

**Administrative Advisory Board Notes**  
**May 31, 2006**  
**Cheney WA**

**Administrative Advisory Board Attendance:**

Ken Deibert, IDHW  
 Frank Sesek, IDHW  
 Mardell Nelson, IDHW  
 Patty Gregory, ICWRTC – EWU  
 Mike Frumkin, Eastern Washington University  
 Mike Scholl, Casey  
 Butch Rodenhiser, Boise State University  
 Kathy Tidwell, Boise State University  
 Bill Clouser, Lewis Clark State College  
 Rick Phillips, ICWRTC – EWU

<b>Topic</b>	<b>Who</b>	<b>Discussion/Action</b>
9:45 am Coffee and Announcements	Ken/All	<p>Mike Scholl, Mardell Nelson and Patty Gregory submitted a presentation proposal at the West Coast Trainers Conference to be held in New Mexico in August. The proposal has been accepted. Other states are very interested in what is happening with the Idaho Partnership.</p> <p>Mike Scholl announced that Casey has orchestrated a foster care media event, to be sponsored by IDHW. There will be more media coverage than Mike can recall at other events with good positive follow-up coverage highlighting resource families and in-care alumni.</p> <p>Kathy announced that BSU has received money for working on a Diversity Center, providing education on the use of interpreters for services for families.</p> <p>Mike Frumkin announced that EWU is developing integrative undergraduate program combining criminal justice and social work and has two part-time BSW programs –Spokane &amp; Vancouver. The Spokane part time program may appeal to workers with an AA degree to get their BSW while still working.</p> <p>Ken announced the completion of the PIP, which received kudos from the federal government. Shirley Alexander and Kathy Morris will present at a national conference on</p>

		<p>how to use data in improving training (CQI). The Feds were impressed with university partner CQI model.</p> <p>Butch announced that their new MSW program has 18 in each section (CDA/Lewiston) with more coming. He asked if Department employees in the program would be eligible for stipends? Kathy to provide data on employment status and practicum sites.</p>
10:15 MOU Update	Ken/All	All four MOU copies need to be routed to BSU and Casey. Mike F signed today. Butch taking to BSU.
10:30 Review of Scholars Contract format and purposes of other charters	Kathy/All	<ul style="list-style-type: none"> <li>• All advisory groups to be called boards and all will have charter and work plan.</li> <li>• Proposed Scholars charter and work plan handed out and discussed as a sample for other board charters to follow.</li> <li>• Need to state purpose in charter. The Administrative Board to buy off on purpose so Advisory board can go back and pursue that purpose.</li> <li>• Need to state Challenge in charter.</li> <li>• Outcomes need to be stated in the charter.</li> <li>• Outcomes to be broad and work plan more specific as board develops direction.</li> <li>• What fiscal/budget responsibility needs to be stated in Charter.</li> <li>• Need to state constituent entities that need to be at the table in Charter.</li> <li>• Boards need to be able to convene work groups or sub-committees, accessing naturally occurring sub-groups - chiefs, and IV-E coordinators, Pride trainers, Casey staff.</li> <li>• Boards are liaisons to other groups – need to build communication loop/plan.</li> <li>• Board to submit outcomes yearly.</li> <li>• Challenge noted – turnover, retention, quality supervision.</li> </ul> <p><b>Decision: Administrative Board to define Challenges.</b></p> <p><b>Advisory boards to bring measurable</b></p>

