

## **KENTUCKY CITIZEN FOSTER CARE REVIEW BOARD**

### **POLICY AND PROCEDURE MANUAL**

This manual contains policies and procedures established for Citizen Foster Care Review Board (CFCRB) in the Commonwealth of Kentucky. The manual also contains procedures developed by AOC Staff for administrative functions of personnel assigned to assist volunteer reviewers.

The manual serves as a reference guide for reviewers working at any level in the Citizen Foster Care Review Board. When applicable, sections of KRS 620 or other documents are referenced.

Each Chairperson shall maintain a copy of the Policy and Procedure Manual. Revisions are to be added by section: Remove sections as indicated by instructions when received.

The August 2006 Policy and Procedure Manual received approved by changes by the CFCRB Executive Committee on November 8, 2014.

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### **ESTABLISHMENT OF REVIEW BOARDS IN KENTUCKY**

Foster Care Review Boards were first established in Kentucky in the late 1970's as result of a consent decree. A lawsuit had been brought on behalf of two children, Michael and Michelle P., whose parental rights had been terminated in Jefferson County. These children had still not been placed for adoption, years later. The consent decree put into place Foster Care Review in Jefferson County. Several years later, permissive legislation made possible the establishment of boards in several additional counties.

In 1984, after the enactment of (federal) Public Law 96-272, state legislation mandated the creation of Boards statewide. KRS 620 describes how boards are to be constituted and what they are to do.

It is required by statute that reviewers be appointed by the judiciary in each county. Volunteers review the state permanency plans of children placed in foster care. The Boards are to be composed of at least 3 volunteers from a variety of backgrounds. They are to review cases of committed children at least every six months and provide to the court a summary of their findings after review.

Local Boards are to elect Chairpersons. The local Chairpersons comprise a State Foster Care Review Board, which meets annually. The State Board elects officers who direct the work of the Executive Committee. In addition to the elected officers, the Executive Committee also includes the Regional Representatives elected by local reviewers, and Committee Chairs who are approved by the Executive Committee. The Executive Committee meets throughout the year and establishes committees to address various volunteer concerns and to improve/maintain the functioning of review boards throughout the state.

Since reviewers are appointed through the court system, the administrative support services for the citizen review process is a function of the Administrative Office of the Courts, Dependent Children Services Office.

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# **Section 1 – Governing Structure**

## **1.1 Kentucky Revised Statutes**

### **KENTUCKY REVISED STATUTES**

#### **620.190 Citizen foster care review boards**

Local citizen foster care review boards.

(1) There shall be established within each judicial district a citizen foster care review board to be appointed by the Chief District Judge or Family Court Judge. The Chief District Judge or Family Court Judge may authorize the creation of additional local citizen foster care review boards as needed.

(2) Each local citizen foster care review board shall consist of not less than three (3) members and shall be appointed according to the following guidelines:

(a) All members shall have an interest in foster care or child welfare;

(b) At least two (2) members of each local citizen foster care review board shall, as far as practicable, be chosen from among the following professions: law, medicine, psychology, social work, and education;

(c) Each local citizen foster care review board shall, as far as practicable, include a foster parent;

(d) All members of each local citizen foster care review board shall, as far as practicable, be representative of the socioeconomic, racial, and ethnic composition of the area served;

(e) Employees of the cabinet shall be prohibited from serving on the local citizen foster care review board;

(f) All appointed board members shall serve a term of three (3) years, except that if a vacancy occurs, a successor shall be appointed to serve the unexpired term. The term of each member shall expire on August 1 of the appropriate year. Members may be reappointed and shall continue to serve until a successor is appointed; and

(g) All members shall be certified prior to appointment by the state citizen foster care review board or its designee. For the purposes of this section, "certified" means acknowledgment of completion of initial training approved by the state citizen foster care review board.

(3) Local citizen foster care review board members may be removed for non-participation, failure to meet training requirements, or other cause as determined by the state citizen foster care review board in compliance with its constitution and bylaws.

(4) Each local citizen foster care review board shall annually elect a chairman and vice chairman to serve in the absence of the chairman.

(5) Each local citizen foster care review board shall meet, at a place designated by the Chief District Judge or family court judge, as often as is deemed necessary to carry out the duties of the board. The local citizen foster care review board shall meet no less than four (4) times annually.

#### **620.200 Support services for local citizen foster care review boards.**

(1) Secretarial and support services for each local citizen foster care review board may be provided by the District Court, or circuit clerk, or both, as ordered by the Chief District Judges or family court judges.

(2) Local citizen foster care review boards may receive state and federal funding to insure total or partial funding of the board's activities.

#### **620.210 Training of board members.**

- (1) Training shall be established, approved, and provided by the state citizen foster care review board and its staff as provided by KRS 620.320.
- (2) During the training session, each local citizen foster care review board member shall promise by oath given by the Chief District Judge or family court judge or a member of the court of justice to keep confidential the information reviewed by the board and its actions and recommendations in individual cases pursuant to the authority mandated to other officers of the court in KRS Chapter 522. Members of the local citizen foster care review boards shall be subject to the same penalties as officers of the court pursuant to KRS Chapter 522.

#### **620.220 Information to Administrative Office of the Courts Citizen Foster Care Review Board Program.**

- (1) The clerk of the court shall forward to the Administrative Office of the Courts Citizen Foster Care Review Board Program a copy of each temporary custody order and commitment order on the form prescribed by the Administrative Office of the Courts within fourteen (14) days of the date the order is issued.
- (2) When a child is voluntarily committed to the cabinet, the cabinet shall forward a copy of the placement agreement to the Administrative Office of the Courts Citizen Foster Care Review Board Program within fourteen (14) days of the time the child is placed.

#### **620.230 Case permanency plans.**

- (1) For each child placed in the custody of the cabinet by an order of commitment, the cabinet shall file a case permanency plan for the child with the court and send a copy to the Administrative Office of the Courts Citizen Foster Care Review Board Program as soon as the plan is prepared but no later than thirty (30) days after the effective date of the order. Notwithstanding the provisions of KRS 620.090(5), if a child remains in the temporary custody of the cabinet for longer than forty-five (45) days and if a request is submitted by the Administrative Office of the Courts Citizen Foster Care Review Board Program, the cabinet shall provide a copy of the case permanency plan for the child.
- (2) The case permanency plan shall include, but need not be limited to:
  - (a) A concise statement of the reasons why the child is in the custody of the cabinet;
  - (b) A statement of the actions which have been taken with regard to the child to the date of the plan;
  - (c) A statement of the proposed actions which may be taken or are contemplated with regard to the child during the next six (6) months and during the entire duration of the time the child is in the custody of the cabinet;
  - (d) Contemplated placements for the child;
  - (e) If the child is placed outside the home, reasons why the child cannot be protected adequately in the home, the harms the child may suffer if left in the home, factors which may indicate when the child can be returned to the home, and efforts the cabinet or others are making to return the child to the home;
  - (f) If the child is placed outside the home, the steps that the cabinet will take to minimize the harm to the child as a result of the action, both at the time of removal and on a long-term basis;
  - (g) A description of the type of home, child-caring facility, child-placing agency or facility in which the child is to be placed or has been placed, and a statement why the placement is appropriate for the child, including but not limited to:
    1. Age;
    2. Educational needs;
    3. Medical needs;
    4. Emotional needs;
    5. Relationship with parents; and

6. Number of children the home is authorized to care for and the number of children currently residing in the home;
- (h) If the placement is outside the child's original county of residence, documentation that no closer placement is appropriate or available, and the reasons why the placement made was chosen;
- (i) A description of the services for the child and his family to be provided or arranged by the cabinet to facilitate the return of the child to his own home or to another permanent placement;
- (j) A list of objectives and specific tasks, together with specific time frames for each task, for which the parents have agreed to assume responsibility, including a schedule of regular visits with the child;
- (k) A projected schedule of time intervals by which each of the services, objectives, and tasks outlined in the case permanency plan should be accomplished and a schedule of time intervals which have already been accomplished or are in the process of accomplishment;
- (l) If the child is to remain at home, a description of the potential harm which could befall the child and measures that are being taken to prevent or minimize such harm; and
- (m) If the child is to remain at home, reasons why he cannot be placed in foster care or why such care is not needed.

#### **620.240 Case progress reports.**

The cabinet shall file for each child a case progress report at least once every six (6) months with the court and the Administrative Office of the Courts Citizen Foster Care Review Board Program. The first case progress report after the child is placed in the custody of the cabinet by an order of temporary custody or commitment shall be mailed to the Administrative Office of the Courts Citizen Foster Care Review Board Program and subsequent case progress reports shall be provided to the local citizen foster care review board within the case file. The case progress report shall include but is not limited to:

- (1) The length of time the child has been in the custody of the cabinet;
- (2) The number, location, and date for each placement during the time the child has been in the custody of the cabinet;
- (3) A description of the services and assistance provided or arranged by the cabinet to the parents since the last case permanency plan or case progress report, and results achieved;
- (4) A description of the efforts and progress of the parents since the last case permanency plan and case progress report, including the number and dates of parental visits and the extent, quality, and frequency of the parents' communication with the child;
- (5) The barriers, familial and institutional, to returning the child home or releasing the child from the custody of the cabinet and services that are not currently available in the community;
- (6) An evaluation of the child's current placement and services provided to the child;
- (7) Recommendations for necessary services required to release the child from the custody of the cabinet, to return the child home, or to facilitate another permanent placement;
- (8) A timetable for the child's return home or other permanent placement; and
- (9) If return home is not recommended, a specific recommendation for a permanent placement, including termination of parental rights if appropriate. If continued foster care is recommended, an explanation as to why another permanent placement is not appropriate.

**620.250 Local citizen foster care review board's access to records.**

- (1) Each local citizen foster care review board shall have access to all information and records of the cabinet pertinent to the parents or person exercising custodial control or supervision of the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.
- (2) Each local citizen foster care review board shall have access to all information and records of the court, the cabinet, and public and private child-caring facilities when pertinent to the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.
- (3) All requested information or records, or both, not already before the local citizen foster care review board at the time of the six (6) months review shall be submitted by the agency or organization in possession of the information or records, or both, no later than five (5) working days after the receipt of the request.
- (4) If the local citizen foster care review board is denied access to any public or private information or records, or both, it may request the court to hold a hearing, at which time the court may require the agency or organization in whose possession the information or records, or both, are held to show cause as to the reasons why the information or records, or both, shall not be ordered surrendered pursuant to its authority.

**620.260 Conflict of interest.**

Local citizen foster care review board members who have a conflict of interest shall not participate in such review.

**620.270 Scope of review of local citizen foster care review board.**

- (1) Subject to the provisions of KRS 620.230, the local citizen foster care review board shall review the case of each child placed in the custody of the cabinet by an order of temporary custody or commitment by the court in the county or counties which the local board serves. The review shall occur at least once every six (6) months until the child is no longer in the custody of the cabinet or until an adoption proceeding becomes final.
- (2) During each six (6) month review, the local citizen foster care review board shall review:
  - (a) The past, current, and future status of the child and his placement as shown through the case permanency plan, case record, case progress reports submitted by the cabinet, and other information as the board may require;
  - (b) The efforts or adjustment the parent has made in his circumstances, conduct, or conditions to make it in the child's best interest to return him to his home within a reasonable period of time considering the age of the child;
  - (c) The efforts of the cabinet to locate and provide services to the biological parents of the child;
  - (d) The efforts of the cabinet and other agencies to facilitate the return of the child to the home or to find an alternative permanent placement if reunion with the parent or previous custodian is not feasible. The cabinet shall report to the board all factors which either favor or mitigate against any decision or alternative with regard to these matters; and
  - (e) Any problems, solutions, or alternatives which may be capable of exploration, or other matters with regard to the child as the cabinet or the board determine to be explored with regard to the best interests of the state or of the child.
- (3) Upon completion of a training curriculum developed and provided jointly by the Administrative Office of the Courts and by the Department for Community Based Services and approved by the state review board in regard to child sexual abuse, the local citizen foster care review board may review, at the discretion of the board, a sample of all petitions filed in the District Court of the county served by the board alleging sexual abuse of any child, not to exceed two hundred (200) petitions per year statewide, in order to determine the adequacy of the investigation, and the appropriateness of findings, adjudication, and disposition of the court. The board shall have access to

all records of the cabinet, medical professionals, and law enforcement agencies pertaining to these cases. The board shall provide the cabinet and the court a full report of the findings and recommendations concerning the review.

**620.280 Employees of cabinet and other agencies to appear at local board meetings.**

Each local citizen foster care review board may request in writing employees of the cabinet or other agencies or organizations, on five (5) working days' notice, to appear at local board meetings when necessary to determine the progress made in placing the child in a permanent home. Should an employee fail to appear at such a meeting, the local citizen foster care review board may request that the court hold a hearing at which time the court, if the request for the hearing is granted, shall require the employee to show cause as to why he should not be compelled to appear.

**620.290 Board's findings and recommendations Report on children frequently moved.**

(1) The local citizen foster care review board shall submit to the court within fourteen (14) days of the six (6) month review its findings and recommendations. The findings and recommendations for each child under review shall include but need not be limited to:

- (a) Whether there is a plan for permanence;
- (b) Whether the plan is progressing; and
- (c) The appropriateness of the current placement or plan for permanence. If the local foster care review board determines that a current placement or plan for permanence is inappropriate, a separate notification shall be provided to the court, and the cabinet which shall summarize the position of the local foster care review board, the response of the cabinet, if any, to the concerns expressed by the local foster care review board, and any action proposed by the local foster care review board.

(2) The local foster care review board shall submit to the court, with a copy to the cabinet, within fourteen (14) days of each meeting of the board, a list of each case reviewed in which a child has been moved three (3) or more times within a six (6) month period. The list shall include the name of the case, the court number,

**620.310 State Citizen Foster Care Review Board established.**

(1) There is hereby established a State Citizen Foster Care Review Board. The State Citizen Foster Care Review Board shall consist of all chairmen of the local foster care review boards.

(2) The State Citizen Foster Care Review Board shall annually elect a chairman and vice chairman to serve in the absence of the chairman.

(3) The State Citizen Foster Care Review Board shall meet at least annually, and more frequently upon the call of the chairman, or as the board shall determine.

(4) Members of the State Citizen Foster Care Review Board may only receive compensation for travel mileage cost and overnight lodging at a rate consistent with that provided to state employees as provided under the law of the Commonwealth.

**620.320 Duties of State Citizen Foster Care Review Board.**

The duties of the State Citizen Foster Care Review Board shall be to:

- (1) Establish, approve, and provide training programs for local citizen foster care review board members;
- (2) Review and coordinate the activities of local citizen foster care review boards;
- (3) Establish reporting procedures to be followed by the local citizen foster care review boards and publish an annual written report compiling data reported by local foster care review boards which shall include statistics relating, at a minimum, to the following:

- (a) How the needs of children are being met;
  - (b) The number of times children are moved and reasons for the moves;
  - (c) The average length of time in care;
  - (d) Sibling visitation; and
  - (e) The total number and frequency of reviews;
- (4) Publish an annual written report on the effectiveness of such local citizen foster care review boards; and
- (5) Evaluate and make annual recommendations to the Supreme Court, Governor, and the Legislative Research Commission regarding:
- (a) Laws of the Commonwealth;
  - (b) Practices, policies, and procedures within the Commonwealth affecting permanence for children in out-of-home placement and the investigation of allegations of abuse and neglect; and
  - (c) The effectiveness or lack thereof and reasons therefore of local citizen foster care review of children in the custody of the cabinet in bringing about permanence for the Commonwealth's children.

