

OPERATIONS BOARD MEETING MINUTES

Date: November 10th, 2008

Time: 2:15-4:15 pm (MT)

Conference Call 1-888-751-0624 Passcode: 604110

Attendance: Brian Baldwin, Susan Dwello, Kim Fordham, Oscar Morgan, Ray Mullenax, Mardell Nelson, Roxanne Printz, Mike Scholl, Julie Stevens

Guests: Robert Hernandez (Notes)

AGENDA ITEMS	DISCUSSION	DECISION	ACTION
<p>Agenda and Minutes Review</p>	<p>Minutes Reviewed. The September minutes were reviewed and accepted. The October minutes were reviewed and accepted with request for the following changes:</p> <ul style="list-style-type: none"> • Relating to Don Schmid and PRIDE. The minutes should include the phrase “Due to the lack of funds this will not be taking place right now.” • Relating to the PIP. “Undoing Racism” should be changed to “PIP and Knowing Who You Are, KWA.” <p>Recognition Certificates. The Certificates of Recognition did go out to those who have been involved with the Partnership.</p> <p>“Knowing Who You Are” Curriculum Trainer. There is nothing available this year for training and the 2009 calendar is not yet available. Ray has contacted Robin on this; however, Mike has taken this project over from Robin in order to provide information on what jurisdiction looks like in order to role this out and have a capacity model. It was suggested to wait on this until it gets more organized. It has stalled because it is bigger than what was previously thought. Mike will provide information on what it takes to pilot this in a region. Frances Lunney has offered Region 6 to do the pilot program. After the pilot, this will then roll out.</p> <p>Composites. Brian has sent out the composites; however they were difficult to understand. The Evaluation Board gave suggestions to make them easier to read so Brian will redo them and then send the revised version out.</p>	<p>Acceptance of September and October Minutes.</p>	

	The November Agenda was then reviewed.		
<p>Annual Meeting</p> <ul style="list-style-type: none"> • Chair • Agenda, • Heart of Partnership • Theme, Menu • Travel Logistics • Committee for the Speaker • Open Space report out/ Groups 	<p>Guest Speaker. Mal O’Connor is willing to come but would charge \$10,000 to speak. He will not be selected.</p> <p>Finances. State budget cuts may be going higher than 2.5% so there will be a limitation to fund DHW travel cost to the annual meeting. Due to the financial cuts Michelle is reticent about having more universities at the table until we first know where the Partnership is at developmentally.</p> <p>Partnership Restructuring. The Admin Board will be reviewing the current Partnership MOA and structure due to the recent leadership changes. The Partnership is developmentally at a new stage. There will be a review of what the Operations Committee has provided to get a clearer picture on defining ourselves. With a reworking of the MOU, it is advisable to bring the other university partners to the table.</p> <p>Admin Board Annual Meeting Decision. With the financial downturn and reworking of the Partnership, the Admin Board needs to discuss whether or not there will be an annual meeting. The sense is that we are in limbo due to uncertain times. More will be reviewed after the Admin Board meets on November 20th, 2008.</p> <p>It was brought up that it would be good to still meet with the university partners there so they can see their importance and opportunity to participate in the Partnership restructuring. It would also be good to communicate with university partners on where we are and making sure the same message is heard and that accurate information is sent out. The energy from the schools to the regions has been great and it would be good to have this on a Partnership level.</p> <p>There was a consensus that it would be good for the Operations Board to meet by phone soon after the Admin Meeting to follow up on Admin Board decisions.</p>		

