

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

February 20, 2014
8:40 a.m. – 12:05 p.m.

In accordance with the Oklahoma Open Meeting Act, advance notice of this meeting was transmitted to the Oklahoma Secretary of State and the agenda was posted in prominent public view at the main entrance at the office of the Oklahoma Commission on Children & Youth on February 18, 2014 at 8:08 am.

MEMBERS PRESENT: Kristy Bradley, Jay Scott Brown, Brandi Woods-Littlejohn for Sheryll Brown, Carolyn Parks for Terry Cline, Steve Tanner for Stan Florence, Kenneth Goodwin for Nico Gomez, Chelsie Melkvik for Annette Jacobi, Debi Knecht for Ed Lake, Julie Morrow, Ruth Kohlmeier for Eric Pfeifer, Alicia Lincoln for Edd Rhoades, Keri Alva for Alma Santiago, , Cindy Goble for Gail Stricklin, Amy Baum and Ryan Brown for John Stuemky (CPC), Jon Trzcinski, Teresa Capps for Terri White, and Donna Glandon for T. Keith Wilson

MEMBERS ABSENT: Susan Caswell, Tracy Haney, Susan Schmidt, Deborah Shropshire, Lisa Smith, and John Stuemky (CAME)

STAFF: Lisa Rhoades and Nicole Chasteen

I. Call to Order

Chair Amy Baum called the meeting to order at 8:40 am.

II. Roll Call

Introductions were made in lieu of roll call. A quorum was present.

III. Public Comment

There was no public comment.

VI. Review and Approval of the December 19, 2013 Minutes

Brandi Woods-Littlejohn made a motion at 8:47 am to approve the December 19, 2013 meeting minutes. Motion seconded by Donna Glandon.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Abstain
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

V. Discussion on Preliminary 2013 Data

Lisa presented a summary of the preliminary data regarding cases reviewed and closed as well as actions and activities of the Board for 2013. Members discussed the possibility of noting the number of responses and non-responses to Board letters in the actions and activities section of the annual report in the future.

VI. Review and Possible Action on Regional Team Applicant

Lisa advised that she has received an application from Jeff Sanders to serve on the Eastern Regional Review Team representing OKDHS.

Donna Glandon made a motion at 9:07 am to refer Jeff Sanders to OCCY for appointment to the Eastern Regional Review Team. Carolyn Parks seconded the motion.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

VII. Report from Staff

Lisa advised that the reorganized Eastern and Southwestern Regional Review Teams have already met this year. The Tulsa Regional Review Team is scheduled to meet next week and the Southeastern Regional Review Team is scheduled to meet the second week of March.

Lisa advised that HB3202 is the bill to recreate the Oklahoma Child Death Review Board for another six years. The first hearing on the bill was February 12, and both she and Lisa Smith attended. The bill passed the committee unanimously.

VIII. Proposed Executive Session to Discuss Child Deaths (pursuant to 25 O.S. sec. 307(C)(8))

Carolyn Parks made a motion to move into executive session at 9:10 am. Jay Scott Brown seconded the motion.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

Staff was present for Executive Session.

IX. Action Items from Executive Session

Donna Glandon made a motion at 11:55 am to move out of Executive Session and enter into Open Session. Carolyn Parks seconded the motion.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

Jay Scott Brown made a motion at 11:56 am to close those cases designated as closed. Donna Glandon seconded the motion.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

Cases Closed

13-F-37-03-2014-00007	13-A-37-03-2014-00011	12-G-37-03-2013-00215	13-H-37-03-2013-00154
13-A-37-02-2014-00007	10-B-37-03-2011-00060	12-A-37-03-2013-00223	13-H-37-03-2014-00012
13-A-37-03-2014-00008	11-A-37-03-2014-00003	11-G-37-03-2014-00004	13-H-37-03-2014-00010
12-G-37-03-2013-00226	12-F-37-03-2013-00167	11-G-37-03-2013-00235	

Donna Glandon made a motion at 11:57 am regarding case # 13-G-37-03-2013-00164 to send a letter to law enforcement recommending training in joint investigations and encouraging cooperation with the Multi-Disciplinary Teams (MDTs). Motion seconded by Carolyn Parks.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

Debi Knecht made a motion at 11:58 am regarding case # 13-G-37-03-2014-00009 to send a letter to law enforcement recommending that child welfare be notified of death and that law enforcement and child welfare conduct joint investigations and to also send a letter to the ME's Office stressing the importance of notifying child welfare of a child death. Motion seconded by Donna Glandon.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

Amy Baum made a motion at 11:59 am regarding case # 12-E-37-03-2013-00206 to send a letter to law enforcement recommending the utilization of the Sudden Unexplained Infant Death Investigation (SUIDI) protocols and recommending that the thoroughness of their investigations be increased. Motion seconded by Donna Glandon.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

Amy Baum made a motion at 12:01 pm regarding case # 12-F-37-03-2013-00088 to rescind the motion made at the December 19, 2013 meeting that addressed the OCME and its statutory obligations. Motion seconded by Carolyn Parks.

Kristy Bradley	Yes
Jay Scott Brown	Yes
Brandi Woods-Littlejohn	Yes
Carolyn Parks	Yes
Steve Tanner	Yes
Kenneth Goodwin	Yes
Chelsie Melkvik	Yes
Debi Knecht	Yes
Julie Morrow	Yes
Ruth Kohmeier	Yes
Alicia Lincoln	Yes
Keri Alva	Yes
Cindy Goble	Yes
Amy Baum	Yes
Jon Trzcinski	Yes
Teresa Capps	Yes
Donna Glandon	Yes

Motion Passed

X. New Business

Steve Tanner advised the Board of legislation proposed in SB639 to increase the number of Child Abuse Response Team (CART) investigators and forensic interviewers within the Oklahoma State Bureau of Investigations (OSBI)

Lisa advised that she will offer training for new members and/or any members wanting a refresher on Board procedures and case review. The training will be held directly after the March 20th Board meeting and lunch will be provided.

Alicia Lincoln advised that the Oklahoma State Health Department has hired Joyce Marshall as the new Director of Maternal Child Health. She will begin her duties March 10th.

XI. Adjourn

Debi Knecht made a motion to adjourn at 12:05 pm. Donna Glandon seconded the motion.