**620.330 Support services for State Citizen Foster Care Review Board.**

- (1) Secretarial and support services for the State Citizen Foster Care Review Board may be provided by the Administrative Office of the Courts.
- (2) The State Citizen Foster Care Review Board may receive state and federal funds to insure total or partial funding of the board's activities.

**620.340 Reports from local boards to state board.**

Each local citizen foster care review board shall forward annually to the State Citizen Foster Care Review Board a report and any recommendations regarding:

- (1) The policies and practices of the cabinet, the court, and other child-caring facilities and child-placing agencies which affect permanence for children in out-of-home placement; and
- (2) The process of local citizen foster care review.

## **1.2 By-Laws**

**Constitution and By-laws  
of the  
STATE CITIZEN FOSTER CARE REVIEW BOARD,  
COMMONWEALTH OF KENTUCKY**

### **ARTICLE 1. Name**

The name of this organization is: State Citizen Foster Care Review Board, Commonwealth of Kentucky, and hereafter known as the State Review Board.

### **ARTICLE 2. Mission**

The mission of the State Citizen Foster Care Review Board shall be to recruit, train, and maintain local review boards in all judicial district court regions that will advocate for the best interests of children and families through the case review process and in compliance with Kentucky Revised Statutes.

### **ARTICLE 3. Composition and Purpose of the State Review Board**

#### **3.1 Composition**

The State Review Board shall consist of all Chairpersons of the local review boards, the State Chairperson, State Vice-Chairperson, immediate past State Chairperson, and Executive Committee members of the State Review Board.

#### **3.2 Purpose**

The purpose of the State Review Board shall be to promulgate the directives set forth by Kentucky Revised Statutes.

### **ARTICLE 4. Conduct of Meetings**

#### **4.1 Governing Rules**

Robert's Rules of Order, most recent revision, shall govern this organization in all instances where not inconsistent with these by-laws or Kentucky Revised Statutes.

#### **4.2 Frequency; Quorum**

##### **4.2.1 Frequency**

The State Review Board shall meet annually, and more frequently upon the call of the Chairperson, or as the Board shall determine.

##### **4.2.2 Quorum**

For purposes of the State Review Board, a quorum is defined as the membership and proxies, present at the State Review Board meeting. Business may be transacted by a two-thirds vote of those members, or their proxies, present. Any volunteer who perceives a conflict of interest in a vote of the State Board or its committees may abstain from the vote without affecting the quorum.

## **ARTICLE 5. Terms and Duties of State Review Board Officers and Executive Committee Members**

### **5.1 Officers**

#### **5.1.1 Membership**

Officers of the State Review Board shall be elected and shall include a State Chairperson and a State Vice-Chairperson.

#### **5.1.2 Terms of Office**

State Review Board officers shall serve for terms of two years. However, in compliance with KRS 620.310(2), service of the second year of each State Chairperson or Vice-Chairperson's term shall be subject to that person's retention in the office through a special election conducted in accordance with the procedure set out in ARTICLES 6 and 7 of these by-laws, prior to the completion of his or her first year of the two year term of office.

#### **5.1.3 Powers and Duties**

The powers and duties of the Executive Committee members and State Review Board officers shall be as follows:

### **5.2 Executive Committee**

#### **5.2.1 Membership**

The Executive Committee shall consist of the State Chairperson, State Vice-Chairperson, Treasurer, Secretary, past State Chairperson (ex-officio), one Regional Representative from each judicial region, Parliamentarian, (ex-officio) and the chairpersons of the standing committees (except Nominating), and one youth representative and an alternate (ex-officio). If a region's caseload exceeds the average regional caseload by 100%, then that region will be awarded one additional member to serve on the Executive Committee.

#### **5.2.2 Term of Service**

1. All members of the Executive Committee, excluding State Chairperson and State Vice-Chairperson and youth representative, are subject to re-election after the expiration of their term.
2. Members of the Executive Committee, excluding the State Chairperson, Vice-Chairperson, past State Chairperson, and youth representative, are limited to a total of six consecutive years of service.
3. After a year of non-service on the Executive Committee, a member including State Chairperson, State Vice-Chairperson and past State Chairperson, may be re-elected or appointed.
4. Youth representatives will be appointed annually from the State Youth Leadership Council with approval by the Executive Committee.

#### **5.2.3 Quorum**

1. For purposes of the Executive Committee, a quorum is defined as the membership present at the Executive Committee meeting. Business may be transacted by a two-thirds vote of those members present.
2. The Parliamentarian and past State Chair do not have a vote and cannot be considered in declaring a quorum.
3. The Vice-Chair of a standing committee may substitute, with full voting privileges, if the Chair is not present at the Executive Committee meeting.

#### **5.2.4 Conducting Business**

1. The Executive Committee may elect to conduct the business of the committee and the State Review Board either in person or by mail ballot.
2. If a quorum is not present at any Executive Committee meeting and no member present objects, debate may continue; however, the only vote that may be taken is a vote for adjournment.
3. When Executive Committee and State Review Board business is conducted by mail ballot, the outcome is determined by the majority vote of mail ballots returned by the designated deadline.

#### **5.2.5 Duties**

Duties of the Executive Committee shall include assuming responsibility for:

1. Approving training programs for local citizen review board members, with State Review Board final approval;
2. Reviewing and coordinating, as needed, the activities of local citizen review boards;
3. Establishing and approving reporting procedures to be followed by the local citizen review boards;
4. Approving recommendations to be sent to the state's Governor, Chief Justice, the Cabinet/DCBS, and Legislative Research Commission, with State Review Board final approval;
5. Planning State Review Board and Executive Committee meetings and annual conferences;
6. Approving all proposed amendments to the by-laws of the State Review Board, with State Review Board final approval;
7. Selecting meeting places for State Review Board and Executive Committee meetings, giving consideration to dates, time, accommodations, travel time, etc., within the economic reality of AOC budget limitations, and in consultation with the AOC/CFCRB Executive Officer; and
8. Attending three-fourths of the Executive Committee meetings each year with failure to do so being addressed by the Standards and Retention Committee.

#### **5.3 State Chairperson**

In addition to the duties set out above for Executive Committee members, the State Chairperson shall:

1. Preside over meetings of the State Review Board and the Executive Committee.
2. Testify, or designate another to do so, before the Kentucky General Assembly, representing the opinions of the members of the State Review Board on issues relating to dependent, abused and neglected children and to the workings of Citizen Foster Care Review Boards.
3. Meet periodically with the AOC/CFCRB Executive Officer to discuss issues relating to the management of CFCRBs.
4. At the last Executive Committee meeting prior to the State Board meeting, in election years, appoint members to serve as Secretary, Treasurer and Committee Chairs for the upcoming year, with approval of the acting Executive Committee.
5. In conjunction with the AOC/CFCRB Executive Officer, serve as official spokesperson for the State Review Board, representing the interests of the State Review Board at meetings with the Cabinet and other organizations.
6. Perform other duties as the State Chairperson, the Executive Committee, or the State Review Board may deem necessary.

7. May assist in reviewing cases when attending review board meetings in his/her capacity as State Chair, even if those meetings are outside the jurisdiction of the State Chair's local board appointment.
8. Following his or her term of service, become Chairperson of the Nominating Committee, as a nonvoting chair, for an additional two years unless resigned, removed from office, or not retained as State Chairperson during a retention election.

#### **5.4 State Vice-Chairperson**

In addition to the duties set out above for Executive Committee members, the State Vice-Chairperson shall:

1. Assist the State Chairperson and assume the duties of the Chairperson in the State Chair's absence.
2. Perform other duties as may be designated by the State Chairperson, the Executive Committee, or the State Review Board. This may include testifying before the Kentucky General Assembly.
3. Assume the office of State Chairperson at the conclusion of previous State Chairperson's term, resignation, or removal from office other than through the State Chairperson's failure to retain the office in a retention election.
4. Serve as Chairperson of the Conference Committee.
5. May assist in reviewing cases when attending review board meetings in his/her capacity as State Vice Chair, even if those meetings are outside the jurisdiction of the State Vice Chair's local board appointment.

#### **5.5 Regional Representative**

1. In addition to the duties set out above for Executive Committee members, Regional Representatives shall: Before each Executive Committee meeting, have contact with each local review board chairperson in the representative's region in order to discuss the progress, concerns, problems, etc., of each local Chairperson's particular board.
2. Identify and address problems and issues common to the representative's judicial region.
3. For each Executive Committee meeting, have a written report describing recent Citizen Foster Care Review Board activities in the representative's judicial region, including a description of any actions taken to address local issues and any recommendations for action by the Executive Committee.
4. Assist with all committee work as needed.
5. May assist in reviewing cases when attending review board meetings in his/her capacity as Regional Representative, even if those meetings are outside the jurisdiction of the Regional Representative's local board appointment.

#### **5.6 Secretary**

In addition to the duties set out above for Executive Committee members, the Secretary shall:

1. Record and maintain minutes of all Executive Committee and State Review Board meetings.
2. However, the secretary with the Executive's board approval may appoint another person to actually record the minutes, but that person shall have no voting rights.
3. May assist in reviewing cases when attending review board meetings in his/her capacity as Secretary, even if those meetings are outside the jurisdiction of the Secretary's local board appointment.
4. Transfer all such minutes and records to their successors upon vacating the offices.

#### **5.7 Treasurer**

In addition to the duties set out above for Executive Committee members, the Treasurer shall:

1. Maintain records of any monies paid by review board members toward state conference activity fees or other such expenses, maintain receipts and records as to how any such money was spent, maintain records of bank statements regarding income and expenditures, and report to the Executive Committee at its meetings regarding such income and expenditures; and
2. May assist in reviewing cases when attending review board meetings in his/her capacity as Treasurer, even if those meetings are outside the jurisdiction of the Treasurer's local board appointment.
3. Transfer all such minutes and records to their successors upon vacating the offices.

### **5.8 Parliamentarian**

The Parliamentarian shall be appointed by the Chairperson of the State Review Board, with approval of the Executive Committee, and serve as Parliamentarian at all State Review Board and Executive Committee meetings. Parliamentarian duties include:

1. Advising the State Review Board, Executive Committee and Legislative Committee on matters of parliamentary law and procedures, interpretation of By-laws, etc.
2. Maintaining a position of objectivity and impartiality when monitoring discussions.

## **ARTICLE 6 – Nomination, Eligibility Requirements and Election Procedures for State Review Board Officers and Regional Representatives**

### **6.1 Nomination**

#### **6.1.1 Procedures**

The procedures for the nomination of persons as State Vice-Chairperson, Treasurer, Secretary and Regional Representatives or as State Chairperson, in the event the latter fails to retain the office in a retention election, will be those procedures established in Article 7, or otherwise established by the Nominating Committee.

#### **6.1.2 Announcement**

An announcement will be mailed to all Citizen Foster Care Reviewers by the AOC/CFCRB staff, advising all reviewers of their eligibility and opportunity to be elected to the position of State Vice-Chairperson, Regional Representative. This announcement will include a brief description of the duties of each position, a listing of current officers and Executive Committee members, a map showing judicial regions, and a deadline date for the submission of nominations to the Nominating Committee.

### **6.2 Eligibility requirements for State Vice-Chairperson and Executive Committee**

#### **6.2.1 State Vice-Chairperson**

All nominees for State Vice-Chairperson shall have served on the Executive Committee for at least one (1) year prior to being nominated. Nominees are not required to serve as local chairs or vice-chairs prior to nomination but must be in compliance with Standards and Retention policies and procedures. No employee of AOC or AOC contracted employees may be eligible for nomination.

#### **6.2.2 Executive Committee**

Any Citizen Foster Care Reviewer in compliance with the Standards and Retention requirements shall be eligible for Executive Committee membership.

## **6.3 Election Procedures**

### **6.3.1 Regular Election**

The regular election for each officer's or Executive Committee member's position shall occur at the first State Review Board meeting following each even year session of the General Assembly.

### **6.3.2 Retention Election**

In compliance with KRS 620.310(2), service of the second year of each State Chairperson or State Vice- Chairperson's term of office shall be subject to that person's retention in the office after a special retention election is conducted by ballot at the annual State Board meeting.

### **6.3.3 Special Election**

If a State Chairperson or State Vice-Chairperson is not retained for the second year of an existing term of office, or if a vacancy occurs in the office of State Vice-Chairperson, an election will be held at the next annual State Review Board meeting to fill the remainder of that unexpired term.

### **6.3.4 Commencement of Term of Office**

Unless otherwise noted by the Executive Committee, each term of office shall begin at the completion of the conference during which the election for that position was held, and shall terminate at the completion of the next conference during which an election for that position is held.

### **6.3.5 Election Procedures**

1. Elections may be conducted by mail ballot, at the discretion of the Executive Committee. In such an event, election results will be announced during the annual business meeting.
2. Voting shall be conducted by written ballot prepared by the Nominating Committee. Any local review board Chairperson not present at a State Review Board meeting at which elections are conducted may proxy his or her vote to another member of the same local review board who is present at the meeting. Each local review board Chairperson shall be eligible to vote for all State Review Board officers, as well as for those candidates for the Executive Committee who represent boards within that Chairperson's particular judicial region.
3. Persons may nominate themselves or may be nominated by others, but the consent of any nominee must be secured before that person may be considered as a potential candidate for an office.
4. Ballots shall then be distributed to all eligible voting members at the annual meeting at which elections are held or, at the discretion of the Executive Committee, may be distributed by mail.
5. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail ballot by the designated deadline, shall determine the outcome of each election.

## **ARTICLE 7 - Standing Committees and Duties**

### **7.1 Standing Committees**

The standing committees of the State Review Board shall include a Standards and Retention Committee, a Nominating Committee, a Legislative Committee, a Training and Development Committee, a Conference Committee, a Public Relations Committee, a Review Committee and a

Recognition Committee. The Chairperson of the State Review Board shall appoint additional committees or sub-committees as necessary and in consultation with the Executive Committee and describe their duties. Committees shall meet as often as is necessary to fulfill their responsibilities.

## **7.2 Standards and Retention Committee**

### **7.2.1 Membership**

The Executive Committee of the State Review Board shall be the Standards and Retention Committee.

### **7.2.2 Responsibilities**

1. This committee shall maintain at the highest possible level the certification, retention, and ethical standards of citizen foster care reviewers, in the furtherance of the best interests of those children and families whom the Citizen Foster Care Review Boards serve.
2. The duties of the committee shall include developing and maintaining guidelines of ethical principles and standards of certification, and the receipt, investigation, and resolution of complaints of unethical conduct of Citizen Foster Care Review Board members.
3. This committee shall be responsible for the development of any procedures necessary to implement these standards and goals. All policies that govern the actions of the Standards and Retention Committee shall have approval by the State Review Board.

### **7.2.4 Confidentiality**

In order to protect volunteers, all minutes of the Standards and Retention Committee shall be considered confidential and will only be released under the Open Records Law.

## **7.3 Nominating Committee**

### **7.3.1 Membership**

The Nominating Committee shall consist of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board. The immediate past State Review Board Chairperson shall serve as the Chairperson of the Nominating Committee, as a nonvoting chair, for an additional two years.