		<p><b>outcomes to address the challenge.</b></p> <ul style="list-style-type: none"> <li>• Financial Question: Budget for care and feeding for overall goal - sending group to training, rewarding efforts, develop partnership, rewarding participants and further developing partnership?</li> <li>• Operations Board to be chief budget setting board – oversees the respective committees and contracts. Advisory Boards to carry out budget as approved by Operations Board, submitting budget and outcomes to Operations Board for approval.</li> <li>• Advisory Board to submit Deliverables –scope/ resources/ and time, include budget requests to Ops board.</li> <li>• The Operations Board then has input to contracts and grant pursuit.</li> </ul> <p><b>Decision: Advisory Boards to bring recommendations to Ops Board, Ops Board to bring to Admin Board.</b></p> <p>Scholars Advisory Board Charter reviewed:</p> <ul style="list-style-type: none"> <li>• Additional Scholar outcome proposed by Mike F.: What cross program/cross service professionals can be created with sub-sets of students? Supports system integration – has been accomplished through Centers looking to other University programs.</li> <li>• Bill C. - Need to be able to recruit and identify students earlier in program – emphasize the child welfare courses through their whole BSW experience, not just at senior level. Where to bring this issue – Scholars Advisory board – could be an expansion of program, would be escalated to Admin Board to discuss and define program funding.</li> <li>• Mike F. – Can do BSW/MSW program with criterion that need to be met earlier. Can recruit for diversity and academic performance.</li> </ul> <p>WA approved 300 new child welfare positions – will affect Idaho recruitment and retention – Idaho will need to find ways to be competitive.</p>
10:45	Mardell/All	Casey Communication plan template. Develop

<p>Communication Plan: Web page, logo, and branding/marketing of the partnership</p>		<p>Partnership website – EWU to host it. Decided not to develop a merged logo, due to worry about diluted presence of the partners.</p> <p><b>Sharing of power. Didn't form new entity, formed a collaboration of separate entities that have come together for a purpose. Maintain entities that have come together for one purpose for common cause.</b></p> <p>List on all the partners of the collaboration with Flash animation to introduce the partners and partnership.</p>
<p>11:45 Tour of Senior Hall</p>	<p>Mike F./All</p>	
<p>12:00-1:00 Lunch with Faculty: Discussion/Questions</p>	<p>Mike F./All</p>	
<p>1:00-4:00 Logic Model</p>	<p>Rick/All</p>	<p>Logic Model: How a program is understood or intended.</p> <p>Three models: Accountability, Exploration of beliefs, Collaborative Strategic planning. Clarify definitions and common terms up front. Identify barriers to success of goals. Vision important, but also acknowledging and addressing the barriers. Provides model and direction for Advisory boards.</p> <p>For this body or the whole partnership/ collaboration? What does this board want to accomplish?</p> <ol style="list-style-type: none"> <li>1. Need to identify parameters for chartered groups.</li> <li>2. Need to clarify collaboration or partnership. Shared new vision in a collective way. (Started based on principals of partnership, but what we're developing is a new model of collaboration. How move from pure partnership to a model of collaboration which is developmental by definition. As look at needs of group – each entity works toward collaboration from pure partnership.</li> <li>3. Need to identify challenge for each advisory group.</li> <li>4. Monitoring movement toward collaboration.</li> </ol>

**To improve child welfare practice**

- 1. Improve retention of staff and resource family workforce.**
- 2. Improve recruitment of staff and resource family workforce.**
- 3. Provide quality education (pre-employment/pre-service) of resource families and staff.**
- 4. Provide quality training (post-employment) of resource families and staff.**
- 5. Integrate best practice into work force.**
- 6. Effectively use data to inform practice. (What vehicle do you use to convey to practitioner?)**
- 7. Collaboration to pursue goals.**
- 8. Communication/public relations.**

What can this group do to impact this?

What are ground rules?

- Cooperative endeavor (theory of helping or change)
- Endorse and support staff populate these boards (require and support their participation)
- Communication component
- **Take findings from work groups and develop methodology for communication.**

Advisory Board impact is primarily on Operations Board.

Attached is Logic Model worksheet from discussion.

3:30

**Objective: Disseminate eight goals list**

1. Deliver to Operations Board.
2. Charters and work plans will reflect these. Member of Operations Board to meet with each work group board to explain these items to them. (review charters by next meeting of this group)
3. Administration Board present and share with constituents. Annual meeting bring matrix showing how group can integrate the list in their work.

**Butch made motion to accept outline for charter presented earlier today to legitimize the groups. Goals to be integrated as the stated challenges for each group. Seconded and approved.**

Advisory Boards to make changes on format, complete charters to Operations Board, to be approved. (Due September, 2006). Also, Advisory Boards to develop work plans to include objectives and timeframes. (Due September, 2006) All to be reviewed by the Administrative Board at October meeting. Bring copies to demonstrate completion.

