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CENTER FOR THE PREVENTION OF CHILD MALTREATMENT

Advisory Board Handbook

Center for the Prevention of Child Maltreatment

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INTRODUCTION

MISSION

The mission for the Center for the Prevention of Child Maltreatment is to stop all maltreatment against South Dakota Children in order to foster resilient families.

CPCM has the general purpose to support the provisions of health, safety and development services to children, and the promotion of parental and community responsibility for children and families throughout South Dakota.

HISTORY

Jolene's Law Task Force

In 2014, through SDCL2-6-31, Jolene's Law Task Force was charged to study the prevalence and impact of child sexual abuse (CSA) in the state. The Task Force met during the 2014, 2015, and 2016 interim legislative sessions. Task force membership represented the executive and legislative branches of South Dakota government, along with a medical doctor specializing in child sexual abuse, a State's attorney, professionals from Child Advocacy Centers (CACs), counselors, law enforcement, the Federal Bureau of Investigation and the Tribal community. Additionally, Jolene Loetscher, a victim of child sexual abuse and for whom the Task Force is named, was a member. Senator Deb Soholt served as chair and Senator Alan Solano served as vice-chair of the Task Force and its efforts.

Based on its 2016 efforts, the Task Force outlined six major goals and 48 supporting objectives that address a comprehensive approach towards ending child sexual abuse in South Dakota. Although the focus of this plan is child sexual abuse, the objectives will increase the state's capacity to address all forms of child maltreatment. The plan focuses on the child, family, and professionals that surround the child and family.

Center for the Prevention of Child Maltreatment

The Center for the Prevention of Child Maltreatment (CPCM) at the University of South Dakota (USD) was established in 2017 to develop a sustainable solution to reduce child sexual abuse and all forms of child maltreatment in South Dakota. CPCM's major function is to facilitate work within the strategic plan. Other duties include acting as a unifying voice for children in South Dakota and serving hub for experts in child maltreatment within the state of South Dakota.

CPCM currently functions administratively as an independent center within the USD School of Health Sciences. CPCM is funded through general appropriations. Additional financial support comes from the USD School of Health Sciences, grants, donations, and relationships with state and private agencies.

STRATEGIC PLAN

The strategic plan to end child maltreatment in South Dakota was originally authored in 2016. CPCM staff and consultants worked with the Advisory Board to evaluate and update the strategic plan in 2020. The strategic plan remains a living document that is continually referenced and updated in order to reflect the growth of the CPCM movement and achievements of stakeholders. The strategic plan aligns with the Center for Disease Control’s framework to reduce Adverse Childhood Experiences. The following goals were acknowledged in the 2020 strategic plan update:

Goal A	Data Collection, Statistics and Benchmarking
Goal B	Training and Professional Development
Goal C	Interprofessional Response to Child Maltreatment
Goal D	Public Awareness surrounding Knowledge of, Response to, and Prevention of Child Maltreatment
Goal E	Infrastructure Development to create and sustain a network of statewide support and effort to move the goals of CPCM forward.

ABOUT THE ADVISORY BOARD

The CPCM Advisory Board was created in 2017 to help guide action and work product under the strategic plan. The Jolene’s Law Task Force members formed the original CPCM Advisory Board. The inaugural members designated the advocacy agencies necessary for the accomplishment of the strategic plan and agreed upon community advocates who would serve terms on the board. The Advisory Board is regulatory over the work product of the strategic plan and is advisory over functions for the actual Center. The University of South Dakota, Board of Regents, and State Legislature have fiscal and policy oversight for CPCM.

MEMBERS

The Advisory Board consists of up to 33 members of state, tribal and federal agencies, law enforcement, medical personnel, advocacy agencies and community members. There shall be fifteen (15) agency, twelve (12) professional advocate and six (6) community advocate positions.

Agency representatives and professional advocates have permanent positions on the Advisory Board. Community Advocates are selected for two-year terms. Rules for the process of selecting new Advisory Board members are found in the Bylaws.

Agency Representatives

The representatives shall be selected internally by each agency. The Nominating Committee may assist in representative selection at the request of the agency. Should the agency choose not to fill their representative membership, the membership position shall remain open. No open agency slot may be filled by an alternate agency. Agency Representatives have unlimited terms.

