

DRAFT

**DCFS Advisory Board and Stakeholders Meeting
November 14, 2006**

Board Members Present: Bruce Cohen, Carla Reyes, Connie Tanner, Consevella James, David Tindall, Dean Burbank, Debra Hurd, Gary Ewart, Jerry Walsh, June Simpson, Michelle Trulsrud, Paul Kelly, Rose Bates , Rose Warfield-McGill, Sherri Jo McLemore, Sherry Mangrum,

Board Members Absent: Dana McClain, Howard Turney, Jerry Jones, John Smith, Johnny Key, Joyce Warren, June Lang, Karen Worley, Rich Huddleston, Stephanie Hammett, Trudi Ramsey, Yvette Murphy

DCFS/DHHS Staff Present: Pat Page, Alicen Bennett, Billye Burke, Bob Sebourn, Calvin Wilbon, Cecile Blucker, Christina Lynn, Debbie Roark, Debbie Shiell, Elaine Jackson, Gary Evans, George Weber, Kim Alexander, Lisa McGee, Marilyn Counts, Marty Nodurfth, Melissa Singleton, Miranda Raines, Mona Davis, Pam Taylor, Rosemary White, Sandi Doherty, Sheryl Alexander, Tonya Tackett, Connie Dyer,

Others Present: Charlotte Tubbs

Welcome and Introductions

Ms. Page welcomed the DCFS Advisory Board members and asked for introductions to be made. Ms. Page complimented the Board on their efforts to bring members to the meeting through personal contacts made since the last meeting.

Ms. Page stated that now was a good time for a change and invited the Board to be a part of it. In talking with a group of supervisors she found that they are excited about the possibilities. Also, that DCFS cannot relinquish our role in the Board as the bottom line. It was requested that the Board take the role as communicator for DCFS in the outside world. Mr. Kelly said that he wanted the Board to request specific information needed in order to be the outside voice and be the advocates DCFS needs. Ms. James concurred. Mr. Cohen said that the Board needed to be careful not to further inhibit the abilities of DCFS by requesting information that was not readily available and become a burden – that the Board not “dictate” but request a freer flow of existing information. He said that he believed that a sub-committee to work on ideas for worker retention is what he heard DCFS say they needed most or first. Mr. Tindal asked Ms. Page to describe what DCFS’s vision was for the Advisory Committee. Ms. Page said that taking the agency’s issues and mission out into the public (i.e. Foster Parent Drug

Testing, Policy, and Organizational issues), as well as serve on information gathering sub-committees. Mr. Walsh said he wanted to see sub-committees in areas of their individual expertise. Ms. Tanner agreed. Ms. Trulstrup said that outcomes and accomplishments should be the focus and this will help stakeholders want to participate. Ms. James said outcomes would serve as a purpose for continued attendance. Ms. Tanner said that she believed that sub-committees currently needed were for staffing, foster parent recruitment. Ms. James agreed and said that she believed that worker retention sub-committee is a number one priority. Ms. Trulstrup said that she believed that Board organization was important. Ms. McLemore said that the chairs of committees should determine the Board structure. Mr. Burbank and Ms. Simpson said they would serve on the Foster Parent Recruitment committee. Mr. Tindal said that he believed DCFS personnel would be those with the most expertise to head the Board.

Ms. Page said that we want advice but not to relinquish our responsibility. Mr. Walsh said that policy changes and bureaucracy should be the Board focus. Ms. Reyes said that she was concerned that sub-committees might drag out the process of reaching outcomes. Mr. Burbank said that a generic advisory Board is a better set-up than a Chair, Co-Chair, etc. A Board should grow according to the need. Mr. Cohen said we need a model and by-laws and volunteered to research such a model to structure the Board after. Ms. Trulstrup said that an agenda should encourage discussion and give Board members the opportunity to prepare for topics of discussion. Mr. Cohen said that he thought the agenda being a product of DCFS was a good idea but that it should be out in advance giving Board members time to prepare or research topics. Ms. McLemore said that dedicated staff members are what she sees as the driving force in the Board. Ms. James acknowledged that staff personnel are key and Ms. Page said that she would like to mention at that point that this is not a governing Board.

Mr. Cohen said staff liaison is necessary to the Board and sub-committees are something he would find meaningful and provide input. Mr. Kelly said meetings should only be called when a decision is needed. Ms. McLemore said that email is a good information tool between meetings or in lieu of meetings in some cases. Mr. Walsh said he would like to see a leadership structure of committees comprise the board structure.

