

Indiana GAL/CASA

Advisory Commission Minutes

February 19, 2021

Members Present

Judge Darrin Dolehanty, Judge Stephanie Campbell, Magistrate Kimberly Schmaltz, Rehana Adat-Lopez, Katie Hall, Brenda Matuszkiewicz, Cindy Booth, Kurt Kiefer, Leslie Hendricks, Suzanne Draper, Glenna Cheesman, Lee Anne Owens, Annette Craycraft

Ex Officio Members Present

Leslie Dunn, Teresa Lyles, Tara Rochford, Stan Piercefield

Members Absent

Judge Stephen Galvin, Judge Susan Orth, Judge Gara Lee, Therese Miller, Tonya Ruble-Richter

Committee Chairs Present

Annette Craycraft—Public Relations and Legislative Committee

Katie Hall—Conference and Training Committee

Welcome and Approval of Minutes from Previous Meeting

The virtual meeting was called to order at 10:00 AM by GAL/CASA Commission Chair Leslie Hendricks. It was announced that Annette Craycraft has rejoined the Commission as a Director from Region 2 and will be fulfilling the term of Katina Murray ((Howard County CASA) who left her position as the program director at the end of 2020 and therefore resigned from the Commission.

The Chair asked for review and approval of the November 20, 2020 minutes. Suzanne Draper motioned that the minutes be accepted as presented, and Lee Anne Owens seconded the motion; having no further discussion regarding the minutes, all members voted in favor of accepting them as written.

Committee Reports

State Conference/Training Committee-Committee Chair Katie Hall reported that the 2021 Spring Director's Meeting would be held virtually on April 20-21. However, the plan at the current time is to hold the annual conference live at the Grand Wayne Convention Center in Fort Wayne, Indiana on September 30-October 2, 2021. The State Office is still in contract negotiations with the Convention Center and hotels regarding the event.

Public Relations and Legislative Committee-Committee Chair Annette Craycraft reported that while it is not possible to have a live CASA Day event at the Statehouse this year due to the pandemic, the Committee is working with the State Office to provide an annual report to the legislators regarding 2020 statewide GAL/CASA statistics, and that they are also working on creating a thank you video to send to legislators along with the report.

Judge Reports

Judge Dolehanty provided an overview of pending legislation relating to children on SB 301 (Child Abuse Oversight) relating to judicial decisions in juvenile matters. Judges are working to educate the sponsor on the process. HB 1531 seeks to provide consistency regarding how children are interviewed at schools, requiring that parental consent be given before an interview regarding suspected abuse can take place, and that absent parental consent the court shall issue an ex parte order allowing the interview. Finally, SB 368 focuses on the automatic expungement of some juvenile records, housing juveniles and the competency to stand trial.

Magistrate Schmaltz shared that she has been having issues with many informal adjustments being filed and then being closed as unsuccessful and then having to appoint GAL attorneys to the cases.

State Director Report

State GAL/CASA Director Leslie Dunn informed the Commission that the Indiana State Office is currently preparing for the Highly Effective State Review Process (HESRP) with National CASA/GAL. Documents required as indicators of compliance will soon be uploaded to the National CASA/GAL portal, and we will prepare for a virtual site visit from National CASA/GAL staff in the Spring of 2021. Members of the Commission as well as other stakeholders may be asked if they will participate in an interview with National regarding the State Office. Additionally, National will be sending a survey out to the Indiana GAL/CASA network regarding their satisfaction with the State Office. The submission date for the survey will be March 5, 2021. All program directors will be encouraged to respond.

Leslie reported that National CASA/GAL has also released the new Program Standards for Local Programs for both publicly and non-profit programs. Local programs are currently reviewing the new standards in preparation for assessments by National CASA/CASA to begin in January of 2022. This process will be similar to the HESRP that State Offices are being required to complete.

It was noted that Leslie has been made aware that many programs are sending court documents via email to volunteers instead of uploading them to the document section of Optima. This creates concerns regarding confidentiality and does not aid in keeping complete electronic case files on children in Optima. The Optima Steering Committee may propose a Program Standard after conducting a survey on this issue to see what is being done statewide.

