

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 Chapter 620 or other documents are referenced.

Each Chairperson shall maintain a copy of the Policy and Procedure Manual.

The CFCRB Policy and Procedure Manual received approval by the CFCRB Executive Committee on February 20, 2020.

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 whose parents' 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.

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

Per statute, reviewers are to be appointed by the judiciary in each county. CFCRB volunteers review the state's permanency plans for children placed in foster care. Local CFCRBs 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, Family and Juvenile Services Department.

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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

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 nonparticipation, 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 or provide electronic notification in the manner 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.
- (3) Under no circumstance shall a child be placed in a home, facility, or other shelter with a child who has been committed to the Department of Juvenile Justice for commission of a sex crime as defined in KRS 17.500, unless the child committed for the commission of a sex crime is kept segregated from other children in the home, facility, or other shelter that have not been committed for the commission of a sex crime.

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; regional forums.

- (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.

(4) Notice of the six (6) month interested party review and the right to attend and participate in the six (6) month interested party review shall be provided to the child's parents, if parental rights have not been terminated or surrendered; the parent's attorney; the guardian ad litem, the attorney for the child, or both; the foster parents; the prospective adoptive parent; the relative providing care for the child; and the child who is a party to the proceeding. The cabinet shall provide the Administrative Office of the Courts Citizen Foster Care Review Board with the names, addresses, and any other needed contact information in order to provide adequate, timely notice of the review to these persons.

(5) At least twice annually, the local citizen foster care review boards shall participate in regional community forums for members of the public to discuss areas of concern regarding the foster care system and to identify barriers to timely permanency, well-being and safety for children in out-of-home care. The boards shall report their findings to the State Citizen Foster Care Review Board in accordance with KRS 620.340.

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.

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:

- (1) Whether there is a plan for permanence;
- (2) Whether the plan is progressing; and
- (3) 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 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; and
- (4) The number of moves that have occurred during the child's placement into out-of-home care, including whether the child has moved three (3) or more times within a six (6) month period.

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 biennially 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) Barriers to permanency identified in reviews;

(b) The number of children moved more than three (3) times within a six (6) month period;

(c) The average length of time in care;

(d) Local solutions reported to meet identified barriers; 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 Child Welfare Oversight and Advisory Committee established in KRS 6.943 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;

(c) The findings of the local citizen foster care review board community forums conducted pursuant to KRS 620.270; and

(d) 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. The Citizen Foster Care Review Board mission is to ensure safe, permanent, timely placement of Kentucky's children in out-of-home care.

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.

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 youth representative (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 or e-mail ballots.
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 or e-mailed ballots, the outcome is determined by the majority vote of mail or e-mailed 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, Public Forums and annual trainings;
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.
9. Ensuring the CFCRB State Board submits a report of the findings and recommendations of the local CFCRB community forums to the Child Welfare Oversight & Advisory Committee of the Kentucky General Assembly, annually or as otherwise requested, in compliance with Kentucky Revised Statute 620.320.

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 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 conducting Public Forums and 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, will serve on the Public Relations Committee and take a leadership role in the nomination process of CFCRB volunteers for statewide offices, and will continue to serve on the Executive Committee for an additional two years unless resigned, removed from office.

9. The State Chair, or his/her designee, shall represent CFCRB via seats on Kentucky boards, committees, or other entities related to ensuring protection and permanency for dependent, abused, and/or neglected children. Examples may include, but are not limited to, the following:

- Kentucky Child Fatality & Near Fatality Review Panel
- Kentucky Partnership for Families & Children
- Kentucky Youth Advocates
- Prevent Child Abuse Kentucky

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. May assist in conducting Public Forums and 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

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

1. 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 conducting Public Forums and 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 conducting Public Forums and 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 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 conducting Public Forums and 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 sent electronically 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 Special Election

If a vacancy occurs in the office of State Chair or Vice-Chairperson, an election will be held at the next annual State Review Board meeting to fill the remainder of that unexpired term.

6.3.3 Commencement of Term of Office

Unless otherwise noted by the Executive Committee, each term of office shall begin at the completion of the state board meeting in the year when the election for that position was held, and shall terminate at the completion of the state board meeting in the next election year.

6.3.4 Election Procedures

1. Elections may be conducted by mail or e-mail ballots, 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 Public Relations 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 or e-mail.
5. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail or e-mail ballots 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 Legislative Committee, a Training and Development Committee, a Public Relations Committee, and a Diversity 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.
4. Provide direction to the Training and Development Committee in developing a leadership academy for CFCRB volunteers.

7.2.3 Confidentiality

In order to protect volunteers, all minutes of the Standards and Retention Committee shall be considered confidential and will not be released unless otherwise provided by law.

7.3 Legislative Committee

7.3.1 Membership

This committee shall consist of Citizen Foster Care Review Board members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

7.3.2 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 Child Welfare Commission.
2. This committee shall review twice annually information obtained from Public Forums and volunteers 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.
5. This committee will evaluate ways to improve the long-term operations and structure of the CFCRB utilizing the strategic planning process.
6. 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.

7.4 Training and Development Committee

7.4.1 Membership

This committee shall consist of 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 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.
2. This committee will be responsible for the development of the curriculum for the two-day chair/vice chair training.
3. The committee will coordinate any host activities, such as goody bags, for the attendees of the two-day chair/vice chair training.

7.5 Public Relations Committee

7.5.1 Membership

This committee shall consist of Citizen Foster Care Review Board Members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board. The Past State Chair will serve on this committee and take a leadership role in the nominations process.

7.5.2 Responsibilities

1. This committee shall be responsible for public relations including public awareness, volunteer recruitment, and publication of the CFCRB newsletter.
2. This committee shall be responsible for establishing, monitoring, evaluating, approving, and upgrading all recognition given to Kentucky Citizen Foster Care Reviewers, during regional trainings. 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.

3. This committee shall facilitate the processing of posthumous recognition of CFCRB members as requested and approved by the Executive Committee
4. On a year-round basis, this committee shall seek out and identify candidates for elected positions and shall encourage these persons to seek office.
5. At least 3 months before State Board in an even-numbered year, elections are to be conducted, the Public Relations Committee Chair shall seek nominations by mail or e-mail through the procedure set out in ARTICLE 6.
6. 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.
7. This committee shall screen for eligibility the applications of all nominees and shall place the names of all qualified candidates on the ballot.
8. 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 or e-mail.
9. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail or e-mailed ballots by the designated deadline, shall determine the outcome of each election.

