



## STATE OF GEORGIA

### Division of Family and Children Services

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Director

State Advisory Board Meeting Minutes  
July 27, 2016  
1:00-4:00 p.m.  
Atlanta, Georgia

**Members present:** Delaine Hunter, Kathy Cooper, Tina Bartleson, Emily Cole, Barbara Sims, Roger Bryant, Tommy Hill, Cathy Atkins, Meredith Ramaley, Toni Oliver, Lee Heery, Dr. Michelle Zeanah, Emily Brantley, Judy Manning (via phone).

**Members absent:** Octavia Fugerson, Columdus Watkins, Rodney Griffin, Cindy England

**Guests:** Richie Watson, Wayne Drummond, Helen Sloat

**Division Staff:** Director Bobby Cagle, Virginia Pryor, Jon Anderson, Carol Christopher, Vivian Egan, Dahlia Bell-Brown, Dr. Deborah Johnson, Katrina Mitchell, Lee Biggar, Cliff O'Connor, Colleen Mousinho, Mable Gibson, Steve Reed, Lucy Smith, Melissa Belk, Mona Jackson, Mary Beth Lukich, Ellen Geeker, Susan Boatwright, Ashley Fielding, Donna Pettigrew-Jackson, LaMarva Ivory, LaWanda Proctor.

The meeting was called to order by Director Cagle at 1:00 p.m.

- Introductions by board members, including where they live and the role they play in their local community.
- Director Cagle presided until the board elected a Chair. Gave overview of elections for board chair.
- Motion to begin election. So moved. Seconded. Call for a nomination for chair.
  - o Ms. Cathy Atkins moved to be considered for nomination. Ms. Kathy Cooper nominated Ms.Emily Brantley and Mr. Tommy Hill. Ms. Brantley expressed that she wishes to participate in another capacity. Mr. Hill accepted the nomination. Director Cagle called for a vote by show of hands.Ms. Atkins received 6 votes and Mr. Hill received 4 votes. Ms. Atkins will serve as board chair.
  - o Chair Atkins moved to elect a Vice Chair. So moved. Seconded. Ms. Kathy Cooper nominated Mr.Tommy Hill. There were no other nominations. Move to close nominations, so moved. Seconded. Chair Atkins called for a vote by show of hands and Mr. Hill received a unanimous vote and will serve as Vice Chair.
- Chair Atkins proposed setting the dates and times for the future board meetings. The proposed schedule was for quarterly meetings in September, December, March and June. The board discussed best days of the week and times. It was

decided that the second Tuesday of those months is the most convenient day and that the meetings will begin in the morning (10 a.m.) and end early afternoon (2 p.m.).

- Chair Atkins asked that the members review the May advisory board meeting minutes. Motion to accept the minutes, so moved. Seconded. Approved as written.
- Ms. Meredith Ramaley of Region 13 – Marietta shared her experience from the R13 roadshow. During the town hall meeting, she was able to learn about the other counties in her region and also heard from the local Juvenile Court Judge who described his work with the Division. Ms. Ramaley was pleased to get face time with new case managers, nonprofits and other community stakeholders who attended. It was a great opportunity to meet people within the region and hear from different groups. Ms. Ramaley highly recommended that other board members make plans to attend the town hall meeting held in their region.
- Director Cagle welcomed all board members to attend roadshow meetings happening in their region. The Division will provide a list of dates for the remaining roadshows this year. The next will be in Region 4 – Newnan beginning on Monday, August 15<sup>th</sup>.
  - o Ms. Oliver: How is the Division publicizing the roadshows? **A: (Susan Boatwright, Director of Communications) We promote the events largely on our social media – Facebook and Twitter pages – as well as through outreach by the county and regional directors, our Faith and Community Alliance via the Department of Human Services (DHS) and through a media advisory that is shared with all local/regional media outlets. Additionally, the Resource Development staff are in charge of doing outreach to encourage the attendance of foster parents and also respond to inquiries for interested parties at these meetings. We are always open to suggestions on how to share information about the roadshows.**
  - o Mr. Hill: The board members would like to be engaged in this process. It is important for ministers to be involved, and it would be helpful to have additional people sharing that message.
  - o Ms. Brantley: Which regions have you visited? What ones are coming up? The board members can assist with promoting for other regions, even if theirs have been visited already. **A: To wrap up the year, we will be visiting Region 4 (Newnan) in August; Region 6 (Macon) in September; and Region 9 (Dublin) in November.**
  - o Ms. Emily Cole: How long are the roadshows? **A: Between 4-5 days. If there are any groups or stakeholders that you think would be beneficial for us to meet with, please share.**
- Chair Atkins: For next steps, we need to discuss creating committees. Examples include: Budget/Finance, Rules and Programs, Executive. We must write bylaws. Would the board like to put the bylaws under a committee's responsibilities or have the entire board assist with drafting them? Several members offered to participate in drafting the bylaws – Ms. Bartleson, Mr. Hill, Ms. Brantley, Ms. Hunter and Ms. Sims.