Ms. Page asked for nominations for Chair to work with DCFS and be a conduit of information. Ms. Mangrum asked if they would solidify the purpose of the committees. Ms. Tanner offered to be an Interim Chair (3 months due to prior commitments). Ms. Trulstrup volunteered for Co-Chair. Pamela Randolph volunteered to be the recording secretary. Mr. Cohen volunteered to research bi-laws, Ms. Reyes asked that they be sure they do not conflict with DCFS rules or laws. Mr. Kelly, Mr. Walsh and Mr. Cohen expressed interest that rules be established by which members serve. The nominations for positions were accepted by motion made by Mr. Walsh and seconded by Ms. McLemore.

Ms. Tanner asked if it was agreed that staffing was the key issue (policies, legislation, etc.). She said that she believed that DCFS needed more positions than they might actually fill so that they would have backup personnel. Mr. Cohen said he would sit in on the DCFS meetings that he could to learn more. Mr. Eward said that his concern is that the Board may try to reinvent the wheel – that the field personnel can already tell the Board what the problems and solutions might be without having to have a review committee. Mr. Kelly suggested that at the next meeting there be a portion of the time allotted to personnel rather than have additional meetings. Ms. James only wants to be involved in the decision making process regarding outcomes. She does not have time to sit in on committees or be a chairperson. Mr. Cohen said that a list serve would be helpful. Ms. James said she did not want a lot of information, only concise information. Ms. Tanner said website information would be a good tool for a broader overview of Board information without the need for so many emails. Mr. Cohen asked if there was a need for a legislative sub-committee. Ms. Page suggested that it would be good to have one that would analyze the impact of issues as they have on Garrett's law. Ms. Tanner suggested putting information on the website as the most effective tool. Committee issues would include: Staffing, Foster Care Recruitment, Program Services (teens, IL), Quality Improvement, Policy. It was suggested that some of these could be grouped together.

Ms. Tanner named several possibilities of committees and there were volunteers in various capacities for each made by the Board members. Ms. Lambert and Ms. Tanner worked to put these down in what was the beginning of the new committee structure which follows.

**New Advisory Board Committee Meeting Minutes
(Pam Randolph, Secretary)**

The DCFS Advisory Board Committee and Stockholders meeting took place on November 14, 2006. The Advisory Board decided to elect an Interim Chairman, Co-Chairman and Secretary.

Elected to serve were as follows:

Interim Chairman: Connie Tanner

Interim Co-Chairman: Michelle Trulstrup

Interim Secretary: Pamela Taylor

It was agreed upon that the Advisory Board would be responsible for setting the agenda for each meeting and make sure that the agenda is adhered to. The Committee would also be responsible for the structure of the Advisory Board Committee.

Ms. Tanner said that she would like to elect Chairs and Co-Chairs to different sub-committees so that we can get moving in the right direction. Ms. Tanner stated that the Chairs and Co-Chairs would report directly to her and Ms. Page regarding issues discussed.

Ms. Tanner stated that she would like all key issues discussed in the sub-committees to be placed on the DHHS web site so that all members could have access to all notes of the different committees.

Mr. Bruce Cohen stated that he would like to devote the next meeting to personnel issues.

Ms. Page suggested that each member have a list serve so that each committee could be e-mailed at any given time. Ms. Page would be responsible for seeing how that could be done.

Ms. Consevella James stated that she would like the notes to be placed on the DHHS website so that she would not be bombarded with e-mails from each committee. She would like to only see the notes from certain committees instead of all committees.

Mr. Cohen stated that he would like to see the co-chair start off by doing fact-findings on the key issues at hand.

Mr. Cohen stated that he would like for the committee to represent the community

It was agreed upon that the Advisory Board would have four sub-committees to address key issues.

Human Resources (Staffing and Retention) Committee

David Tindall- Chairman, Gary Ewart- Co-Chairman, Rosemary White, Pamela Taylor, Debra Herd, Sherry Mangrum, Bruce Cohen.

Foster/Adoptive Parent Committee

Dean Burbank-Chairman, Carla Reyes- Co-Chairman, Rose Bates, Rose Warfield-McGill, Consevella James.

Program Services Committee

Pamela Taylor-Chairman, Jerry Walsh-Co-Chair, Rosemary White, Rose Bates, Debra Hurd, Rose Warfield-McGill,

Legislative Committee

Michelle Trulstrup-Chair, Lisa McGhee-Co-Chair, Consevella James, Rich Huddleston, Bruce Cohen,