	<p>Open Space. The Open Space was done at the last annual meeting and was similar to the child welfare conference focus groups. The chairs were given the responsibility to look at the Open Space feedback, show the accomplishments and communicate this. Each chair can look at the Open Space feedback and see the activities where their board has accomplished this feedback.</p>		<p>Board Chairs to review Open Space and indicate where their board accomplished what was stated in the feedback.</p>
<p>Communications</p> <ul style="list-style-type: none"> • Develop Legislative Packet? • Volunteers? • Develop Brochures for Deans/Directors? 	<p>Legislative Packet. Does the Operations Board want to have a legislative packet? Some considerations include:</p> <ul style="list-style-type: none"> • Academy. There may be Decision Units about the Academy on the table which would prompt legislative inquiry. • Scholars. The Scholars Outcome Report will come out soon so there may be inquiry on how many scholars were recruited and retained. A Student Report could be a fact sheet with some information. • Resource Family. Lori will be with Michelle and training foster parents in order to have some proposals done. Information on what they do would be good to include in a legislative packet. They will have training in December 2008 so a packet with a fact sheet would be helpful. • Dean/Director Brochure. Roxanne was at recent a recent meeting and it was a nice opportunity to do mapping for the deans, directors and program managers. It gave them some context. Eleanor Downey is rallying her school of social work for IV-E. It would be good for them to have a brochure so they can help faculty be aware and know about the Partnership. <p>Communicating Summaries. After the round is finished, a workgroup can work with Robert to summarize everything and see if would be feasible to develop some kind of communication document. The last meeting will take place on December 8th, 2008 so follow up for this can happen in January 2009. They will see how this goes as basic information and what feedback they would like to have.</p>		

	<p>Ken Perry could be involved since much of the conversation is around the Scholars Program.</p>		
<p>Update on joint contract monitoring and engaging Universities/w Regional Managers - Kathy and Roxanne</p>	<p>Meetings took place with representatives from Regions 1 and 2. This turned out to be a nice experience as people were ready to have the discussion and wanted to know more about the Partnership. This meeting was used to define what the Partnership is and share common interests and goals with the Program Managers and Directors. The next university meeting will take place on November 21st, 2008 in Region 3.</p> <p>Mutual Benefits. In looking at the RIPs and needs at the local level, the ability for the universities to assist with what is going on in the region was seen. For example, Region 1 needs technical writing assistance and NIC has the resources for this.</p> <p>Program Managers and Chiefs. The Program Managers and Chiefs were engaged and wanted to be actively involved. The Program Managers have been able to see how the Partnership helps child welfare so anything that can emphasize this needs to be done. A report on this visit should go out early to set the stage that what is happening is bigger than the group and players depending on them.</p> <p>Dean Representation. The deans want to represent their respective universities when they are ready to come to the table. This needs to be an agenda item at the next Admin Board Meeting. Mardell has been looking at Partnership MOA and did work on where this needs some modifications.</p> <p>Follow- Up. This has been a good start, but it needs direction on where to follow-up since the partners are asking for this. It was suggested to list take-aways from these meetings. After the take-aways, some suggestions or recommendations for the next steps on this can be done.</p> <p>Roxanne's report will be on the agenda for the November 20th, 2008 Admin Board Meeting.</p>		<p>Roxanne to provide university report at Admin Meeting.</p>

<p>Boards Status Reports</p> <ul style="list-style-type: none"> • Please submit your list of accomplishments and challenges for upcoming Admin Board by 11/17/08 • Agenda Items for Admin Board 	<p>Resource Family Board. The board will meet by phone on November 12th, 2008. They have a lot going on.</p> <ul style="list-style-type: none"> • There is the statewide recruitment plan which will be part of the PIP. • A meeting with adoptive kids will take place on November 17th, 2008 to listen to what they can provide. • Identifying options for an assessment and then write a five year recruitment plan which includes where assistance is needed. • A request for one day of technical assistance for consultation was made. During this call there was discussion around the Partnership's goals, especially disparate outcomes. They were supportive with ideas. • Julie working on getting the RPM chairs together for a meeting. The chairs are DWH employees so the challenge is having them perform this function and carry-out their regular job duties. • Spanish PRIDE system issues will go to the Admin board in order to have recruitment and support for resource families so they are utilized and feel supported. <p>Academy Board. Some of the Academy accomplishments include:</p> <ul style="list-style-type: none"> • Completed work on strategic planning around disproportionality which was sent to Julie for the Practice Development Board to use. • Working on the focus group results with a schematic analysis on the retention issue. • The Academy Evaluation committee meets November 12th, 2008 and will have more frequent and longer meetings. • A meeting took place with graduate assistants to do the curriculum analysis for IV-E funding (following the same path as MN). The target date for this is Dec 1st, 2008. • Update on John Sara status. • Work on accomplishments and challenges. • Looking at competency in curriculum (Rick Phillips is looking at a model). • Reviewing training issues and curriculum changes (cutting 		
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	<p>back on wrap-around, etc.)</p> <ul style="list-style-type: none"> • More data to review (Exit Survey from Rick, Round 10, Focus Group and John and Sara). <p>Evaluation Board. The board met on November 6th, 2008 and the following items came up:</p> <ul style="list-style-type: none"> • Rick Phillips presented a document on Participatory Evaluation which the Evaluation Board decided to send to each board, including the Admin Board. This parallels what is going on in the Partnership especially in the area of constituency engagement since they need to be at the table in order to be engaged. • The Family Group Decision Making (FGDM) Report has hit a few snags due to a resource issue in getting the data. Work is being done to work through this on what the procedure is for getting data to outside evaluators. This looks as if it is working out. • Teams will be formed to look at the data from the focus groups at the child welfare conference and generate a report on what the data shows. This will provide a fresh perspective. The Practice Board will analyze the focus group data on disproportionality. The Academy will analyze the data on retention. The Scholars Board will analyze the data on recruitment. Ray was asked to put this data on their agenda and Kathy can help with this. • With the evaluation/research project, work is being done with DHW IRB to get the process in place and not have any barriers. The PRIDE evaluation is an ongoing process so Rick suggested getting the DHW IRB and working with the Program Managers since this is something that needs to happen. Because there have been issues on contacting PRIDE families, the idea is to have a waiver completed at the beginning. The Program Managers were informed to have this be strategic and precise because of the many calls the families receive. The concern is how to share this data. They recognized they were being contacted by students so the Program Managers wanted this contact to wait. Brian will work with Kim and Susan so that this is not a barrier. DHW is only concerned about their IRB. DHW IRB makes a 		<p>Have focus group retention data on Scholars Agenda</p>
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distinction between research and evaluation. If it is evaluation, they will not look at it. Brian needs to be on agenda at the December 2nd, 2008 meeting.