Finally, Leslie requested that three updated Best Practice recommendations offered by the Policy and Standards Committee (and emailed to members prior to the meeting) be discussed and potentially accepted by the Commission. Those Best Practices were:

- Volunteers Transporting Children
 - Motions and Discussion—Annette Craycraft moved that the updated Best Practice be accepted as presented and Katie Hall seconded the motion. Chair Leslie Hendricks asked for any discussion before taking a vote. Kurt Kiefer asked if the Best Practice would apply to adults involved in the case as well as children. Leslie responded, stating that the Best

Practice would apply to adults as well. Having no further questions or discussion, the Commission voted to accept the updated Best Practice.

- Handling Complaints on a Volunteer
 - Motions and Discussion—Annette Craycraft moved and both Lee Anne Owens and Rehana Adat-Lopez seconded the motion to accept the updated Best Practice as presented. There were no further questions or discussion, the Commission voted to accept the updated Best Practice.
- Volunteer/Supervisor Disagreement about Court Reports
 - Motions and Discussion—Suzanne Draper moved, and Kurt Kiefer seconded the motion to accept the updated Best Practice as presented. There were no further questions or discussion, the Commission voted to accept the updated Best Practice.

Program Coordinator Report

State Program Coordinator Teresa Lyles reported on the following Regional updates: Region 2—Holly Becker has been named the new Executive Director of CASA of Howard County effective 1/1/21; CASA of Wells County is now an official member of the National CASA/GAL Association and has begun serving cases; Adams County CASA and CASA of Huntington County have both just completed the Foundation Building stage of the National CASA/GAL membership process, and will be granted membership in the near future. Region 4—CASA of Sullivan County will have a new Program Director effective March 15, 2021. Sara Marks will be serving in that capacity and comes to the CASA network as a former Family Case Manager with DCS.

Teresa also reported on the newly created CASA Training Academy. The State Office begin offering monthly webinars in December of 2020 that are geared toward program directors, staff and/or volunteers on topics of interest that can be used toward their required continuing education hours. Sessions have included: December 2020—Sex Trafficking Advocacy Training Pilot and Year-End Networking Meeting; January 2021—New Director Virtual Meeting; February 2021—What is Really in the Child’s Best Interest...What Advocate Needs to Know.

Adjournment

Kurt Kiefer motioned, and Katie Hall seconded that the meeting be adjourned. The meeting ended and the date of May 21, 2021 was announced for the next quarterly meeting.

Indiana GAL/CASA

Advisory Commission Minutes

May 21, 2021

Members Present

Judge Stephen Galvin, Judge Darrin Dolehanty, Judge Stephanie Campbell, Judge Gara Lee, Magistrate Kimberly Schmaltz, Rehana Adat-Lopez, Katie Hall, Brenda Matuszkiewicz, Therese Miller, Tonya Ruble-Richter, Kurt Kiefer, Leslie Hendricks, Suzanne Draper, Glenna Cheesman, Lee Anne Owens, Annette Craycraft, Coleen Connor

Ex Officio Members Present

Leslie Dunn, Teresa Lyles, Stan Piercefield, Tara Rochford, Barbara Hinojosa

Members Absent

Cindy Booth, Judge Susan Orth

Guests/Committee Chairs Present

Katie Hall, Conference/Training Committee; Annette Craycraft, Public Relations/Legislative Committee; Coleen Connor, Certification/Standards/Best Practice Committee

[Welcome and Approval of Minutes from Previous Meeting](#)

The virtual meeting was called to order at 10:00 AM by GAL/CASA Commission Chair Leslie Hendricks.

Committee Reports

State Conference/Training Committee – Chair Katie Hall reported that the Spring Directors Training was held virtually on April 20 and 21, 2021 with 73 directors in attendance. Plans are in the works to hold the 25th Annual GAL/CASA Conference live in Fort Wayne on September 30-August 2, 2021.

Public Relations and Legislative Committee – Chair Annette Craycraft reported that a “thank you” video was created by the Committee and was emailed to all legislators along with a copy of the annual report in lieu of holding a live CASA Day at the State House event this year.

Certification, Standards and Best Practices Committee – Chair Coleen Connor reported that Committee has been working on updating Best Practices, and that the State Office is updating a draft which will include a table of contents for easier navigation. Revised Best Practices were distributed to Commission members via email prior to this meeting and will be brought for a vote later in the agenda. Leslie Dunn mentioned that the State Office has been fielding questions about volunteers wanting to serve in more than one county at a time, and that it would be good to consider a Best Practice on this issue. Coleen said that she would put it on the agenda for the Committee’s next meeting.

