

**ADVISORY BOARD
OF THE
SALT LAKE COUNTY CHILDREN'S JUSTICE CENTER**

Meeting minutes

Prepared by: Meaghan Marks, Victim Support Services Division Office Coordinator

DATE OF MEETING: Monday, November 1, 2021

LOCATION: Webex

PRESENT: Carol Verdoia, Blake Nakamura, Susanne Mitchell, Kris Ownby, Todd Mitchell, Karen Crompton, Ryan Woodmansee, Sandra Growe

GUESTS: Lizet Torres, Sarah Houser, Dustin Schumacher, Diane Moore

EXOFFICIO: Meaghan Marks

EXCUSED: Kalab Cox, Alissa Black, Judge Annette Jan

1. Carol Verdoia called the meeting to order at 12:03pm.
 - A. Carol Verdoia welcomed all participating in today's meeting and asked if there were any new members to introduce- no new members.
2. Roll Call- Meaghan Marks
 - Excused: Kalab Cox, Alissa Black, Judge Annette Jan
3. Approval of the May minutes- Carol Verdoia
 - A. Carol Verdoia asked for a motion to approve the minutes. Susanne Mitchell made a motion to approve the minutes. Karen Crompton seconded the motion to approve. All in favor. Minutes approved.
- 4.. Agency Spotlight: Division of Child and Family Services – Diane Moore, Ryan Woodmansee
 - A. Diane Moore gave a presentation with slideshow on the current status of DCFS and its operations.
 - B. Ryan Woodmansee gave a presentation on the day-to-day life of a CPS caseworker, the roles they play in serving victims and their families, and the effects of the job on caseworkers.
5. Business Items – Susanne Mitchell
 - A. The Advisory Board Executive Committee met to review bylaws due to statutory changes. Edits were proposed, albeit with no major changes. A proposal was made to include a community pediatrician in order to have a link with professionals who are serving vulnerable children. A draft of the bylaws with proposed edits is currently being reviewed by the District Attorney's office and should be ready for Advisory Board members to review in an upcoming meeting.
6. Friends Nonprofit Update – Susanne Mitchell
 - A. Susanne provided an update on the Friends nonprofit as Kalab was excused. There are currently some vacancies on the Friends board. In response to the vacancies, the Friends have prepared a recruitment announcement and application that Susanne will share with the board members, and Susanne asks for board help in identifying potential board members.
 - B. The Friends have been working on marketing plans and fundraising strategies.
 - The marketing plan includes an animated video which is intended to lend itself to more widespread appeal.

- The fundraising strategy no longer includes the car show with the pandemic a factor in this decision, but the Friends continue to look at new fundraising options that will provide strong results.
 - The Friends are also looking at implementing in January 2021 a marketing tracking database which would allow them to track partners, relationships, and engagement. This would allow for a more targeted approach to upping levels of and expanding engagement. This database would also allow the Friends to measure their successes along the way and to reach new audiences.
 - The contracted, skilled grant writer has been very successful. They are providing progress reports emphasizing results of investments, showing how investments are making a difference. This also allows the Friends to explain a need for increased funding in the new year and try to prevent gaps in funding.
 - The Friends also continue to grow and elevate their social media presence. Facebook and Instagram now have a more congruent look. They are not currently tracking engagement but plan to do so in the future in order to evaluate and grow audiences.
- C. Sandy Growe notes that she has resigned from the Friends board but validates the forward progress of the Friends that has been mentioned by Susanne. Blake notes that the Friends have upped their game by hiring Lauren and Sierra in their roles- this offers continuity despite turnover in Friends board members..

7. Program Update – Susanne Mitchell

A. VOCA Report

- VOCA report is required twice annually. We have a new two-year funding cycle. The federal grant of \$159,345 is for activities that directly benefit crime victims and this grant is managed by the Office for Victims of Crime.
- This grant funds one full time Child and Family Specialist, as well as half of one forensic interviewer. The other half of the forensic interviewer is funded by the state Attorney General's Office.
- The grant also funds software so we can track VOCA goals and objects and report on it every quarter.
- This also provides for funded staff to attend two local conferences in order to maintain skills and abilities and stay current on best practices.
- Susanne notes the two staff members in VOCA funded position, and notes that there are currently three Child and Family Specialist interns funded by the grant. Three interns is a high number, and Lizet has been working hard on the volunteer program. Of the three interns, two are Spanish speaking and have been handling phone calls for Spanish speaking clients. It's difficult to maintain communication without Spanish speaking staff- Lizet has done a good job at targeted recruitment to ensure continuity in contact with Spanish speaking clients.
- Services provided include interpreter services, tours of CJC spaces prior to interview, interviews with Forensic Interviewers who have more training and advanced skill development, childcare monitoring on site, criminal justice system assistance by way of pre- and post- meeting interviews with parents, and outreach calls.
- First quarter report: 167 volunteer hours, 708 victims serviced, 6% fall into special classification, and total services provided as 1,060. CJC exceeded targets in nearly every category.

8. Forensic Services Report – Dustin Schumacher

- A. New recording equipment has been installed at CJC North. New equipment, new soundproofing, new cameras and microphones, and a new server. Two observation rooms including two new TV monitors and new wireless headphones.
- B. At South Valley CJC new cameras and microphones have been installed in all of the interview rooms which has been a big upgrade over what was previously had. There are currently single dome cameras versus the two cameras that were previously used which has been well responded to by MDT members as this provides a single pane view versus a double pane view. New 43" TV monitors. Each of the monitors allow MDT members to view any of the interview rooms which allows for better accessibility. Positive feedback from MDT members regarding ease and clarity. There have been a few bumps along the way including

white noise. Adjustments have been made to improve the sound quality, as well as troubleshooting of inability to burn discs.

9. Other items – All members

A. All 2022 meetings are Mondays – February 2, May 2, August 1, November 7.

9. Motion to adjourn meeting at 1:13pm – Blake Nakamura moved; Karen Crompton seconded. All in favor, meeting adjourned.