### **7.3.2 Responsibilities**

1. On a year-round basis, the Nominating Committee shall seek out and identify candidates for elected positions and shall encourage these persons to seek office.
2. At least 3 months before any annual conference at which elections are to be conducted, the Nominating Committee Chairperson shall seek nominations by mail through the procedure set out in ARTICLE 6.
3. Persons may nominate themselves or may be nominated by others, but the consent of any nominee must be secured before that person may be considered as a potential candidate for an office.
4. The Nominating Committee shall screen for eligibility the applications of all nominees and shall place the names of all qualified candidates on the ballot.
5. Ballots shall then be distributed to all eligible voting members at the annual meeting at which elections are held or, at the discretion of the Executive Committee, may be distributed by mail.
6. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail ballot by the designated deadline, shall determine the outcome of each election.

## **7.4 Legislative Committee**

### **7.4.1 Membership**

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

#### **7.4.2 Responsibilities**

1. This committee's responsibilities shall include the collection and preparation of the recommendations to the Chief Justice, Governor, the Cabinet/DCBS, and the Legislative Research Commission.
2. This committee shall review annually the current statutes relating to abuse, neglect, and dependency and CFCRB related issues. Needed changes shall be incorporated into the annual recommendations and may be presented as a bill or bills during the next general session of the Kentucky State Legislature. The chairperson or vice-chairperson of this committee may be designated by the state chairperson to testify before the legislature.
3. This committee shall annually review the State Citizen Foster Care Review Board By-laws and recommend appropriate changes to the Executive Committee.
4. This committee shall also be responsible for updating the Policy and Procedure Manual with approved additions/deletions/changes and ensuring that a copy of the manual is available for each local review board Chairperson.

### **7.5 Training and Development Committee**

#### **7.5.1 Membership**

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

#### **7.5.2 Responsibilities**

This Committee shall meet in collaboration with the AOC/CFCRB Executive Officer and staff and in compliance with KRS 620.320 (1), be responsible for establishing, monitoring, evaluating, approving and upgrading the training curriculum for all Citizen Foster Care Reviewers in the state. This curriculum includes opportunities for annual continuing training for experienced reviewers and chairperson training in addition to the initial training of all new volunteers. The committee shall also work to enhance the educational development of the reviewers through staff, resource and other opportunities.

### **7.6 Conference Committee**

#### **7.6.1 Membership**

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members, appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board. The Chair of the Training Committee shall be a member. The State Review Board Vice-Chairperson shall serve as the Chairperson of the Conference Committee.

#### **7.6.2 Responsibilities**

This committee's responsibilities shall include working with the AOC/CFCRB staff in planning and coordinating the annual Citizen Foster Care Review Board conference.

### **7.7 Public Relations Committee**

#### **7.7.1 Membership**

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board Members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

### **7.7.2 Responsibilities**

This committee shall be responsible for public relations including public awareness, volunteer recruitment, and publication of the CFCRB newsletter.

## **7.8 Review Committee**

### **7.8.1 Membership**

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

### **7.8.2 Responsibilities**

This Committee shall meet in collaboration with the AOC/CFCRB Executive Officer and staff and in compliance with KRS 620.320 (3) shall be responsible for establishing, monitoring, evaluating, approving and upgrading reporting procedures to be followed by local review boards. These procedures include scope, timing, and record keeping of the reviews, as well as board requirements to complete the review and reporting process.

## **7.9 Recognition Committee**

### **7.9.1 Membership**

This committee shall consist of a minimum of seven (7) Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

### **7.9.2 Responsibilities**

This Committee shall be responsible for establishing, monitoring, evaluating, approving, and upgrading all recognition given to Kentucky Citizen Foster Care Reviewers, during regional training and conference years. The committee will outline all recognition given by the State Citizen Foster Care Review Board for volunteers and staff and create any standards for such recognition. The Chair of the Recognition Committee shall be a member of the Public Relations Committee.

## **ARTICLE 8 - Vacancies**

### **8.1 Removal from Office**

Any officer or member of the State Citizen Foster Care Review Board or any citizen foster care reviewer may be removed from office or from the board, if so recommended by the Standards and Retention Committee and approved by the presiding judge.

### **8.2 Vacancies in State Review Board Officer and Executive Committee Member Positions**

In the event of a vacancy in the position of the State Review Board Chairperson, other than through the State Chairperson's failure to retain the position in a retention election, the State Vice-Chairperson shall automatically become State Chairperson for the remainder of the vacated term. If the position of State Vice-Chairperson shall become vacant, the State Chairperson shall temporarily appoint a Vice-Chairperson from the Executive Committee, with the approval of the Executive Committee, until an election can be conducted during the next annual State Review Board business meeting to fill the remainder of any unexpired term.

In the event of a vacancy in the position of an Executive Committee member, the current State Chairperson shall appoint, with the approval of the Executive Committee, a replacement. If the

outgoing member is a Regional Representative, an individual from the same region as the outgoing committee member shall be appointed to fill the remainder of the outgoing committee member's term. An election shall be conducted to fill this position in accordance with Article 6.

#### **ARTICLE 9 - Amendments**

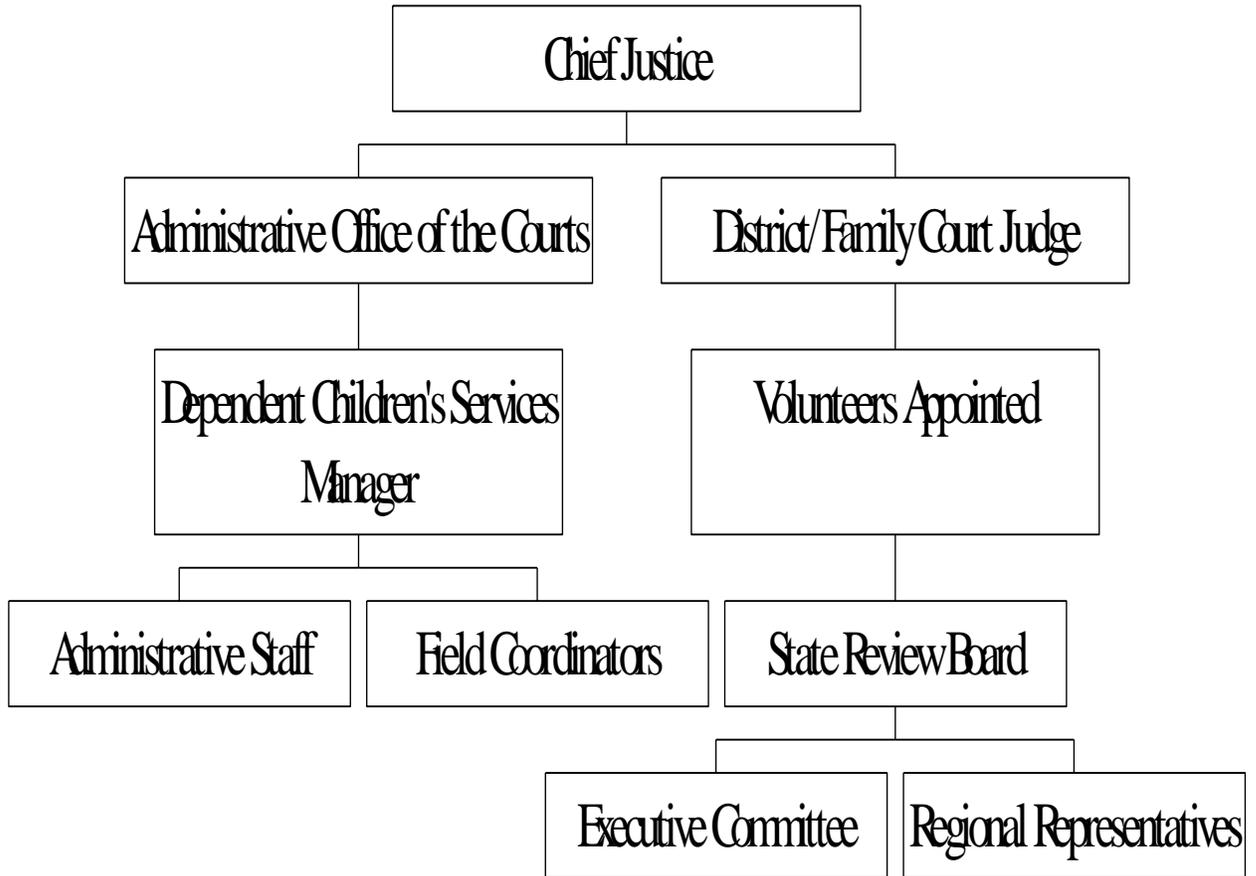
These by-laws may be amended by a two-thirds vote of those present and eligible to vote at the next State Review Board meeting, provided the proposed amendments have been approved by the Executive Committee and presented in writing to each member of the State Review Board at least two weeks prior to the date of the meeting. These by-laws shall become effective immediately following their approval by the members of State Review Board.

Revised and approved by state board, November 1993

Amended and approved by state board, November 1994, November 1995, November 1996, November 1997, November 1998, November 1999, January 2001, November 2003, November 2004, November 2005, November 2008, November 2013, November 2014.

## 1.3 Organizational Charts

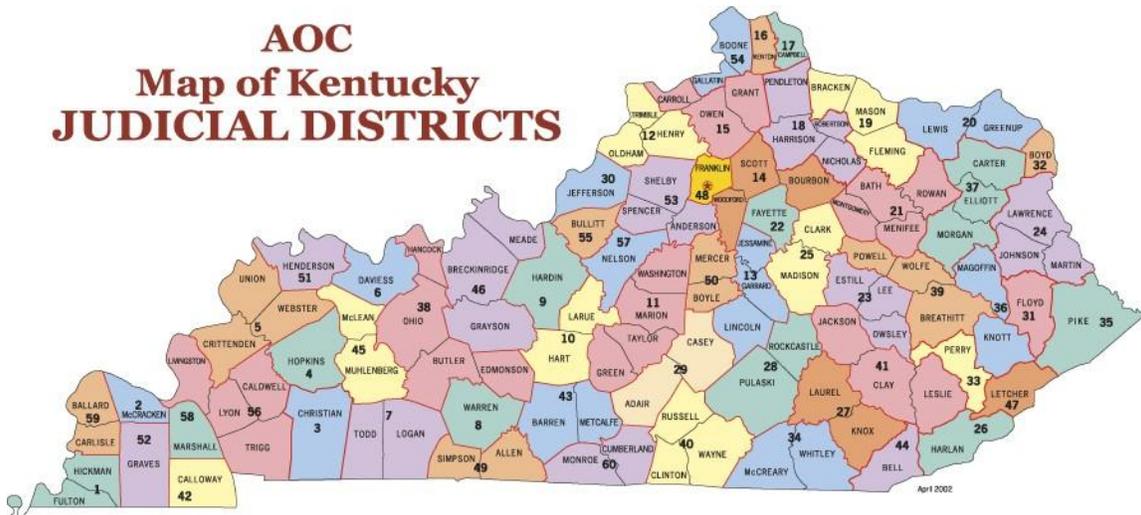
### Kentucky Foster Care Review Board Organizational Structure



The Kentucky Citizen Foster Care Review Board is a citizen board with fiscal and staff support provided by the Administrative Office of the Courts.

# AOC

## Map of Kentucky JUDICIAL DISTRICTS



- LOCAL CITIZEN VOLUNTEER**
- Make Application
  - Receive Training
  - Be Appointed By District/Family Court Judge
  - Be Assigned to a Board
  - Serve Three-year Renewable Term
  - Elects Local Board Chairs/Vice-Chairs
  - Elects Regional Representative

- LOCAL BOARD CHAIR**
- Perform Duties Assigned to Chair
  - Report Local Board Activity to AOC Staff
  - Communicate with Regional Representative
  - Serve as a Member of the State Review Board

- EXECUTIVE COMMITTEE**
- Comprised of State Chair, Vice-Chair, Secretary, Treasurer, Regional Representatives and Committee Chairs
  - Officers Elected Biennially
  - Appoints Committee Chairs
  - Develops and Approves Policies and Procedures
  - Prepare Recommendations to Governor/ Legislature
  - Oversees Standards and Retention of Volunteers

- STATE REVIEW BOARD**
- Comprised of all local Chairs, and Executive Committee
  - Meets Annually
  - Elects Officers Biennially
  - Approves Changes to By-laws
  - Approves Recommendations to Governor and Legislature
  - Receives Annual Report from Executive Officer
  - Receives Reports from State CFCRB Committees
  - Approves Training

- REGIONAL REPRESENTATIVES**
- Elected by Local Citizen Reviewers
  - Serve Two-year Terms
  - Serve as Liaisons Between Local Boards and Executive Committee

## **Section 2 - Nomination and Election to all offices**

### **2.1 Election of Local Chairs/Vice-Chairs**

#### **ELECTION OF LOCAL CHAIRS AND VICE-CHAIRS**

**KRS 620.190 (4) Each local foster care review board shall annually elect a chairman and vice chairman to serve in the absence of the chairman.**

1. Election for Chair and Vice-Chair will be held upon receipt of the special AOC mailing the first of August, with instructions. The election results form must be returned to AOC by September 31.
2. The sitting Chair is responsible for holding the election.
3. Any active board member who is willing to attend the Chair and Vice-Chair Training within six months can be elected Chair or Vice Chair.
4. Nominations will be taken from the floor.
5. Elections will be held by secret ballot with the sitting Chair or their designee counting the votes.
6. The sitting Chair will report the results of the election to AOC/CFCRB staff within three days.
7. The Vice-Chair will assume the duties and responsibilities of the Chair when the Chair is not available.
8. If the Chair should resign or otherwise leave the office, the Vice-Chair will assume the Chair position until the next scheduled election and a new Vice-Chair should be elected and serve for the remainder of the year.
9. If the Vice-Chair is unwilling to assume these responsibilities, the Board will elect a new Chair to serve until the next scheduled election.

## **2.2 Election of Regional Representatives and State Officers**

### **ELECTION OF STATE OFFICERS AND REGIONAL REPRESENTATIVES**

1. Regular elections shall be conducted in even-numbered years during the business meeting portion of the State Review Board meeting conducted in each of those years.
2. Each term of office shall begin at the completion of the conference during which the election for that position was held, and shall terminate at the completion of the next conference during which an election for that position is held.
3. At least 3 months before any annual conference at which elections are to be conducted, the Nominating Committee Chairperson shall seek nominations by mail.
4. The Nominating Committee shall screen for eligibility the applications of all nominees and shall place the names of all qualified candidates on the ballot.
5. Voting shall be conducted by written ballot.
6. Ballots shall then be distributed to all eligible voting members at the annual meeting at which elections are held.
7. At the discretion of the Executive Committee, ballots may be distributed by mail.
8. Chairpersons may proxy his or her vote.
9. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail ballot by the designated deadline, shall determine the outcome of each election.
10. Election results will be announced during the annual business meeting.

*Please refer to Bylaws for further information*

## 2.3 Selection of Committee Chairs

### SELECTION OF COMMITTEE CHAIRS AND STANDING COMMITTEE MEMBERS

1. Standing Committee members are appointed by the State Chair in consultation with the Executive Committee.
2. Standing Committee Chairpersons are appointed by the State Chair, with approval from the Executive Committee. *Please refer to **Bylaws for further information***
3. State Chair may secure approval of Chair appointments by mail or email.