Judge’s Update

Judge Galvin reported that his court has started to move toward the process of implementing the Family First Prevention Services Act (FFPSA) in preparation for the October 1, 2021 deadline to do so.

Magistrate Schmaltz commented on the video created by our Legislative Committee and the extra effort that went into it. She stated that it looks very professional and is a good representation of the CASA/GAL program.

Judge Lee reported that Knox County will have a new magistrate effective July 1, 2021 and plans are being made for that addition.

State Director's Report

State GAL/CASA Director Leslie Dunn reported that she is currently serving in both the role of State GAL/CASA Director and Deputy Director of the Children and Family Division of IOCS until a new State Director is hired. Resumes are being reviewed and interviews will be scheduled in hopes that a new Director will be in place before our August meeting.

As most everyone is aware, the City of Indianapolis chose not to renew its contract with Child Advocates, Inc. for GAL/CASA services in Marion County. Instead, Kids' Voice of Indiana, Inc. has been awarded the contract effective May 1, 2021. There is a great deal of work to be accomplished as cases, children, volunteers, staff, etc. migrate from one program to the other. State Office staff are working closely with the leadership at Child Advocates and Kids' Voice to make the transition as smooth as possible where OPTIMA and program services are concerned.

The State Office was scheduled to have face-to-face meetings with members of the National CASA/GAL staff this month as part of the Highly Effective State Review Process (HESRP). We have asked National CASA/GAL to move the date for their visit to November or December so that our new State Director will be in place for the process.

Leslie reported that Program Coordinator Teresa Lyles has been sitting on the Reimagining Foster Care Working Group at her request; Leslie asked Teresa to give an update on the progress of the group.

Teresa reported that she has been serving as a co-chair for the group for over a year and that the group is looking at ways to develop better outcomes for children who are removed from their homes by initiating more open communication between all the partners in the case from the very beginning. This would include foster parents, biological parents, kinship placements, family case managers/DCS, CASA, etc., who would work together to lessen the trauma on the children. Examples would be open communication about personal needs/wants of the child, family culture and routines, information sharing as it relates to the care and well-being of the child, etc. The group has been working on a problem statement, goals and action steps and will be preparing a webinar in the very near future. The group was created by IARCA.

Best Practices

Coleen Connor, Chair of the Certification & Standards Committee brought the following updated draft Best Practices before the Commission for discussion and approval:

1. Overall Best Practice for Facilitation and Delivery of Training to Volunteers for Pre-Service Training

Coleen explained that the updated draft modifies the previous pre-service training Best Practice to include information about the 2017 National CASA/GAL Training Curriculum and its varied modalities of

delivery to new volunteers. The revised Best Practice also incorporates all new standards for local programs that are required by National CASA. Leslie Hendricks moved that this Best Practice be accepted as written and Suzanne Draper and Glenna Cheesman seconded the motion; all voted in favor.

2. Best Practice for Continuing Education (In-Service Training)

Coleen explained that the draft Best Practice for Continuing Education was created to better outline the need for the required 12 hours of annual training for all volunteers on a prorated basis for the volunteer's first year and then annually every year thereafter. There was a discussion as to the need for more clarity for this so that the credibility of a volunteer would not be called into question on the stand if their annual in-service hours were not up to date. It was decided by all to table the approval of this Best Practice until the Committee can review this further.

Leslie asked Optima Project Manager Tara Rochford to provide an update on both Optima and Safe Visitor. Tara reported that documentation in Optima is being reviewed statewide for needed updates and possible streamlining. She is also updating the Volunteer's User Guide. Programs have also been encouraged to make the State Office aware when volunteers are discharged from their programs so that Safe Visitor can be kept as updated as possible.

Program Coordinator Report

In programmatic updates Teresa Lyles reported both Adams and Huntington Counties have recently completed the membership process with the National CASA/GAL Association. Floyd County CASA has recently hired Jessica Staten as their new Program Director.

