

**Child Welfare Partners Committee (CWPC)
Steering Committee
Meeting Notes**

July 16th, 2009, 11:00 – 3:00 p.m.
Hoover Building, 1 SE Rooms 1 & 2
Des Moines, Iowa

Members in attendance:

Doug Johnson (co-chair), Margaret Wright (co-chair in Mary's absence), Evan Klenk, Jeff Hackett, Janice Lane, Anne Gruenewald, Mindy Norwood, Carol Gutchewsky, Cheryl Goodwin, and Gary Lippe

Members not in attendance:

Mary Nelson, (co-chair), Brian Fox, Jan Clausen, Wendy Rickman, and Chris Secrist

Observers in attendance:

Michelle Muir, DHS
Amy Juhnke, Director of Marketing/Communications, LSI

Purpose of the Meeting:

The purpose of this meeting is to plan for outcomes over the current fiscal year and to explore how we communicate to other stakeholders. It is also to identify how this committee is structured and identify any short term and long-term objectives/deliverables.

A big thank you goes out to Amy for all of her assistance with the communication methods of this committee and to Michelle for her CWPC web page creation.

Summary of Meeting:

An update was provided on Sue Pitts-Fisher's health and it was shared that she is home on hospice. The committee members would like to ask Sue for any thoughts or comments she may want to pass on about the journey we have taken to improve our partnerships and post those comments on the web page. It was agreed that this committee would also like to provide Sue with an accountability statement to show our commitment to carry out her vision of where we are heading. Anne Gruenewald volunteered to write a thank you letter to Sue on behalf of this committee to acknowledge our appreciation for Sue's dedication to this committee.

The Child Welfare Partners Committee web page has been created and can be found at the following link:

http://dhs.ia.gov/Consumers/Child_Welfare/BR4K/CWPC/CWPC.html

The committee reviewed the current web page and provided comments on ways to make improvements. This web page will be our way of communicating to others the decisions made during these meetings and the meeting notes will be posted which will contain updates on all of the identified workgroups. If there is any interest in future meetings, viewers will be directed to contact Mindy (this information will be included on the web page). The workgroup links on the web page will only contain the charters and any finished products that are created out of the workgroup. Any documents that are currently posted to the website will be updated as necessary.

As part of the web page, this committee will also include a link that will take viewers to the Child Welfare “Journey of Partnership”, which will be journal or a series of reflections and stories on the theme of partnership. A number of authors will be invited by this committee to post their reflections. The first of this series will include stories in reference to the Family Interaction Plan.

It was agreed that Doug Johnson would remain in the role of co-chair and is no longer considered interim. Margaret Wright shared that she would be leaving the agency in about month so we would need to identify a new committee member to replace her. Gary Lippe agreed to take over the role of co-chair for the Child Welfare Emergency Services workgroup. It was determined that if the Bureau Chief position is filled, Margaret’s successor would participate in the committee; however, if this position is not filled a new member would need to be identified. The membership committee list was updated to reflect the changes and provided to committee members. It will also be posted to the web page.

The key messages of communication were reviewed, revised, and finalized. Amy will compare the key messages to the vision statement to determine consistency and if there needs to be any changes to the language. Jeff and Carol agreed to review what Amy drafts to add to the documents.

We need to specifically communicate to all FSRP contractors the process of how decisions are made.

The following discussions are deferred until the next meeting:

- Identify the length of committee membership
- Create a protocol to identify and select successors for committee membership
- Clarify the structure and purview of this committee
- Group Care procurement

Workgroup Updates:

Understanding Roles Across Contracts – A copy of the finalized version of the document entitled “Resource Family Tip Sheet on Workers and Their Role” was provided to this committee and will be posted to the website. This document can be shared with staff.

QAI Monitoring – Evan and Anne have been working on trying to obtain Technical Assistance (TA) and have had several conversations with Peter Watson; participated on conference calls with the Kentucky Quality Improvement Center (QIC); and Evan attended the conference in Chicago. In all of these conversations, the pattern is that there is no specific resource nationwide that can assist. There are a lot of people out there moving toward this but no one is surfacing to the front as a leader in this area. Casey Family Programs have indicated that they could connect us with resources for the Child Welfare League of America so this is being pursued so we might get some TA but not today. The National Resource Center does not have a contract with Charlotte McCullough but she has made herself available for this workgroup and will participate in a conference call on Monday, July 27th. The committee reviewed a draft document created out of information obtained through conversations with Charlotte as well as other resources. Evan and Anne made themselves available to other workgroups for TA that are working on the development of RFPs and can provide guidance based on what they have learned to date.

Child Welfare Emergency Services – No update provided during this meeting.

Training – No update provided during this meeting. The committee was informed that there is an allocation of funds for joint training but the total amount was not provided. IFAPA is rolling out a birth parent and foster parent training.

Family Interaction Plan – No update provided during this meeting. However, the individual tally sheets for each training session per service area were provided to this committee.

FSRP Safe & Timely Case Closure – This workgroup met for the first time on 6.30.09 and have monthly meetings scheduled through the middle of October. The goal is to have recommendations ready by 11.1.09 and both co-chairs believe that this date will be met.

Agenda items for next meeting:

The following discussions are deferred until the next meeting:

- Identify the length of committee membership
 - Possible 3 year terms
 - In the next couple of years, look at staggering rotation of membership
 - Mary Nelson would remain on committee as Division Administrator and Contract Owner
- Create a process to identify and select successors for committee membership
 - Communicate clearly that this is not an exclusive group
- Clarify the structure and purview of this committee
 - Should other stakeholders be invited to participate on this committee (i.e. JCS Chief, etc.)
- Group Care procurement

Next steps:

The following next steps are new tasks as well as some tasks that have not yet been addressed:

New steps:

1. Email Michelle with any suggestions on improvements to the web page. She can be reached at mmuir@dhs.state.ia.us.
2. Amy will connect with Wendy Rickman and Chris Secrist regarding the “Journey of Partnership” journal. Wendy and Chris agreed at the May meeting they would work with Practice Champions and begin this page on the CWPC website.
 - a. Carol also volunteered to be an author for the blog.
3. Amy will review the key messages and the vision statement to determine consistency and whether there need to be any changes made to the language.
 - a. Jeff and Carol will connect with Amy to review what she has written.
4. Anne will write the thank you letter to Sue on behalf of this committee.
5. Mindy will email the updated committee membership list, finalized role document, and individual tally for each service area training on Family Interaction.

Pending steps:

1. Map out our old and new world views using life of a case and work that the URAC workgroup has done to date on identification of roles. We need to look at this from multiple perspectives – provider, DHS, supervisors, contracts, etc.
2. Explore options around foster parent training and required hours. Can we consider carrying over additional hours to the next year so that foster parents will attend trainings after they have completed their required hours?
3. Workgroup members will begin to look at whether we are being culturally responsive and will communicate this through updates.
4. Explore how the progress of work done with this group can be an asset in times of scarce resources.
5. Explore and discuss financial implications for FY 2011.
6. Explore how this group will communicate with legislators and others.

The next meeting will occur in either August or September. The meeting will be face to face in Des Moines from 10:00 – 3:00 p.m. but will have dial in capabilities as well for those who need to call in.