

OPERATIONS BOARD MEETING MINUTES

Date: September 5th, 2008

Time: 10-12pm (MT)

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

Attendance: Kathy Tidwell, Ray Mullenax, Mardell Nelson, Oscar Morgan, Brian Baldwin, Mike Scholl, Julie Stevens, Kim Fordham

Guests: Robert Hernandez (Notes)

AGENDA ITEMS	DISCUSSION	DECISION	ACTION
Minutes Agenda	The July 11 th , 2008 minutes will be sent out later. The agenda was reviewed.		
Don Schmid Update	The Don Schmid IV-E Consultation agenda is being finalized. This consultation on claiming IV-E funds will take place from September 29 th through October 3 rd , 2008. Attendees include individuals from various IDHW departments, university partners, and representatives from the Sho-Ban tribe. Questions on whether one can engage the tribe for educational purposes even though there is no state connection will be addressed.		
Board Updates	<p>Operations Committee. The Operations Committee met last week and is preparing for the November 20th, 2008 Admin Board meeting. One issue that came up as the Committee moved through the challenges was developmentally defining areas of the Partnership that can be sticking points and putting these in the MOU. In moving through the formation of the Partnership there were challenges relating to a shared vision and language.</p> <p>The Committee is in a productive struggle. Despite raising some tough issues they are able to stay focused. One strategy is to identify the challenges and strengths and give them to Don Schmid and to the Admin Board and engage them with these. An invitation was made to the board chairs to participate in identifying strengths and challenges to add to the current list.</p> <p>What is needed is a focus on the accomplishments and to take the challenges and move them up to the Admin Board in order to get resolutions. Assistance is being sought from the National Resource Center for the Admin Board. This will have to go through Shirley in order to get the permission from Region 10. Shirley is in favor of this being an official PIP activity.</p>		<p>Mardell will develop the initial draft revision</p> <p>Board Chairs to identify strengths and challenges and submit them.</p>