Teresa also reported that the newly established CASA Training Academy (a monthly virtual training hosted by the State Office that provides opportunities for continuing education hours for both volunteers and program staff) is doing well with hundreds of volunteers and staff have attended training on various topics so far this year.

Adjournment

Kurt Kiefer moved to adjourn the meeting and Suzanne Draper seconded the motion. All members voted in favor and the meeting was adjourned. The next meeting will be held on Friday, August 20, 2021.

Indiana GAL/CASA

Advisory Commission Minutes

August 20, 2021

Members Present

Judge Stephanie Campbell, Judge Darrin Dolehanty, Magistrate Matthew Gruett, Judge Holly Harvey, Brenda Matuszkiewicz, Katie Hall, Rehana Adat-Lopez, Leslie Hendricks, Caitlyn Cataldo, Tonya Ruble-Richter, Therese Miller, Karen Bowen, Glenna Cheesman, Lee Anne Owens, Kristin Bishay

Ex Officio Members Present

Rae Feller, Leslie Dunn, Teresa Lyles, Tara Rochford, Stan Piercefield

Members Absent

Judge Gara Lee, Magistrate Kimberly Schmaltz, Annette Craycraft,

Guests/Committee Chairs Present

Coleen Connor-Certification, Standards and Best Practices Committee Chair

Welcome and Approval of Minutes from Previous Meeting

Commission Chair Leslie Hendricks called the virtual meeting to order and presented the May 2021 minutes to the Commission members. Katie Hall moved that the minutes be accepted as written; Rehana Adat-Lopez seconded the motion. With no further discussion, members all voted to accept the minutes as written. Leslie Hendricks then welcomed new member to the Commission (Magistrate Gruett, Judge Harvey, Caitlyn Cataldo, and Karen Bowen). Child and Family Services Deputy Director Leslie Dunn then introduced new State GAL/CASA Director Rae Feller to the members.

Committee Reports

State Conference/Training Committee—Committee Chair Katie Hall reported that our Annual Conference will be held on September 30-October 2, 2021. The State Office and the Conference Committee are tracking the CDC recommendations for group meetings closely and will determine soon whether the conference will be held live or virtually. She also stated that a Staff Round Table session has been added to the agenda this year.

Public Relations and Legislative Committee-No report

Certification Standards and Best Practices-Committee Chair Coleen Connor reported that there has not been a meeting of this Committee since March of 2021. She also stated that we would be sending a reminder out to programs in the next edition of the State Office newsletter to let the Committee know if there are any changes or additions that they would like to see to any of the State Office policies.

Judge Reports

Judge Dolehanty reported that he expects vast changes in the juvenile code over the next few years by the General Assembly. He encouraged members to participate if asked to do so.

Judge Campbell agreed with Judge Dolehanty and stated that there would be many adjustments coming up as FFPSA begins.

Judge Harvey reported that the JJIC is working on a screening tool for sexually and commercially exploited children that will be added to Odyssey.

Judge Gruett agreed that Family Preservation is a big issue for everyone now and is also the focus of the Bench Book Committee. There will be rewrites on CHINS, JD and JT cases in the new edition of the Bench Book that will be released soon.

State Director Report

CAPTA Update/Counsel for Children—Leslie Dunn reported that CAPTA is up for reauthorization this year, and that the NCFC and the ABA are pushing to have the requirement for a CASA removed. National CASA/GAL is working closely in Washington with Senator Braun who has submitted an amendment to have the language put back in. Both Leslie and our Chief Justice signed off on a letter to not remove CASA from the language. Commission members were also encouraged to sign the letter. Todd Young is also supporting CASA in Washington.

Kids' Voice and Child Advocates—The State Office has been working with Kids' Voice through the transition of the program to a CASA volunteer program since May. Specifically, the work has been geared toward getting everything in place regarding data in Optima and certifying the program. Certification will be completed soon. Child Advocates is offering services across the state for mediation and legal assistance.

Grants—Applications for Matching a Capacity Grants will be going out in late October. There will potentially also be an incentive grant to programs willing to begin using the Assessment Tool we have been piloting for the last 3 years.

Business Analyst—This position has been posted on the judicial website, and we hope to be able to hire someone very soon.

HESRP- National CASA/GAL will be conducting the Highly Effective State Review Process virtually with the State Office on November 4 and 5, 2021.