## **Section 3– Local Review Board Operations**

### **3.1 Foster Care Reviewers**

#### **VOLUNTEER REVIEWERS**

Acceptance of an appointment by the District Court/Family Court as a Foster Care Reviewer commits the volunteer to adherence to these principles and duties:

#### ***Duties and Responsibilities of the Volunteer Reviewer:***

- Respect confidentiality at all times.
- Adhere to “Conflict of Interest” policy.
- Maintain good working professional relationships with all parties.
- Respect the dignity and worth of each child and their family.
- Work using the “Best Interest of the Child” principle.
- Thoroughly review each child’s file and complete the review form as instructed.
- Insure that each case file is reviewed at least every six months.
- Provide assistance to the court so that permanency is achieved in a timely manner.
- Attend and contribute to at least 75% of stated meetings of the Local Review Board annually.
- Attain at least six training hours per year to maintain certification as a volunteer reviewer.
- Participate in the election of a chair and vice-chair annually for the local review.

## 3.2 Local Chairs and Vice-Chairs

The **Chairperson** is elected from the local board to represent the Local Board and to fulfill the administrative and reporting requirements of the position.

The **Vice-Chairperson** is elected from the Local Board to represent the Local Board in the absence of the Chair and to assist the Chair in administrative and reporting requirements.

The local Chair and Vice Chair provide a key link between local reviewers and the rest of the Citizen Foster Care Review organization, as well as with the local Judiciary and the Cabinet. The diligent efforts of the Chair and Vice Chair are essential to the successful functioning of Citizen Foster Care Review.

### ***The Duties and Responsibilities of the Chair and Vice-Chair:***

#### ***Serving on the State CFCRB:***

- Each local review board Chair serves as a *voting* member of the State Review Board, attends State Review Board meetings, and fulfills reporting requirements that the State Review Board establishes.
- The Chair shall submit a yearly report to the State Review Board summarizing the activity of the local board.
- The Chair also will recommend changes/additions/deletions affecting permanency in regards to policies and procedures of the Cabinet or other child-caring agencies or facilities. (See KRS 620.340)

#### ***Schedule and Convene Meetings of the Local Board:***

- Schedule meetings of the board at the time and date most convenient to the majority of the reviewers.
- Inform Field Coordinators of any changes to this schedule. Develop a system for reminders and notices of local meetings.

#### ***Developing Relationships With Cabinet Personnel:***

- The Chair should develop and maintain a good professional relationship with the Cabinet liaison to the board.

#### ***Requesting Case Files:***

- The Chair makes any necessary arrangements with the Cabinet so that case files are available and ready for review during a called board meeting.
- Chairs should ensure that the review forms were received, that files are updated and that all material is included within the files.

#### ***Coordinating Board Members:***

- The Chair is responsible for keeping the schedule of meetings, sending reminders to reviewers, and meeting together as a board.

The Chair records attendance and training for each volunteer on the Volunteer/Training Attendance Report. Chairpersons shall, when requested, be responsible for reviewing/ evaluating the attendance, compliance with training requirements, and level of functioning of each of their members.

#### ***Examination of Completed Reviews:***

- All reviews completed by board members are to be examined by the Chair to insure the form is completed and that the information was expressed clearly and in a professional manner.

**Submitting Reports:**

- All copies of Review Forms (reports) should be completed in a very timely manner, regardless of varying local distribution procedures.
- Within fourteen (14) days of each review, the local chair should submit the original foster care external review forms to the Court stating the board's findings and recommendations for the cases reviewed.
- If the recommendation to the Court includes a judicial review, the Chair should enumerate the reasons that support the judicial review. After the court review, the Chair should follow up to document the response and activities since the court review.

The Original report is sent to the Judge and copies of the report are sent to the Cabinet, AOC in Frankfort, the County Attorney and the Guardian *ad Litem*. One copy of the report is kept by the local board.

**Submitting the Review Forms:**

- The completed review forms should be received by AOC staff twenty-one (21) days prior to the next review.

**CHAIRPERSON CHECKLIST**

**Before Review Board Meetings:**

1. Notify the Cabinet and AOC staff **at least 14 days** (as a courtesy and 5 days by law) prior to the local board's next meeting date and time, as well as remind reviewers of the meeting time and place.
2. Update review board files to be sure that they contain any new materials received for board use.

**During Review Board Meetings:**

1. Arrive at review site prior to board meeting.
2. Check-in all cases by using the monthly review forms.
3. If files are not available, request Cabinet staff to locate files.
4. If missing files are not located, recall cases for next month's meeting.
5. Have supplies available for reviewers.
6. Confer with reviewers as necessary during their reviews.
7. Guide new board members through initial reviews.
8. Sign off on all reviews, checking for appropriateness of statements and completion.
9. If there are any questions for Cabinet staff, check appropriate areas on the review form and return to caseworker in agreed upon manner.
10. Complete the review forms. Mail them within ten days of meeting to AOC staff. Retain one copy for Board's records. Subsequent review is dependent upon timely return of the completed review forms.
11. File any Cabinet responses to prior reviews. Responses from the Cabinet are due within two weeks of the review that generated the question.
12. In counties where appropriate, forward copies of review to Guardians *ad Litem*.
13. Mail original reviews to the Judge.

**After Review Board Meetings:**

1. File correspondence received between board meetings.
2. Notify AOC if supplies are needed.
3. Maintain attendance and training records for each reviewer.
4. Assist reviewers in filing mileage reimbursement forms.
5. Watch for review forms to arrive at least 14 days prior to the next meeting.

### **3.3 Staff and Volunteer Data Exchange Goals and Procedures**

#### **I. Goals**

1. Identify all children in foster care in Kentucky.
2. Ensure that all children in foster care in Kentucky are reviewed at least once every six months.
3. Ensure that board chairs receive all necessary review forms prior to 14 days before a board meeting.
4. Notify boards and DCBS offices of when the next board meeting will occur and which children are going to be reviewed.
5. Gather statistical information (release information, number of reviews, number of children reviewed) so that board activity can be tracked. All reviews are tracked in the tracking system as well so that statistical information relating to children can be made available and reported according to statute. This information is important since it not only validates our existence to the Chief Justice, Governor and Legislature, but also informs them about the state of Kentucky's children in foster care.
6. Notify central office of the date that a board is going to meet next.
7. Distribute cases equally for different board meetings.
8. Identify boards that need attention.

#### **II. Instructions/Procedures**

1. Copies of review forms must be returned to central office prior to 21 days before a board's next meeting date. Central office must have completed review forms from a previous meeting in order to generate another list for a future meeting (Central office must know at what future date that the board plans to review each case again). In order for the chair and DCBS office to be notified of what kids are going to be reviewed 14 days prior to the next meeting date, AOC central office must receive completed review forms at least 21 days prior to the board's next meeting date (postal and processing time).
2. Reviews received by AOC will be processed and mailed out on the date that is 18 days prior to the board's next review date. Step one must be completed before this step may be completed.
3. Central office will maintain a current listing of chair and DCBS addresses and phone/fax numbers, so that review forms are mailed to correct addresses.
4. Chairs must always provide a next meeting date for each case. If not, AOC does not know when the board would like to review the case again. This includes cases that were not reviewed because their file was unavailable or the board did not have enough time to review the case.
5. Chairs must always indicate that a child is released on the review form if he or she is aware of it. If not, a child may keep appearing for review due to him or her not being released out of the tracking system.

## 3.4 Volunteer Resignation Procedures

### Exit Process

- Thank you letter should be mailed to all who have served on CFCRB.
- Every volunteer who leaves CFCRB has the opportunity to contact the AOC with any comments or concerns.

## **Section 4 - State Review Board Operations**

### **4.1 State Review Board Guidelines: Agenda, Minutes, Chair/Vice-Chair Packets**

#### **STATE REVIEW BOARD**

The State Review Board shall consist of all local review board Chairpersons, and members of the Executive Committee.

#### **Duties and Responsibilities of the State Review Board:**

- Meet annually at the state conference or any special meeting called.
- Approve training programs for local citizen review board members.
- Approve recommendations to be sent to the Governor, Chief Justice, the Cabinet/DCBS, and Legislative Research Committee.
- Review and approve all amendments to the By-laws of the State Review Board.
- Approve Standard and Retention policy.
- Establish, approve and provide training programs for local citizen foster care review board members.
- Review and coordinate the activities of local citizen foster care review boards.
- Establish reporting procedures to be followed by the local citizen foster care review boards and publish an annual written report compiling data reported by local foster care review boards which shall include statistics relating, at a minimum, to the following:
  - (a) How the needs of children are being met;
  - (b) The number of times children are moved and reasons for the moves;
  - (c) The average length of time in care;
  - (d) Sibling visitation; and
  - (e) The total number and frequency of reviews.
- Publish an annual written report on the effectiveness of such local citizen foster care review boards.
- Evaluate and make annual recommendations to the Supreme Court, Governor and the Legislative Research Commission regarding:
  - (a) Laws of the Commonwealth;
  - (b) Practices, policies, and procedures within the Commonwealth affecting permanence for children in out-of-home placement and the investigation of allegations of abuse and neglect; and
  - (c) The effectiveness or lack thereof and reasons therefore of local citizen foster care review of children in the custody of the Cabinet in bringing about permanence for the Commonwealth's children.

*By-laws Article 5 and KRS 620.320*

State Board Agenda

**KENTUCKY CITIZEN FOSTER CARE REVIEW BOARD  
ANNUAL STATE BOARD MEETING**

**AGENDA**

**Presiding:** \_\_\_\_\_, **State Chair**

9:30 a.m.	Meeting Room Open	
10:30 a.m.	Call to Order/Welcome/Introductions *Chairs are asked to sit by region	5 min
10:35 a.m.	Opening Remarks	15 min
10:50 a.m.	Approval of Agenda	5 min
10:55 a.m.	Approval of Past Meeting Minutes	5 min
11:00 a.m.	Treasurer's Report	5 min
11:05 a.m.	State Chair Annual Report	15 min
11:20 a.m.	Manager's Annual Report	15 min
11:35 a.m.	Regional Group Discussions Small work group discussions led by the Regional Representatives	40 min
12:15 – 12:30 p.m.		Break
12:30 p.m.	Lunch	
1:00 p.m.	Committee Annual Reports A. Training & Development B. Public Relations C. Legislative 1. By-laws 2. Approve Legislative Committee Recommendations 3. Policy Procedure Manual Update D. Nominating 1. Results of Retention Vote E. Recognition	90 min*

## CHAIR /VICE-CHAIR PACKETS

Chair Packets are an annual mailing, *by December 15<sup>th</sup>*, to the Chair and the Vice-Chair of each local board, which include pertinent post-conference information and updated State Review Board information.

### *The Chair Packets include:*

- Current Executive Committee and Staff List
- State Board Minutes
- November Executive Committee Minutes
- Policy and Procedure Manual or Updated Sections when applicable
- Request for Supplies/PPM form
- CFCRB Organizational Chart
- Map of Regions with Representative information
- Map of Areas with Coordinator information
- Annual Report
- Legislative Committee focus information
- Lending Library information
- Other committee information as needed

## 4.2 Executive Committee Guidelines: Executive Committee Operation and Management, Orientation Packets, and Biennial Calendar

### EXECUTIVE COMMITTEE

*The Executive Committee of the State Board is comprised of the following:*

State Chair  
State Vice-Chair  
Regional Representatives  
Past State Chair (ex-officio)  
Chairs of Standing Committees  
Parliamentarian (Non-Voting)  
Treasurer  
Secretary

*The Duties and Responsibilities of the Executive Committee:*

- Review and coordinate, as needed, the activities of local citizen review boards.
- Approve training programs for local citizen review board members.
- Establish and approve reporting procedures and forms to be followed by the local review board.
- Receive reports from standing and ad hoc committees.
- Assist in the planning of State Board meetings and Conferences.
- Develop, with input from committees, recommendations to be sent to the Governor, Chief Justice, the Cabinet/DCBS and the Legislative Research Commission.
- Recommend, as necessary, changes in the By-laws of the organization.
- Oversee the election process for the organization.
- Approve committee members and committee chairs appointed by State Chair.
- Approve editor of The Caring Difference, biennially and as needed.
- Attend at least 75% of all Executive Committee meetings.
- Ensure that minutes of the Executive Committee and State Review Board are recorded in separate permanent locations, with AOC staff and State Secretary.
- Send minutes of the Executive Committee meetings to local chairs within thirty days of meeting, marked “draft not yet approved.”
- Ensure, in conjunction with staff, timely delivery of Chair/Vice-Chair Packets.
- Submit individual reports to State Board annually.
- Follow the Biennial Calendar.

### EXECUTIVE COMMITTEE MANAGEMENT

#### Executive Committee Meeting Format

- All Committee Chairs and Regional Representatives are required to file a report for each Executive Committee meeting, and shall have as the last item, any action item required by the Executive Committee.
- State Chair, Executive Officer, Treasurer, Regional Representative and Committee Reports are to be in written form.

- All reports are to be submitted to the AOC liaison 10 calendar/8 working days prior to the EC meeting.
- The Packet will be mailed 8-9 calendar days prior to the meeting and shall include:
  - State Chair Report
  - Executive Officer Report
  - Treasurer Report
  - Minutes from last EC meeting for approval
  - Minutes from the State Board meeting (when appropriate)
  - Meeting Agenda
  - Committee Reports
  - Regional Representative Reports
  - Field Coordinator Quarterly Reports
  - Any written correspondence with DCBS, lawmakers, or EC Business

***Management Meeting***

Executive Officer  
 Chair  
 Vice Chair

- Meet monthly, in person or conference call if available
- Discuss program direction and goals
- Resolve concerns from committee, region rep and field coordinator reports
- Forum for discussing Cabinet concerns
- No other governing authority of EC

**The following reports are to be included in EC meeting packets and are to be mailed 8 working days prior to the meeting:**

Chair Report  
 Executive Officer Report  
 Treasurer Report  
 Minutes  
 Region Rep Reports 1-8  
 Committee Reports  
 Field Coordinator Quarterly Reports  
 State Board Minutes (when appropriate)

**ALL REPORTS SUBMITTED TO EXECUTIVE COMMITTEE:**

Must be submitted whether the person attends EC meeting or not  
 Must be submitted to AOC/Hanna 10 working days prior to EC meeting  
 Should be type written (via mail or e-mail)  
 Must meet criteria listed in policy (see below)

**1. Chair Report**

- a. Activities of Chair
- b. Concerns of Chair
- c. Updates on EC activity (appointment of new members)
- d. Action items needed by EC

**2. Executive Officer Report**

- a. Activities of Executive Officer

- b. Concerns of Executive Officer
- c. Updates of Program activity
- d. Action items needed by EC

**3. Region Rep Reports**

- a. Standard format

**4. Committee Reports**

- a. Report to EC concerning activities of Committee
- b. Action items in need of EC attention
- c. Minutes from all committee meetings since the last EC meeting

**5. Treasurer Report**

- a. Standard Format
- b. Define content

**Orientation Packets** shall be distributed at Conference for new Executive Committee and Standing Committee members. Packets should contain:

**Regional Representative Orientation Packet:**

- Map of their region or list of their region
- List of contact information for each local board chair
- Executive Committee list
- Staff Contact list
- Report from previous RR, presented to EC at last meeting (RR Biennial Report)
- PPM (Should have own copy)
- EC Biennial Calendar

**Committee Chair Orientation Packet:**

- Committee Contact information
- Executive Committee list
- Staff contact list
- Committee Biennial Report
- Committee Minutes for past two years (or more if possible)
- PPM (should have own copy)
- EC Biennial Calendar

**Treasurer Orientation Packet:**

- Executive Committee list
- Staff Contact List
- Treasurer Reports for past two years
- PPM (should have own copy)
- EC Biennial Calendar

**Parliamentarian Orientation Packet:**

- Executive Committee List
- Staff Contact List
- Robert's Rules of Order
- PPM (should have own copy)
- EC Biennial Calendar

**Secretary Orientation Packet:**

- Executive Committee List
- Staff Contact List
- Official Record of all minutes for Executive Committee and State Board
- PPM (should have own copy)
- EC Biennial Calendar

**Training and Development Committee Orientation Packets:**

- Training material
- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- By-laws and Policies copied out of PPM specific to that committee
- Annual Report (if available)
- EC Biennial Calendar

**Public Relations Committee Orientation Packets:**

- Current Newsletter, brochures, press releases
- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- By-laws and Policies copied out of PPM specific to that committee
- Annual Report (if available)
- EC Biennial Calendar

**Legislative Committee Orientation Packets:**

- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- Annual Report (if available)
- Policy and Procedure Manual
- EC Biennial Calendar

**Recognition Committee Orientation Packets:**

- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- By-laws and Policies copied out of PPM specific to that committee
- Annual Report (if available)
- EC Biennial Calendar

**Strategic Planning Committee Orientation Packets:**

- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- By-laws and Policies copied out of PPM specific to that committee
- Annual Report (if available)
- EC Biennial Calendar

**Conference/ Regional Training Committee Orientation Packets:**

- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- By-laws and Policies copied out of PPM specific to that committee
- Annual Report (if available)
- Previous Conference agendas
- EC Biennial Calendar

**Review Committee Orientation Packets:**

- Committee Minutes for one year prior
- Committee List
- Executive Committee List
- Staff Contact List (single sheet)
- By-laws and Policies copied out of PPM specific to that committee
- Annual Report (if available)
- EC Biennial Calendar

**Biennial Calendar**

- To be maintained by the Legislative Committee.
- Fiscal Year for AOC is July 1 to June 30.
- Biennial Calendar for CFCRB is November of Conference year to November of Conference year.
- All EC officer elections and EC appointments and committee appointments are for the two years of the biennial calendar.