Disseminate partnership information to stakeholders –

1. Casey staff meeting and exec
2. Schools with faculty and staff
3. Ken and Frank to Program Managers

Mike F. suggested that announcements of the partnership be made with partners to demonstrate collaboration.

**MOU is the charter for the Administrative Board.**

The Operations Board will review work plans to look at synergies and provide feedback to the work groups. Operations Board to help to prioritize work.

How will the work be integrated into policy or practice in department? Theory of change – change will happen if we trust our partners to implement, change will happen. Ken – as the priorities are set through boards, we are agreeing to those priorities.

Operations Board takes work plans and prioritizes, this becomes policy for outcomes.

Enhance collaboration through acknowledgement of success. Set up reward system to reinforce desired activities. Administrative Board to be part of the annual meeting agenda. This will provide an opportunity for the Administrative Board to

		<p>dialog with line staff. Success builds on success. Identify one area to work on, develop communication strategy for how done, will reinforce what others are doing.</p> <p>Need to show evidence that this process is impacting system. Need to improve child welfare ... and embed measurement into the process...</p> <p><b>Advisory Board to adopt a logic model for strategic planning to build a system of continuous quality improvement. Needs to become part of the Advisory Boards. Seconded and approved.</b></p>
4:30 Next Steps	Mardell/All	
Next Meeting	Group	Early Oct -

Partnership Administrative Group Preliminary Logic Model (5-31-06)

Need/Problem(s)	Goal	Theory of Change	Objective(s)	Short-Term Strategies	Long-Term Strategies	Performance Indicators/Measures
Lack of evidence that Partnership or other educational efforts positively impact child welfare practice	Improve child welfare practice by addressing 8 key challenges in ways that utilize and produce effectiveness data	Change will occur through collaboration with workgroup members and through integration of goals and efforts into individual partner institutions and stakeholder groups	1. Disseminate the 8 goals or challenges	1. edit goals to final form and communicate to operations group	1. embed the challenges into the language of individual advisory group charters	1. Individual advisory group charters address the 8 challenges by end of Sept., 06
			2. Disseminate the 8 goals or challenges to our own internal constituencies.	2. share with staff or advisory boards in a collaborative framework, soliciting feedback as the concepts are presented	2. annual updates of progress on the challenges is embedded into annual plans that are required under the annual contracts	2. review of annual updates according to plans and contracts
			3. Complete the chartering process and the work plans for each advisory group; ensure that chartering process includes steps to address the 8 challenges	3. communicate chartering needs/expectations to operations groups for action	3. review workgroup work plans and provide outcome guidance to work groups and advisory groups through communications with the operations group	3a. Charter are complete with respect to identifying objectives and outcomes by Sept. 06. 3b. Work plans completed by Sept. 06 and reviewed by Admin. Group during Oct. 06 meeting.
			4. Identify priorities from the field in relation to meeting the 8 challenges	4. communicate to operations group a need for data for input into policy decisions around priorities for funding/support	4. monitor operations group alignment of field priorities with current or needed policies within partnership institutions	4. Annual report by admin. Board to work groups and wider stakeholders on the alignment of or identified priorities to policy and procedures.
			5. Enhance collaboration through acknowledgement of success and accomplishments	5. Communicate type of data needed for this purpose to operations group	5. Embed the accomplishment report/celebration into the annual meeting agenda	5. Admin. Board present at the annual meeting.

**Child Welfare Partnership  
Advisory Boards**

	<b>Administrative</b>	<b>Operations</b>		<b>Academy</b>	<b>Scholars</b>	<b>Evaluation</b>	<b>Resource Family</b>	<b>Practice</b>
Improve retention			Improve retention					
Provide quality education			Provide quality education					
Use data to inform practice			Use data to inform practice					
Integrate best practice into workforce			Integrate best practice into workforce					
Providing quality training programs			Providing quality training programs					
Improve quality recruitment			Improve quality recruitment					
Collaboration is method to pursue goals			Collaboration is method to pursue goals					
Communication			Communication					