<u>SD Dept. of Health</u> Beth Dokken , Director Division of Family and Community Health; SD DOH	<u>SD Dept. of Social Services</u> Virgena Wieseler , Chief Children and Family Services, SD DSS	<u>SD Dept. of Education</u> Laura Scheibe , Director Division of College, Career, and Student Success, SD DOE
<u>Board of Regents</u> Rebecca Hoey , Ph.D. Associate Vice President of Academic Programming, SD BOR	<u>States Attorney</u> Wendy Kloepfner , State's Attorney Lake County, SD	<u>SD Local Law Enforcement</u> Paul Stevens , Sergeant Criminal Investigations Division, Pennington County Sheriff's Office
<u>SD Division of Criminal Investigation</u> Cameron Corey , Assistant Director, SD DCI	<u>SD Unified Judicial System</u> Sara Kelly , Coordinator Court Improvement Program, SD UJS	<u>Internet Crimes Against Children Task Force</u> Toby Russell , Supervisory Special Assistant Attorney General, ICAC - DCI
<u>Federal Bureau of Investigation</u> Daniele Dosch , Victim Specialist, FBI	<u>Indian Health Services</u> Open	<u>US Attorney's Office, SD</u> Open
<u>Avera Health</u> Stacy Reitmeier , Director Case Management, Social Services, Chaplaincy & WFV Avera Health	<u>Sanford Health</u> Sheri Fischer , MSN, RN Executive Director Children's Hospital, Clinics, & Community Services & Allergy– Sanford Health	<u>Monument Health</u> Open

Professional Advocates

Any open professional advocate position on the Advisory Board shall be selected by the Advisory Board at each annual meeting. Professional Advocates have unlimited terms.

<u>Advocacy Agency</u> Nancy Free , DO, FACOP, FAAP Medical Director Child's Voice Sanford Children's Hospital, Sioux Falls	<u>Advocacy Agency</u> Krista Heeren-Graber , Executive Director South Dakota Network Against Family Violence and Sexual Assault	<u>Advocacy Agency</u> Tifanie Petro , MS Program Director Advocacy and Prevention Program, Children's Home Society
<u>Advocacy Agency</u> Brittany Novotny , JD CAC-SD Representative; Midwest Solutions	<u>County Victim's Advocate</u> Michelle Seten , MSW, Juvenile Diversion Coordinator Minnehaha County, Lutheran Social Services	<u>Tribal Victim's Advocate</u> Teresa Nieto , MSW, Program Manager, DOI, BIA, Crow Creek Agency, Social Services
<u>Tribal Representative</u> TateWin Means , JD, MA, Executive Director Thunder Valley CDC	<u>Tribal Representative</u> Kathy LaPlante , MSW, Instructor University of South Dakota, Master of Social Work	<u>SD University</u> South Dakota State University - Open
<u>SD University</u> Haifa AbouSamra ; Ph.D.; Dean of Health Sciences University of South Dakota	<u>Legislative Member</u> Tim Reed , Chair SD House of Representatives	<u>Legislative Member</u> Helene Duhamel , Vice-Chair SD Senate

Community Advocates

Three community advocates shall be selected by the Advisory Board at each annual meeting for two-year terms. The community advocates can serve for three successive terms (total of 6 years) before having to take a break in board membership.

Shana Cerny , Ph.D, Associate Professor University of South Dakota, Occupational Therapy	Nikki Eining , Outpatient Mental Health Therapist Avera Behavioral Health	Mary Beth Holzwarth , CEO Endeavor 52
Jolene Loetscher , CEO Mud Mile Communications	Angela Lisburg , MS, RN, FNP-C Avera St. Mary's Central South Dakota Child Assessment Center	Ashley Termansen , LCSW-PIP Resilience Counseling LLC

ADVISORY BOARD OFFICERS

Chair and Vice-Chair

The Chair and Vice-Chair of the Advisory Board are selected from members of the Advisory Board, to serve a two-year term. In odd years, the Advisory Board shall elect a chair from members of the Advisory Board. In even years, the Advisory Board shall elect a vice-chair from members of the Advisory Board.

The election of Chair and Vice-Chair shall take place at the annual meeting. The Advisory Board Chair shall accept nominations from the Nominating Committee and shall also accept nominations from the floor during the annual meeting. Election of officers shall be viva-voce (voice vote or show of hands). A motion for officer election by ballot may be requested to the Advisory Board Chair by any Advisory Board member in lieu of viva-voce election. No person shall be elected, or continue to serve, as an Officer unless he or she is a current member of the Advisory Board.

