LOD and RSC. Timeframe of January 20, 2016 will change to March 2016 for Mr. Pippin’s return. The identified goal is to have SCAN put out an RFP to address domestic violence, drugs and parenting skills. There needs to be a decision to expand or reduce starting in March with a completion date in July. The new services will be presented to the Regional Service Council for a vote on services. The next measure outcome is to reduce maltreatment after involvement as evidence by a reduction in the percentage in children who experience 2 incidents of maltreatment in a 12 month period. Action step is that all substantiated assessments will have a clinical staffing. Identified task is to have a CFTM to help ensure that all allegations have been addressed. The FCM, Supervisors and LOD are identified as the responsible party. March timeframe and this will be an ongoing project. The next task is each county will develop a standard operation procedure of how to implement the clinical staffing and the LOD will create a plan. LOD and Supervisors will be responsible and again this is an ongoing process. If a service need is identified a referral will be made to address the need. Referral to provider within 5 days of identified need. FCM and Supervisor will be responsible and this is an ongoing task. The next measurable outcome is for the permanency of children in care 24+ months. The goal is to increase permanency of children in care within 24 months. Action step is children over 24+ months in care will go to case staffing. Identified task will be a permanency roundtable (PRT) and internal staffing above supervisor (LOD/RM). The timeline is changed to March. A concurrent plan will be identified by 12 months from the start of the case. FCM, Supervisor, LOD and Legal will be involved. Timeframe changed to March and this will be ongoing. Identified system barriers, review court calendar by RM. Timeframe changed to April 1<sup>st</sup> with July implementation date with courts. Lastly, measurable outcome for substance use disorder treatment. The goal is to educate the local offices about substance abuse

treatment options. Action step to organize a drug summit with the local offices and providers. Identified task to educate about substance abuse impact on families, treatment options and what that looks like. Strategic planning to improve outcomes for our families. RM is the responsible party to organize with a timeframe starting July and completion by October 2016. Next action step is that each county will discuss accountability. Task is how each county implement to the plan. LOD will create a plan starting in March and this will be ongoing. Lastly, the task of finding out information on the Start Program and to indentify effective programs for Indiana. RM is taking that task on starting in July with completion in October 2016.

No unmet needs.

Child Protection Plan is reviewed. This document that the State uses is a throwback to County so the format needs improvement. Lists the county offices, the public hearing held Oct 19<sup>th</sup> at JJC and describes the organization on a regional basis; 68 FCM in assessment, 7 FCM with dual responsibilities, 7 FCM Supervisors in assessment and 4 Supervisors with combined teams, 11 clerical with CPS support responsibilities. Does the LOD service as line supervisor for CPS? Yes. Describes how reports are received by 800 number, the timeframes that assessments will be initialized. Who will assess these, CPS or Law enforcement or combination of both. Record retention guidelines, reviews how the confidential records are preserved. Institutional unit, at times local office will assist the institutional units to ensure safety. Abandon Infant Protocol, the LODs are obtaining signatures on protocol and this will be attached to the document. Follow-up on specific assessments and 30 day notice to facility that was the report source. CASA appointments are appointed by the Judge. Internal review of assessments at the request of the perpetrator to determine if there is a preponderance of evidence to support the conclusion. The right is called CAPTA, administrative review under certain circumstance. If you are convicted in a criminal court you do not have the right to appeal. Reviews are done at the management level, not having involvement with the case, LOD/RM or RM from another county. Notification received within 15 calendar days. Childcare workers are automatically entitled to an administrative review (CCWAR) prior to our determining a substantiation. This is to protect someone who is working in a child welfare related field. We offer the opportunity to talk with a manager before we substantiate. If substantiated they still have the right to the administrative review process. Child Protection Teams described, confidentiality forms signed by all members, meeting dates and number of meetings held. They all meet monthly with no emergency meeting held but they will hold them if necessary. Average attendance; SFY 2014 – 11, SFY 2015 - 10. Regional number of reports reviewed by CPT; SFY 2014 - 1119 reports, SFY 2015 - 917 reports. No complaints reviewed by the CPT. List of positions on CPT and membership reviewed. As an attachment all county memberships are listed. Items purchased for CPT were none. Finally we have the average salary calculations for CPS; FCM SFY 2014 \$35,307.76, SFY 2015 \$37,955; FCM Supervisor SFY 2014 \$42,970.25, SFY 2015 \$46,185.92; Clerical SFY 2014 \$25,520.94, SFY 2015 \$26,113.07; Local Office Director SFY 2014 \$51,200.47, SFY 2015 \$56,069.35. Cost of salaries SFY 2014 3.28 million SFY 2015 3.5 million.

Motion to approve the Biennial Regional Services Strategic Plan and Child Protection Plan by Erin Shidler. Teresa Zornig second. No discussion. All in favor. 0 opposed. Motion approved.

Comments by providers: None.

Tony Sommer motioned to adjourn. Erin Shidler seconded. Meeting adjourned 10:40 a.m.

***Next RSC meeting is Monday April 18th, 10:00a.m., at the St. Joseph County DCS Local Office, 300 N Michigan Street, Ste 418, South Bend, IN.***