



Child Forensic Interview Advisory Committee

February 13, 2020, 10:00 A.M. – 10:45 A.M.

Conference Call

Conference Call: 888-585-9008

Participant Code/Conference Room: 275-269-015

Meeting Minutes

Attendance:

Members Present:	Staff Present:
Jay Howell - Chair	S. Nicole Jordan
Alan Abramowitz – Co-Chair	Marceller Hines
Alison Cowell	Erica Puckett
Bruce J. McIntosh, M.D.	
Candice Brower	
Judge Daniel P. Dawson	
Erick Quevedo	
Jackie Sandefer-Gonsen	
Jamny Coronado	
Maureen Honan	
Francine Donnorummo	
Stacy Bromfield	
Theresa E. Simak	
Terrence Watts	
Members Absent:	Guest(s) Present:
Maria Sanin	
Valerie Stanley	
Lorena M. Vollrath-Bueno	
Kelly A. Swartz	
Carol Lilly, M.D.	
Stephanie Cox	
Sally Beckett	
Sgt. Lori Colombino	
Brandy Macaluso	
Angie Griffin	
Alison Cowell	

Welcome and Introductions

- Chair, Jay Howell called the Child Forensic Interview Advisory Committee (CFIAC) conference call meeting to order at approximately 10:00 a.m.
- CFIAC Members and DOH staff introduced themselves

Review of November 20, 2019 CFIAC Meeting Minutes

- Chair, Jay Howell confirmed that all present CFIAC members received and reviewed a draft of the November 20, 2019 CFIAC Meeting minutes. Members were provided an opportunity to request revisions, ask questions, or seek clarification regarding the November 20, 2019 CFIAC Meeting Minutes
 - No revisions requested
 - Chair, Jay Howell requested members vote to approve or reject the November 20, 2019 CFIAC Meeting minutes
 - Minutes were unanimously approved by all present CFIAC Members

Review of Government in the Sunshine Law Requirements

- Chair, Jay Howell identified that all members of the CFIAC are subject to the Government in the Sunshine Law; and introduced CFIAC Staff member, Erica Puckett to review a summary of these requirements
- Staff Member, Erica Puckett referred all members to the 2019 Sunshine Law Manual and reviewed the following elements of the Sunshine Law requirements, as it pertains to CFIAC Members and members of any established CFIAC Subcommittees
 - Sunshine Law Purpose
 - Committee meetings must be open and accessible to the public
 - Committee meetings must be publicly noticed and confirmed
 - Process for publicly noticing meetings was introduced
 - Meeting minutes must be taken and made available to the public
 - Committee members may not discuss any committee business outside of a publicly noticed committee meeting.
 - All forms of communication including phone, email, mail and face to face interactions constitute a “meeting”
 - All records requests are to be immediately provided to CFIAC Staff
 - Subcommittee members will be provided with a template to be utilized for public notice meeting requests
- Staff Member, Marceller Hines introduced public notice meeting request requirements including:
 - Required timeframes for public notice request and cancellation
 - Guidelines are included on the subcommittee public notice template to be distributed via email after the conference call
 - Subcommittees should have a chair who is designated responsibility for public notice requests
 - Staff Member, Marceller Hines will complete public notices for Subcommittee meetings
- Chair, Jay Howell proposed the establishment of subcommittee groups to report to the CFIAC regarding:
 - Court Orders Impacting Child Forensic Interviews
 - Circuit Orders and Ancillary Orders regarding the use of therapy and facility dogs in Child Forensic Interviews
 - Review of Administrative Orders to identify outdated information or guidelines which may not be in the best interest of the child
 - Section 914.16, Florida Statutes
 - Judge Daniel P. Dawson volunteered to chair this subcommittee

- Members recommended include Co-Chair, Alan Abramowitz, and Members, Lorena M. Vollrath-Bueno, Candice Brower, Kelly A. Swartz, with additional members and ad hoc membership as necessary
- Chair, Jay Howell asked members to vote in favor or not in favor of the establishment of the Court Orders-Specific CFIAC Subcommittee
- Present members voted unanimously in favor of the establishment of this subcommittee
- Chair, Jay Howell proposed establishment of a second subcommittee to report to the CFIAC, which includes:
 - Law enforcement Involvement in Child Forensic Interviewing
 - Interviews Conducted by the State Attorney Office
 - Interview Entities other than Child Protection Team and Child Advocacy Centers
 - Training, Qualifications, and Certification
 - Current Training Standards
 - How Training Opportunities are Communicated to Law Enforcement Agencies and Communities
 - Members recommended include Sgt. Lori Colombino, Maria Sanin, and Ad Hoc Member: Sonya Bush.
 - Sgt. Lori Colombino was proposed to chair this subcommittee
 - Members, Jackie Sandefer-Gonsen, Jamny Coronado, and Stacy Bromfield volunteered to serve on this committee
 - Member, Francine Donnorummo, volunteered to serve on any subcommittee as needed
- Chair, Jay Howell asked members to vote in favor or not in favor of the establishment of the Law Enforcement CFIAC Subcommittee
- Present members voted unanimously in favor of the establishment of the Law Enforcement CFIAC Subcommittee
- Chair, Jay Howell requested that all members of CFIAC are invited to all Subcommittee meetings

Future Presentations and Action Items for Next Meeting:

- Chair, Jay Howell invited Members, Jackie Sandefer-Gonsen and Sally Beckett to present at the next CFIAC meeting scheduled for April 1, 2020. Members were invited to present on:
 - Child Forensic Interview-specific community trainings currently offered
 - Curriculums
 - Community interest
- Member, Jackie Sandefer-Gonsen agreed to provide a presentation on this topic
- Member, Sally Beckett will be informed of this request as she was not in attendance
- Chair, Jay Howell proposed additional presentations for future committee meetings including:
 - Forensic Interviews in Dependency Proceedings by CFIAC Member, Kelly Swartz
 - The use of service/facility/therapy animals in Child Forensic Interviewing by inviting experts in these fields to present to the committee
- Chair, Jay Howell requested CFIAC Staff, Dr. Robert Brooks provide data regarding the concentration of Child Forensic Interviews occurring throughout the state. Dr. Brooks was not in attendance; however, CFIAC Staff will inform Dr. Brooks about Chair Howell's request

Meeting Adjourned:

- Chair, Jay Howell adjourned the meeting at 10:45 A.M.

Next CFIAC Meeting:

- Date: Wednesday, April 1, 2020
- Time: 9:00am - 4:00 p.m.
- Location: Embassy Suites
8978 International Drive
Orlando, FL 32819