

Chisago County Citizen Review Panel Meeting Minutes

April 1, 2025, 12:00-1:30 PM Hybrid: Center City HHS Conference Room & Teams

Present:

- Chisago County: Todd, Karlene, and Chris
- State (DCYF, OAIF): Gapske
- Community panel members: Peter, Lisa, Deb, Nancy, and Karen
- Absent: Wendy (excused), Jill (excused)

I. Topic: Welcome

II. Topic: Recruitment for citizen review panel seat vacancy

- **Status of vacancy postings:**
 - Todd and Peter confirmed the vacancy posting is still on the Chisago County website; no applications received to date.
- **Action steps:**
 - A flyer will be updated by the panel and posted in visible public locations (e.g., entryways at North Branch and Center City, local libraries).
 - Deb and Todd will coordinate on finalizing and printing the flyer.
 - Deb compiled a list of public places (libraries, county buildings) to post flyers.
 - The Chisago County locations of libraries are as follows
 - Chisago Lakes: 11754 302nd Street, Chisago City
 - North Branch: 6355 379th St, North Branch
 - Rush City: 240 W. Fourth St, Rush City
 - Wyoming: 26855 Forest Blvd, Wyoming

III. Updates from Chisago County and DCYF

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IV. Chisago County Data Input Process and Data on Medical Exams

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V. Citizen Review Panel Project 2025 Workplan Development

- Focus: Ensuring children in out-of-home care receive timely medical exams and that SSIS data accurately reflects compliance.
- **Goals:**
 - Every child placed in out-of-home care meets the 30-day exam requirement (or has a valid documented exam from prior 12 months).
 - Improve data accuracy so SSIS reflects all completed exams.
- Work plan located at petermgrund.com/projects/crp/plan

VI. Citizen Review Panel Funds

- The FY 2025 Chisago County Citizen Review Panel funds will expire on June 30, 2025.
- There is \$2,641.47 left in the Chisago County CRP account.
 - Remaining CRP Funds: \$2,641.47 must be utilized by June 30, 2025.
 - Todd will assist the panel with placing an ad in the paper to recruit two members to fill the vacant seats.
 - Gapske will create an Amazon wish list to share with foster and relative placement with kids in out-of-home placement.
 - Here is the list for them to add items:
https://www.amazon.com/hz/wishlist/dl/invite/emWgkii?ref=wl_share

VII. Informational: Stipend reminder and reimbursement for mileage

VIII. Public comment(s)

IX. Next meeting:

Meeting-Hybrid	Schedule	Date
Chisago County Citizen Review Panel meeting	Every First Tuesday of the Month noon-1:30 pm	May 6, 2025