7.6 Diversity Committee

7.6.1 Membership

This committee shall consist of Citizen Foster Care Review Board Members appointed to the committee by the Chairperson of the State Citizen Foster Care Review Board.

7.6.2 Responsibilities

1. This committee is responsible for reviewing and updating CFCRB forms and processes to make them more inclusive of cultural concerns.
2. This committee provides targeted recruitment strategies to the Public Relations Committee to enhance the diversity of the volunteer base.
3. This committee maintains a focus on racial disparity as it impacts children reviewed by the CFCRB.

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

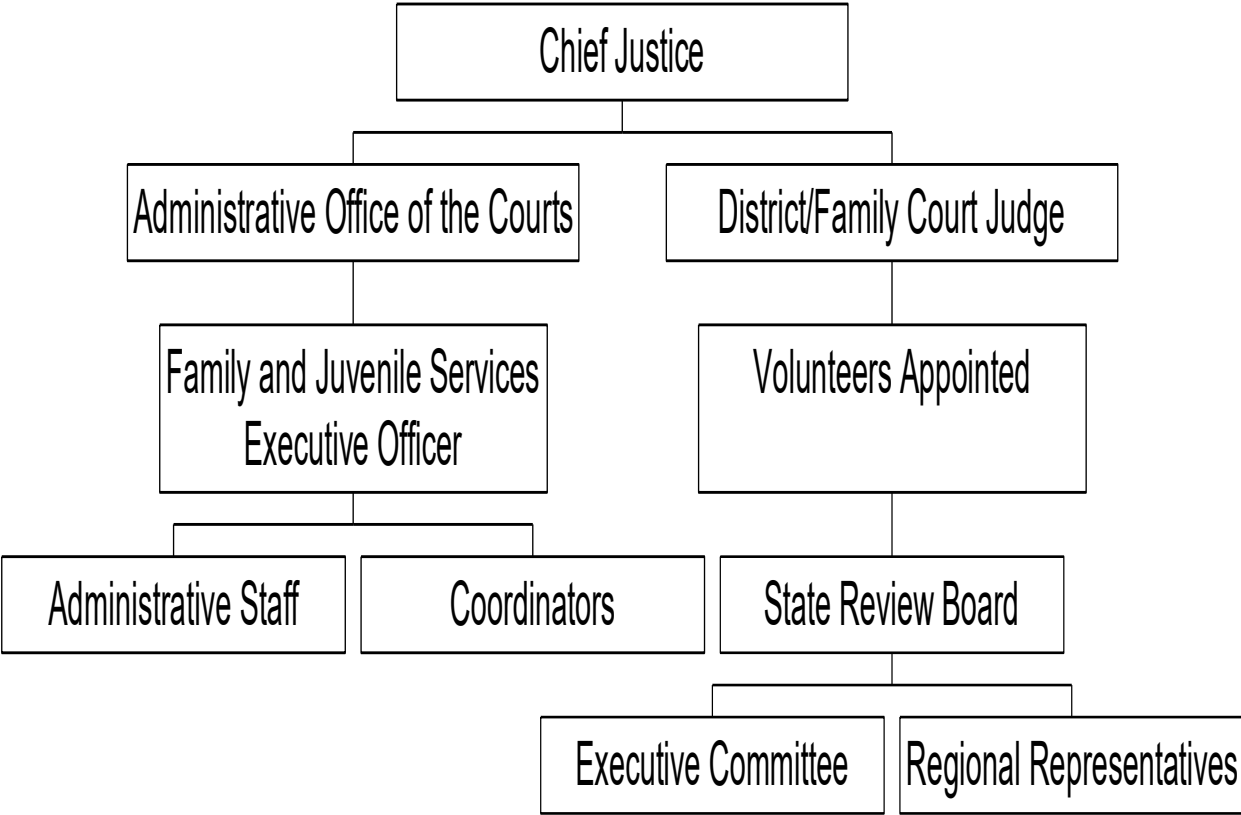
These by-laws may be amended by a two-thirds vote of those present and eligible to vote at the next State Review Board meeting, provided the proposed amendments have been approved by the Executive Committee and presented in writing to each member of the State Review Board at least two weeks prior to 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, November 2018.

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 Family/District 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

- 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

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

- 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

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 at the first meeting of the year, or as close as possible, with results reported to the program coordinator for them to record in CATS (Children's Automated Tracking System).
2. The sitting Chair is responsible for holding the election.
3. Any active board member who is willing to attend the next Chair and Vice-Chair Training can be elected Chair or Vice Chair.
4. Nominations will be taken from the floor.
5. Elections may 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 state board meeting in the year when the election for that position was held, and shall terminate at the completion of the state board meeting in the next election year.
3. At least 3 months before the annual state board meeting of an election year, the Public Relations Committee Chairperson shall seek nominations by mail or e-mail.
4. The Public Relations 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, ballots may be distributed by mail or e-mail.
6. Voting shall be conducted by written or electronic ballot.
7. Chairpersons may proxy his or her vote.
8. A majority vote of eligible members or their qualified proxies who are present and voting, or who return any mail or e-mailed ballots by the designated deadline, shall determine the outcome of each election.
9. Election results will be announced during the annual business meeting.

Please refer to Article 6 of the 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 and approval from the Executive Committee.
2. State Chair may secure approval of Chair appointments by mail or e-mail.

Please refer to Article 6 of the Bylaws for further information

Section 3– Local Review Board Operations

3.1 Foster Care Reviewers

VOLUNTEER REVIEWERS

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

- Respect confidentiality at all times.
- Adhere to “Conflict of Interest” policy (see Section 7.1 of this Manual).
- 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 and complete the review form as instructed.
- Insure that each child 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 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 Program 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 ensures board members record their attendance and training 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 timely manner, regardless of varying local distribution procedures.
- Within fourteen (14) days of each review, the local chair should submit the original findings and recommendations forms to the Court stating the board's findings and recommendations for the cases reviewed. This applies to paper case-file reviews or chair-led interested party reviews.
- 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.

