



# Child Forensic Interview Advisory Committee

October 27, 2020, 1:00 P.M. – 3:00 P.M.

## Microsoft Teams

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## Meeting Minutes

### Attendance:

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

### Welcome

- Jay - Review of meeting goals: planning Nov 19th meeting
  - Jay - Guest Presenters: Amy Farrington, 30 minutes scheduled
  - Provided Amy questions regarding cost, structure, pilot options to be addressed at meeting
  - Capt. Baute: Interested in connecting FI Training provided through FDLE
    - Submitted CV to be an appointed member of CFIAC

- Alan - The work of the Florida Certification Board is very good.
- Jay - Anything we need to address regarding the legislature this year?
- Alan – Katherine (Fernandez-Rundle) wrote a letter to the legal needs of children in the appendix of the task force report. She wrote another letter with additional information. They are looking at changing ages from 16 to 18 for forensic interviews. Other issues such as our Admin Orders, feedback is going to be helpful when we write a report. People can use our information to modify their reports. I don't think we can take on a legislative agenda at this time.
- Jay - Please report on your meeting with Katherine at the Nov 19th meeting.
- Alan – Confirmed
  
- Jay - Items for subcommittees
  - Timeline for tasks and goals to be accomplished. Draft has been prepared
    - Committee Report
    - Committee exists through June of next year
    - Formatting and structure of report
  - Development of Resource Website
    - West Palm Beach Protocol
    - Presentation on Trauma from University of Miami
    - Additional resources
  - Subcommittee Reports:
    - Alan - provide update on model order and plan moving forward. Committee can vote on the language and order. Report language would discuss model orders, purpose and recommendations.
    - Alan states that this report has gone to the full committee for review.
    - Alan: we will talk with Chief Judges order regarding number of interviews permitted. They meet 2-3 times per year and one of those meetings is open and that would be the time to present to them.
    - Jay - Francine will report 20 min, Q & A for 10 min.
    - Francine working with school boards regarding interviews being conducted, reporting information, etc.
    - Jay - any information on guides, training, etc.?
    - Francine - minimal facts interview, catered to when they should occur. They are generally all the same about not introducing information, etc. They are located in the protocols for multidisciplinary teams in Sarasota. It was a page within their protocol. I can compile what I have found and outline them for the group.
    - Jay - what can we do to help with the solicitation of these materials? Gathering more from other entities such as hospitals, DJJ, etc.
    - Jay - you have the most comprehensive outreach. Could you put together an outline and description of what your office is doing?
    - Francine - yes. I can.
    - Jay - I would recommend having this outline for our report, not needed for Nov 19th meeting. We need to solicit from the full committee any of this information that they know about or if they have found guides for minimal facts training for community partners.
    - Jay – Any other State Attorney procedures for minimal facts interviews?
    - Alan - I remember the protocol we had the SA was very involved.
    - Jay - there is a lot of good information and hopefully a resource site will help.
  
- Jay – CFIAC report timeframe:
  - Jay - when would the report need to be prepared for DOH routing?

- Nicole - I would recommend Mid-March for a report to be prepared, routed and approved through DOH.
  - Jay - that would include appendices of resources, training guides and other materials. We should aim for guides and submissions to be made by mid-February.
  - Jay - we don't have to start at square one like we did with the Task Force. I urge the subcommittees to look at the task force report so that they are not reinventing the wheel. This report should be more nuts and bolts - this is what we have done, recommendations, "It is recommended that CACs (etc) conduct active outreach with providers, DJJ, DOH, school boards, Law Enforcement and others to improve the process of interviewing children." In the Task Force report we utilized strong language for recommendations and should do the same in this report. Francine if you want to say that it is imperative that all first responders have training on interviewing children, that is appropriate.
  - Jay - Full committee must vote on the report language. We should plan on a meeting the first week in March.
  - Nicole - the advisory committee may need to meet a few times in February to get the bulk of the report prepared.
  - Jay - we need to put a notice that the time for the full committee is only to discuss fundamental issues with the report, not grammar.
  - Jay - set subcommittee meetings to meet January & February to work on their sections of the report.
  - Nicole - there are new members of DOH leadership who are very involved and will be interested in reviewing the report. We will need to assess internally the amount of time needed for a full report review through DOH.
  - Francine - in the report are you looking for suggestions and outline for what a minimal facts interview protocol should look like?
  - Jay - I think you'll need a summary paragraph. But we may end up with a training outline for our report for minimal facts training. That would be included in the appendix as a recommended training for LEO, first responders, providers and others. You will want to introduce the purpose of the minimal facts interview. Take a look at the Task Force report for language suggestions.
- Jay - Survey status update:
    - Nicole - Jackie will be providing details.
  - Jay - Erick produced an outline for the subcommittee outlining existing models, efficacy, and an overview of what designation would look like. Also the survey directed at interviewers and LEO.
    - Jay - the outline is good and may need to be adopted as part of your report.
    - Jay - what is the Department's position on moving forward on designation/certification? Child abuse doctors can be certified. Also the Department's position and commitment on creating the resource website. Would the Department want to contract with professionals to create outlines for training?
    - Nicole - We can schedule a meeting to present this request and consideration to CMS leadership: Marcy, Patti and Dr. Karsh to gain their feedback. This could be a noticed meeting to allow multiple members to attend and present.
  - Jay - Erick was there follow up education involved in your outline?

- Erick – Yes. Every 3 years, 24 hours of education is recommended, but want to get feedback from the group regarding feasibility.
- Jay - Interviewers are now doing a general 8 hours per year as required by DOH which can be in any child abuse related training.
- Jay - we will prepare questions for Amy regarding pilot projects for interviewer designation.
  - Jay - full committee issues, resource website, general availability of training materials, a place where interested CPT, allied professionals, medical, teachers, anyone could look and learn about FI practices, model protocols, best practices, model orders, report language, minimal facts outline, etc to be shared with interested professionals. Would it be open to the public or would there be a membership required to access the website? Training availability could be posted.
  - Francine - I believe anyone can access the FDLE website. I think we could ask them if we could post/host information there.
- Jay - add as agenda item to court orders subcommittee - add 3rd bullet to include: Full Committee Vote on Approval of Model Orders
  - Erick - I submitted documents to Nicole to be provided to CFIAC members
  - Jay - reviewed Capt Baute's resume. He will need at least a half an hour for presenting.
  - Marceller - if you need to change the agenda schedule, please retain Amy in the afternoon slot.
  - Francine - can we reach out to Lorena for her model order? Marceller - I just need the language to send to her. Francine - I will send an email for the verbiage to learn what her timeline is.
  - Marceller - Stacy had to leave the meeting early.
  - Jay - we appreciate everyone's hard work and support from the dept.
- Jay – meeting adjourned