



FINAL

DHS Children, Adults and Families
Child Welfare Advisory Committee
Future Issues Work Group
January 4, 2006

In Attendance:

Janet Arenz, Mike Balter, Nancy Miller, Carol Wire for Mickey Lansing, Mickey Serice, Judy Stiegler

Minutes recorded by Pam Pearson

The October 10, 2005, minutes of the Future Issues Work Group were approved. They will be presented to the CWAC on January 11, 2006.

BYLAWS

Each draft will be dated and saved as a numbered version.

The work group reviewed the decisions already been made on the bylaws:

- II.3.5: To keep the detailed “how to” out of the bylaws, a reference to operating procedures is added. The wording will be “...shall abide by the operating procedures adopted by the Committee.”
- III.1.3: Do not delete. Statute says members do not receive compensation for their services.
- II.2.5: Added to the role of DHS to “respond to the Committee’s written recommendations regarding advice for policy, program and practice.”
- We want to create a voting process and move away from working by consensus.

Additional decisions regarding the bylaws made today:

- VI.1.2: Clarified that subcommittees are formed with the approval of the DHS/CAF Assistant Director, not the chair or the committee. The purpose of CWAC is to provide advice to the DHS/CAF Assistant Director.
- II.3 – Role of members: This section needs to recognize the tension between the narrow interest of members’ respective agencies or branches of government and the broader interest of child welfare stakeholders. This section is changed to add a new #1:

1. Promote the DHS/CAF mission when advising DHS on policy, program and practice. [insert official DHS/CAF mission statement here.]
 2. The previous #1 becomes #2 and reads “represent the interest and experience of their agency...”
 3. The previous #2 is deleted.
- As we move toward the CWAC taking voted positions on issues, when the media or other entities ask members about the CWAC position on an issue, members are to explain “I represent _____ and my point of view is _____, but the committee’s position is _____.” Personal opinion is separate from the committee’s position, and members need to be clear about that when talking to other groups.
 - The chair is the only member who officially speaks on behalf of the committee. Media contacts are to be referred to the chair.
 - The role of members is expanded beyond representing their agency or branch of government and reporting back to them.
 - Because members serve at the pleasure of the DHS Director, there is no process for removal.
 - IV.3.2: Keep the reference to Roberts Rules of Order.
 - IV.3.1: Formal voting is determined by the chair, not by the committee. The theme in the bylaws is that the chair controls the committee. This is an advisory, not advocacy, committee and we need to consider what is in the best interest of DHS. We understand there will be disagreements and natural tensions. We can be prepared for those conflicts through discussions at committee meetings.
 - Article V – Officers:
 - Deleted, because it was determined to be unnecessary to point out, the duties to serve as chair / member of the committee.
 - Added as a duty of the chair setting the agenda and framing the issues for effective deliberation in consultation with the DHS/CAF Assistant Director or designee.
 - Added that the vice-chair will assist the chair as requested by the chair in executing the duties of the chair.

ACTION: Judy will write a cover memo explaining the substantive changes, themes and emerging values when the draft bylaws go to CWAC. The themes and emerging values to include on the cover memo include the desire to keep the bylaws simple and flexible, that the

committee represent the culture of the members and to create an atmosphere to be as inclusive as possible for members to participate.

ACTION: Article VIII requires CWAC to have two weeks notice prior to voting on proposed amendments to the bylaws. If that does not occur prior to the January 11, 2006, meeting, the draft bylaws will be on the agenda for discussion only. A vote will be taken at the March meeting with the assumption that we will operate under the revised bylaws in the interim. Judy Stiegler and Pam Pearson will meet on 1/6/06 to finalize the cover memo and CWAC agenda.

OPERATING PROCEDURES

- Miller: Asked if the committee minutes will continue to document the discussion of issues that do not come to a vote.
- Stiegler: Yes. Also said that DHS will need to prepare a response when issues do have a vote.
- Balter: There are more issues than the committee has time to deal with. The operating procedures will create a process to sort them. We use the minutes to record an individual member's agency position.
- Wire: Proposed using the beginning of each meeting to triage issues. The agenda is set in advance, but this would be a check on the status of the issues.
- Miller: Suggested waiting to see how this process emerges. Hopes that we will look at the individual member recommendations and decide which ones we want to adopt as the committee's recommendations. The others will remain as individual member positions.
- Stiegler: That is part of what we are working towards. We want a more structured process to get from point A to C and a process to decide if an issue goes to C or not.
- Serice: The Wayne Holder visit with CWAC was a good example of why we need a process to clearly state if the purpose of the agenda item is for information or discussion.
- Stiegler: Part of the Future Issues Work Group's role is to develop a process for bringing issues to CWAC. CWAC meetings are not the place to raise requests for future agenda items. We need a place on the agenda specifically for that and it needs to include a determination if the issue is systemic or colloquial. People have passions that come out in discussions, but the work of the committee shouldn't be hijacked by these passions.

- Miller: The missing piece is how to set the agenda so issues move forward.
- Stiegler: Part of the role of the FIWG is to take issues to the next level.
- Wire: All the big issues need to be on the table, not just the one that keeps popping up.
- Stiegler: That is a challenge because they keep changing. We agree there needs to be a process to identify what people perceive to be the big issues, how to vet them or get them off the screen. Need time on each agenda to identify the issues that were heard during the meeting that day.
- Miller: The interim legislative task forces will bring out big issues. CWAC should get on the front end and decide how we want to respond to them.
- Balter: The process of classifying items by information, discussion, action and response will be difficult for CWAC. We need to get rid of the accidental / incidental items and rise above our narrow self interests to get to the big issues.
- Stiegler: Will update CWAC that creating the operating procedures are the work group's next task. The discussion on interim task forces will be a jumping off point for where we want to go.
- Miller: Suggested a standing agenda item for hot/emerging issues. Wants to know the DHS position on those issues.
- Stiegler: This standing agenda item would be not only for DHS hot issues, but a place where members can give a heads up on their concerns. The identified issues can then go to FIWG to identify which issues are appropriate for CWAC and to frame the discussion. At the 1/11/06 meeting, she will suggest inviting Rep. Dalto to the 3/8/06 meeting to share his priorities with the committee.
- Balter: Once we have formal CWAC recommendations, the chair could present them to legislative subcommittees and task forces.
- Stiegler: Our bottom line is that we develop a process to make recommendations as an advisory body. Members may have their own separate positions that must be clearly stated as separate from the CWAC position.
- Balter: The CWAC needs to know DHS position on issues, currently a missing piece.

ACTION: Janet Arenz will write a first draft of the operating procedures based on today's discussion. The next FIWG meeting will be focused on editing them.

ACTION: The next FIWG meeting was scheduled for February 22, 2006, 9:00-12:00.