- Dr. Zeanah: Recommended establishing bylaws separately and setting up “interest groups” so that members can get a feel for which areas they’re interested in, then decide on committees at a later date. She will send out a survey with various interest group topics for members to choose from.
- Director Cagle: The Division will provide staff contacts to advise on the workings of the Department. General Counsel Vivian Egan can assist. The Division also provided bylaws from another state agency’s board for your review.
- Director Cagle’s update:
  - o Strategic plan overview
  - o Notable items: launch of Child Abuse Registry (CAR); Practice Model implementation; Pay increases effective July 1, 2016; Rollout of reactivation of phone lines in each county; Hiring process; Commendation from Governor Deal for OFI improvements.
  - o Child Abuse Registry (CAR) questions
    - Mr. Hill: Can you please provide more information? Who will be able to enter a name in the registry? Who is managing it? Will there be more training on it? **A: (Director Cagle) It is a limited-access system as far as who can add names – it is managed by a small group at state office. We send certified letters from here to notify a person if they have been entered in the Registry. If no appeal is received within a set timeframe, they will be entered into the system.**
    - Ms. Oliver: I have a concern about the registry. This applies to children as young as 13. What about children in foster care? **A: (Vivian Egan, General Counsel) we send a notice to the child and the parent/guardian. Either can request an appeal. Because we are the custodians of children in care, the Division will request appeals for all foster youth. We try to ensure that they are all given fair protection. Cases can be expunged at age 18 if there is no substantiated case within the previous year. They can also apply for removal of name. We remind foster children of this before they leave care.**
    - Ms. Bartleson: Is it possible for an adult to have their name removed if they have not had any substantiated cases? **A: (Vivian Egan) The law does not provide for that.**
  - o Each state agency set up parameters for pay increases. The Department of Human Services agreed on a merit-based. These went into effect on July 1, 2016.
- Deputy Division Director Virginia Pryor’s Office of Child Welfare update:
  - o Data review
  - o Workforce development (hiring)
    - Chair Atkins: For the new hires, are there funds for equipment for them all to do their jobs? **A: Yes, it is in the budget.**
    - Mr. Bryant: How long does training take for new hires? **A: (Lee Biggar, Director of Knowledge Management) About 8-12 weeks**

**for new caseworkers in the current format. However, we are rebuilding the new worker training.**

- Practice Model
  - Ms. Bartleson: On the ISA, what things are included? What changes? **A: This doesn't change timeline or how our caseworkers are involved. The 72 hours is built into our 45-day plan. It is a more thorough initial assessment prior to assigning the track.**
  - Dr. Zeanah: For children who have been hospitalized and their discharge is pending when they can go to a safe place, is that going to be held for 72 hours? **A: No. This will impact placement. It shouldn't impact release time for the hospital.**
  - Ms. Oliver: SBC training and practice model training. How are they different? Will stakeholders be included? **A: SBC Practice model training will be done at each regional level when there is the rollout of SBC. The training by GSU is available for anyone. Will the board be provided information on the trainings? A: Absolutely. We can arrange for a training specifically for the board.**
- Practice Model Training Schedule
- Constituent Engagement
- Re-branding effort
- Strategic Plan
  - Ms. Oliver: Are there interim goals for these projected dates? **A: For the merit goals, we do cadences to measure at specific intervals to make sure we're moving in the right direction within our timeline.**
- Deputy Division Director Jon Anderson's Office of Family Independence update:
  - Commendation letter from the Governor for the significant improvements in OFI timeliness.
  - SNAP Households
  - Family Medicaid and Aged, Blind and Disabled Medicaid (ABD) cases
  - Temporary Assistance for Needy Families (TANF) Adult cases
  - TANF child only cases
  - Child Care
  - OFI timeliness – all programs FY16
    - Ms. Bartleson: What does the left hand column mean? **A: Percentages of timeliness. The higher number the better.**
  - Status of child care staff transitioning back to DECAL
  - SNAP works
  - SNAP works ABAWD time-limited expansion for 2017
    - Chair Atkins: Is this the same ABAWD program that was in place some years ago? **A: Yes. They discontinued it during the economic recession but it's coming back in all states.**
    - Chair comment: Excellent job on the commendation. Have the OFI staff been recognized? **A: Yes, they've been recognized in my**

**weekly communique and we also have a special recognition program called *Peach Stars*. We've been making a point to commend OFI staff during the roadshows as well.**

- Deputy Division Director Carol Christopher's Office of Project Management update:
  - o Child Abuse registry
  - o Practice model
  - o Panic button
    - Ms. Ramaley: Where will this be piloted? **A: We've selected one county in every region. We've picked urban, mountain and very rural areas. It is being rolled out to 50 investigators (since they are out in the field the most) and also tested at state office.**
  - o Predictive analytics
  - o Questions?
- Chair Atkins: Thank you. Do any members have additional questions or comments?
- Director Cagle: We are happy to answer any additional questions. Please feel free to contact myself or my staff should you need anything.
- Chair Atkins: Our next meeting is Tuesday, September 13 at 10 a.m. Moved to adjourn early. So moved, second.