Submitting the Review Forms:

- The completed review forms should be received by AOC staff twenty-one (21) days prior to the next review. This applies to paper case-file reviews and chair-led interested party reviews.

CHAIRPERSON CHECKLIST

The following checklist has been developed to assist **Interested Party Review (IPR)** Chairs in completing tasks before, during, and after local board meetings.

Before

- Make a schedule with board members for each month the IPR board meets; review this schedule with board members at each IPR meeting.
- Board members contact the Chair if they cannot attend.
- Review the materials on Secured Documents (a web portal used to view documents) for the upcoming IPRs, make notes and additional questions as needed.
- Secure the meeting room, especially in case of a meeting change.

During

- Arrive early; make sure meeting room is in order; review case material.
- Confer with board members and coordinator regarding updates on children to be reviewed.
- During the opening statement, board members introduce themselves to the parties using their first names.
- Maintain an orderly and timely flow for reviews; assists coordinator with this task.
- Assist in compiling findings and recommendations.
- If the Chair is not assigned to a specific case, the Chair empowers the Lead Reviewers to take the lead role. However, the Chair will ask questions if needed.
- Sign judge's cover letter (this is a form generated and printed from the Children's Automated Tracking System).

After

- Review Status Reports and next three Children's lists to determine next month's caseload.
- Schedule time frames for reviews.
- Turn in material to be shredded.
- Review upcoming meeting schedules with board members.
- Make sure board members sign attendance sheet and judge letter.
- Complete release forms.

The following checklist has been developed to assist **Case File Review (“Paper Review”)** Chairs in completing tasks before, during, and after local board meetings.

Before Review Board Meetings:

- Per KRS 620.250(3) and KRS 620.280, 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.
- Update review board files to be sure that they contain any new materials received for board use.

During Review Board Meetings:

- Arrive at review site prior to board meeting.
- Check-in all cases by using the monthly review forms.
- If files are not available, request Cabinet staff to locate files.
- If missing files are not located, recall cases for next month’s meeting.
- Have supplies available for reviewers.
- Confer with reviewers as necessary during their reviews.
- Guide new board members through initial reviews.
- Sign off on all reviews, checking for appropriateness of statements and completion.
- If there are any questions for Cabinet staff, check appropriate areas on the review form and return to caseworker in agreed upon manner.
- Complete the review forms. Mail them within seven 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.
- File any Cabinet responses to prior reviews. Responses from the Cabinet are due within 30 days of the review that generated the question.
- In counties where appropriate, forward copies of review to Guardians *ad Litem*.
- Mail original reviews to the Judge, make one copy for the Cabinet’s file, one for the chair’s file, and send one to AOC within one week of the meeting.

After Review Board Meetings:

- File correspondence received between board meetings.
- Notify program coordinator if supplies are needed.
- Maintain attendance and training records for each reviewer.
- Contact the program coordinator or supervisor if you are having difficulty with a particular case.
- Watch for review forms to arrive at least 14 days prior to the next meeting.

3.3 Children’s Automated Tracking System (CATS)

1. The Children’s Automated Tracking System (CATS) houses all volunteer information, all reviews on children reviewed by the CFCRB, and ensures that children are reviewed at least once every six months.
2. CATS receives a weekly download from TWIST (the Cabinet’s case management system) of all

new commitments. AOC administrative staff enters the new children into CATS and assigns them to a review board.

3. CATS ensures that paper case-file board chairs receive all necessary review forms 14 days prior to a board meeting. IPR boards have access to Secured Documents.
4. Through the children's list generated from CATS, AOC staff notifies local boards and DCBS when the next board meeting will occur and the children's cases to be reviewed.
5. CATS provides 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 CFCRB's existence to the Chief Justice, Governor and Legislature, but also informs them about the state of Kentucky's children in foster care.
6. Copies of paper case file review forms must be returned to AOC central office 21 days prior to 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 (AOC 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).
7. CATS maintains all chair contact information. Children's lists for all boards are emailed to DCBS.
8. Chairs must provide a next meeting date for each child and thoroughly complete each form.
9. Release information will appear on the Findings and Recommendations forms for the local chairs to verify.
10. Program Coordinators enter the findings and recommendations of the local CFCRB board for all IPRs into CATS and email the reviews to DCBS and the judges.

3.4 Volunteer Resignation Procedures

Exit Process

1. Thank you letters should be mailed or e-mailed to all who have served on CFCRB.
2. 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 or when 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 the Child Welfare Oversight and Advisory 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) Barriers to permanency;
 - (b) The number of children who have more than three moves within a six month time period;
 - (c) The average length of time in care;
 - (d) Local solutions reported to meet identified barriers; 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 Child Welfare Oversight and Advisory Committee 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;
 - (c) the findings of the local citizen foster care review board community forums conducted pursuant to KRS 620.270; and
 - (d) 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

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

9:00 a.m. – 10:30 a.m.

**SAMPLE AGENDA
Presiding: State Chair**

| | | |
|------------|--|-----------------------|
| 8:00 a.m. | Coffee Fellowship | |
| 9:00 a.m. | Welcome | AOC Executive Officer |
| | Call to Order | State Chair |
| | Approval of Agenda | State Chair |
| | Approval of Past Meeting Minutes | Secretary |
| | Treasurer's Report | Treasurer |
| | State Chair Annual Report | State Chair |
| | Executive Officer's Annual Report | AOC Executive Officer |
| 10:15 a.m. | Committee Annual Reports | Committee Chairs |
| | A. Training & Development | |
| | 1. Vote on any training agenda changes | |
| | B. Public Relations | |
| | 1. Election Results in even-numbered years | |
| | C. Legislative | |
| | 1. Discussion of Regional Forum Findings | |
| | 2. Approve Legislative Committee Recommendations | |
| | 3. Proposed by-laws changes (if any) | |
| | D. Diversity | |

* Time allotment allows for questions and answers

CHAIR PACKETS

Chair Packets are provided at the annual State Board meeting to the Chair of each local board, which include pertinent information and updated State Review Board information.

