

**Nevada Division of Child and Family Services (DCFS)
Differential Response Steering Committee Meeting
4126 Technology Way, Carson City, NV, 3rd Floor Video Conference Room
February 3, 2016**

FINAL Minutes

Videoconference Locations

4126 Technology Way, Carson City, NV
6171 W Charleston Bldg. 8, Conference Room B, Las Vegas
1010 Ruby Vista Drive #101, Elko

Attendees

Carson

Anna Coons, Lyon County Human Service
Cindy Smith, DHHS/GMU
Kristen Monibi, Washoe County DSS
Patrick White, The Children's Cabinet
Mike Moulian, Washoe County School District
Joyce Buckingham, Ron Wood FRC
John Bradtke, DCFS
Jan Fragale, DCFS
Marla Morris, DCFS
Kelli Weishaupt, Fallon DCFS
Betsey Crumrine, DCFS
Bruce Cole, DCFS, recorder

Las Vegas

Alma Spears, Boys & Girls Clubs of Southern Nevada
Angela Phillips, Olive Crest
Debbie Croshaw, Clark County DFS
Jessica Barris, East Valley Family Services
Kristin Aviles, HopeLink

Elko

Michelle Gonzales, Elko DCFS
Betty Cheney, Elko FRC
Judy Andreson, Elko FRC

Via Phone

Ron Murphy, Casey Family Foundation
Edrie LaVoie, Lyon County

I. Call to Order, Welcome and Announcements

Marla Morris called the meeting to order at 9:04 AM. Roll call was taken in Carson, Elko, Las Vegas, and on the phone. There were no announcements at this time.

II. Public Comment

None

III. Approve Minutes of November 4, 2015 Meeting

Mike Moulian moved to approve the minutes of the November 4, 2015 Differential Response Steering Committee meeting as presented. Joyce Buckingham seconded the motion. Motion approved.

IV. Action Item:

DCFS Program Contacts

Marla Morris began by noting that this is the first Steering Committee meeting since the transfer of the DR program to DCFS. Hayley Jarolimek, who is immediately supervised by Marla and who works in the Las Vegas FPO, is the Division's DR contact in the South, and John Bradtke is the contact in the North. As this is the first Steering Committee for DR since the transition, Marla asked what might be the needs and requests of those in attendance.

Roles and Responsibilities & DR support needs and requests

Several members raised concerns about Differential Response training. The sense of the meeting was as follows:

Orientation to DR (DR101)

- The agencies essentially agreed to provide this orientation to the program themselves
- It was suggested that the agencies meet to ensure consistency in presentation of the DR orientation.
- Joyce Buckingham suggested that perhaps a good starting point was developing a list of core competencies
- John Bradtke was volunteered to receive competency list suggestions

Program and Policy Manual

- The existence of a draft DR Program and Policy Manual was brought to the attention of the committee
- One of the members of the committee indicated that s/he would distribute the draft document to all members
- One of the representatives from the State indicated she would compare version sent by member to the version held by the State to determine if the documents were in same draft status
- Betsey Crumrine suggested this as an agenda item for the next meeting, and this was agreed to.

Timing of CORE training

- Suggestion for consideration around moving forward with CORE after agency determines that new hire is an appropriate fit for the job (concerns about a particularly difficult period with turnover resulting in multiple staff over a 4 year period requiring training)

- The group did not appear to concur with this suggestion

Discussion Concerning DR supervisors providing coverage for each other across agencies when supervisor is on extended absence:

- Some discussion about the need to re-assign staff to supervisor from other agency, approving work at other agency, etc.
- General concurrence that agencies would support each other by providing supervisory support across agencies; and, the need to formally approve another agencies work, to include the requirement for assigning staff to supervisor from another agency, would only need to occur when supervisor was to be absent for 2 or more weeks

Need for consideration of updating DR Policy 503 was discussed,

V. Action Item: Agency MOU

Brief discussion of MOUs

VI. Action Item: Employee Clearance Information

Staff Clearances

- Basic review of requirements
- Toby Hyman was reported to ask for clearings associated with VPN access
- Matter of NRS requirements was brought up

VII. Action Item: File Retention

File retention was discussed

- Each agency reported off on their process:
Ron Wood Center: 7 years
Lyon: similar
Elko: 3 years, then shredded
Clark: 3 years, then scanned
Children's Cabinet: 7 years
- State requirements were addressed

VIII. Action Item: Monthly Reports / Date Collection Requirements

Monthly submission by 15th of the month for previous month-Northern Agencies to DCFS Northern liaison, Clark/Southern agencies to DCFS liaison in Clark.

Marla also announced that a statistician will be hired soon at the Carson DCFS office.

IX. Action Item: Existing Meetings

Site Specific:

- Elko and Washoe have monthly meetings, unclear about situation in Lyon County.

Quarterly:

- The South agencies next quarterly meeting will be February 25.

Quarterly Steering Committee:

- These will stay in Carson, as there is no need to rotate between Reno and Carson. They will be on the first Wednesday of every third month. The ability of a representative from UNITY to attend the quarterly meeting if always held in Carson was noted.
- The next meeting will be May 4, 2016.

X. Public Comment:

None.

XI. Adjournment:

Meeting was adjourned at 10:30 AM.