

**Child Protection Accountability Commission**  
**Training Committee**  
***MDT Case Review Workgroup***  
Wednesday, April 10, 2018  
Minutes

ATTENDEES:

Sgt. Don Coleman	Delaware State Police
Det. Bradley Cordrey	Georgetown Police Department
Dr. Stephanie Deutsch	Nemours Alfred I. duPont Hospital for Children
Jennifer Donahue, Esq., Co-Chair	Office of the Investigation Coordinator
Diana Fraker	Division of Family Services
Jonathan Harding, Esq.	Department of Justice
Diane Klecan	Children's Advocacy Center
James Kriner, Esq., Co-Chair	Department of Justice
Sgt. James Leonard	New Castle County Police Department
Rosalie Morales	Office of the Child Advocate
Sgt. Ron Mullin	Wilmington Police Department
Sue Murray	Division of Family Services
Stacy Northam-Smith	Division of Family Services
Jen Perry	Office of the Investigation Coordinator
Regan Ward-Allen	Office of the Child Advocate Law Clerk
Lt. Gerald Windish	Delaware State Police
Colleen Woodall	Division of Family Services
Sgt. Adam Wright	Delaware State Police
Shelley Yingling	Division of Family Services
Jaime Zebroski	Division of Family Services

I. Welcome & Introductions

Jennifer Donahue, Esq. welcomed attendees and facilitated introductions.

II. Minutes – 2/7/18

Sue Murray made a motion to approve the minutes from February 7, 2018, and Jim Kriner, Esq. seconded the motion. All other members voted in favor.

III. Review of Data

In the prior meeting, the Office of the Investigation Coordinator (IC) agreed to review the extra-familial cases open with the IC for more than 180 days. The purpose is to determine the approximate number of extra-familial cases that are not included under the current MDT Case Review Protocol. Ms. Morales presented on the 154 cases open with the IC for more than 180 days with no CAC involvement and the criminal investigation was pending or resulted in no charges. The IC mentioned their concern about a portion of the the extra-familial cases reported to the DFS Report Line, where a hotline report

documented that a report was made to the appropriate law enforcement agency; however, there was no documentation in DELJIS/LEISS that a criminal investigation was initiated.

After some general discussion about the extra-familial cases, the Workgroup was asked to submit input via email on how to include the extra-familial cases in the revised MDT Case Review Protocol. Any suggestions should be submitted to the Co-Chairs by April 24<sup>th</sup>. The group was reminded that the revised MOU for the Multidisciplinary Response to Child Abuse and Neglect requires that these cases be included in the protocol.

#### IV. Draft MDT Case Review Protocol

Next, the Workgroup discussed the draft MDT Case Review Protocol and members were asked to provide feedback about each of the sections.

For the introduction, Diane Klecan submitted the following language about confidentiality: “It is vital that all those who participate in the MDT Case Review Meetings understand the importance of ensuring the confidentiality of the information discussed at the meetings. Sensitive information is discussed which could vastly affect the lives of both the adults and children. Participating agencies must rely on their own applicable policies to guide their actions regarding information sharing, but all should adhere to the standards set forth in the MDT Memorandum of Understanding. Accordingly, MDT members shall not discuss with the public or any unauthorized person any information or personal opinions gained as a result of participating in or observing the Case Review Meeting. MDT members will at each meeting sign the MDT Case Review Confidentiality Agreement indicating that he/she attended the MDT Case Review Meeting on that date and understands his/her responsibility for ensuring the confidentiality of the information discussed at the meeting.”

Under the section on case selection criteria, the group noted the two bulleted points should be separated by “or” instead of “and.” In addition, the following language was added in parenthesis for the first bullet: “unless the alleged perpetrator is known to be involved in another active investigation involving a child.” There was also discussion about administrative closures, and it was explained that witness and precautionary interviews would be examples of cases that would be administratively closed. The administrative closure process will help manage the number of cases that are scheduled for MDT Case Review. The cases can be closed to the MDT Case Review Process prior to the scheduled meeting; however, the CAC will not be able to update and reissue the list due to workload constraints.

The group also discussed scheduling. There was concern about law enforcement jurisdictions not showing up for case review or completing any activities on their cases. As a result, reviews are often delayed impacting the other MDT members. It was suggested that cases on the Standard Case Review be scheduled by jurisdiction and setting time frames.

It was also noted that there is not a lot of rich discussion at the Standard Case Review. The process is more about checking off boxes. Mr. Kriner explained that fewer cases will allow for the in-depth discussion (i.e., medical exam findings and history of the perpetrator).

For the Special Case Review, there will only be a limited amount of cases presented, and the review will not be convened if MDT members do not confirm their participation in advance. As an example, Mr. Kriner mentioned that a law enforcement agency could request that a case be scheduled for Special Case Review if there has not been communication from DOJ in 6 months.

Addressing non-compliance by MDT members, particularly law enforcement jurisdictions, was also considered. Language will be added to this section of the protocol about addressing concerns with the Police Chiefs' Council, elected officials within the agency's jurisdiction and the Council on Police Training.

V. Next Steps

- Submit input on criteria for extra-familial cases by April 24<sup>th</sup>
- IC to review extra-familial cases and give update at next meeting
- Approve draft protocol at next meeting

VI. Next Meeting

- May 16<sup>th</sup> at 10:00 am - 11:30 am, Location TBD