FFPSA-DCS will be hosting a training on September 13, 2021, from 9:00 AM-12:00 noon on the topic. All GAL/CASA directors are encouraged to attend to learn more about the "30 Day CASA Report" that will be part of process with Maximus reviewing cases to determine whether it is in the child's best interest to be placed in a residential facility.

Access to Legal Counsel/Legal Issues/CLE-The idea of offering CLE credit to attorneys who would be willing to help programs by providing consultation services, helping with adoptions, discovery, special immigration status, third party guardianship, etc. Members were encouraged to share other ideas with Rae Feller as to how this could be a benefit to our network.

Return to Work/Visits—The decision to return to work in person and whether volunteers are visiting with the children they serve face-to-face seems to remain varied across the network. Several directors have reached out to the State Office to ask how this is being decided statewide.

Family Preservation—There has been some concern from programs regarding Family Preservation practices, and some praises have been reported. Directors present in the meeting stated that there have been times when CASA was not included in initial meetings with the family and difficulty in getting about meetings and/or reports from providers. Additionally, providers are not always available or willing to work with the volunteer.

Training of Facilitators—To date, 44 staff and directors have received the TOF training on using the new curriculum from Stan and Teresa. There are more virtual classes planned for Fall of 2021.

Optima Program Manager Update

Tara Rochford reported Evinto recently changed the section on missing removal reports. She also reported that the updated version of the guide to complete the upcoming quarterly reports will be finished and sent out to the network shortly.

Program Coordinator Report

Teresa Lyles reported that new directors have been hired in the following counties: Boone (Dave Schoening), Adams (Megan Close), Marion (Emily Angel), Wabash (Angela Dunn), Clark (Shannon Holt), Floyd (Jessica Tandy-Staten), Sullivan (Sara Marks) and Greene (Amber Spicer). She also reported on CASA Training Academy topics and attendance for the last quarter.

Adjournment

Rehana Adat-Lopez motioned that the meeting be adjourned, and Glenna Cheesman seconded the motion. There was some discussion regarding the fact that the next scheduled meeting falls on the same date as National Adoption Day and several members may not be able to attend. Teresa Lyles will send out a survey to measure the impact. The next meeting will be held on Friday, November 19, 2021, unless otherwise announced.

Indiana GAL/CASA

Advisory Commission Minutes

November 19, 2021

Members Present

Judge Gara Lee, Judge Darrin Dolehanty, Brenda Matuszkiewicz, Katie Hall (Vice Chair), Rehana Adat-Lopez, Karen Bowen, Lee Anne Owens, Kristin Bishay, Annette Craycraft

Ex Officio Members Present

Rae Feller, Teresa Lyles, Tara Rochford, Stan Piercefield

Members Absent

Judge Stephanie Campbell, Judge Matthew Gruett, Judge Holly Harvey, Magistrate Kimberly Schmaltz, Leslie Hendricks (Chair), Caitlyn Cataldo, Tonya Ruble-Richter, Glenna Cheesman, Therese Miller

Guests/Committee Chairs Present

Coleen Connor-Certification, Standards and Best Practices Committee Chair and Tippecanoe County CASA Intern Piper Arten

Welcome and Approval of Minutes from Previous Meeting

Vice Commission Chair Katie Hall called the virtual meeting to order and presented the August 2021 minutes to the Commission members. Annette Craycraft moved that the minutes be accepted as written; Lee Anne Owens seconded the motion. With no further discussion, members all voted to accept the minutes as written. Tippecanoe County Intern Piper Arten was observing the meeting and was welcomed by the Vice Chair

Committee Reports

State Conference/Training Committee—Committee Chair Katie Hall reported that our Annual Conference was held in-person on September 31-October 2, 2021, at the Grand Wayne Center in Fort Wayne with nearly 500 in attendance for the Conference itself on 10/2/2021 . State Office staff and the Conference Committee followed COVID protocols for the conference as directed by the IOCS Education Division, and the live event was a success.

Public Relations and Legislative Committee-Committee Chair Annette Craycraft referenced the language in the current Federal CAPTA bill that may be threatening to our programs but did not feel the bill will be heard before the end of the year. She mentioned that we may need to reach out to Senators Braun or Young for their support. She also mentioned that the Committee will be meeting soon to discuss tentative plans for CASA Day at the State House in 2022.

