

Circuit 14  
Child Abuse Prevention and Permanency (CAPP) Team  
Meeting

September 19, 2013 at 10:00 a.m.

I. Welcome and Introductions

*Attendees: Kelley Clima; Katie Zimpfer; Joe Seabrook; Suzan Gage; Kasey Killebrew; Kathy Donofro; Loretta Glass; Eileen Booth; Mary Helen Barnes; Regina Pleas; Julie Kitzerow; Courtney Stanford*

*Absent: Melissa Boggs, Shelley Bear, Cathy Harcus (Healthy Families Conference), Ellie Tullis (Healthy Families Conference)*

II. Discuss History of CAPP Plan with Team and New Members

*A history of the 2010 to 2015 CAPP Plan was given to the team members to refresh memories and for the benefit of those who had not been involved in the planning process. Our relationship to the Office of Governor's of Adoption and Child Protection, as well as the progress made on the plan was discussed. Our plan has become more of "business as usual" versus seeing the action items as coming from a specific plan. The team believes this to be a positive thing.*

III. Discuss Annual Report Update Due to Governor's Office

*Annual report is due October 15<sup>th</sup>. Team agreed to handle the updates to the report how we have done historically. Action item leads will review and submit updates to Chair and Chair will organize and send in. Team did not see the need to add anything at this point. All other team members will review and provide input as relevant.*

IV. Appointment of a Chair/Vice Chair

*Team prefers to have Co Chairs for the CAPP Team. Kathy Donofro with Big Bend CBC agreed to serve as one of the Co Chairs. Recruitment for another Co Chair is underway.*

V. Recruitment of New Members

*Team agrees new members are needed that were not previously at the table for the development of the current CAPP plan. Those discussed: Healthy Start, Fetal Infant Mortality Review leads, Agency for Persons with Disabilities, Gulf Coast Children's Advocacy Center, Florida Baptist Children's Home, and someone within the faith community*

## VI. Next Steps

*Identify another Co Chair. Courtney will reach out to those who were absent and those potential new members. Team will return to their own agencies and see if someone not at the table is interested.*

*Provide updates to CAPP plan. Courtney will send Monitoring Report to team and leads will provide updates by October 3, 2013. Courtney will pull together and submit Annual Report by October 15, 2013 to Governor's Office of Adoption and Child Protection.*

*Recruitment of new members. Courtney will reach out to new members to determine interest in serving as part of the team.*