



**Citizen Review Panel Meeting Minutes**  
**Friday, November 7, 2025**  
**9:00am-12:00pm**

Attendance	
<i>Panel Members</i>	<i>Guests</i>
1. Lori Rainboth-Chair	Michelle Schildhauer-CRP Liaison
2. Michelle Mothersill	Marinda Squibb-IDHW Liaison
3. Abby Levario	Wendy Seagraves-IDHW
4. Jeannie Strohmeyer	Samuel Montanez- HSSO Business Analyst
5. Kari Palmer	Andi Blackwood-IDHW
6. Tiffany Ruiz	

**Meeting Called to Order**

Motion to start the meeting – Lori Rainboth at 9:03am

Motion Seconded – Tiffany Ruiz

Motion to approve the agenda – Lori Rainboth

Motion Seconded – Tiffany Ruiz

Approval of 10/17/25 Minutes

Motion to approve the agenda – Lori Rainboth

Motion Seconded – Tiffany Ruiz

**Discussion Items:**

1. Panel agreed to move the discussion about attendance at the National CRP conference to the January meeting.  
 ACTION: Michelle will provide cost breakdown and conference information at January meeting.
2. The panel debriefed about the Keeping Children Safe Conference. There were many takeaways but those who attended agreed that collaborating with the helpers involved with the child and family is key to identifying harm.
3. Andie Blackwood discussed CAPTA and how it relates to the CRP.  
 IDHW is involved with a performance improvement plan (PIP) which is a continuous quality review. The reviews are cyclical every 3 to 4 months and approximately 30 to 40 cases are reviewed. The PIP sites have been identified as regions 1, 4 and 7. Half of items reviewed are related to safety, permanency and wellbeing and the other half are related to the child welfare system.

CAPTA and the CRP intersect to identify and acknowledge training and strategies that are implemented to target issues being addressed. CRP and CAPTA work together to identify what the Department is doing to move the case forward.

ACTION: Andie will send out the PIP strategies that are being implemented.

**Case Review Information:**

Being familiar with the child welfare legal process will be helpful in determining which order to review the documents found in E-Cabinet (see Introduction: Orders of the Court and CASA timeline)

Review the following documents for in E-Cabinet in the orders below:

1. Comprehensive Safety Assessment
2. Affidavit of Reasonable Efforts also known as the Shelter Care Affidavit
3. Adjudicatory Investigative Report
4. 6 Month Review
5. Permanency Review
6. Case Plan (this will include information about progress the parent has made regarding the plan and how the Department is supporting the plan)

ACTION: Lori will send out new case review assignments for the months of November and December, with the request for reviewing 1 case per month.

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

1. At 11:00 am Chairperson Lori Rainboth made the motion to go into Executive Session. Michelle Mothersill seconded the motion.
2. At 12:00 pm chairperson Lori Rainboth motioned to leave the Executive Session. Tiffany Ruiz seconded the motion. All in favor; motion passed. Adjourned.

**In-Kind Hours and Cases September**

<i>Panel Member</i>	<i>In-Kind Hours</i>	<i>Case Reviews</i>
<i>Lori Rainboth</i>	11	1
<i>Michelle Mothersill</i>	3	1
<i>Elisha Horrock</i>	3.5	0
<i>Kari Palmer</i>	5.5	1
<i>Jeannie Strohmeyer</i>	3	0
<i>Tiffany Ruiz</i>	10	1
<i>Abby Levario</i>	10	1
<i>TOTAL</i>	46	5