



Kentucky Office of the Attorney General  
**Regular Meeting**  
**In-Person and Video Teleconference**  
October 8, 2024  
10:00 a.m. EST  
Minutes

**Primary Location:**

Kentucky Office of the Attorney General  
Conference Room A  
1024 Capital Center Drive  
Frankfort, KY 40601

**I. Roll Call and Introductions**

The meeting was called to order by Commission Chair, Caroline Ruschell, at 10:03 a.m.

**Roll Call**

Commission Members Present:

Caroline Ruschell, Commission Chair, Children's Advocacy Centers of Kentucky  
Melanie Taylor, Child Protection Branch, Department for Community Based Services  
(designee for the Commissioner)

Jessica Jones, Department for Community Based Services

Ramsey Dallam, Office of the Attorney General, Special Prosecutions

Erica Paske, Office of the Attorney General, Office of Victims Advocacy

Susan Rhema, Licensed Clinical Social Worker, University of Louisville

Jacqueline Sugarman, Medical Director for Children's Advocacy Centers of Kentucky

Commission Members Present Virtually:

Brittany Barber, Department for Behavioral Health, Developmental and Intellectual  
Disabilities (designee for the Commissioner)

Shericka Smith, Fayette County Public Schools, Department of Student Support Services

Lieutenant Brad Riley, Department of Kentucky State Police (proxy for Captain Jeremy W.  
Smith, designee for the Commissioner)

Christina Weeter, Kentucky Department of Education, Division of Student Success (designee  
for the Commissioner)

Guests Present:

Laura Kretzer, Children’s Advocacy Centers of Kentucky

Jackie Kuryla, Children’s Advocacy Centers of Kentucky

Serah Wiedenhofer, Office of the Attorney General, Trafficking and Abuse Prevention and Prosecution

**II. Approval of the August 13, 2024, Regular Meeting Minutes**

Ms. Jones made a motion to accept the minutes as presented. Dr. Sugarman seconded this motion. The motion to approve the August 13, 2024, minutes was unanimous.

**III. Review and Approval of Local MDT Protocols**

The Commission considered the local multidisciplinary team protocols for the following counties:

- Adair
- Casey
- McCreary
- Pulaski
- Taylor

Each protocol contains the required language from the model protocol template without modifications or additions and provides the appropriate signatures, agency affiliations, and roles served for all team members on the multidisciplinary team. Ms. Ruschell made a motion to approve the protocols as presented. Ms. Rhema seconded this motion. The motion passed unanimously.

**IV. Discuss Signature Standards for MDT Protocols**

Lieutenant Riley advised the Commission that post commanders, who are usually captains, are the appropriate representatives to sign local multidisciplinary team protocols on behalf of the Kentucky State Police. In the rare occasion that the local post commander is unavailable, an operational lieutenant assigned to the post can be named as a designee.

**V. Review Open Record Requests**

No open record requests were received since the Commission’s last meeting.

**VI. Discuss Annual Report**

The Commission received a copy of the proposed Annual Report for Fiscal Year 2023. To align with the reporting cycles of other agencies, the proposed report for fiscal year 2023 changes the reporting timeframe from calendar year to fiscal year. This change resulted in some overlap of information in the Annual Report for Fiscal Year 2022 and the proposed report for 2023, as data from the months of July through December of 2022 appear in both reports.

The Commission discussed the proposed report for fiscal year 2023 and suggested changes. Ms. Ruschell made a motion to approve the proposed Annual Report for Fiscal year 2023 with these changes. Ms. Jones seconded this motion. The motion passed unanimously.

**VII. Review MDT Data Collection Tool and Discuss Changes to Information Collected**

Laura Kretzer, Chief Strategy Officer for CAC of Kentucky, provided the Commission with copies of recent data collection tools and a written summary of the data submitted by the local multidisciplinary teams for calendar year 2023. The Commission discussed the information currently provided through the data collection tool and suggested information to include in the data collection process.

**VIII. Review and Discuss Responses from Local Multidisciplinary Teams Regarding the Review of Fatal and Near Fatal Child Physical Abuse Cases**

In response to recommendations from the Child Fatality and Near Fatality External Review Panel, the local multidisciplinary teams were surveyed about the feasibility of requiring case reviews of all fatal or near fatal child physical abuse investigations. The survey responses were compiled in a feasibility analysis circulated during the meeting. The Commission discussed the contents of the analysis and considered its next steps in addressing the recommendations of the Child Fatality and Near Fatality External Review Panel.

**IX. Partner Updates**

No partner updates were provided.

**X. Meeting Reminder – December 10, 2024, at 12:00 p.m.**

Ms. Ruschell reminded the Commission of the next meeting, which will be held on December 10, 2024. The meeting will be virtual.

**XI. Adjournment**

Ms. Ruschell made a motion to adjourn the meeting. Ms. Taylor seconded the motion. The motion passed unanimously. The meeting was adjourned at 12:08 p.m.

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