The Chair Packets include:

- Current CFCRB Training Manual/Policy and Procedure Manual
- Map of Areas with Coordinator information

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
Youth Representative
Alternate Youth Representative (ex-officio)

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.
- Develop, with input from committees, recommendations to be sent to the Governor, Chief Justice, the Cabinet/DCBS and the Child Welfare Oversight and Advisory Committee.
- 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.
- Attend at least 75% of all Executive Committee meetings.
- Ensure that minutes of the Executive Committee and State Review Board are kept by State Secretary.
- Post approved minutes of Executive Committee meeting to Secured Documents/Volunteer Portal.
- 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 as instructed.

- The Executive Committee Packet 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
 - Program Coordinator Quarterly Reports
 - Any written correspondence with DCBS, lawmakers, or EC Business
- The packet will be posted on Secured Documents/Volunteer Portal after the meeting for those members not in attendance.

Management Meeting

Executive Officer

Chair

Vice Chair

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

Orientation Packets shall be distributed at State Board 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
- Current CFCRB Training Manual/PPM
- EC Biennial Calendar

Committee Chair Orientation Packet:

- Committee Contact information
- Executive Committee list
- Staff contact list
- Current CFCRB Training Manual/PPM
- EC Biennial Calendar

Treasurer Orientation Packet:

- Executive Committee list
- Staff Contact List
- Current CFCRB Training Manual/PPM
- EC Biennial Calendar

Secretary Orientation Packet:

- Executive Committee List
- Staff Contact List
- Current CFCRB Training Manual/PPM
- EC Biennial Calendar

Biennial Calendar

- To be maintained by the Legislative Committee.
- Fiscal Year for AOC is July 1 to June 30 of the following year.
- Biennial Calendar for CFCRB coincides with the term of the State Chair, which starts at the conclusion of the State Board Meeting in even years
- All EC officer elections and EC appointments and committee appointments are for the two years of the biennial calendar.

| 1 st Quarter | |
|-------------------------|---|
| November | Incoming Executive Committee meeting Appoint Committee Chairs, Parliamentarian Provide Introduction Packets to Secretary, Treasurer, Parliamentarian, Committee Chairs State Board Meeting Annual Chair/Vice Chair training |
| January | Region Reps contact Local Chairs for report Committee reports Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per requested deadline Children’s Advocacy Day, if scheduled in January *Recognition request to be disseminated by PR Committee three months, if time avails, prior to annual regional trainings **Regional training and community forum schedule to be determined and disseminated as soon as dates/locations secured. |
| 2 nd Quarter | |
| February | Chair, Vice Chair, Committee Chair meeting EC meeting Children’s Advocacy Day, if scheduled in February |
| March | Committee Meetings |
| April | Region Reps contact Local Chairs for report Committee reports Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per request |
| 3 rd Quarter | |
| May | Chair, Vice Chair, Committee Chair meeting EC Meeting |
| June | Committee meetings |

| | |
|-------------------------|---|
| July | <p>Region Reps contact Local Chairs for report Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per request Legislative Committee to formulate legislative recommendations email to send to all local chairs</p> |
| 4 th Quarter | |
| August | <p>EC Meeting EC Approve PPM Changes EC Approve Legislative Recommendations EC Approve By-Law Revisions</p> |
| September | <p>Committee meetings Kids Are Worth It Conference</p> |
| October | <p>Any recommended by-law changed to be emailed to all local chairs two weeks prior to the State Board meeting Region Reps contact Local Chairs for report Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per request</p> |
| 5 th Quarter | |
| November | <p>EC Meeting EC Approve Annual Legislative Recommendations State Board Meeting</p> |
| January | <p>Region Reps contact Local Chairs for report Committee reports Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per requested deadline Children’s Advocacy Day, if scheduled in January *Recognition request to be disseminated by PR Committee three months, if time avails, prior to annual regional trainings **Regional training and community forum schedule to be determined and disseminated as soon as dates/locations secured.</p> |
| 6 th Quarter | |
| February | <p>Chair, Vice Chair, Committee Chair meeting EC meeting Children’s Advocacy Day, if scheduled in February</p> |
| March | <p>Committee Meetings</p> |
| April | <p>Public Relations Committee – initial email to all volunteers seeking nominations for state officers Region Reps contact Local Chairs for report Committee reports Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per request</p> |
| 7 th Quarter | |

| | |
|-------------------------------|---|
| May | Chair, Vice Chair, Committee Chair meeting EC Meeting Public Relations Committee – updates Executive Committee on nominations for the state ballot |
| June | Committee meetings Public Relations Committee – Ballots emailed or to State Board Members (all local Chairs and EC) for RR and Vice Chair |
| July | Region Reps contact Local Chairs for report Region Reps, Comm. Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per request Legislative Committee to formulate legislative recommendations email to send to all local chairs |
| 8th Quarter | |
| August | EC Meeting EC Approve PPM Changes EC Approve Legislative Recommendations EC Approve By-Law Revisions PR Committee updates EC on results of state ballot – invite new EC members to November meeting |
| September | Committee meetings Kids Are Worth It Conference |
| October | Any recommended by-law changed to be emailed to all local chairs two weeks prior to the State Board meeting Region Reps contact Local Chairs for report Region Reps, Committee Chairs, Executive Officer, State Chair, Vice Chair, Program Coordinator reports to AOC liaison per request PR – order recognition for outgoing EC members |
| November | EC Meeting EC Approve Annual Legislative Recommendations State Board Meeting Announce new officers at State Board meeting |

4.3 State Board Officers: Chair, Vice-Chair, Parliamentarian, Secretary, Minutes, Treasurer, Fiscal Policy

STATE BOARD OFFICERS

Duties and Responsibilities of the State Chair:

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

- Preside over meetings of the State Review Board and the Executive Committee.

