

*Ohio Department of Job and Family Services  
Office for Children and Families  
EXECUTIVE LEADERSHIP COMMITTEE  
Meeting Minutes*

**To:** Directors, Public Children Services Agencies  
Members, OCF Executive Leadership Committee  
Crystal Allen, Executive Director, PCSAO  
Judith Chavis, Assistant Director, OJFSDA  
Fred Williams, Assistant Director, Ohio Department of Job and Family Services  
Rick Smith, Office for Children and Families, ODJFS  
Joan Van Hull, Office for Children and Families, ODJFS  
Jessie Tower, Office for Children and Families, ODJFS

**From:** Cara Pasqualone Lee, Office for Children and Families, ODJFS

**Subject:** Executive Leadership Committee Meeting Notes from September 15, 2005

**Date:** September 19, 2005

**I. Welcome and General Comments**

Rick Smith, OCF Deputy Director welcomed the committee members and called the meeting to order at 10:00 a.m. The following individuals were in attendance:

|                     |                        |                  |
|---------------------|------------------------|------------------|
| Crystal Allen       | Helen Lehman           | Dean Sparks      |
| Bruce Anderson      | Ken Meeks              | Timothy Stolitca |
| Brenda Bloom        | Leslie McGee           | Dave Thomas      |
| Cary Brown          | Terry Miller           | Jessie Tower     |
| Judy Chavis         | Julie Mogavero         | Mike Trivisonno  |
| Leesa George        | Denise Orchard         | Susan Wasniak    |
| Mary Kay Hawkins    | Joel Potts             | Fred Williams    |
| Greg Kapcar         | Denielle Ell-Rittinger | Julie Wirt       |
| Cara Pasqualone Lee | Deanna Robb            | Joan Van Hull    |
| Earl Lee            | Rick Smith             |                  |

**II. APS – Child Care Subcommittee**

A new subcommittee of the OCF ELC will be formed to address adult protective services and child care issues. The group will be comprised of one or two members of the OCF ELC as well as other CDJFS directors. OCF will work with OJFSDA and PCSAO to identify potential members. The subcommittee will begin meeting monthly in November and will report back to the full ELC.

**III. Capmis Rules**

OCF staff presented the rule package addressing implementation of the Comprehensive Assessment and Planning Model – Interim Solution (CAPMIS). CAPMIS is the structured process to support and document critical decisions

involving children and their families and is the assessment system which is built into SACWIS. Issues identified for follow-up:

***Issue 1:***

PCSAs want the flexibility to implement CAPMIS in their agencies as they determine most effective and workable. They do not want ODJFS to dictate how they implement CAPMIS. PCSAs suggest ODJFS provide the PCSAs with a statewide “drop dead” date for CAPMIS implementation and permit the individual PCSAs to determine how they want to introduce CAPMIS to the agency.

***Issue 2:***

How is repeat maltreatment recorded in SACWIS? Is repeat maltreatment being documented and reported per the federal guidelines? What is the federal guidelines for repeat maltreatment? Why can't additional information be recorded on a report after 4 days or prior to completion of the Safety Assessment? Is there any difference in receiving a new report vs. a report received on a historical incident which must be investigated by PCSA?

***Issue 3:***

There is concern expressed regarding the use of “credible information” in rules (i.e., 5101:2-36-03 (I)) is too restrictive for PCSAs and requires evidence to be submitted. It was recommended that the wording be similar to 2-36-01 which uses “known or suspected” since this is also the statutory language from 2151.421.

Rule excerpt from 5101:2-36-03; 2-36-04; 2-36-05; 2-36-09:

The PCSA shall not interview the alleged child victim without parental consent, unless one of the following exigent circumstances exists:

- (1) There is credible information indicate the child is in immediate danger of serious harm.
- (2) There is credible information indicating that the child will be in immediate danger or serious harm upon return home from school or other locations away from their home.
- (3) There is credible information indicating that the child may be intimidated from discussing the alleged abuse or neglect in their home.
- (4) The child requests to be interviewed at school or another location due to one of the circumstances listed above.

**IV. Next Meeting Date, Time, Location & Agenda**

**Next Meeting:   October 20, 2005  
                          10:00 a.m. to 3:00 p.m.  
                          255 East Main Street, 3<sup>rd</sup> Floor Video Conference Rm.  
                          Columbus, Ohio.**

**Meeting adjourned: 3:00 p.m.**