

**Child Advocacy Center of Huron County**  
**Advisory Board Meeting Minutes**  
**April 13, 2017**  
**Noon - HCMCF**

Present: Elizabeth Herd, Holly Wieserski, Stephen Grewe, MJ Mills, Cindy Rochefort, Michelle Wierzbicki, Melissa Deming, Karissa Schrader, Keith Miller (briefly)

The meeting began with good news! Cindy made application with the Huron County United Way after last months meeting, who in turn called Elizabeth this morning to let us know that they are awarding the CACofHC with our very first donation – in the amount of \$750.00! They encourage us to apply again next year and will send the application to us when funding is available at that time.

Elizabeth also heard from the Huron Community Foundation when the Youth Advisory Committee (YAC) Grant became available shortly after last months meeting.

Application was made and she will receive an invitation to present to the YAC later this month.

Elizabeth was also invited give a presentation on the CACofHC at the Huron County Collaborative Board meeting on May 1<sup>st</sup>.

A Facility Agreement was drafted between Keith Miller and Elizabeth – approved by Keith’s Board of Directors, presented and approved by the CACofHC Advisory Board (today), and will go for review and approval by the CA/N Council Board on April 27<sup>th</sup>. It should be ready for signatures at next months CACofHC Advisory Board meeting on the 11<sup>th</sup>.

After last months discussion about the development of agreements and other documents/forms necessary for the CAC, and not intending to re-invent the wheel, Elizabeth went down to the Sanilac County CAC and spent the day with Coordinator, Jen Gezequel. Jen graciously provided all documentation used by the Sanilac CAC, (that they also procured from CAC’s when they started), which meet all standards of MinCA for accreditation. Elizabeth then adapted all for Huron County use. All documentation (list below) was presented to the Advisory Board for review today, and she will send electronic copies of all for further detailed review by the Board (please see email attachments).

- Forensic Interview Referral Request Form
- Pre and Post Interview Prep and Documentation
- Child Interview Intake Sheet
- Intake Folder (Note: Highlighted areas on the following forms inside the intake folder denote information the Family Advocate will help the non-offending caregiver(s) complete. Highlighted areas on all other forms require additional attention from board members - for changes or where more specific information/resources related to our county may be needed).
  - Intake Form SANE/SART Services ( 2 pages)
  - Victim Stat Sheet
  - Child Non-Offending Caregiver Assessment Action Plan Sheet
  - Parent/Guardian Acknowledgement Form

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- General Release Authorization (may no longer be necessary since Senate Bill 1021 was signed by the Governor last month, adding CAC's to the Child Protection Law for the purpose of information sharing during investigations of child abuse).
- Confidentiality – Sign-in Sheet
- Contact Sheet – Who Attended Forensic Interview
- MDT Collaborative Intervention Standard/Policy
- MDT Interagency Agreement
- Mental Health Standard/Policy
- Linkage Agreement – Behavioral Health
- Linkage Agreement – Professional Counseling Services (as example. Agreements with List Psychological Services and any other private counselors will be drafted after making contact).
- Case Review
  - Agenda
  - Confidentiality Sign-In Sheet
  - MDT Case Review Worksheets (5 pages)

Documents still needed include - Linkage Agreement with Dr. Bush, as Medical Director, as well as agreements with any SANE's and Forensic Interviewers. Inter-Agency Agreements with Law Enforcement; State Police (Caro), the Police Departments of Bad Axe, Caseville, Pigeon, Uply, as well as the Huron County Sheriff (which often covers all Twp. LE), are also needed. Jen suggested attending the monthly meeting of the Police Chiefs Association to find out who the spokesperson would be to sign an agreement covering all LE in townships – if there is no such spokesperson, we will need to do individual agreements. Karissa offered to begin conversations with local township LE to encourage use of the CACofHC in all cases related to child abuse for interviews and physical examinations.

Elizabeth offered the following communication from Dr. Bush received after Minutes from the March meeting were distributed...

I note that you listed in the minutes linkage agreements. I would suggest, if you wish me as the Medical Director, that I have a linkage agreement with between the CAC and my professional corporation too. Liability is too great to not have some malpractice and general liability protection. Another suggestion is exploring a Directors and Officers general liability insurance policy (that would include the Medical Director) in case the Board or officers and administrators were to ever be sued.