To date, the Nominating Committee has selected legislative members to serve as Chair and Vice-Chair of the Advisory Board.

Duties of the Advisory Board Chair:

- Preside at all meetings of the Advisory Board.
- Be an ex-officio, non-voting member of all committees of the Advisory Board.
- Appoint all ad hoc Advisory Board committees, the terms of which may not exceed the term of the Chair.
- Appoint the chair, vice-chair and members of each standing committee, except as otherwise specifically provided in these bylaws.
- Perform all duties as may be assigned by the Advisory Board.

Duties of the Advisory Board Vice-Chair:

- Preside at all meetings of the Advisory Board in the absence of the Chair.
- Perform all duties as may be assigned by the Advisory Board.
- Assume the office and duties of the Chair, in the event that office becomes vacant, until the Advisory Board fills such vacancy

Secretary-Treasurer/ Parliamentarian

The CPCM Director shall serve as ex-officio, non-voting Secretary-Treasurer of the Advisory Board. The CPCM Director shall also serve as parliamentarian in alignment with Robert's Rules of Order. The CPCM Director may be assisted by CPCM staff in the performance of the Director's duties.

Duties of the Secretary-Treasurer:

- Keep accurate record of all proceedings of the CPCM Advisory Board and make the minutes and records available to members upon request.
- Keep the official membership roll and to call roll whenever required.
- Provide informational reports on sponsored program activity, including but not limited to grants and donations, in support of CPCM activities.
- Serve as parliamentarian in alignment with Robert's Rules of Order.
- Perform all duties as may be assigned by the Advisory Board.
- Assume the office and duties of the Vice-Chair, in the event that office becomes vacant, until the Advisory Board fills such vacancy. In the event the offices of both the Chair and the Vice-Chair should become vacant, the secretary shall assume the office of the Chair until the Advisory Board fills such vacancy through an election.

Vacancy

If a vacancy should occur in one of the Officer positions, the Advisory Board shall appoint an Advisory Board member to fill such vacancy at a regular or special meeting as soon as reasonably possible. The officer so appointed shall serve the remainder of the unexpired term and thereafter may serve in the same office for no more than two (2) additional successive terms.

ADVISORY BOARD RESPONSIBILITIES

DUTIES

The Advisory Board shall be subject to the mission of CPCM and board members shall work with CPCM to break down silos of work happening across the state of South Dakota. No Advisory Board member shall act in conflict with action taken by CPCM.

Duties of Advisory Board Members:

- Have general supervision of the affairs of the association between meetings;
 - fix the date, hour, and place of meetings;
- Make recommendations to CPCM pertaining to its execution of the approved strategic plan;
- Declare an office vacant;
- Adopt rules as needed to carry on the business of the board;
- Perform such other duties as are specified in these bylaws or ordered by CPCM or its parent organization.

Conflict of Interest

Advisory Board members shall, prior to voting on a funding issue that involves any program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and any conflict that may cause undue bias in their vote. If a member of the Advisory Board has declared a conflict of interest, the member shall abstain from speaking or voting on such issue; however, the member does not need to leave the room during discussion or voting on the issue.

MEETINGS

The goal of the Advisory Board meetings is to ensure the advancement of the strategic plan for South Dakota through regular communication between stakeholders and to remain informed on bodies of work occurring throughout the state. Advisory Board members are encouraged to share information from their respective agencies and to help identify ways to collaborate across agencies and geographic locations.

The Advisory Board meets in-person quarterly, during the months of January, April, August and November. The meeting dates are set a year in advance by discussion between the Advisory Board chair and the CPCM Director. Special meetings may also be called throughout the year. Electronic or email meetings are acceptable, if needed. Robert's Rules of Order will be followed during advisory board meetings. When possible, the annual meeting shall be held in conjunction with the April quarterly meeting.

All Advisory Board meetings are open to the public. CPCM staff strive to follow the South Dakota state open records rules. Information regarding open records can be found at:

<https://atg.sd.gov/legal/opengovernment/publicrecords.aspx>.