- 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.
- Meet periodically with the AOC/CFCRB Executive Officer to discuss issues relating to the management of CFCRBs.
- At the last Executive Committee meeting prior to the State Board meeting, in election years, appoint members to serve as Committee Chairs for the upcoming year, with approval of the acting Executive Committee.
- 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.
- Perform other duties as the State Chairperson, the Executive Committee, or the State Review Board may deem necessary.
- May assist in conducting Public Forums and 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.
- Following his or her term of service, will serve on the Public Relations Committee and take a leadership role in the nomination process of CFCRB volunteers for statewide offices, and will continue to serve on the Executive Committee for an additional two years unless resigned, removed from office.
- The State Chair, or his/her designee, shall represent CFCRB via seats on Kentucky boards, committees, or other entities related to ensuring protection and permanency for dependent, abused, and/or neglected children. Examples may include, but are not limited to, the following:
 - Kentucky Child Fatality & Near Fatality Review Panel
 - Kentucky Partnership for Families & Children
 - Kentucky Youth Advocates
 - Prevent Child Abuse Kentucky

Duties and Responsibilities of the State Vice Chair:

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

- Assist the State Chairperson and assume the duties of the Chairperson in the State Chair's absence.
- 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.
- 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.
- May assist in conducting Public Forums and 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.

Duties and Responsibilities of the Secretary:

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

- Record and maintain minutes of all Executive Committee and State Review Board meetings.

- 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.
- May assist in conducting Public Forums and 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.
- Transfer all such minutes and records to their successors upon vacating the offices.
- Details regarding the EC minutes are as follows:
 - Draft form to be sent to all EC members via e-mail when complete, as soon as possible after meeting.
 - For the copy maintained at AOC, attach all committee, Executive Officer, chair, vice chair, treasurer, program coordinator, and region rep reports.

Duties and Responsibilities of the Treasurer:

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

- Maintain records of any monies spent, maintain records of bank statements regarding income and expenditures, or monitoring electronic records and keeping a printed copy of monthly statements to file with Treasurer's report to the Executive Committee at its meetings regarding such income and expenditures; and
- May assist in conducting Public Forums and 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.
- Transfer all such minutes and records to their successors upon vacating the offices.
- Prepare Treasurer Report for each Executive Committee meeting following these guidelines:
 - 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.

Duties and Responsibilities of the 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:

- 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

CFCRB Executive Committee Policy for Fiscal Requests

Starting Fiscal Year 2021 (July 1, 2020 through June 30, 2021) and every Fiscal Year thereafter, the Department of Family and Juvenile Services will allocate \$2,000 to the Citizen Foster Care Review Board (CFCRB) Executive Committee (EC) to utilize for expenses during that fiscal year. Fiscal Requests should be made in the following manner:

- The CFCRB EC State Chair will make a formal fiscal request in writing. Please note that an email request is sufficient. The request must include the legitimate business purpose for the request and details pertaining to the expenditure of funds. The State Chair will email the request to the EC Liaison and copy the CFCRB Treasurer.
- EC Liaison will seek approval from the Department of Family and Juvenile Services Management (Family Services Manager and Executive Officer). Current internal policy for the request of expenditures will be followed.
- Once approved, current internal policy for the request of expenditures will be followed.
- Upon approval from the Administrative Office of the Courts' Budget Director, Family and Juvenile Services Administrative Support Specialist to the Executive Officer will coordinate fulfillment of the request. The Administrative Support Specialist will notify the EC Liaison and Compliance Coordinator of fulfillment.
- The EC liaison will notify the State Chair upon approval of the request with follow up once the fulfillment has occurred.
- The Compliance Coordinator will track all expenses and provide the Executive Officer, Family Services Manager, EC Liaison, EC State Chair and CFCRB Treasurer with monthly fiscal tracking reports.

*All expenditures must comply with the Kentucky Court of Justice's procurement and purchasing policies and procedures.

Funds Received Include:

- As there is no legal authority to receive private funds, the Kentucky CFCRB may not receive financial donations and gifts from private persons or entities.

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.
- The Treasurer orders a nameplate in the deceased's name to be placed on the CFCRB Memorial Stone housed at the Administrative Office of the Courts, 1001 Vandalay Drive, Frankfort, KY.
- The Treasurer notifies the deceased's family that a nameplate in honor of the deceased has been placed on the Memorial Stone.

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:

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.
- Identify and address problems and issues common to the representative's judicial region.
- 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.
- Assist with all committee work as needed.
- Disseminate information for the Executive Committee.
- May assist in conducting Public Forums and 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.

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 Chair of the Public Relations Committee.
- Standing committees will use the committee feedback loop form.

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.

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.

Committee Chair Role

- Appointed by State Chair, approved by EC.
- Ensure quarterly meeting of committee.
- Maintain feedback loop forms.
- Ensure committee report and feedback loop are timely submitted to AOC liaison for EC meeting.
- All standing committee chairs shall meet with the State Chair, Vice-Chair, and Executive Officer prior to each EC meeting.

Committee Reports

- Report to EC concerning activities of Committee.
- Action items in need of EC attention.

4.6 Public Relations Committee Guidelines: Recruitment, Speakers Bureau, PR Material, Recognition, Officer Nominations

Public Relations Committee shall:

- Develop, review and evaluate all materials related to public awareness.
- Be responsible for public awareness and volunteer recruitment.
- 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.
- Share information with volunteers via electronic means to keep volunteers up-to-date on changes related to CFCRB legislation and training.

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 Program 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.

Public Speakers:

- Speaking points (i.e. CFCRB data from the Annual Report, number of volunteers, number of reviews, etc.) shall be available electronically for the speaker.
- If a speaker is requested, the Program Coordinator, Executive Officer, PR Chair, or other Executive Committee member shall locate an appropriate speaker, with approval of one other person. An appropriate speaker would be the local chair or vice-chair.
- Speaking points shall include:
 - Script
 - Video 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.
- Social media may be used as a recruitment tool.

Use of CFCRB Branding and Representation:

- 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.

Recognition Duties under purview of Public Relations Committee 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.
- 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 received before the deadline set by the committee.

Officer Nomination Duties of Public Relations Committee:

- Focus of immediate past State Review Board Chairperson.
- Review all nominations made.
- Distribute 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.

4.7 Legislative Committee Guidelines: Quorum, Annual Report Guidelines, By-Law Revision, Legislative Recommendations, Biennial Calendar, Policy and Procedure Manual

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.

