

**Albany County Community Juvenile Services Board
Court Appointed Special Advocates (CASA) Subcommittee Agenda**

Meeting Date: February 8, 2018
Time: 1:30-3:00 pm
Location: Albany Courthouse: Commissioners Room

- 1. Roll Call**
- 2. Approval of January 4, 2018 CASA Subcommittee Meeting**
- 3. CASA Protocols: Peggy will provide first draft at meeting**
- 4. Next Meeting**

**Albany County Community Juvenile Services Board
Court Appointed Special Advocates (CASA) Subcommittee Minutes**

Meeting Date: January 4, 2018
Time: 3:30-5:00 pm
Location: County Attorney's Office

1. Roll Call: Sheriff O'Malley, Ty Peterson, Narina Nunez, Briana Montoya, Carol Tullio, Sydney Stein, Deb Formento, Sara J. Manwarren, Shontay Roe, Peggy Trent, Donna Sheen, Maria Consuelos
2. The subcommittee was in receipt of the November 28, 2017 CASA subcommittee meeting minutes. Motion by Peggy Trent, seconded by Briana Montoya to accept the CASA meeting minutes. Motion voted and approved by the subcommittee.
3. CASA Protocols: The subcommittee reviewed the previous meeting minutes. The following topics were discussed;
 - a. Communication: The Subcommittee further discussed the dissemination of the reports and notice of actions and events. The Subcommittee discussed what communication would be important for the MDT to know. The Subcommittee discussed the problems they would encounter by involving too many parties in all communication. The Subcommittee discussed what office, possibly the Prosecuting Attorney's Office, should be responsible for disseminating information to the appropriate parties. The Subcommittee discussed how this information could be disseminated through FamCare case management system. License could be covered such as having each provider/organization pay for their license. Peggy Trent suggested that when DFS case worker believes it is appropriate they will forward to prosecuting attorney who will then forward to the appropriate parties.
 - b. MBT Meetings Scheduling: The Subcommittee discussed the reasons they have to reschedule MDT meetings. The Subcommittee proposed to plan meeting on Tuesday, but allow for flexibility for special circumstances.
 - c. Attending Members/Structure of Meeting: Some attended members are mandated by statute. The Subcommittee suggested adding an agenda, not reading the report at beginning of meeting and not having the round robin. Agenda items would include permanency, safety, and well-being and the members would speak in the agenda item they fall under. The further suggested to have team member add issues they see to the agenda and possibly their recommendation. Attendign members could be walked through the purpose and structure of the meeting. It was suggested if members cannot attend there should be an expectation to provide a written report. The Subcommittee discussed the benefit of having mental health treatment plans and importance of referring kids to appropriately trained counselors. Peggy Trent will reach out to Dr. Yennie about having school district member attend. Ty Peterson and Peggy Trent will reach out to Judge Kricken to discuss expectation from attorneys.
 - d. Team Roles: The subcommittee reviewed the team members roles.

- e. Court Hearing: Peggy Trent advised the Subcommittee that Judge Kricken asks DFS case worker their opinion in addition to the prosecuting attorney.
 - f. Minutes: The subcommittee agreed minutes should not be verbatim.
 - g. Prior to the next meeting written protocols will be provided to the Subcommittee. The Subcommittee can email feedback before the meeting or at the meeting. Peggy Trent has goal to finalize protocols by end of February.
- 4.** The subcommittee was in receipt of the Strategic Plan Progress Report. Email feedback to mconsuelos@co.albany.wy.us
- 5.** Next Meeting: 2/8/2018 1:30-3:00pm at Commissioner Room.