1 <sup>st</sup> Quarter	
November	Management Meeting Conference- Committee signup sheets Incoming Executive Committee meeting (Saturday p.m.) Appoint Committee Chairs, Parliamentarian, EC Designees Provide Introduction Packets to Secretary, Treasurer, Parliamentarian, Committee Chairs Prepare and Mail Introduction Packets to those not present at Conference Print PPM Changes for distribution with State Chair Packets
December	15 - Deadline for mailing Chair/Vice-Chair packets Management Meeting Annual meeting of Chair, Executive Officer, Committee Chairs to determine goals of upcoming year committee work Prepare and mail Chair Packet within 30 days of State Board Meeting 11 – Newsletter in Mail

January	<p>Region Reps contact Local Chairs for survey  Management Meeting  Chair/Vice Chair Training regionally  PR Committee meeting  Review Committee meeting  Legislative Committee meeting  Training Committee meeting  Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting  30 - Committee articles to newsletter</p>
<b>2<sup>nd</sup> Quarter</b>	
February	<p>Management Meeting  EC meeting</p>
March	<p>Management Meeting  PR Committee Meeting  Review Committee Meeting  Legislative Committee Meeting  Training Committee Meeting  11- Newsletter in Mail</p>
April	<p>Region Reps contact Local Chairs for survey  Management Meeting  Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting  30 – Committee articles to newsletter</p>
<b>3<sup>rd</sup> Quarter</b>	
May	<p>Management Meeting  EC Meeting</p>
June	<p>Management Meeting  Recognition Forms out  Legislative Committee Meeting  PPM Changes Approved by Legislative Committee  Legislative Committee compiles all local board reports  Legislative Recommendations Approved by Legislative Committee  Review Committee Meeting  PR Committee Meeting  Training Committee Meeting  11 - Newsletter in Mail</p>
July	<p>Region Reps contact Local Chairs for survey  Management Meeting  Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting  30 - Committee articles to newsletter  31 - Deadline for Recognition</p>

4 <sup>th</sup> Quarter	
August	<p>1 - deadline to mail local election forms to chairs</p> <p>Management Meeting</p> <p>EC Meeting</p> <p>EC Approve PPM Changes</p> <p>EC Approve Legislative Recommendations</p> <p>EC Approve By-Law Revisions</p> <p>30 – Recognition Report Submitted</p>
September	<p>Management Meeting</p> <p>PR Committee Meeting</p> <p>Legislative Committee Meeting</p> <p>Review Committee Meeting</p> <p>Training Committee Meeting</p> <p>11 - Newsletter in Mail</p> <p>31 – all local election information submitted by this date</p>
October	<p>Mail State Board Packets</p> <p>Region Reps contact Local Chairs for survey</p> <p>Management Meeting</p> <p>Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting – <i>These reports are to be sent to State Board Meeting</i></p> <p>30- Committee articles to newsletter</p>
5 <sup>th</sup> Quarter	
November	<p>Management Meeting</p> <p>EC Meeting</p> <p>EC Approve Annual Report</p> <p>State Board Meeting</p> <p>Mail State Board Meeting Minutes within 30 days of meeting (may be included with the Chair Packet if timely)</p>
December	<p>15 – Deadline to mail Chair/Vice Chair Packets</p> <p>Management Meeting</p> <p>Local Board Elections (last quarterly meeting, or November/December-last meeting of calendar year)</p> <p>Field Coordinators report local chair changes to Executive Officer</p> <p>Print PPM Changes for distribution with State Chair Packets</p> <p>Prepare and Mail Chair Packet</p> <p>Annual meeting of Chair, Executive Officer, Committee Chairs to determine goals of upcoming year committee work</p> <p>11- Newsletter in Mail</p>
January	<p>Management Meeting</p> <p>Chair/ Vice Chair Training regionally</p> <p>PR Committee Meeting</p> <p>Training Committee Meeting</p> <p>Review Committee Meeting</p> <p>Legislative Committee Meeting</p> <p>30- Committee articles to newsletter</p>

6 <sup>th</sup> Quarter	
February	<p>Region Reps contact Local Chairs for survey  Management Meeting  Nominating Committee – initial mailing to all reviewers seeking nominations  Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting  EC Meeting</p>
March	<p>Management Meeting  11 - Newsletter in Mail  PR Committee Meeting  Conference Program and Host Committee Meeting  Training Committee Meeting  Review Committee Meeting  Legislative Committee meeting</p>
April	<p>Region Reps contact Local Chairs for survey  Management Meeting  Nominating Committee – Deadline for nominations  Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting  30 - Committee articles to newsletter</p>
7 <sup>th</sup> Quarter	
May	<p>Management Meeting  EC Meeting  Nominating Committee meeting – Committee reviews nominations, contacts nominees, and makes officer recommendations for the officer ballot</p>
June	<p>Management Meeting  Conference Committee Meeting  PR Committee Meeting  Legislative Committee Meeting  Review Committee Meeting  11 - Newsletter in Mail  Recognition Forms out  Nominating Committee – Ballots mailed to State Board Members (all local Chairs and EC) for RR and Vice Chair</p>
July	<p>Region Reps contact Local Chairs for survey  Management Meeting  Deadline for Ballots  Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting  30 - Committee articles to newsletter  31 – Deadline for Recognition</p>

8 <sup>th</sup> Quarter	
August	<p>1 – deadline to mail local election forms to Chairs</p> <p>Management Meeting</p> <p>EC Meeting</p> <p>EC Approves By-Law Revisions</p> <p>EC Approves PPM Changes</p> <p>EC Approves Legislative Recommendations</p> <p>Conference Program Committee Meeting</p> <p>Re-balloting if necessary (tie)</p>
September	<p>Management Meeting</p> <p>11 – Newsletter in Mail</p> <p>PR Committee Meeting</p> <p>Legislative Committee Meeting</p> <p>Training Committee Meeting</p> <p>Review Committee Meeting</p> <p>31 – Deadline for submitting local Chair election forms</p>
October	<p>Region Reps contact Local Chairs for survey</p> <p>Management Meeting</p> <p>Conference Program Committee Meeting</p> <p>Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Field Coordinator reports to AOC 10 working days prior to EC meeting – Reports should reflect direction for new members, status report, areas of concerns <i>These reports are to be sent to State Board Meeting</i></p> <p>30 - Committee articles to newsletter</p>
November	<p>Management Meeting</p> <p>Conference</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outgoing Executive Committee Meeting</li> <li><input type="checkbox"/> State Board Meeting</li> <li><input type="checkbox"/> Report election results to State Board</li> <li><input type="checkbox"/> Committee sign up sheets due by 2 p.m. Saturday</li> <li><input type="checkbox"/> Incoming Executive Committee Meeting</li> </ul>

## **4.3 State Board Officers: Chair, Vice-Chair, Parliamentarian, Secretary, Minutes, Treasurer, Volunteer Bank Account**

### **STATE BOARD OFFICERS**

#### ***Duties and Responsibilities of the State Chair:***

- Preside over all meetings of the State Board and the Executive Committee.
- Testify, or designate another to do so, before the Kentucky General Assembly. The Chair should represent the opinions of the members of the State Board relating to issues pertinent to children who are dependent, abused, and /or neglected and the role of citizen reviewers.
- Meet regularly with the AOC/Dependent Children's Services Executive Officer to discuss issues relating to the management of CFCRB's and any other issues brought to their attention by reviewers.
- Appoint committees, committee chairpersons and fill committee vacancies with the approval of Executive Committee.
- Serve as the official spokesperson for the State Board, representing the interests of reviewers at meetings with organizations like the Cabinet and the medial.
- Perform other duties as deemed appropriate by the Executive Committee or State Board.
- Following his/her duties as Chair, serve as an ex-officio member of the Executive Committee as well as chair the Nominating Committee.
- Should the Chair be removed from office for cause or resign their position these duties no longer apply.
- Appoint editor of The Caring Difference, biennially.
- Provide leadership for the State Board.
- Oversee Executive Committee compliance with policy and law.

*Please refer to Bylaws for further information*

#### ***Duties and Responsibilities of the State Vice-Chair:***

- Assist the State Chair and assume his/her duties in the Chair's absence.
- Perform duties as may be designated by the State Chairperson, the Executive Committee, or the State Board. These duties may include any of the duties ascribed to the State Chair.
- Serve as Chair of the Conference Committee.
- Plan the State Board Meeting in off-Conference years.
- Provide the slate of potential Committee Chairs to be approved by outgoing Executive Committee.
- Assume the office of State Chair upon the completion of a two-year term.

*Please refer to Bylaws for further information*

**Duties and Responsibilities of the State Secretary:**

- Take and keep minutes of all Executive Committee meetings, State Review Board meetings and Standards and Retention meetings and hearings.
- Call the meetings to order.
- Conduct role call.
- Distribute and maintain any correspondence of the Executive Committee.
- Transfer all such records to his/her successor.

*Please refer to Bylaws for further information*

**Duties and Responsibilities of the State Treasurer:**

- Maintain records of any monies paid by review board members toward state conference activity fees or other such expenses.
- Maintain receipts and records as to how any such money was spent.
- Maintain records of bank statements regarding income and expenditures.
- Report to the Executive Committee at its meetings regarding such income and expenditures.
- Transfer all such records to his/her successor.

*Please refer to Bylaws for further information*

**Duties and Responsibilities of Parliamentarian:**

- Advising the State Review Board, Executive Committee and Legislative Committee on matters of parliamentary law and procedures, interpretation of By-laws, etc.
- Maintaining a position of objectivity and impartiality when monitoring discussions.
- Non-Voting.

**EC Minutes:**

- Draft form to be sent to all EC members via email when complete, as soon as possible after meeting.
- For the copy maintained at AOC, attach all committee, Executive Officer, chair, vice chair, treasurer, field coordinator and region rep reports.

**Treasurer Report:**

- Standard Format shall include every transaction since the last report and any other relevant information.
- The report shall also state if audit or reconciliation is due or the result of the same.
- The report shall contain a description of each transaction, income and expense, since the last report.

## **VOLUNTEER BANK ACCOUNT POLICY**

### **Management of Account:**

- The State Chairperson and Treasurer must sign all checks.
- Account will be created and kept in bank located in Treasurer's home locale.
- Statement will be sent to Treasurer and reviewed regularly by the Chairperson.
- A copy of the bank statement is to be sent to the State Chairperson and the Treasurer.
- A random lottery will determine two Executive Committee members who will reconcile the account annually.
- At any time, an Executive Committee member may request an external audit by CPA.

### **Approved Expenditures:**

- Conference related expenses – including food, entertainment and speakers.
- Fees for membership in Executive Committee approved National Organizations.
- Legislative Record subscription, if not funded through the regular budget.
- Special recognitions at the State Conference.
- As funds allow, in the event of a reviewer's death, a \$50 donation will be sent from the State Review Board to a children's advocacy organization as specified from the next of kin.
- Other expenditures as determined by the Executive Committee.

### **Funds Received Include:**

- Fees collected from conference attendees.
- Community donations.

### **Tax-deductible understanding:**

- For any further donations, the following policy was determined: Any gifts given to the organization should be valued less than \$50, cannot be for resale and are not tax deductible.
- Volunteers may solicit gifts for appreciation; staff is precluded from soliciting for gifts.

### **Donations and Notifications for Death of Reviewer:**

- State Chair and Treasurer should be notified of the death of a CFCRB volunteer as quickly as it is known, possibly for attendance at the funeral.
- Donation on behalf of the program should be made as quickly as possible.
- The Treasurer must be notified of the recipient of the donation as quickly as possible.
- The Caring Difference should note the passing of the reviewer.

## 4.4 Regional Representatives Guidelines: Role and Representative Reports

### REGIONAL REPRESENTATIVES

Regional Representatives are elected to represent the regions of Kentucky CFCRB. Any volunteer who is in good standing with the Standards and Retention Committee, regardless of whether they are a local chair or vice-chair, can be elected. The Representatives serve on the Executive Committee and Standards and Retention Committee, and also may serve in any other capacity on the State Board.

#### ***The Duties and Responsibilities of the Regional Representative:***

- Quarterly contact with each local CFCRB Chairperson in the representative's region in order to discuss the progress, concerns, problems, etc. of each local chairperson's particular board.
- Identify and address problems and or issues common to the representative's judicial district court region.
- For each Executive Committee meeting, have a written report describing recent CFCRB activities in the representative's judicial district court region, including any description of any actions taken to address local issues and any recommendations for action by the Executive Committee.
- Attend Regional Trainings in their area.
- Disseminate information for the Executive Committee.
- Assist in maintaining the Volunteer Directory.
- Use the standardized report format for the Executive Committee.

## 4.5 Standing and Ad Hoc Committees Guidelines: Chair and Vice-Chair Role, Committee Reports

### STANDING AND AD HOC COMMITTEES

*With the exception of the Standards and Retention Committee, all committees shall:*

- Provide quarterly updates on committee progress to the editor of The Caring Difference according to the biennial calendar.
- Record the proceedings of all committee meetings. Provide committee-meeting minutes to the Executive Committee, at least quarterly.
- Communicate with staff to ensure committee highlights are included in the annual report.

*Duties and Responsibilities of Standing Committee Chairpersons:*

- Hold quarterly (or more, as needed) meetings of the Standing Committees.
- Vice-Chairperson may be appointed by the Committee Chair, and may vote/serve on the Executive Committee in the absence of the Chairperson.

