

**STATE OF MINNESOTA
CITIZEN REVIEW PANEL AGREEMENT**

The Citizen Review Panel Member agrees to do the following:

1. Make efforts to remain active on the panel through June 30, 2004;
2. Abide by all confidentiality provisions set forth in the statement of Job Responsibilities, Operating Procedures and the Confidentiality Agreement;
3. Complete an initial 12-16 hours of training and attend future in-service training;
4. Attend and participate in all scheduled meetings. If unable to do so, notice must be given to panel chair or co-chair;
5. Be respectful of others during meetings and training sessions. Members are expected to refrain from using inappropriate language or discussing improper subject matter, in an effort to ensure discussions are free of sexual harassment and racial or cultural intolerance;
Failure to abide by items #2 – 5 may result in dismissal from the panel.
6. Submit requests for expense reimbursement to DHS in a timely fashion. Expenses will be limited to those allowed by DHS and incurred solely because of participation on the panel;
7. Address problems, grievances and the like with DHS support staff as issues occur.

The Department of Human Services agrees to do the following:

1. Provide training, consultation and support necessary to facilitate the work of the citizen review panels;
2. Provide reasonable basic supplies needed for the panels' activities;
3. Reimburse mileage at the current state mileage rate, long distance phone call expenses, and child care (up to \$25.00 per month/per panelist) for activities related to panel activities. With prior approval and as permitted by DHS, other reasonable out-of-pocket expenses incurred in activities as a citizen review panel member may be reimbursed;
4. Address problems, grievances and the like with the Panel as issues occur.

The local human services/community services department agrees to do the following:

1. Provide training on the county child protection system, consultation and assistance necessary to facilitate the work of the citizen review panel;
2. Provide the panel with information necessary to carry out its duties, as allowed by statute.

Citizen Panelist

Department of Human
Services' Designee

County Agency's Designee

Date:_____

Date:_____

Date:_____

Minnesota Department of Human Services
Children's Services
444 Lafayette Road North
St. Paul, MN 55155-3832

Final(AG)
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