CPCM staff is responsible for arranging all meetings of the Advisory Board, for taking and disseminating minutes during the Advisory Board meetings, and general scheduling for Advisory Board functions. Minutes from each Advisory Board meeting are sent out in conjunction with the following month's electronic newsletter. Minutes are also published on the CPCM website. www.sdcpcm.com

COMMUNICATION

The CPCM Director is charged with staying in regular communication with the Advisory Board members. To achieve this communication, CPCM staff produce regular newsletters, provide quarterly updates at Advisory Board meetings, publish an annual report, and regularly update the CPCM website. CPCM also maintains a calendar of community and partner training events. The CPCM Director and CPCM staff are in regular contact with committee members and serve on multiple stakeholder boards and committees in an effort to open lines of communication across South Dakota.

COMMITTEES

The Advisory Board Chair, with the assistance of the CPCM Director, shall appoint the chairperson and committee members of all standing committees. The chairperson of a standing committee shall be an Advisory Board member. Other committee members may come from the public at large.

NOMINATING COMMITTEE

At the direction of the Advisory Board Chair, a Nominating Committee will be formed. The Nominating Committee shall nominate at least one candidate for each officer, professional advocate agency, and community advocate position that will be elected at the next annual meeting of the Advisory Board. The Nominating Committee is also charged with identifying a slate of candidates for the Executive Committee and any other vacant positions on the Advisory Board, pursuant to the bylaws.

Considerations for the Nominating Committee:

1. The Nominating Committee shall be selected by the Advisory Board Chair. The Nominating Committee may meet in person or via conference call or email meeting. The Nominating Committee should have at least 3 members.
2. The CPCM Staff is responsible for announcing vacancies and drafting applications for board positions, at the request and upon the approval of the Nominating Committee.
3. At least 20 days prior to a vote, nominations from the Nominating Committee should be provided to the Advisory Board. Information from the nominees should include the nominees' application materials and any other relevant information provided.
4. In general practice, it is most appropriate for the Tribal Representatives and Tribal Victim's Advocate to be registered members of federally recognized tribes.
5. The selection of professional and community advocates shall take place at the annual meeting of the Advisory Board. The Nominating Committee shall be responsible for presenting a slate of advocates to fill the professional and community advocate positions. The Advisory Board Chair shall also accept nominations from the floor during the annual meeting. Election of members shall be through voice vote or show of hands.

EXECUTIVE COMMITTEE

The Executive Committee will have the main purpose of facilitating decision making between board meetings or in urgent and crisis circumstances. The executive committee will provide guidance to efforts within the strategic plan in emergent situations and will serve as a steering committee for growth of CPCM between advisory board meetings.

The size of the committee will be limited to 5 members in order to keep the committee as a flexible and efficient tool for the board. All board decisions will be confirmed at the next full board meeting. The executive committee in no way replaces the full board. The committee reports to and is accountable to the full board.

The executive committee membership will include the CPCM Advisory Board Chair and Vice-Chair, as well as three additional members to be recommended by the Nominating Committee. The additional members will serve 1-year terms. The elections will take place at the annual meeting. The CPCM Director will serve as an ex-officio member of this committee.

Duties of Advisory Board Members:

- **Serves in an advisory capacity to the board and the executive director.** The executive committee works closely with the executive director and advises him or her on important matters. In addition, executive committees also serve as a liaison between the executive director and the rest of the board.
- **Acts as a steering committee for the board.** Executive committees provide direction for the board, steering them toward the most important issues, and helping to prioritize board meeting agendas.
- **Providing oversight.** Executive committees are responsible for overseeing board policies and ensuring good governance practices.
- **Establishing and sunseting committees and task forces.** Executive committee members should take responsibility for ensuring that task forces and committees are necessary and productive.
- **Addressing high-level issues that are serious in nature.** If serious issues escalate beyond the normal activities within CPCM, the executive committee hears the matter first and aids CPCM staff in determining the decision about the next best steps.
- **Takes the lead on board member education and development.** To ensure effective leadership in governance practices, the executive board generally takes the lead on ensuring that board members learn about their responsibilities.

NATIVE AMERICAN LIAISON COMMITTEE [NAME SUBJECT TO CHANGE]

The Native American Liaison Committee shall oversee tribal outreach and will assist the CPCM Director in developing a work plan specific to Native Nations.

GRANTS COMMITTEE

The Grants Committee shall assist the CPCM Director in identifying funding sources for all work plans and coordinating grant applications.