#### Committee Vice-Chair Role

- Optional position for each committee.
- Assist with duties and responsibilities of committee chair as chair designates.
- Conduct committee meeting in absence of chair.
- May be any member of CFCRB eligible to serve as committee chair.
- Discuss option of allowing vote on EC in Chair's absence.
- Committee Vice-Chair position allows for "chair in training" concept.

#### Committee Chair Role

- Appointed by State Chair, approved by EC.
- Ensure quarterly meeting of committee.
- Maintain record of minutes for committee.
- Transfer copy of official committee record to successor.
- Ensure committee report and minutes are timely submitted to AOC liaison for EC meeting.
- All standing committee chairs shall meet with the State Chair, Vice-Chair and Executive Officer on an annual basis in December to determine goals for upcoming year.

#### Committee Reports

- Report to EC concerning activities of Committee.
- Action items in need of EC attention.
- Minutes from all committee meetings since the last EC meeting.

## **4.6 Review Committee Guidelines: Exit Interview, Review Forms, Review Process**

### ***Review Committee Shall:***

- Establish, upgrade, monitor and approve reporting procedures followed by local review boards.
- Include scope, timing and record keeping of the reviews in planning, as well as board requirements to complete the review and reporting process.
- Meet in collaboration with AOC/CFCRB staff.

## **4.7 Public Relations Committee Guidelines: Recruitment, Newsletter, Speakers Bureau, PR Material**

### **Public Relations Committee shall:**

- Develop, review and evaluate all materials related to public awareness.
- Be responsible for public awareness and volunteer recruitment.
- Publish the newsletter, The Caring Difference. Recruit an assistant editor. Review and refine publishing guidelines as necessary. Develop editorial calendar and distribute accordingly.
- Promote program awareness through positive publicity. Develop a work plan for this project and present to Executive Committee for approval.
- Work with staff to maintain and update the CFCRB web page, including posting guidelines.
- Develop pilot counties for recruitment efforts.
- Coordinate the CFCRB Speaker's Bureau. Maintain and update materials as needed.
- Develop workflow regarding CFCRB program material including – types of materials, required approval process, editorial guidelines (what can be edited), timelines for approval, etc.
- Develop Policy and Procedure Guidelines for these publication standards.

### **Procedures for Public Relations Committee:**

- Public Relations Committee will submit an annual/biennial plan for approval from the Executive Committee.
- Public Relations Committee shall submit any policy and procedure changes to the Legislative Committee by September of each year.

### **Volunteer Recruitment:**

- Target professionals such as foster parents, mental health professionals, teachers (where afternoon review is conducted), community partners, and retired teachers.
- Personal or self-recruitment on the part of the volunteers is the preferred method of recruitment.
- Chair and Field Coordinator determine, at each board meeting, how many people are needed for the board, to what extent the Chair or other members are willing to participate, review the need for gender or cultural diversity, discuss the option of approaching the Judge for suggestions and targeting specific organizations within the community for recruitment or awareness.

### **Speakers Bureau:**

- Bureau information packets shall be available in Central Office upon request of the speaker.
- If a speaker is requested, the Field Coordinator, Executive Officer, PR Chair, or other Executive Committee member shall locate an appropriate speaker, with approval of one other person.
- Speakers Bureau Packet (Volunteer or Staff)
  - Script
  - Videotape about CFCRB Program
  - Brochures: enough for audience
  - Fact sheets: enough for audience
  - Applications: 1/3 or less of audience

### **PR Material:**

- The Annual Report is to be utilized as the baseline for current information concerning the program. All PR material shall be updated as needed directly after the Annual Report's submission.
- Press releases are available that can be instantly tailored to an individual community, upon request.

- Posters and brochures shall be available for distribution, upon request.
- Newsletters shall be used as a recruitment tool.

**Newsletter:**

- The final copy of the newsletter shall be approved by the volunteer editor prior to print.
- The last newsletter of the year, the Fall Edition, shall contain volunteer recognition information from the conference or regional training and/or other conference news.

**Identity:**

- CFCRB letterhead shall be used for all correspondence, including correspondence by staff while executing work of CFCRB.
- CFCRB logo and motto are to be utilized on all printed material for CFCRB.
- Mission statement may be utilized on printed material where appropriate.
- State Chair is to be contacted to represent CFCRB at state-level functions, such as conferences, committees, etc.

## **4.8 Legislative Committee Guidelines: Quorum, Annual Report Guidelines, By-Law Revision, Legislative Recommendations, Biennial Calendar, Policy and Procedure Manual, Chair/Vice-Chair Packets**

### ***Legislative Committee shall:***

- Review and research children’s issues in light of legislative changes at the national and state level.
- Review and track legislation that affects children in the Commonwealth.
- Annually review the current statutes relating to abuse, neglect, and dependency and CFCRB-related issues.
- Review annually the State Review Board By-Laws and recommend appropriate changes to the Executive Committee.
- Review and update the Policy and Procedure Manual with approved additions/deletions/changes.
- Prepare a lobbying strategy for legislation (this should include an approach for handling unapproved legislative affecting the CFCRB program). Present all plans to Executive Committee.
- Keep all State Board Chairs informed of relevant pre-filed bills.
- When possible, seek ways to effectively align with other groups, programs and agencies to achieve systemic change, which improves permanency procedures for children in care.
- Maintain the biennial calendar.

### **POLICY AND PROCEDURE MANUAL** **PROCEDURES**

1. The Legislative Committee shall annually review the State Review Board by-laws and recommend appropriate changes to the Executive Committee. This committee shall also be responsible for updating the Policy and Procedure Manual with approved additions/deletions/changes and ensuring that a copy of the manual is available for each local review board chair.
2. On an annual basis by March of each year, each standing committee shall have reviewed the policies and procedures for that committee, and forwarded changes or additions to the Legislative Committee to include in the Policy and Procedure Manual.
3. Sections of the Policy and Procedure Manual requiring updates will be forwarded to the local boards, with instruction for replacement, in the annual chair packet.
4. Upon revision, the Policy and Procedure Manual shall be approved and marked “This Policy and Procedure Manual was reviewed and approved by the Executive Committee of the State Citizen Foster Care Review Board on \_\_\_\_\_.”
5. The Policy and Procedure Manual may be maintained on the web site for the State Review Board/AOC.

### **Revision Schedule**

March	Chairs of committees and EC to review PPM for updates
April	Legislative Committee finalize PPM
June	Legislative Committee meeting – all PPM changes ready for vote
August	Revisions to EC meeting for approval
September	Revised PPM to print shop
November	Deliver updates of PPM at conference, by mail or in Chair Packet

### **Forms Section to be included:**

- Review Form
- Nomination Form
- Finding of Inappropriate...
- Current volunteer application
- Region Representative Form

### **BY-LAW REVISION PROCEDURES**

1. The Legislative Committee shall mail current by-laws with any proposed changes to board chairs and vice-chairs asking for comments.
2. A deadline for responses shall be set, approximately 30 days from mailing.
3. After receiving board chair and vice-chair responses, the Legislative Committee shall meet and discuss and finalize the proposed revisions.
4. The Legislative Committee shall mail proposed changes, along with explanation for the changes, to the Executive Committee.
5. The Executive Committee will discuss and vote on proposed changes at its regular meeting.
6. After receiving Executive Committee approval, the Legislative Committee shall prepare the final draft of the by-laws with proposed changes to send to the state review board members.
7. The Legislative Committee shall mail the final draft to state review board members. This mailing shall include ballots to vote on the final draft and shall have a 30-day deadline for mail-in responses.
8. If the state review board approves the final draft, the amended by-laws may be added to the Policy and Procedure Manual and distributed to the state review board members, as needed.
9. If the final draft is not approved, a discussion shall be held at the next regularly scheduled state review board meeting. A second vote of members may be taken at this time, but failure to approve changes means the process ends for the calendar year.

## 4.9 Recognition Committee Guidelines

### **Recognition Committee shall:**

- Develop policies and procedures outlining the manner in which outstanding service will be recognized and rewarded.
- Notify local review boards about the recognition process.
- Review nominees.
- Submit names as proposed awardees to Executive Committee.

### **RECOGNITION POLICIES**

### **The Recognition Committee shall consist of at least six persons. Duties include:**

- Notifying the membership of awards and recognitions to be given and the nomination process.
- Screening all nominations and the selection of award winners and those for recognition only.
- By August of each year, provide a full report to the Executive Committee of the committee's activities and a resume of the selected nominees for final approval by the Executive Committee.
- Preparation and purchase of the appropriate recognition certificates, plaques and other items for the winners.
- The committee shall also, on occasion, designate a special category to honor a special person (i.e. foster parents, legislator).

### **Categories and Qualifications for Awards and Recognitions:**

- All volunteers and CFCRB Staff for length of service – five years and over.
- Local volunteer reviewers for service beyond the standard volunteer responsibilities.
- State Chairs – Exemplary Service/Special Advocacy to the children served by their board.
- In each Judicial Region: a District or Family Court Judge who has made a significant contribution to the welfare and permanency of children.
- In each Judicial Region: a Cabinet staff member who has provided exemplary service to families and children.
- Other community leaders who have provided special services to children beyond what is expected in their field.

### **Process for Nomination:**

- Each nomination must be in the format of the committee-designated form. Each nomination shall include a written summary of activities to be recognized or rewarded. Nominations may be accompanied by letters of support.
- Each nominee shall be nominated by at least two volunteers. CFCRB or Cabinet staff may recommend persons to be recognized and may provide supporting letters for the nominee, but may not be the initial nominator.
- All nominations entertained by the committee must be postmarked before the deadline set by the committee.

## 4.10 Conference Committee Guidelines

### *Conference Committee shall:*

- Be chaired by the State Vice-Chair.
- Plan the annual statewide training conference. The planning shall include site selection, conference theme, agenda, speakers and conference evaluation.
- Ensure that the goal of the conference is to provide forums for the General Membership to share knowledge.
- Assist with the agenda planning for State Board Meeting.
- Confer with Training Committee Chair to select conference topics.
- Work with regions hosting conference to formulate the Host Committee.
- Plan “off-conference year” Regional Training Conferences.

### *Sub-Committee - Conference Host Committee shall:*

- Be comprised of CFCRB members from the host city and the Field Coordinator of the host city.
- Prepare conference materials for registration, exhibit/vendor tables, banquet entertainment, gifts for speakers, recognition gift for all volunteers, hospitality room, publicity and banquet welcome.
- Obtain souvenir kits for attendees including goody bags and door prizes.
- Plan social outing for conference attendees.

## 4.11 Training and Development Committee

### *Training and Development Committee shall:*

- Review, evaluate and update Initial Volunteer Training agenda and training materials.
- Review, evaluate and update Chair and Vice-Chair Training agenda and training materials.
- Review, evaluate and update Interested Party Review Training agenda and training materials.
- Review, evaluate and update Regional Training agenda and training materials.
- Secure Executive Committee support and State Board approval for all changes to CFCRB volunteer training.
- Provide input to the Conference Committee regarding program content for the bi-annual CFCRB Volunteer Conference.
- Prepare and maintain a comprehensive list (learning library) of alternative training options for experienced reviewers, including conference videos, books, magazine articles, etc. Note training hours for each tool.
- Develop and maintain a plan for communicating the learning library information to all reviewers.
- Work with PR Committee to coordinate training information being posted on the CFCRB web page.
- Modify the training procedures to better meet the needs of volunteers to perform their duties as citizen reviewers.
- Track progress of all training (initial, continuing, chair and vice-chair and interested party review) by reviewing evaluation summaries prepared by field coordinators and monitoring volunteer training hours through the Volunteer/Training Attendance Report. Report progress to the Executive Committee quarterly.

## 4.12 Nominating Committee Guidelines

### *Nominating Committee shall:*

- Be chaired by the immediate past State Review Board Chairperson.
- Review all nominations made.
- Create nomination forms for all elections.
- Determine eligibility of nominated volunteers.
- Conduct elections of State Vice-Chair, Secretary, Treasurer and Regional Representatives and report the results to the Executive Committee and the State Board Meeting.
- Recruit qualified individuals for Executive Committee service.
- Help recruit for open Executive Committee positions.

## **Section 5 – AOC Support Staff**

### **5.1 Executive Officer**

#### **RESPONIBILITIES AND DUTIES**

1. The Executive Officer is responsible for the selection and supervision of office staff and activities and will appoint a designee at his or her discretion.
2. The Executive Officer, along with the Chair and Vice-Chair, is the chief spokesperson for CFCRB.
3. In Coordination with the Executive Committee the Executive Officer shall:
  - A. Develop reporting procedures as required by KRS 620.230(3).
  - B. Develop annual planning documents in conjunction with the staff.
4. The Executive Officer assists the Executive Committee with strategies and practices that facilitate more effective functioning of CFCRBs.
5. The Executive Officer works with the State Chair to prepare agendas for the Executive Committee Meetings as well as the State Board Meetings.
6. The Executive Officer assists local review boards with recruiting and training volunteers.
7. The Executive Officer reports to the Executive Committee any significant problems that have been experienced by local boards, and the plan of action used to remedy the problem.
8. The Executive Officer makes available support services for the State Board and Committees as feasible.
9. The Executive Officer reports to the Executive Committee how well the boards throughout the state are complying with the requirement that all children receive reviews at least once every six months.
10. The Executive Officer shall work toward building and maintaining relationships with state leaders (administrative, legislative and judicial personnel) to further the goals and objectives of the CFCRB.
11. The Executive Officer shall provide leadership to the organization by:
  - A. Initiating research that leads to problem solving and policy formulation.
  - B. Initiating planning processes that lead to goal achievement.
  - C. Implementing strategies that facilitate goal achievement.
  - D. Providing encouragement and support to volunteer(s) and standing and special committees.
12. The Executive Officer shall act as the liaison between the Executive Committee and the AOC, including:
  - A. Relating and clarifying AOC policies that affect the operation of the Executive Committee.
  - B. Advocating for AOC policy implementation or changes that the Executive Committee finds necessary to effectively operate CFCRB.

## 5.2 Field Coordinators

### RESPONIBILITIES AND DUTIES

To assist volunteers to more effectively exercise their duties as foster care reviewers. In that capacity they should:

- Act as the liaison between AOC and the volunteer.
- Act as the liaison with the Cabinet when necessary.
- Act as the liaison with local District/Family Courts.
- Perform administrative tasks for review boards when requested.
- Review case files and perform reviews when requested by a review board.
- Monitor the status of each review board to ensure that each has a volunteer chair/vice chair.
- If necessary, assist a board in developing persons who will assume leadership roles.
- Perform those functions, which sustain the citizen foster care review process.
- Assume a key role in the recruitment of new volunteers by identifying opportunities for volunteers to speak about the review process or, should volunteers not be available, to perform that task as needed.
- Initiate contacts with newspapers and other publications to advertise for volunteers.
- Communicate with potential volunteers to ensure that applications are complete and convenient training options are made available.
- Act as the host for initial training of new volunteers and engage current volunteers in that process when possible.
- Maintain attendance and training hour data on all volunteers.
- Maintain the appointment records for all volunteers.
- Notify the Executive Committee (Region Representatives) when volunteers fail to meet attendance/training requirements.
- Initiate continuing education opportunities so that volunteers may obtain training hours annually.
- Perform those functions that will enhance the review process.
- In areas where Interested Party Reviews are being conducted, the Field Coordinators should assist Interested Party Review board members as requested.
- If reviewers request notification of a Permanency Hearing date, the Field Coordinators shall assist in providing that information.
- When requested, the Field Coordinators will facilitate meetings between reviewers, their Judge(s) and GALs.
- Encourage volunteers to attend training opportunities in their region as well as the statewide conferences.