I carry my own malpractice insurance as should any SANEs or other clinical people. The CAC could do that but for nurses; it is relatively cheap but they should have their own. In Lapeer, the CAC puts \$100/year towards the nurse's malpractice insurance, they pay the

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difference between what they may already have but the CAC should require they carry their own policy (even if some level of stipend is needed for them to be willing to do the job).

It sounds like things are moving along fairly well. Another recently discussed issue around the State is whether the CACs should provide HIV prophylaxis for the first 28 days. This is a major undertaking and some are doing it because the recommendations are that the individual, if at risk of infection, be started on drugs within 48 hours. If something happens on a Friday night, it is technically too long to wait until Monday; although Monday would probably be okay, the earlier it is started, the more likely it is to be successful in preventing HIV infection. RBushMD

Elizabeth requested a copy of the agreement Dr. Bush currently has with Sanilac County.

Also reworked for Huron County use was the Parent Handbook (email attachment), detailing information for non-offending caregivers - what is happening, what happens next in the process, what, and what not to say to prepare your child, community referral agencies, etc. Discussion ensued about the need for a CACofHC logo, which will be needed to complete this book, as well as for signage. Holly suggested promoting competition to students to design a logo with the reward of a gift card. She offered to work on this.

Elizabeth stopped into Goats Graphics and the Complete Sign Shop in Bad Axe after today's meeting – quotes for the CACofHC sign should be available by our May meeting.

There was also discussion about creating an extensive “Family Resource Guide” similar to the one used by Sanilac Co – an accreditation requirement. Cindy offered to send Elizabeth the resource guide from Great Start – a good beginning for developing a more extensive Huron County Guide.

While at the Sanilac County CAC, Elizabeth met with SANE, Michelle McDonald who is not only willing, but was very happy to offer her services to Huron County as needed. Elizabeth learned that the Sanilac County CAC pays her \$325 per exam,

Melissa and Holly are making arrangements to attend the Prosecuting Attorney Association of Michigan's Forensic Interview training, scheduled for mid June. Elizabeth will look further into the compensation for Forensic Interviewers.

Additional information Elizabeth gleaned from Jen:

- Tracking – We may use Excel spreadsheet (acceptable by MiNCA) for entering all data related to cases – information consolidation and tracking on all cases. Later, we may opt to do as Sanilac County has done – hire an IT Tech to set up

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- Access program for use in tracking. Jen offered – Bill Weston, the head of the DHHS office in St. Clair County, who loves to work with Access.
- Family Advocate – Sanilac County takes advantage of retired persons willing to become Family Advocates; teachers, nurses, or anyone who may have worked with children – but a FA does not have to have this background. She noted that dispatchers are also good people to ask since their schedules are often flexible. This person sits with the non-offending family before and during interview, and helps them fill out pre-interview paperwork.
  - Waiting area and interview room – To create a child friendly atmosphere, Jen suggested asking some of the Tech Center students to create some painted artwork on the walls of the waiting area. We also need racks (Plexiglass?) for the walls to hold information provided to families. MiNCA standards require the area be child friendly with small activities available for waiting children and families; coloring books and crayons, video games or the ability to play movies, etc. The interview room should be calm (painted blue?) and as free from distraction as possible.

Since ongoing expenses are expected, and grant funding is limited at this time, Elizabeth suggested revisiting the idea of forming a fundraising committee to work on a large fundraising event. All members present agreed to sitting on this committee and would like to meet outside of work hours. A date was set for the first meeting – May 23, 5:00 pm at the Green Clean Bean in Bad Axe. Rachel Voss, who previously offered to help in planning a fundraising event for the CACofHC will be invited. All other members not present today are also encouraged to attend. Suggested, was a live auction dinner, possibly at the Pasta House in Kinde and held in September or October. Michelle drafted a solicitation letter to send to possible donors and will bring this to the committee meeting for discussion. The board agreed it would be beneficial to send the updated “Fact Sheet” (email attachment) with such a letter.

Meeting adjourned at 1:10 pm. Next meeting May 11, 2017 – Noon at the HCMCF.