	<p>Evaluation Board. The Evaluation Board is feeling these challenges and is planning to meet and address what they are doing and what they should be doing. Other objectives include:</p> <ul style="list-style-type: none"> • Being more process-oriented in order to integrate this board with the other boards. • Looking at student project proposals. At the next meeting the board will discuss how many proposals they want to see (they do not have to see every proposal) and what steps are needed to avoid being the ones to approve each student project. • Setting a structure on how to engage and support students make a contribution with their evaluation projects. • Advising students without being a barrier to them. • Interfacing with Scholars Board and being part of their meeting agenda. <p>A concern was expressed that it may not be taken well that the Evaluation Board is making decisions in areas where the Scholar Board is overseeing. A suggestion was that the Scholars Board should make the decisions on student research papers with the Evaluation Board providing consultation. Ray Mullenax is planning to attend the next Evaluation Board Meeting.</p> <p>Academy Board. The Academy Board met in mid July. Some items that were brought up included:</p> <ul style="list-style-type: none"> • Work is being done with the curriculum. • There was collaboration with the HR Director for recruitment and retention. • There is nothing to report on PIP. • CMH role was discussed. • A writing course to improve technical and basic writing is being offered by HR. • The Caseload standard was finalized and posted on Partnership website. • Some recognition issues for the Child Welfare Conference were discussed. • Embedded training is on hold until a decision is made regarding seeking a decision unit. • Due to a membership transition the board is now missing a chief. • The CFS practice manual is being sent out to curriculum drafters. • Seeking one more Casey representative as a board member. • They have not been able to address disproportionality yet but plan to review the grant that the Partnership did not get for some ideas. • They will work on more as they get the PIP. 		<p>Ray to attend Evaluation Board Meeting</p>
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	<p>Resource Family Board. The Resource Family Board has been working on recommendations in the following areas:</p> <ul style="list-style-type: none"> • Preparation for the September 22nd, 2008 meeting is being done. • Time will be spent on the PIP and CSFR. • Work is being done on defining goals, having full constituency representation and development of statewide plan after engaging with the National Resource Center. • There will be a plan to engage the Evaluation Board to help develop evaluation of Statewide recruitment and to be incorporated in the plan. • The foster and adoptive parents have the “Walk Me Home” fundraiser on September 6th, 2008 in Boise to bring revenue to the association. The Resource Family Board is looking for ways to assist with the funding. • Work is being done on the Foster Care Conference, which will take place in early May 2009 (they are waiting for speaker confirmation). <p>Scholars Board. The Scholars Board hit a hurdle with the student background check. At issue is respecting the boundaries between the university and IDHW.</p> <p>The desire is to access the Evaluation Board for hard data on why employees choose to stay or leave. The board wants to conduct focus groups at the Student Institute and develop a sounder working tool. The focus group results can be used for the next project. Other items discussed include:</p> <ul style="list-style-type: none"> • There is a plan to move forward with a workgroup around a student who was declined IDHW employment due to an unsubstantiated referral issue. The Scholars Board was asked to advance a policy proposal for these types of students in order to avoid any unnecessary work. The board would also like to have Admin Board members in this workgroup to help form policy. • The Student Institute theme is around “Partnership” and will focus on multiple levels of partnership. • The Student manual is in draft form and will go to the program managers. • The board is expanding its membership so that tribal students can participate in state education. • A foster care alumnus who is receiving a scholarship was added to the board. • The FFIs are working on a diversity recruitment plan. <p>It was brought up that it is good to have other alumni on the boards and it was suggested to be cognizant of the fact that all other board members are paid to be</p>		<p>The Scholars Board is forming a proposal to send to the Admin Board</p>
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	<p>there. Ray will see if this board member is interested in other foster care groups.</p> <p>A reminder was given that that youth are not being paid. Casey policy and PRIDE trainer guidelines are being used for compensating youth. If youth are speaking, they are given an honorarium. The challenge is that it is difficult to pay students when speaking in a class. The Resource Family Board pays youth through independent living; however, there is a need for a mechanism to pay those who are under 18.</p> <p>Practice Development Board. The Practice Development Board indicated that it is helpful to redefine their focus around disproportionality and constituency engagement. Since this is parallel with what IDHW needs to do, this gives the Practice Development Board a place to lead.</p> <p>The Practice Development Board is scheduled to be at the Admin Board Meeting on November 20th, 2008; however, there may not be enough time for their presentation. Each Admin Board meeting will continue to feature one of the boards. Julie, Mike, Mardell plan to meet prior to the Admin Meeting.</p> <p>The development of the Idaho Chapter of the Foster Care Alumni is taking place. Two youth advocates have been hired at Casey. The group will meet again in November 2008 in order to be ratified as a chapter. An interim board has been appointed and they will be voting when they become a chapter. They will try to meet monthly and likely convene in December 2008. A majority of the membership have to be foster care alumni.</p> <p>One task they want to take on is having a Speakers' Bureau. At the West Coast Trainers Conference there was much discussion on the youth voice. As the Speakers' Bureau develops, this can be integrated with PRIDE. There can be a strategic sharing of curriculum and work to develop speaking skills to match the audience. Each board is seeking members from this constituency and developing more youth in the Partnership.</p> <p>There is fast-tracking in the CFS Program so that youth have a voice in court. The infrastructure challenge in practice is to prepare youth for court. Efforts are being made to get youth to the hearings on issues pertaining to them. Other entities besides the Partnership are doing this work. This will likely become PIP activity. All board chairs were encouraged to keep track of their accomplishments.</p>	<p>Ray will see if foster care alumnus is interested in other foster care groups</p> <p>Julie, Mike and Mardell will meet to plan the Admin Board Meeting</p>
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<p>CFSR Report</p> <p>Center Update</p>	<p>CFS Report. A draft of the CFS report was reviewed. Mardell will provide copies of it as soon as it is distributed internally. IDHW passed all systemic areas except one case review. IDHW has moved from “non-conformity” to “strength” in training and is in a very good position for the next round.</p> <p>Interpreter Website. An upcoming event that is related to disproportionality is the Interpreter Website Kickoff. This should be in the Idaho Statesman by September 9th, 2009. The media office is getting educated about language and this has been a community based effort. BSU is currently hosting the website, but some other groups are interested in doing the hosting.</p> <p>Webinar. A webinar on disproportionality and refugees services will be sent by Oscar. One just needs to call ahead to participate.</p>		<p>Mardell to send out final CFSR Report</p> <p>Oscar will send webinar info</p>
<p>Proposed Logic Model Activity for Disproportionality Plan</p>	<p>The Admin Board designated the Practice Development Board to work with Mike Scholl on a disproportionality plan. The board is to develop plans and actions which would be conveyed by Julie. The recommendation was to get peer technical assistance from TX or WY, as well as using the Child Welfare Conference focus group input to build a vision on what we want to be in Idaho.</p> <p>The Practice Development Board had a recommendation that if there is to be more family group decision making, then more cultural awareness is needed. The discussion was that this has to get out to the regions. This can be included with John and Sara in order to make the supervisors more aware. Mardell and Shirley have worked on the membership and Frances was designated as a member. So this awareness can be organized around Frances so that the message is infused.</p> <p>The thought is to have this on Division Ops agenda for the Admin Board.</p> <p>It was brought up that there are six slots opened to DHW Administrators for the “Undoing Racism” workshop.</p>		
<p>Child Welfare Conference</p>	<p>The recognition group has been active in making sure the workforce is recognized. In making time for this, time for the Partnership recognition was lost. So an alternative strategy was proposed of having badges with the phrase, “Ask Me about the Partnership” and having the board members wearing them during the conference. There will be a Partnership table with giveaways for those who approach someone wearing the badge and asking the badge wearer about the</p>		