## **5.3 Administrative Staff and Other Personnel**

### **STAFF PARTICIPATION IN MEETINGS**

1. Staff will attend meetings of various committees and the State Board as requested, without voting capacity.
2. Staff is encouraged to offer advice and recommendations based on their professional knowledge.
3. Staff is encouraged to assist volunteers in such ways that the organization adheres to state statutes and organizational by-laws.
4. Field Coordinators may not be considered volunteers or chairpersons in their own AOC assigned area.

## **Section 6 – Training and Certification**

### **6.1 Initial Training, Continuing Training, Certification**

#### **TRAINING POLICY AND PROCEDURE**

1. Initial Volunteer Training shall be offered regionally four times per calendar year. The staff will schedule, coordinate and conduct training.
2. Notice of training certification shall be given to the Chief District/Family Court Judge prior to appointment.
3. The volunteer may not review a case until he/she is trained and certified. If the individual does not complete the required training, a letter will be sent to this effect to the District/Family Court Judge.
4. Qualified trainers including CFCRB staff and volunteers, Cabinet personnel and appropriate community members shall provide training.
5. Prior to initial training, individuals interested in becoming board members shall receive a brochure and application. Hand books and the reference manual will be received at the initial training. Following appointment and certification, the board member will be forwarded a new reviewer packet.
6. The initial training session fulfills certification requirements for one calendar year. Thereafter, the board member is required to obtain six continuing education credit hours to be re-certified.
7. Chair and Vice-Chair Training shall be offered regionally twice per calendar year. The staff will schedule, coordinate, and conduct training. Participation in the Chair and Vice Chair Training equates to four (4) hours of continuing education credit.
8. Regional Training shall be offered in odd-numbered years. The Regional Training agenda will be developed by the Training Committee. The staff and the respective Regional Representative will schedule, coordinate, and conduct training. Participation in the Regional Training equates to six (6) hours of continuing education credit.
9. Initial and Chair/Vice-Chair training agendas shall be approved by the State Board after Training and Development Committee recommendations.

#### **CONTINUING TRAINING SESSIONS**

Continuing training is vital to the quality of reviews. CFCRB offers continuing training through conference and other training sessions. Additionally, the community offers educational seminars, which may be approved for continuing training credit. On an annual basis, six continuing training hours are required for all reviewers.

***The following are approved programs for continuing training credit:***

<b>Activity</b>	<b>Note</b>	<b>Credit Hours</b>
CFCRB Conference	Must attend all Saturday courses	6 hours
Regional Training	Must attend all day session	6 hours
Instructor - CFCRB Training Session	Initial Volunteer Training, Chair/Vice-Chair Training, Regional Training and/or Conference Session	3 hours (up to)
Executive Board Meeting	There is a 3 credit-hour limit per year and 1 credit-hour limit per meeting	1 hour
Workshops in the community concerning children's issues	Must be approved by your local board chair	2-6 credit hours
Other videos/books/etc. dealing with children's issues	Must be on the resource material list approved by the Training Committee	varies

**CERTIFICATION**

1. All applicants for volunteer Citizen Foster Care Reviewers shall complete the Initial Training as approved by the State CFCRB to qualify for certification.
2. Initial Training provides the volunteer with certified status of up to one year.
3. All new volunteers shall be certified prior to appointment.
4. All volunteers must be appointed by written court order of the District Judge/Family Court Judge.

**RETENTION AND/OR RE-CERTIFICATION**

1. Each volunteer shall attend a minimum of 75% of their Board's scheduled meetings in order to retain their membership, provided there are cases to review.
2. Each volunteer shall be required to acquire six hours of training each year for re-certification.
3. The Chairperson of individual boards determines whether community workshops meet the criteria for continuing training.
4. Chairpersons shall be responsible for reviewing/evaluating the attendance, compliance with training requirements, and level of functioning of each of their members.

## 6.2 Training Conference

### CFCRB BI-ANNUAL TRAINING CONFERENCE

The bi-annual conference is hosted either the first or second weekend in November, or the last weekend of October, of even years. All staff participates in the preparation of the conference. The Conference Committee develops an agenda at the beginning of the year for the conference. Training Committee chair serves as a member of the Conference Committee.

#### Who May Attend:

- Volunteers who attend and participate in three-fourths of all their local board meetings in the year the conference is held.

#### Hotel Accommodations:

- Hotel accommodations will be provided for reviewers living 30 miles or more from the conference site. (Exceptions will be made for the Executive Committee members and committee chairs as necessary).
- Although volunteers are asked to share a room when possible, there will be one hotel room provided per reviewer. Reviewers may bring a spouse or guest.

#### Cancellations:

- Reserved rooms must be paid for unless they are cancelled within the time frame stipulated by the hotel.
- Volunteers are expected to inform the AOC staff of cancellations, even when the reviewers call the hotel themselves.
- Failure to inform AOC staff of cancellation may result in the reviewer bearing the cost of the room.

#### Meals:

- Meals will be provided to reviewers only.
- Saturday night meals are “on your own.”
- Guests must make arrangements with the Conference Committee staff for payment of their meals, either during early registration or at the Conference.

#### Mileage:

- Mileage will be reimbursed at the current rate for reviewers. (One car per family)
- Mileage to the conference will be reimbursed after subtracting 200 miles round trip.

#### Training Credit for Certification:

- To receive six hours of continuing training, reviewers must attend every session on Saturday.

## **6.3 Chair and Vice-Chair Training**

### **CHAIR AND VICE-CHAIR TRAINING**

1. All CFCRB current or newly elected local chairs and vice-chairs must attend an enhanced chair and vice-chair training session either before, or within six months of, the election.
2. Chairs and vice-chairs must meet the regular training requirement that involves six hours of approved continuing education per year.
3. Barring extreme circumstances, a chair or vice-chair who is unable to meet the enhanced training will automatically become ineligible to continue service in this capacity, although he/she may remain an active board member provided all training requirements have been satisfied

## 6.4 Training Agendas



### CITIZEN FOSTER CARE REVIEW BOARDS Initial Training for Case Review by Paper and IPR Agenda

Start	Finish	Topic
9:00 a.m.	9:15 a.m.	<b>Welcome and Introductions- Family Services Coordinator</b> <i>a. Introduction of Staff and Guests</i> <i>b. Lunch and Break Information</i> <i>c. Housekeeping Matters</i> <ol style="list-style-type: none"> <li>1. Location of Bathrooms</li> <li>2. Length of Training and Time to be Completed</li> <li>3. Evaluations &amp; Travel Vouchers</li> </ol> <i>d. Overview of Training Topics</i>
9:15 a.m.	9:30 a.m.	<b>The Role of the CFCRB-Certified Volunteer or Coordinator</b> <i>a. Mission and Vision</i> <i>b. Duties</i> <i>c. Organizational Structure</i>
9:30 a.m.	10:15 a.m.	<b>The Role of the Department of Community Based Services, Division of Protection and Permanency-DCBS Staff</b> <i>a. Referral</i> <i>b. Investigation</i> <i>c. Case Planning</i> <ol style="list-style-type: none"> <li>1. Permanency Goals and How They Are Chosen</li> <li>2. Placement Options</li> <li>3. Prevention Plans</li> <li>4. Six Month Case Planning</li> <li>5. Continuous Quality Assessment</li> </ol>
10:15 a.m.	10:30 a.m.	<b>Break</b>
10:30 a.m.	11:15 a.m.	<b>The Role of the Courts and Reasonable Efforts-Judge</b> <i>a. Emergency Removal/Custody</i> <ol style="list-style-type: none"> <li>1. Valid for 72 Hours</li> </ol> <i>b. Temporary Removal/Custody</i> <ol style="list-style-type: none"> <li>1. Valid for 45 Days</li> </ol> <i>c. Adjudication</i> <i>d. Disposition</i> <i>e. Permanency Review</i> <i>f. Reasonable Efforts</i> <i>g. Oath of Confidentiality and Conflict of Interest</i>

Start	Finish	Topic
		<i>h. The Expectations of the Court</i>
11:15 a.m.	12:00 p.m.	<b>Children's Issues-Mental Health Professional or Social Worker</b> <i>a. Attachment Issues</i> 1. <i>Cycle of Attachment</i> 2. <i>Signs of Attachment Disorder</i> <i>b. Stages of Grief</i> <i>c. Child(s) Sense of Time</i> <i>d. Looking for Signs of Mental Health Problems</i>
12:00 a.m.	1:00 p.m.	<b>Lunch</b>
1:00 p.m.	1:45 p.m.	<b>Family Engagement-Family Services Program Coordinator</b> <i>a. Definition</i> <i>b. Core Engagement Skills</i> 1. <i>Empathy</i> 2. <i>Respect</i> 3. <i>Genuineness</i> <i>c. Dealing with Differences Positively</i>
<b>Break Out Session: Volunteers split into two groups. Allow for breaks when needed</b>		
1:45 p.m.	4:00 p.m.	<b>Case Review by Paper Volunteers: Let's Review a Case-Family Services Coordinator</b> <i>a. Looking at the Review Form</i> <i>b. Court Forms</i> <i>c. DCBS Case File</i> 1. <i>Organization</i> 2. <i>Case Plan</i> 3. <i>CQA and Investigation</i> 4. <i>Placement Log</i> 5. <i>Service Recordings/Running Record</i> <i>d. Comments Section</i> <b>Certificates, Evaluations, and Closing-Family Services Coordinator</b>

Start	Finish	Topic
1:45 p.m.	4:00 p.m.	<p><b>Interested Party Review (IPR) Volunteers: Let's Review a Case-Family Services Coordinator</b></p> <ul style="list-style-type: none"> <li>a. What is it? How it started? Where it is headed?</li> <li>b. Board Operation-Administrative Matters</li> <li>c. Preparing for the Review <ul style="list-style-type: none"> <li>-Where/When do we meet?</li> <li>- IPR Materials</li> <li>- Lead Reviewer Checklist</li> <li>- Case Plan/Goals and Objectives</li> </ul> </li> <li>d. Asking Questions and Non-Verbal Communication</li> <li>e. During the Review (Appearance and Logistics)</li> <li>f. After the Review (Completing report &amp; Debrief)</li> <li>g. MOCK REVIEW &amp; Assessment</li> </ul> <p><b>Certificates, Evaluations, and Closing-Family Services Coordinator</b></p>



## KENTUCKY CITIZEN FOSTER CARE REVIEW BOARDS

### 2007 REGIONAL TRAINING

#### AGENDA

<b>Activity</b>	<b>Time</b>
Registration	9:45 a.m. – 10:00 a.m.
Introduction	10:00 a.m. – 10:10 a.m.
Developmental Concerns for Younger Children in Care, ages birth to 5 years	10:10 a.m. – 11:10 a.m.
Break	11:10 a.m. – 11:20 a.m.
Cultural Awareness	11:20 a.m. – 12:30 p.m.
Lunch & Awards	12:30 p.m. – 1:30 p.m.
Panel Discussion on the Effects of Family Drug/Alcohol Addiction on Children in Care	1:30 p.m. – 2:45 p.m.
Summary & Wrap up	2:45 p.m. – 3:00 p.m.



## KENTUCKY CITIZEN FOSTER CARE REVIEW BOARDS Interested Party Review

### TRAINING AGENDA

Topic	Presenter	Time Allotted
Welcome and Introductions	CFCRB Staff	10 minutes
Interested Party Review <ul style="list-style-type: none"> <li>• What is it?</li> <li>• Past and Future</li> <li>• Pilot Project</li> </ul>	CFCRB Staff	15 minutes
Board Operation – Administrative Matters <ul style="list-style-type: none"> <li>• Where do we meet?</li> <li>• When do we meet?</li> <li>• Number of volunteers needed</li> </ul>	CFCRB Staff	20 minutes
Preparing for the Review <ul style="list-style-type: none"> <li>• IPR Materials</li> <li>• Lead Reviewer Checklist</li> <li>• Case Plan/Goal and Objectives</li> </ul>	CFCRB Staff	30 minutes
<b>BREAK</b>		<b>10 minutes</b>
Asking Questions (Small Group Exercise)	CFCRB Volunteer/Staff	15 minutes
Non-Verbal Communication	CFCRB Volunteer/Staff	20 minutes
Understanding Cultural Diversity	CFCRB Volunteer/Staff	45 minutes
<b>BREAK FOR LUNCH</b>		<b>30 minutes</b>
During the Review – What you should expect as a Reviewer <ul style="list-style-type: none"> <li>• Appearances</li> <li>• Logistics</li> <li>• Homework</li> </ul>	CFCRB Volunteer/Staff	20 minutes
MOCK REVIEW & Self Assessment	CFCRB Staff	60 minutes
<b>BREAK</b>		<b>10 minutes</b>
After the Review <ul style="list-style-type: none"> <li>• Completing the Report Recommendations</li> <li>• Debriefing Form</li> </ul>	CFCRB Staff	20 minutes
Summary & Evaluation	CFCRB Staff	10 minutes

## **Section 7 – Conflict of Interest and Grievances**

### **7.1 Reviewer/ Case Conflict of Interest**

#### **CONFLICT OF INTEREST**

**A reviewer will not review cases in the following instances:**

1. When the reviewer is a member of the family being reviewed.
2. When the reviewer is a neighbor or friend of any family member or foster parent in the case.
3. When the reviewer is actively involved in a professional, business or personal relationship with any family member in the case, including but not limited to:
  - A. Teachers who presently have family members in class;
  - B. Human services professionals and other professionals (social workers, psychologists, nurses, ministers, physicians, CASA workers, etc.) who are actively working with family members;
  - C. Attorneys involved in any way in the case or cases of family members;
  - D. Proprietors who have any family member as a tenant.
4. When the reviewer is involved in any other relationship with any family members that would make them privy to information about the family that influences their perception of the case or people in the case.
5. When the reviewer is a foster parent and the children placed in his/her home are being reviewed.
6. In situations where confidentiality is the ruling ethic or value, the reviewer should never betray confidences. However, when confidences are not an issue, reviewers covered in the above categories may decide to share information with other reviewers on their board who may, in turn, review the case. This information should be relevant to the case and in the best interest of the child.

## **7.1 Volunteer Grievances With AOC Staff**

### **CONFLICT RESOLUTION BETWEEN VOLUNTEERS AND AOC STAFF**

1. When a volunteer has a concern about staff, the volunteer is to communicate that concern first with the local chair.
2. Either the volunteer or the local chair should communicate that concern directly with the Executive Officer.
3. The Executive Officer will contact the volunteer within five working days to fully address the issues of concern.
4. The Executive Officer will follow up with a letter detailing the facts of the concern(s) and copy that letter to the State Board Chair.
5. The Executive Officer will keep the volunteer, State Chair and those parties involved in the concern, where applicable, informed of progress toward resolution of the concern.
6. The Executive Officer will submit a letter to the volunteer, State Chair and those involved in the concern, where applicable, detailing the resolution of the concern.
7. Written documentation will be filed in volunteer and staff personnel files.