LEGISLATIVE RECOMMENDATIONS AND PUBLIC FORUMS

1. The Legislative Committee is responsible for the annual collection and preparation of recommendations to the Chief Justice, Governor, the Cabinet/DCBS, and the Child Welfare Oversight and Advisory Committee.
2. This committee shall review twice annually findings and recommendations obtained from the CFCRB Public Forums with the intent of incorporating needed changes into the CFCRB annual legislative recommendations.
3. The Legislative Committee shall annually formulate legislative recommendations to disseminate by email or other electronic means to all local chairs.
4. The Legislative Committee presents these recommendations to the Executive Committee for approval and then to the State Board for approval.

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. Updated CFCRB Training/PPM will be available for chairs at State Board meeting.

4. Revision date will appear on back of booklet.
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 state board |

BY-LAW REVISION PROCEDURES

1. The Legislative Committee shall discuss proposed changes, along with explanation for the changes, at the Executive Committee.
2. The Executive Committee will discuss and vote on proposed changes at its August meeting.
3. 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.
4. The Legislative Committee shall mail or e-mail the final draft to state review board members two weeks before the state board meeting.
5. Upon approval of the amendments to the by-laws, the amended by-laws will be added to the Policy and Procedure Manual and distributed to the state review board members, as needed.

4.8 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 regarding program content for State Board.
- Prepare and maintain a comprehensive electronic list on the AOC website of alternative training options for experienced reviewers, including conference videos, books, magazine articles, etc. This list will include the number of training hours for each tool.
- Develop and maintain a plan for communicating information available electronically to all reviewers.
- Work with PR Committee to coordinate training information 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 program coordinators and monitor volunteer training hours through the Volunteer/Training Attendance Report. Report progress to the Executive Committee quarterly.

4.9 Diversity Committee Guidelines

Diversity Committee shall:

- Focus on cultural competency as well as disproportionality as it pertains to child welfare and the CFCRB.
- Responsible for finding recruitment strategies to help increase the number of diverse CFCRB volunteers.
- Request and retrieve data on counties throughout the state that are in need of more ethnic volunteer representation.
- Target the underrepresented counties and actively recruit more CFCRB volunteers of different ethnicities.
- Communicate and collaborate with the Public Relations committee on volunteer recruitment efforts.
- Create and distribute a volunteer-focused assessment addressing race and disproportionality.
- Perform data analysis on the volunteer assessments and, based on the results, produce strategies to address the concerns.
- Review and suggest revisions to CFCRB forms and processes to make them more inclusive of cultural concerns.
- Provide any document revisions to the appropriate standing committee for evaluation, input, and approval.

Section 5 – AOC Support Staff

5.1 Executive Officer

RESPONSIBILITIES 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 620.320(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 Program Coordinators

RESPONSIBILITIES 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 Program Coordinators should assist Interested Party Review board members as requested.
- If reviewers request notification of a Permanency Hearing date, the Program Coordinators shall assist in providing that information.
- When requested, the Program 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

STAFF PARTICIPATION IN MEETINGS

- Staff will attend meetings of various committees and the State Board as requested, without voting capacity.
- Staff is encouraged to offer advice and recommendations based on their professional knowledge.
- Staff is encouraged to assist volunteers in such ways that the organization adheres to state statutes and organizational by-laws.
- Program 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 on-line or regionally as often as deemed necessary to minimize the wait time for new applicants. AOC staff will schedule, coordinate, and conduct training.
2. Notice of training certification shall be given to the Chief Family/District 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. Training shall be provided by qualified CFCRB staff and volunteers, Cabinet personnel, and appropriate community members.
5. Prior to initial training, individuals interested in becoming board members shall receive an application. Upon completion of the application, a background check and central registry check will be completed. Approval will be determined by the local Judge and Review Board Chair. At the end of this process the volunteer may choose to observe the local board for up to three months prior to attending and completing an initial training. At each meeting the applicant will only be observing the review process and will be required to sign a conflict of interest acknowledgement and oath confidentiality agreement form prior to every meeting. The observation stage of this process is optional; however, all volunteers must attend an initial training prior to serving on their local review board.
6. Upon completion of the certification process, a potential volunteer may observe a Dependency, Abuse and Neglect (DNA) court docket, to learn the court process for dependency, abuse and neglect cases. Court observation requires a minimum two-hour commitment. The judge may issue the oath of confidentiality and sign appointment order.
7. A training manual will be received at the initial training, by mail or when observing a board. Following appointment and certification, the board member will be forwarded a new reviewer packet. 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.
8. Chair and Vice-Chair Training shall be offered annually at the State Board meeting. Participation in the Chair and Vice Chair Training equates to four (4) hours of continuing education credit.
9. Regional Training shall be offered yearly. 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.
10. 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 education credit hours are required for all reviewers.

The following are approved programs for continuing training credit:

| Activity | Note | Credit 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 *Credit hours vary depending on training offered | 1 hour |
| Workshops in the community concerning children's issues | Must be approved by your local board chair | 2-6 credit hours |
| Other: online/ videos/books/etc. dealing with children's issues | Must be on the resource material list provided the Training Committee or approved by the Local Chair | 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 Chair and Vice-Chair Training

CHAIR AND VICE-CHAIR TRAINING

1. All CFCRB current or newly elected local chairs and vice-chairs must attend the next training accessible to the volunteer.
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 or she may remain an active board member provided all training requirements have been satisfied.

6.3 Training Agendas

CITIZEN FOSTER CARE REVIEW BOARDS Initial Training

Sample Agenda

| Start | Finish | Topic |
|------------|------------|--|
| 9:00 a.m. | 9:15 a.m. | <p>Welcome and Introductions-Program Coordinator</p> <ul style="list-style-type: none"> a. Introduction of Staff and Guests b. Lunch and Break Information c. Housekeeping Matters <ul style="list-style-type: none"> 1. Location of Bathrooms 2. Length of Training and Time to be Completed 3. Evaluations & Travel Vouchers d. Overview of Training Topics e. Role of CFCRB |
| 9:15 a.m. | 10:00 a.m. | <p>The Role of the Department of Community Based Services, Division of Protection and Permanency-DCBS Staff</p> <ul style="list-style-type: none"> a. Referral b. Investigation c. Case Planning <ul style="list-style-type: none"> 1. Permanency Goals and How They Are Chosen 2. Placement Options 3. Prevention Plans 4. Six Month Case Planning d. Continuous Quality Assessment <p><i>For more information on the role of DCBS, see pages 28-30 in the training manual.</i></p> |
| 10:00 a.m. | 10:15 a.m. | Break |
| 10:15 a.m. | 11:00 a.m. | <p>The Role of the Courts and Reasonable Efforts-Judge</p> <ul style="list-style-type: none"> a. Emergency Removal/Custody <ul style="list-style-type: none"> 1. Valid for 72 Hours b. Temporary Removal/Custody <ul style="list-style-type: none"> 1. Valid for 45 Days c. Adjudication d. Disposition |