	<p>Partnership. They will be sent to table for reward. Ideas for the reward are still being worked on.</p> <p>Everything has been coming together well for this conference. The committee is still soliciting people to volunteer for set up and monitoring classroom.</p> <p>There will also be a Governor's Proclamation for the conference.</p>		
PIP Interconnections	<p>More PIP direction will be available when the CSFR report is complete.</p> <p>The report came in and the Program Managers will meet Oct 14-15, 2008. Cues from Michelle will be in her opening remarks at the conference.</p> <p>There is also the Don Schmid Consultation and an Admin Board meeting.</p> <p>With all this upcoming activity, things will be clearer in the next 90 days.</p>		
Decision Log	<p>Decisions that would affect policy and impact programs will be included in the minutes. The board will make decisions and Mardell will discern which ones to put in a centralized decision log.</p>	<p>New Agenda with decision to be used</p>	<p>Mardell will determine decision for log.</p>
Annual Meeting	<p>All university affiliates except ISU have committed to come February 24th-26th, 2009 for a meeting. The Admin Board will meet with the university representatives on February 25th, 2009 after having an Admin Board meeting on February 24th, 2009. The Annual Partnership Meeting will take place on February 26th, 2009. The entire schedule is:</p> <p>February 24th, 2009- Admin Board Meeting February 25th, 2009- Admin Board and University Rep Meeting February 26th, 2009- Partnership Annual Meeting</p> <p>It was brought up that it would be good for the Director to have a role in welcoming representatives from the Governor's office. It was suggested that since Governor Butch Otter's mother was a foster parent, perhaps she can be involved in an interview.</p> <p>Discussion took place on whether to have the whole Operations Board or a just workgroup plan the annual meeting. It was agreed to meet as a whole to plan the</p>	<p>Entire Operations Board to work on annual meeting</p>	<p>Operation Board to work on planning Partnership Annual Meeting</p>

	Annual Meeting. The Board was told of the need to start thinking of themes and enlisting a keynote speaker. One theme that was suggested is “Partnership is a Process.” A theme around nailing the three primary Partnership goals was also suggested.		
Communications Update	<p>The final Partnership brochure was reviewed and one small change was made.</p> <p>A concern on what logo to use has been encountered, as well as how to brand the Partnership versus its organizational components. The Admin Board will decide what Partnership work is and what communication material to use. They will then send this to Robert.</p>		
Next Meeting	The next meeting will be face to face on October 17 th , 8:30-2pm at the BSU CWC.		