## **7.2 Volunteer Grievances With Executive Officer**

### **CONFLICT RESOLUTION BETWEEN VOLUNTEERS AND EXECUTIVE OFFICER**

1. When a volunteer has a concern about the Executive Officer, the volunteer is to communicate that concern first with the local chair.
2. Either the volunteer or the local chair should communicate that concern directly with the State Chair.
3. The State Chair is to review facts and relate the issue to Executive Committee by email, phone or other means of communication to determine if further action is necessary.
4. The State Chair will address the issue with the Executive Officer by personal contact within five working days of notification to the State Chair. The State Chair will attempt to resolve the situation, and decide if a formal plan of action is needed.
5. After the original contact with the Executive Officer, the State Chair will contact the volunteer within five working days to detail the concern as understood and detail the plan of action deemed appropriate for the concern.
6. The State Chair will keep the volunteer informed relative to the progress of the resolution.
7. If there is an instance where this process becomes ineffective, the Executive Committee will communicate the concerns with the Director of AOC and the Executive Officer.
8. If the issue remains unresolved a closed session of the Executive Committee should be held to determine process and course of action.

## **7.3 Cabinet Grievances With CFCRB/AOC**

### **CABINET CONFLICT RESOLUTION WITH CFCRB/AOC**

1. Cabinet complaints not resolved at the local level regarding staff or local board members are to be submitted to the Cabinet Director, who notifies the CFCRB State Chair.
2. The State Chair follows procedure for a Standards and Retention Hearing.

## **Section 8 – Standards and Retention**

### ***Standards and Retention Committee shall:***

- Establish standards for the certification of new volunteers.
- Establish attendance policy for board members.
- Establish ongoing training requirements.
- Conduct hearings to resolve cases where volunteer misconduct has been alleged.
- Notify volunteers who have failed to meet re-certification.
- All policies governing the actions of the Standards and Retention Committee shall have approval by the State Review Board.

## **8.1 Rules and Procedures of Standards and Retention Committee**

### **1. RESPONSIBILITY AND OBJECTIVES OF THE COMMITTEE**

#### **1.1 Bylaws:**

- 1.11 Formulate ethical principles and standards of certification for adoption by all Citizen Foster Care Review Boards.
- 1.12 Receive and investigate complaints of unethical conduct of Citizen Foster Care Review Board volunteers.
- 1.13 Resolve complaints of unethical conduct or other inappropriate behavior, recommending action, as is necessary, to the Executive Committee.
- 1.14 Adopt rules and procedures governing the conduct of the Standards and Retention Committee.

#### **1.2 Objectives:**

- Maintain certification, retention, and ethical standards of Citizen Foster Care Reviewers at the highest level.

#### **1.3 Protection of Children in Placement:**

- Protect the best interests of the children whom the Citizen Foster Care Review Boards serve.
- Take educative and constructive (rather than punitive) actions towards members found to be in violation of the organization's ethical principles.

### **2. GENERAL OPERATING RULES AND NATURE OF AUTHORITY**

#### **2.1 Enabling Rules:**

- 2.11 The Committee shall base its activities on the by-laws of the State Citizen Foster Care Review Board.
- 2.12 The Committee will adopt rules and procedures governing its conduct in all matters under its jurisdiction. Five members are deemed a quorum and necessary for official action by the Committee.
- 2.13 The Committee has power to investigate allegations of unethical or other inappropriate behavior of all Citizen Foster Care Reviewers in the Commonwealth.
- 2.14 The Committee shall be the sole judge of whether a matter can be disposed of within the Committee or whether recommendations shall be made to the appropriate District Court Judge concerning the alleged violator.

#### **2.2 Jurisdiction Over Volunteers:**

- 2.21 The Committee recognizes and respects the authority of the District Court and Family Court Judges to appoint Citizen Foster Care Reviewers in their respective jurisdictions. The Committee reserves the right to certify these individuals as meeting and maintaining minimum standards of competency to review cases of children in placement.
- 2.22 The Committee shall, upon the recommendation of AOC and individual board chairs, endorse certification or re-certification of Citizen Foster Care Reviewers.
- 2.23 The Committee shall consider complaints brought to its attention only if the complaint is filed within one year from the time the alleged misconduct occurred. This rule may be excepted by a majority vote of the Committee in unusual cases.

**2.3 Available Disciplinary Action:**

Respecting that the District Court /Family Court Judges are the sole authority for the appointment or removal of Citizen Foster Care Reviewers, in some circumstances the Committee may need to discipline members for sub-par performance or unethical behavior. These disciplinary actions will be taken as a last resort and only affects the individual's status as a certified reviewer.

**2.31 Probation:** In cases of clear violation of a less serious nature, the Committee may recommend probation for an appropriate time to assure that steps are being taken to rectify the situation. Re-review by the Committee is necessary to return the reviewer to certified status. Failure to comply with Committee recommendations within one calendar year will result in sterner disciplinary action. As above, the appointing District Court /Family Court Judge will be advised of the Committee's actions and recommendations.

**2.32 Deny Re-certification:** The Committee may recommend non-renewal of a reviewer's certification if such action is deemed appropriate. As above, the appointing District Court /Family Court Judge will be advised of the Committee's actions and recommendations.

**2.33 Expulsion:** Upon recommendation by the Committee after full investigation and review, a volunteer may be expelled as a certified reviewer. Such action is reserved for only the most extreme cases and the appointing District Court /Family Court Judge will be advised of the Committee's decision and rationale for this action. CFCRB members may only be removed from the board by the District / Family Court Judge.

**2.4 Meetings:**

2.41 The Committee shall meet as needed. A quorum at such meetings shall consist of a majority of the Committee members.

2.42 All decisions by the Committee, with the exception of those regulations and procedures that the entire organization must endorse, shall be by majority vote of the Committee.

2.43 Any Committee member may call for a secret ballot.

2.44 Attendance at the Standards and Retention Committee's deliberation of cases is restricted to members of the Committee and those individuals the Committee invites to attend for consultation or testimony.

2.45 The Committee shall maintain detailed minutes recorded by the State Secretary in an appropriate and confidential manner.

**2.5 Confidentiality:**

2.51 All information concerning complaints against reviewers shall be confidential. In serious cases, the Committee may report its recommendations to the member who has allegedly violated a standard, to the AOC and to the appropriate District Court / Family Court Judge.

2.52 The Committee shall inform the person who made the allegations, and the reviewer in question, of its action and rationale for its action when the matter is disposed of by the Committee. A final appeal to the Standards and Retention Committee concerning the matter may be made within thirty days of this final notification.

## **8.2 Protocol for Standards and Retention Hearing**

### **PROTOCOL FOR STANDARDS AND RETENTION HEARING**

1. Matters concerning violations or misconduct by an individual reviewer received by a member of CFCRB or AOC not resolved by local chairperson should be directed to the State Chair.
2. The volunteer is to be notified in writing by the State Chair of the allegations made and of the process that is to be used to address the allegations, including the date of the next meeting of the Standards and Retention Committee.
3. The local board chair is to be notified that allegations have been made against the named reviewer, and that the Standards and Retention Committee will take the matter under advisement at the next meeting. For the purposes of confidentiality, the allegations will not be listed to the local chair.
4. The District Judge/Family Court Judge is to be notified of the decision to proceed with a Standards and Retention Hearing in the matter, without disclosing allegations.
5. A Standards and Retention Hearing will be held at the next Executive Committee Meeting.
6. Upon recommendation of the Committee a volunteer may be temporarily suspended until the case has been resolved.
7. A volunteer may not be permanently removed from their position until a full hearing of the Standards and Retention Committee is held.
8. The volunteer shall be present at the hearing. The volunteer may refuse attendance in writing.
9. The volunteer may present witnesses at the Hearing.
10. The State Board Secretary will document minutes of the Hearing, and will report the outcome to open session of the Executive Committee. In order to protect volunteers, all minutes of the Standards and Retention Committee shall be considered confidential and will only be released under the Open Records Law.
11. Following the Hearing, the Standards and Retention Committee may go into closed session to deliberate.
12. The decision of the Standards and Retention Committee will then be recorded in the minutes of the Hearing.
13. The results of the Hearing will be forwarded to the volunteer, the District/Family Court Judge, local board chair and the originator of the complaint in writing.
14. Within thirty days of receipt of the results by the District/Family Court Judge, the volunteer may appeal the decision in writing to the Standards and Retention Committee.
15. Should the action from the Committee result in the termination of the volunteer as a reviewer, the volunteer will have the right to appeal the decision with the District /Family Court Judge.

16. All decisions made by the Judge pertaining to the appropriateness of a volunteer to remain a reviewer will be deemed final.

17. Complete documentation should be placed in the reviewer's file. If the report is unsubstantiated, the complaint will be kept on file for one year. If the complaint is substantiated, the complaint will be kept on file for two years.

## **8.3 Investigation of Child Abuse Involving a Reviewer**

1. If a volunteer knows that they are the subject of a Cabinet investigation of suspected abuse or neglect of a child, that volunteer is obliged to notify the AOC/CFCRB staff.
2. AOC staff will notify the State Chair.
3. Details of the investigation need not be relayed to AOC/CFCRB, however the volunteer is to suspend participation as a reviewer until the investigation is complete and a finding has been made.
4. If the investigation reveals that the allegations are unfounded, the volunteer may return to active status, and any records pertaining to the investigation will be destroyed by AOC/CFCRB.
5. If the allegations are substantiated the findings will be forwarded to the Standards and Retention Committee and the appointing Judge.
6. The Standards and Retention Committee will then make recommendations to the appointing Judge.
7. The volunteer shall have the opportunity to go before the Judge.
8. The Judge has the ultimate authority in making decisions regarding the appropriateness of volunteers.

## **Section 9 – Case Review Operational Policies**

### **9.1 Maintenance and Destruction of Files**

1. If a child is under eighteen years of age and the commitment has been terminated, keep your records at least one year afterwards. If the child has not returned to care within one year, you *may* destroy the records.
2. Records for children under eighteen years and six months *may* be kept for up to five years in the interest of child re-entry documentation.
3. If a child has turned eighteen years of age, records *must* be kept for six months to determine if child extends commitment.
4. If a child has extended commitment after age eighteen, records *must* be kept for six months after commitment is dropped.
5. All records *must* be shredded or burned, never recycled. AOC can assist in the destruction of files upon request.

## **9.2 Children Re-entering Care, Case Transfer, Case Closing**

### **CASE TRANSFER POLICY**

1. The responsibility for reviewing cases will remain with the county of commitment except when:
  - a. A child is placed in a pre-adoptive home in another county.
  - b. Court jurisdiction is transferred to another county.
2. When a child's case is to be transferred from one local board to another local board, the chair of the local board from which the child is transferring records the transfer on the review form. The AOC staff should record the transfer in the AOC system and forward notice to the chair of the new county for the child. The new local board will begin the review process where the previous reviews stopped.
3. The initial review board chair, upon request from the new reviewing board chair, shall send copies of records pertaining to the re-opened case to the new reviewing board.
4. When the Cabinet transfers case responsibility to another county but that case does not fall into any category in Part 1 of this policy, the case will continue to be reviewed by the board in the county where the child was committed. In these cases the board will continue to request the case as usual, remembering it may take extra time for the case record to be sent from another county.

### **CASE CLOSING POLICY**

1. Local review board may request one last review of a case after receiving the Cabinet's Intent to Release.

### **CHILDREN RE-ENTERING CARE POLICY**

1. As a child re-enters the custody of the cabinet, notation will be made on the Children's List and notification will be sent in writing to the old board as well as the new board.
2. If a child re-enters the custody of the cabinet in the same local review board area, the same member of the local citizen foster care review board who reviewed the earlier case shall review the case upon re-entry if the individual is still a member.
3. If the child re-enters the custody of the cabinet in a different county or under the jurisdiction of a different local citizen foster care review board, the board with review responsibility of the current case shall contact the earlier local citizen foster care review board to consult, whenever possible, the individual from that board who reviewed the earlier case.

## **9.3 Maximum Case Load for Individual Boards**

### **MAXIMUM BOARD CASE LOAD**

A local board may be divided because of caseload, with approval of the Local Board Chair, the State Chair and the Executive Officer.

## 9.4 Access to Cabinet Files and Information

### ACCESS TO CABINET FILES AND INFORMATION

#### **620.250 Local citizen foster care review board's access to records.**

(1) Each local citizen foster care review board shall have access to all information and records of the cabinet pertinent to the parents or person exercising custodial control or supervision of the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.

(2) Each local citizen foster care review board shall have access to all information and records of the court, the cabinet, and public and private child-caring facilities when pertinent to the child assigned to the local board for review. Information and records shall include, but not be limited to, case permanency plans, case progress reports, and case records.

(3) All requested information or records, or both, not already before the local citizen foster care review board at the time of the six (6) months review shall be submitted by the agency or organization in possession of the information or records, or both, no later than five (5) working days after the receipt of the request.

(4) If the local citizen foster care review board is denied access to any public or private information or records, or both, it may request the court to hold a hearing, at which time the court may require the agency or organization in whose possession the information or records, or both, are held to show cause as to the reasons why the information or records, or both, shall not be ordered surrendered pursuant to its authority.

#### **620.280 Employees of cabinet and other agencies to appear at local board meetings.**

Each local citizen foster care review board may request in writing employees of the cabinet or other agencies or organizations, on five (5) working days' notice, to appear at local board meetings when necessary to determine the progress made in placing the child in a permanent home. Should an employee fail to appear at such a meeting, the local citizen foster care review board may request that the court hold a hearing at which time the court, if the request for the hearing is granted, shall require the employee to show cause as to why he should not be compelled to appear.

#### **Approved Time Guidelines:**

- The running record is considered up to date by Cabinet standards if entries are made within 30 days of the review.
- Children's List must be received by the local Cabinet staff 14 days prior to the review.
- The local citizen foster care review board may request, in writing, employees of the cabinet or other agencies or organizations to appear on five working days notice.
- A case plan is current when dated within six months plus 30 days of the day of the review.

#### **Approved Measures for Reconciliation of File and Information Request Denied:**

- When a file is not produced or requested information is denied, the local Chair attempts to resolve the issue with the Social Services Worker or with the Family Services Officer Supervisor.
- Field coordinators are available to assist when the issue is not resolved at the initial stages. The Field Coordinators will move the issue to the proper level of the Cabinet.
- If the record or information is still not available, the CFCRB/Field Coordinator may request a court hearing on the matter.
- Local boards may request assistance from additional AOC staff at any time.
- Local boards may also ask the court for help at any time.

## 9.5 Forms

### Forms Section to be included:

#### Review Forms

CFCRB-2A	Findings and Recommendations Review Form Guidelines
CFCRB-2B	Reviewer's Question and DCBS Responses Case File Organization
CFCRB-5	Finding of Inappropriate Placement and or Permanency Plan
CFCRB-6	IPR Findings and Recommendations
CFCRB-11	Noncompliance Notification CFCRB Interested Party Review Checklist IPR Reviewing Tips Family Case Information
CFCRB-	Case Transfer
CFCRB-NMD	Notification of Next Meeting Date Reviewer Case List and Dates

#### Volunteer Application

CFCRB-8	Volunteer Application
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#### CFCRB Forms

Case Transfer Form  
Next Meeting date Form  
School-Work Excuse Form  
Executive Committee Nomination Form  
Regional Representative Report  
Request for Supplies Form  
Travel Voucher  
Chairperson Checklist  
CFCRB Chair/Vice Chair Mentoring Tip Sheet

#### Family Services Forms

CFCRB 9	Appointment Order
CFCRB 10	Reappointment Order
CFCRB 12	Case Selection for Interested Party
CFCRB 13	Interested Party Review Case Summary

Forms can be found at this link.

<http://courts.ky.gov/courtprograms/cfcrb/Pages/FormsListing.aspx>