| Start | Finish | Topic |
|------------|------------|---|
| | | e. <i>Permanency Review</i> f. <i>Reasonable Efforts</i> g. <i>Oath of Confidentiality and Conflict of Interest</i> h. <i>The Expectations of the Court</i> For more information of the role of the courts, see pages 24-28 in the training manual. |
| 11:00 a.m. | 11:45 a.m. | Children's Issues-Mental Health Professional or Social Worker a. <i>Attachment Issues</i> 1. <i>Cycle of Attachment</i> 2. <i>Signs of Attachment Disorder</i> b. <i>Stages of Grief</i> c. <i>Child's Sense of Time</i> d. <i>Looking for Signs of Mental Health Problems</i> For more information on children's issues, see pages 3-4 in the training manual. |
| 11:45 a.m. | 12:45 p.m. | Lunch |
| 12:45 p.m. | 2:45 p.m. | Let's Review a Case-Program Coordinator a. <i>Looking at the Review Form</i> b. <i>Court Forms</i> c. <i>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> d. <i>Comments Section</i> For more information on reviewing a case, see Unit Six in the training manual. |
| 2:45 p.m. | 3:00 p.m. | Certificates, Evaluations, and Closing-Program Coordinator |



KENTUCKY CITIZEN FOSTER CARE REVIEW BOARDS

2007 REGIONAL TRAINING

SAMPLE AGENDA

| Activity | Time |
|--|-------------------------|
| 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

SAMPLE TRAINING AGENDA

| Topic | Presenter | Time Allotted |
|--|-----------------------|----------------------|
| Welcome and Introductions | CFCRB Staff | 10 minutes |
| Interested Party Review <ul style="list-style-type: none"> • What is it? • Past and Future • Pilot Project | CFCRB Staff | 15 minutes |
| Board Operation – Administrative Matters <ul style="list-style-type: none"> • Where do we meet? • When do we meet? • Number of volunteers needed | CFCRB Staff | 20 minutes |
| Preparing for the Review <ul style="list-style-type: none"> • IPR Materials • Lead Reviewer Checklist • Case Plan/Goal and Objectives | CFCRB Staff | 30 minutes |
| BREAK | | 10 minutes |
| 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 |
| BREAK FOR LUNCH | | 30 minutes |
| During the Review – What you should expect as a Reviewer <ul style="list-style-type: none"> • Appearances • Logistics • Homework | CFCRB Volunteer/Staff | 20 minutes |
| MOCK REVIEW & Self Assessment | CFCRB Staff | 60 minutes |
| BREAK | | 10 minutes |
| After the Review <ul style="list-style-type: none"> • Completing the Report Recommendations • Debriefing Form | 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. When the reviewer has prior knowledge of the case that makes them feel uncomfortable in any way; however, if they feel uncomfortable about the case but have relevant information, they may share that information with the board member reviewing the file.

7.2 Volunteer Grievances With AOC Staff

CONFLICT RESOLUTION BETWEEN VOLUNTEERS AND AOC STAFF

1. When a volunteer has a grievance involving an AOC staff member, the volunteer shall communicate the concern(s), in writing, to the Local Board Chair.
2. The Local Board Chair will contact the volunteer, within 5 working days of receipt of the written communication, to further discuss the nature of the identified grievance(s) and confirm any requests or expectations of the volunteer.
3. The Local Board Chair will subsequently forward the volunteer's written concern(s), along with a summary of the conversation with said volunteer, directly to the AOC staff's immediate supervisor, within five working days of the conversation's completion.
4. The AOC supervisor of the staff in question will contact the volunteer within five working days to further discuss and assess the issue(s) of concern.
5. The AOC supervisor of the staff in question will provide a written, follow-up communication detailing the facts of the grievance(s) to the volunteer, Local Board Chair, State Board Chair, Manager, and Executive Officer, within five working days of the completed conversation with the volunteer.
6. The AOC immediate supervisor of the AOC staff in question, Manager and/or Executive Officer will review the situation in conjunction with the Local Board Chair, and State Board Chair within five working days of receipt of the written communication.
7. The AOC immediate supervisor, Manager and/or Executive Officer will keep the volunteer, Local Board Chair, State Chair, and any other, applicable parties involved in the concern, informed of progress toward resolution of the concern.
8. The Manager and/or Executive Officer will provide written notification to the volunteer, Local Board Chair, AOC immediate supervisor, State Chair, and any other, applicable parties involved in the concern, confirming the resolution of the concern.
9. All written communications surrounding the grievance or situation in question will be maintained in CFCRB volunteer and AOC staff personnel files, unless otherwise required by law.

7.3 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.