Practice Development Board. Some of the accomplishments include:

- Significant membership change. Patty will be replacing Kim, Virgie has retired and Susan will no longer be on the board.
- Rick went over their logic model and the board agreed they need to go over it with a focus on disproportionality and constituency engagement.
- Spent time outlining where they will be going and plan to move forward with a fully developed state disproportionality plan and having it addressed and implemented at a higher level. Michelle said the disproportionality plan is to be standing part of the Admin Board.
- Sponsored “Undoing Racism” so there may be allies in higher places at the end of the session. An agenda item following up on this would be good.

Scholars Board. Haven’t accomplished much since the last board meeting. Some of the accomplishments include:

- The Student Manual now online.
- The Field Coordinators will be meeting next week.
- Ken Perry will be the new Contract Monitor for the Scholars. He was a field instructor and is excited to be on board.
- There is continued work on the Diversity Plan and Student Institute. The Student Institute will take place on March 10th and 11th, 2009.
- The next Scholar’s Board meeting is on December 2nd, 2008. They will be able to reflect on past accomplishments and set goals for the logic model.
- Kris Richards is no longer on the board.
- The Foster Care Alumni will be at meeting in December 2008.
- Brian is coming to meet with the Field Coordinators on how to move forward with getting data.

Reports Due. The chairs were informed that they need to submit

Each Chair is to

	<p>their accomplishments by November 17th, 2008. The time period to cover is between July 23rd, 2008 and November 17th, 2008.</p>		<p>submit Accomplishment/ Challenge Report by 11/17/08</p>
<p>Next Steps</p> <ul style="list-style-type: none"> • Transition Activities 	<p>Mardell Retirement. Mardell informed the board that she has submitted her retirement. Her last work day is December 17th, 2008. Her plan is to continue with the Practice Board in January 2009 and work on the Disproportionality Plan.</p> <p>Partnership Director. DHW and the Admin Board have been discussing what to do in having the Partnership Director position separate from DHW. Since it is not known if it will happen, Mardell made the decision to take personality out of it. It is too unclear to say what will happen.</p> <p>Contract Monitors. The Contract Monitors are:</p> <ul style="list-style-type: none"> • Ken Perry- Scholars • Brian Baldwin- Centers contract • Oscar Morgan- Academy and Resource family <p>Work is being done with Management Services to consolidate the contracts.</p> <p>There will not be a Practice Board Report at the next Admin Board meeting.</p>		
<p>Next Meeting</p>	<p>The next Operations Board Meeting will take place on December 1st, 2008 at 1pm (MT). It will be a conference call at Casey.</p>		