Certification Standards and Best Practices-Committee Chair Coleen Connor reported that the members met in September and continued working on Best Practice Policies on Data and Statistics, Volunteers and Weapons and Firearms and Collaborative Care Cases. An amended Best Practice on Continuing Education Requirements was emailed to the members of the Commission prior to this meeting. Annette Craycraft moved, and Kristin Bishay seconded the motion that the amended Best Practice be accepted as written. There was no further discussion, and all voted in favor of accepting this Best Practice as submitted.

Judge Reports

Judge Dolehanty reported that FFPSA has now rolled out and implemented the QRTP (Qualified Residential Treatment Program) statewide and juvenile court judges are working to make sure all procedures are followed. He also reported that the Child Welfare Improvement Committee (CWIC) is working on proposed legislation on reinstating parental rights after a TPR and that the JJIC is also meeting about the potential legislation.

State Director Report

State GAL/CASA Director Rae Feller reported on the following:

Child Advocates, Inc. —It has been reported that attorneys from CA have been visiting Lutherwood and other juvenile facilities and talking to youth about their need for an attorney in their cases. They are entering appearances for the youth and causing confusion because the youth already had a GAL/CASA or other attorney assigned to their cases.

Kids' Voice, Inc.—The CASA Program at Kids' Voice was certified by the State Office in mid-September 2021.

Grants—2022 Matching and Capacity Grants are currently under review. This year those programs requesting a Capacity Building Grant will also be agreeing to start to use the WellBeing feature in Optima as part of the Triage Tool that has been piloted in 13 counties over the past 3 years. There will also be additional Triage Grants that those programs may apply for. Training about the WellBeing tab will be provided as the tool is rolled out. In 2023, the plan is for all programs to use the full Triage Tool to receive Capacity Building funds.

Business Analyst—Emily Dippold has been hired as the new Analyst and will be starting with the State Office soon. She comes to the State Office from DCS where she worked with older youth and Collaborative Care. She will be working primarily on grants, the Triage Program and quality assurance.

HESRP- The (Highly Effective State Review Process) with National CASA/GAL was conducted virtually with our State Office on November 4 and 5, 2021. Results of the Review will be sent to the office at a later date.

FFPSA-Rae asked if any of the Program Directors present in the meeting have had any experience yet with the QRTP. Coleen Connor that while she did not attend the meeting, her did and they reported that the process went well. It was facilitated by the LOD, and there was a lot of give and take in meeting between the parties. Lee Anne Owens stated that she had been part of a QRTP as well. She stated that an LOD from a different county facilitated the meeting because hers was not available. She felt this was beneficial because they were neutral. She also stated that it went well, and that she has also had 3-4 volunteers who have been interviewed by Maximus.

Optima Program Manager Update

Tara Rochford reported that Evinto has sent out an email regarding a new feature in Optima for users who are attorneys or supervisors that will enable them to be able to see all of their cases from one screen (under the "Go to My Case" tab). She also reported that she has been (and will continue to) hold "Open Zoom Room" meetings for programs to help them prepare for year-end reporting.

Program Coordinator Report

Teresa Lyles reported that Crystal Robenstine has assumed the role of Program Director for the Franklin County CASA Program following the retirement of Margaret Lake. Additionally, Washington County CASA Program Director Donna Koerber has informed that she will be retiring soon and that her board is currently advertising for her replacement.

Teresa and Stan have been conducting a trial Virtual New Director's Cohort for several new/newer directors who have joined the network over the past several months. This is in lieu of the live 2-day training that is usually held in

December of each year. They will be holding five 1.5-hour sessions with the directors via Zoom and will be covering the same topics covered in the traditional live setting. This training will meet the requirement in our Program Standards that requires all directors have 8 hours of program management when they become a director. If this is successful, we will launch another Winter New Director's Cohort in early 2021.

Teresa and Stan are also conducting another TOF (Training of Facilitators) event in late November of 2021. Each program is required to ensure that any staff member using the National CASA/GAL curriculum has this training before using the materials to train new volunteers.

Adjournment

Kristin Bishay moved, and Lee Anne Owens seconded the motion that the meeting be adjourned. There was no further discussion and all members voted in favor. The next meeting is scheduled for Friday, February 18, 2022.