7.4 Cabinet Grievances With CFCRB

CABINET CONFLICT RESOLUTION WITH CFCRB

1. When a Cabinet for Health & Family Services (CHFS) staff person has a grievance involving a CFCRB Volunteer, the CHFS staff shall communicate the concern(s), in writing, to the CFCRB Local Board Chair.
2. The Local Board Chair will contact the CHFS staff person, within 5 working days of receipt of the written communication, to further discuss the nature of the identified grievance(s) and confirm any requests or expectations of the CHFS staff person.
3. The Local Board Chair will subsequently forward the CHFS staff person's written concern(s), along with a summary of the conversation with said CHFS staff member, directly to the assigned AOC Field/Program Coordinator, AOC immediate supervisor, and CFCRB Regional Representative, within five working days of the conversation's completion.
4. The AOC Field/Program Coordinator will contact the CHFS staff person within five working days to further discuss and assess the issue(s) of concern.
5. The AOC Field/Program Coordinator will provide a written, follow-up communication detailing the facts of the grievance(s) to the CHFS staff person, Local Board Chair, Regional Representative, State Board Chair, AOC immediate supervisor, Manager, and Executive Officer, within five working days of the completed conversation with the volunteer.
6. The AOC immediate supervisor, Manager, and/or Executive Officer will review the situation in conjunction with the Local Board Chair, AOC Field/Program Coordinator, and State Board Chair within five working days of receipt of the written communication. If applicable, the State Chair follows procedure for a Standards and Retention Hearing.
7. The AOC immediate supervisor, Manager, and/or Executive Officer will keep the CHFS staff person, Local Board Chair, AOC Field/Program Coordinator, Regional Representative, State Chair, and any other, applicable parties involved in the concern, informed of progress toward resolution of the concern.
8. The Manager and/or Executive Officer will provide written notification to the CHFS staff person, Local Board Chair, AOC Field/Program Coordinator, AOC immediate supervisor, State Chair, and any other, applicable parties involved in the concern, confirming the resolution of the concern.
9. All written communications surrounding the grievance or situation in question will be maintained in CFCRB volunteer files, unless otherwise required by law.

Section 8 – Standards and Retention

All members of the CFCRB Executive Committee comprise the Standards and Retention Committee. ***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

RESPONSIBILITY AND OBJECTIVES OF THE COMMITTEE

Bylaws:

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

Objectives:

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

GENERAL OPERATING RULES AND NATURE OF AUTHORITY

1. The Committee shall base its activities on the by-laws of the State Citizen Foster Care Review Board.
2. The Committee will adopt rules and procedures governing its conduct in all matters under its jurisdiction. A majority of the members present are deemed a quorum and necessary for official action by the Committee.
3. The Committee has power to investigate allegations of unethical or other inappropriate behavior of all Citizen Foster Care Reviewers in the Commonwealth.
4. 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 Family/District Court Judge concerning the alleged violator.
5. The Committee recognizes and respects the authority of the Family/District 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.
6. The Committee shall, upon the recommendation of AOC and individual board chairs, endorse certification or re-certification of Citizen Foster Care Reviewers.
7. 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.

Available Disciplinary Actions

Respecting that the Family/District 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.

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

Standard and Retention Meetings

- The Committee shall meet as needed. A quorum at such meetings shall consist of a majority of the Committee members in attendance.
- 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 in attendance.
- Any Committee member may call for a secret ballot
- 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.
- The Committee shall maintain detailed minutes recorded by the State Board Secretary in an appropriate and confidential manner.

Confidentiality

- 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 Family/District Court Judge
- 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. If the matter is not resolved by the local board chair, the State Chair will notify the local board chair when the Standards and Retention Committee will meet to take the matter under advisement.
4. The Family/District 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, which will take up the issue of the volunteer's alleged violations or misconduct.
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 is allowed to be present at the hearing. The volunteer may refuse attendance in writing.
9. The volunteer may present witnesses and other evidence 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 not be released unless otherwise provided by 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 Family/District Court Judge, local board chair, and the originator of the complaint in writing.
14. Within thirty days of receipt of the results by the Family/District 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 Family/District 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 Family/District Court Judge.
6. The Standards and Retention Committee will then make recommendations to the appointing Family/District Court Judge.
7. The volunteer shall have the opportunity to go before the Family/District Court Judge.
8. The appointing Family/District Court 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, records must be kept for at least one year after termination. If the child has not returned to care within one year, records *may* be destroyed.
2. Records for children under nineteen years *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 one year 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. To ensure compliance with KRS 620.270(1), the responsibility for reviewing children served by the CFCRB will remain with the county of commitment except when court jurisdiction is transferred to another county.
2. DCBS also addresses case transfers in its Standards of Practice (SOP). DCBS provides materials to the local CFCRB even when DCBS has transferred case responsibility to a county other than the county of court jurisdiction.
3. When DCBS transfers case responsibility to another county but court jurisdiction was not transferred, 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.
4. When a child's case is to be transferred from one local board to another local board due to jurisdictional change, the chair of the transferring local board will write "Transfer" on the review form.
5. AOC staff assigned to the transferring board records the transfer in CATS - this includes ensuring the court information on the DNA screen in CATS is updated.
6. The chair of the new county for the child will be notified at the next review. The new local board will begin the review process where the previous review stopped.
7. A copy of the last IPR will be provided at the next review. Upon request, prior case file reviews will also be provided to the new chair by the previous chair.

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. **Include subject to the approval of the judge.

9.4 Access to Cabinet Files and Information

ACCESS TO CABINET FILES AND INFORMATION

KRS 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.

KRS 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 federal standards if entries are made within a calendar month of the review.
- Children's List must be received by the local Cabinet staff 14 days prior to the review for case file reviews; 6 weeks prior for IPR reviews.
- 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; this is the process followed for IPRs.
- 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 the requested information is denied, the local Chair attempts to resolve the issue with the Social Services Worker or with the Family Services Officer Supervisor by following the noncompliance notice protocol.
- Program Coordinators are available to assist when the issue is not resolved at the initial stages. The Program Coordinators will move the issue to the proper level of the Cabinet.
- If the record or information is still not available, the CFCRB/Program 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 to provide to the court

- CFCRB-16 Findings and Recommendations
 - Attendance sheets to accompany IPR
 - Judge cover letter to accompany IPR
- CFCRB-2B Reviewer's Question and DCBS Responses
- CFCRB-11 Noncompliance Notification
- CFCRB-14 Family Case Information

Volunteer Application

- CFCRB-8 Volunteer Application
- CFCRB-17 Conflict of Interest Acknowledgment and Oath of Confidentiality

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
- CFCRB Expense Tracking Form

Forms can be found at this link:

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

CFCRB On-line Questionnaire Forms

- CFCRB Questionnaire for Biological Parents
- CFCRB Questionnaire for Foster Parents
- CFCRB Questionnaire for youth
- CFCRB Questionnaire for Interested Parties (Guardians Ad Litem, Attorneys, Service Providers, CASA Volunteers, and other interested parties)

On-line Questionnaire Forms can be found at this link:

<https://kycourts.gov/courtprograms/cfcrb/Pages/interestedpartyreview.aspx>

