



Frankfort, KY  
April 14, 2016

### **Attendees**

Ken Schwendeman, Janet Stickels, , Rachel Ratliff, Ryan Smither, Lisa Gabbard, April Murphy, and LaToya Vaughn

### **Absent**

Vivian Hurt, Tami Blevins, Verne Webb, Dana Sullivan, Laura Kinney, Allison Brewer-Mortenson, Kathy Sykes, Austin Griffiths, Marcy DuPlessis, Kate Hackett

### **Meeting Summary**

- \* **Honoring Blake Jones** – Lisa gave the group an update on the gift card and plaque. The group was informed that the presentation would occur on Friday, April 29<sup>th</sup> during the What Works Conference. LaToya will send Blake an email to ensure that he will be present.
  
- \* **What Works Conference** – The panel reviewed the 5<sup>th</sup> Annual What Works Conference that will be held on Friday, April 29, 2016. Panel members were give registration forms to complete in order to have an accurate count for breakfast. Panel members that were not present at this meeting are to have their registration forms completed and returned to LaToya no later than, Friday, April 22<sup>nd</sup>. See the attached conference agenda and registration form.
  
- \* **Membership** – Panel members reviewed the three CRP applicants (Shannon Moody, Lacey Prouty, and Jenny Martin). The panel concluded that all three members would be assets to the panel and membership was approved. LaToya will contact each applicant to confirm acceptance and to let them know of next steps to finalize membership. These new members will be invited to annual retreat.
  
- \* **Recruitment and Retention** – Ryan gave an update on information he obtained from Austin. He noted that Austin has collected close to 900 responses on the survey and has given a preliminary report to the Commissioner based on quantitative results. Ryan reported that the Commissioner is reported as being supportive of the project and results and has plans to acknowledge these things at the What Works Conference during her presentation. The panel discussed potential opportunities to use this project as a means to obtain advocacy partners.
  
- \* **Public Perception Survey** – The panel discussed their progress in data collection. Several members submitted surveys to LaToya during the meeting. Ryan encouraged other panel members to obtain at least 10 surveys each. Panel members noted difficulties asking peers the question regarding income. The panel discussed the pros and cons of having this question on the survey. The panel agreed that surveys are to be submitted LaToya by Monday, April 18<sup>th</sup>. After this date a meeting will be conducted amongst Chairs (date to be determined) to decide how long to collect data.
  
- \* **Final Report** – Ryan discussed the style of the report this year compared to previous years. He discussed the focus this year being more of what was charged and accomplished by the panel as well as what is on the horizon for next year (strategic plan). Ryan expressed concern of not following the regulations of CAPTA in regards to tasks and reports being completed. Ryan volunteered to complete the first draft of the final report.

This report is to include the following: The two issues covered this year (Recruitment and Retention; Public Perception); Evaluation of fulfilling CAPTA requirements; What Works Conference; Strategic Plan. He will have it submitted to panel members by May 13<sup>th</sup>. Members are to review the draft, make comments and return comments to LaToya no later than, Thursday, May 26<sup>th</sup>. LaToya will have 2<sup>nd</sup> draft of report (with suggestion implemented) back to members to review by June 3<sup>rd</sup>. The final report is to be completed by June 30<sup>th</sup>.

\* **Strategic Plan** – The panel discussed the importance of having a plan for the upcoming year. The members present discussed coming to the annual retreat with specific topics of interest. Members also discussed having more structure and by-laws for statewide panel. The panel agreed that they wanted to include points of the strategic plan in the final CRP report with a purpose of maximizing impact of panel.

\* **Meeting with Commissioner** – Rachael gave the panel an update on Chair meetings with the Commissioner. The first meeting between the CRP Chairs and the Commissioner is scheduled for May 24<sup>th</sup> at 1pm in the Commissioner's Conference Room. Panel members were encouraged to submit any topics they would like discussed with Commissioner to LaToya no later than, Friday, May 13<sup>th</sup> so that Rachael can create an agenda for the meeting. This meeting is only open to CRP Chairs.

\* **CRP Annual Retreat** – The annual retreat is scheduled for Friday, August 5<sup>th</sup> – 6<sup>th</sup>. It will be held at a state park. Once the location has been determined LaToya will send out information to regarding overnight accommodations.

\* **Panel Issues and Concerns** – Janet expressed her concerns that she does not have much to offer the panel. Panel members discussed the importance of inclusion and how everyone has a talent/gift that is beneficial to the charge of CRP. Panel members discussed the desire for more structure (i.e. assignments) as well as the benefits of by-laws to address attendance, membership, conflicts of interest, etc. LaToya will have a draft of by-laws for members to review by May 2<sup>nd</sup>. The panel was informed that specific by-laws will be established for KY CRPs and the three panels can establish individual by-laws under the KY CRP bylaws (can be more stringent but not lenient).

### **Action Items**

- What Works Conference – April 29<sup>th</sup>
- ALL panel members planning to attend What Works conference are to have completed registration forms to LaToya by Friday, April 22<sup>nd</sup>.
- Ryan complete 1<sup>st</sup> draft of final report and have to panel members by May 13<sup>th</sup>.
- Panel members are to have comments/input regarding 1<sup>st</sup> draft of final report to LaToya no later than Thursday, May 26<sup>th</sup>.
- LaToya will have 2<sup>nd</sup> draft of final report to panel members by June 3<sup>rd</sup>.
- Final Report is to be completed and submitted no later than June 30<sup>th</sup>.
- Panel members are to have questions/topics of discussion for Commissioner's meeting with Chair to LaToya no later than May 13<sup>th</sup>.
- Rachel will create the agenda for the Commissioner's meeting with the Chairs and have to all parties by Wednesday, May 18<sup>th</sup>.
- Ryan and Kate along with other panel Chairs have a meeting with the Commissioner on May 24<sup>th</sup>.

### **Next Meeting**

- **Annual Retreat – August 5<sup>th</sup> – 6<sup>th</sup>, 2016 (time and location will be determined at a later date)**