

**Citizen Review Panel Meeting Minutes**  
**Friday, August 22, 2025**  
**9:00am-12:00pm**

| Attendance           |                                  |
|----------------------|----------------------------------|
| <i>Panel Members</i> | <i>Guests</i>                    |
| Lori Rainboth-Chair  | Michelle Schildhauer-CRP Liaison |
| Michelle Mothersill  | Marinda Squibb-IDHW Liaison      |
| Abby Levario         | Kari Palmer-Pending member       |
| Elisha Haddocks      | Jamie Meador-Potential member    |
| Tiffany Ruiz         | Samuel Montanez- HSSO Ombudsman  |
|                      | Katrena Cornell-IDHW, CO         |

**Meeting Called to Order**

Motion to start the meeting – Lori Rainboth at 9:01am

Motion Seconded – Tiffany Ruiz

Motion to approve the agenda – Lori Rainboth

Motion Seconded – Elisha Haddocks

Approval of 6/13/25 Minutes will be moved to September meeting

**Housekeeping items:**

1. Non-Disclosure Agreement notarization-all members present completed the notarized agreement.
2. CRP ID badge-members interested in receiving a CRP-SWDH badge were photographed
3. New member binders-All members present received a CRP binder that includes CAPTA, Bylaws, case review templates, previous meeting notes, agendas and training information.
4. Trauma Stewardship Training—There may be a local training source for this. Cost of training would be approximately \$735.29 if we are unable to find a local trainer.  
**ACTION ITEM:** Marinda will explore a local training resource and Michelle S. will hold off on processing the payment for the training.
5. CRP National Conference June 1st-3<sup>rd</sup> 2026 San Diego, CA (Registration opens Nov. 20<sup>th</sup>)
  - a. **ACTION ITEM:** Members will determine their level of interest in attending the conference and report back in September/October. The District 3 CRP could send two panel members.

**Updates:**

1. The Keeping Children Safe Conference is taking place in Boise on Thursday, October 23<sup>rd</sup>
  - a. **ACTION ITEM:** Elisha and Abby will provide a synopsis of the training to the panel at the November meeting.
2. Record Review Training October 23-24<sup>th</sup>: This training is geared toward individuals using the federal instrument within the Child and Family Review System. This training would not be a direct comparison to the case review the CRP is responsible for. No members will be attending this training.
3. Lori will attend the Statewide CRP meeting on September 11<sup>th</sup>.

**In-Kind Hours and Cases July**

| <i>Panel Member</i>        | <i>In-Kind<br/>Hours</i> | <i>Case Reviews</i> |
|----------------------------|--------------------------|---------------------|
| <i>Lori Rainboth</i>       | 17                       | 0                   |
| <i>Michelle Mothersill</i> | .25                      | 0                   |

**Dates and time of the CRP meeting for 2025:**

Panel selected meeting dates for the remainder of the calendar year.

- Friday, September 26, 9am-12p
- Friday, October 17, 9am-12p
- Friday, November 7, 9am-12p
- Friday, December meeting cancelled
- The CRP meeting will be moving to the 4<sup>th</sup> Thursday of each month beginning in January 2026. Michelle S. will send out invites for the remainder of the year and hold off on the invites for 2026 until closer to the end of the year.

**ACTION ITEM:** Members will let Michelle S know prior to the meeting whether they will be attending meetings in person or virtually.

**CRP Case Review Process Flow:**

1. Each CRP member will complete the notarized Agreement of Non-Disclosure and Confidentiality as well as the Memorandum of Understanding so that IDHW can provide E-Cabinet Login information.
  - a. Michelle S. will submit this information
2. Marinda has a list of cases that have been open 120+ that she will send to Lori.
3. Once E-Cabinet permission is received for panel members, Lori will send out a test case review for each panel member.
4. There is not a specific number of cases that must be reviewed per district. Historically each panel member reviewed 3 cases per month, but this is open for discussion.
5. The panel discussed how to handle situations with a possible conflict of interest: please notify Lori if a case is assigned that is a conflict. Elisha will be assigned cases from all counties other than Canyon due to the high probability of conflict of interest.

**Future Agenda Topics:****September:**

1. Marinda will provide information about the Child Protection case timeline
  - a. **ACTION ITEM:** Elisha will share the timeline CASA created which may provide additional clarity.
2. Elisha will provide training on the Guardian Ad Litem program

**October:**

1. Marinda will provide a Train the Trainer on case reviews
2. Panel will discuss interest in having a co-chair or vice chair

**November:**

1. Ask Andy Blackwood to speak to the panel about CAPTA and Wendy Seagraves could review how funding and CAPTA intersect  
**ACTION ITEM:** Panel members will read the CAPTA documents and report questions to Marinda at September meeting so Andy can target her training.

**Future Training:**

1. Panel will look into having Theresa Vance from the Idaho Supreme Court provide CRP training and information. No potential date was discussed

**E-Cabinet:**

Katrena Cornell from IDHW provided training on how to use and access E-Cabinet for CRP case reviews.

**Executive Session: In Accordance with Idaho Code Section 74-206(d):**

1. At 11:30 am Chairperson Lori Rainboth made the motion to go into Executive Session. Abby Levario seconded the motion.
1. At 12:00 pm chairperson Lori Rainboth motioned to leave the Executive Session. Tiffany Ruiz seconded the motion. All in favor; motion passed. Meeting adjourned.