

Citizen Review Panel Meeting Minutes
Friday, April 18, 2025

PANEL MEMBERS:

Karee Curry-Chairperson-Present
Lori Rainboth – Panel Member – Present

OTHER:

Michelle Schildhauer-SWDH CRP Administrator-Present
Michelle Mothersill – Guest-potential panel member (virtual)
Samuel Montarez – Guest-IDHW Ombudsman’s Office (virtual)

CALL THE MEETING TO ORDER

Chairperson Karee Curry called the meeting to order at 9:02 am

REQUEST FOR ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA – 4/18/2025

Panel members reviewed the agenda for April 18, 2025

MOTION: Karee Curry made a motion to approve the agenda for April 18, 2025, with no additional items to add. Panel member Lori Rainboth seconded the motion. All in favor; the motion passed unanimously.

APPROVAL OF MEETING MINUTES – 3/21/2025

The panel reviewed the meeting minutes from the meeting held March 21, 2025

MOTION: Lori Rainboth made a motion to approve the meeting minutes. Chairperson Karee Curry seconded the motion. All in favor; motion passed.

HOUSE-KEEPING ITEMS: Updates to the SWDH CRP website which include ensuring the agendas and meeting minutes from previous meetings have been posted to the website. A Teams link also needs to be added to the agenda so community members can join virtually. Having a printed agenda, previous meeting minutes and a sign-in sheet for members joining in person would also be helpful. Adding an “open” section to the agenda to discuss topics that may not have been captured in the agenda would be helpful.

The panel agreed that creating a Teams channel would be a good way to communicate and share documents.

Michelle S. reported the CRP budget has a balance of approximately \$14,000.00 as she was recently informed these funds would roll over from the previous year. Samuel was surprised these funds would roll over and wanted to double-check with the IDHW fiscal team, to ensure this was correct.

ACTION: Michelle S. will ensure all items in this section are completed. Sam will follow up with the panel regarding the ability for CRP funds to roll over.

TRAINING NEEDS: The panel discussed training needs of the group and discussed that several other panels statewide have developed training materials. It would also be a great benefit to attend other CRPs to observe the process.

ACTION: Karee will reach out to District 1 to request the training materials they give to new panel members. Karee will attend the District 1 CRP meeting virtual, which is occurring on May 21st 11am PST/10am MST and Karee and/or Lori will attend the District 4 CRP on May 12th at 4pm.

RECRUITMENT: The panel provided feedback on the recruitment flyer and the flyer will be submitted to the SWDH marketing team for final approval. The application to join the panel will be made into a fillable form.

Once the recruitment flyer and application form are ready for disbursement, the flyer will be sent to CASA, Nampa Family Justice Center, Advocates Against Family Violence, Fostering Idaho, GemFriends, Developmental Disabilities Council as well as the MDT organizer for the county. Panel members will send or provide the flyer to any other individuals or entities that may be appropriate. The flyer will also be posted on the SWDH Facebook page.

MOTION: Lori Rainboth made a motion to approve the flyer for submission to SWDH marketing. Chairperson Karee Curry seconded the motion. All in favor; motion passed.

ACTION: Michelle S. will obtain final approval of the recruitment form and create a CRP application form that is fillable. She will email the flyer to the entities mentioned above and other panel members will reach out to other entities as they are identified.

MEMBERSHIP: Michelle M. has been accepted to the CRP panel pending background check clearance, by unanimous panel vote.

ACTION: Michelle S. will send the CRP bylaws and state statute information to all panel members as a refresher.

VISION AND MISSION STATEMENT DISCUSSION: Chairperson Karee Curry has created a draft of the vision and mission statement for the panel and sought feedback from the panel. This item will be a continued area of discussion and added to next month's agenda.

ACTION: Chairperson Karee Curry will contact District 1 CRP to obtain a copy of their vision and mission statement.

QUARTERLY REPORT: Chairperson Karee Curry completed and submitted the quarterly report FY25 Q1. She asked the panel to review the report and make any necessary changes. The panel is still working to complete Q2 and Q3.

The panel would like to add an ongoing item to the agenda to ensure the panel continues to capture in-kind CRP hours and number of cases reviewed.

The panel agreed to look over the CAPTA and select 1-2 areas that could be the focus of the case reviews completed for the selected period.

Month	In-Kind Hours	Case Reviews
January	19	4
February	6	
March	17	
April	24	

ACTION: Karee will add the excel spreadsheet the captures in kind hours and cases reviewed to the Teams channel. The gathering of in-kind hours and number of completed case reviews will also be added as an ongoing agenda item. Karee will also request the quarterly reporting template from D1 to provide information that may streamline the reporting process.

EXECUTIVE SESSION: IN ACCORDANCE WITH IDAHO CODE SECTION 74-206(d):

At 11:00 am panel member Lori Rainboth made the motion to go into Executive Session. Chairperson, Karee Curry seconded the motion.

At 12:00 pm panel member Lori Rainboth made the motion to go into the Executive Session. Chairperson, Karee Curry seconded the motion. All in favor; motion passed. Meeting adjourned.

Respectfully submitted:

Approved as written:

Michelle Schildhauer
Citizens Review Panel Administrator

Karee Curry
CRP Chairperson

DATE: 4/25/25

Next meeting: May 16, 2025, 9:00 am, Gunderson Room