



Clark County Dept of Family Services (DFS)
QPI Co-Lead Team Meeting Minutes
Thursday, January 23, 2014
8:30 am – 10:00 am
DFS Central – Lincoln Room

1. Introductions and welcome
2. Communications and Coordination:
 - a. Discussed the purpose of today's meeting:
 - i. Review what each workgroup's initiatives
 - ii. Discuss what Quality Parenting Initiative's (QPI) goals are for the next six months
3. Organizational Structure:
 - a. A handout outlining the organizational structure for the QPI process was distributed and reviewed
 - b. Discussed the various partners and their roles:
 - i. National QPI Partners (other jurisdictions)
 - ii. Caregivers
 - iii. Community Partners
 - iv. Agencies
 - c. Discussed the role of The Implementation Team:
 - i. Collects information from the workgroups
 - ii. Works to move changes forward
 - iii. The Implementation Team's current format has been less formal
 - iv. Developing a more standardized format for The Implementation Team is a future goal in cooperation with:
 1. The Implementation Leadership Team
 2. DFS Executive Management Team.
 - v. It was asked if there would be some sort of direction given as to how the individual workgroups will be tasked with informing and passing along initiatives to The Implementation Team's members
 1. Yes, specific instructions are a future goal
 - vi. Other QPI jurisdictions have faced issues around the need to get leadership on board with workgroup initiatives and goals
 1. The Implementation Team eliminates this issue as it informs management early on in the process getting their

support prior to the workgroup expending large amounts of time and resources on a project

- vii. Discussed that a future goal will be to make sure that initiatives and minutes are posted on the Just in Time website as we work toward structuring the communications
 - 1. As workgroups formulate large projects, this will assist in getting leaderships' input and approval allowing things to move quickly through the process
- 4. QPI Coordinator, Denise Parker, was introduced and her background was discussed. She will:
 - a. Serve as a resource to the different workgroups and Co-Leads
 - b. Be a hub for the dissemination of information between the workgroups and Co-Leads
 - c. She has lots of contacts within the National QPI Community which can serve as resources for us going forward
- 5. Communications and Coordination:
 - a. Communications across workgroups/co-leads regarding initiatives:
 - i. There is a goal of making sure that none of the groups becomes isolated and that they are communicating with one another
 - 1. QPI Coordinator will provide support toward achieving this goal
 - 2. QPI Coordinator will also look at making sure there is no redundancy between DFS tasks and the individual workgroups' initiatives
 - ii. The Implementation Team meeting was a good tool to make certain that all the co-leads were informed about what each team was working on
 - 1. It was suggested that the information needs to be given out prior to those quarterly meetings
 - 2. This could be done during the Co-Lead meetings instead
 - iii. There is a goal is to make sure that everyone has all the information and no one will get caught off guard
 - iv. Suggested that we should schedule Co-Lead meetings regularly
 - v. Discussed how often we should meet
 - vi. Was agreed that the meeting agendas and minutes should go out to the Co-Leads and was suggested they also be given out to all workgroup members
 - 1. Suggested that this information being put on the Just In Time website and suggested including future meeting dates
 - 2. A good way to get the information out to everyone
 - 3. Discussed where on Just In Time site we should put this information:
 - a. Calendar of events
 - b. Added drop down option
 - c. Tab on the home page

- vii. Suggested that in emails sent out from QPI, the subject line needs to include the whole name of the workgroup
- viii. Future goal is to include more caregivers and community partners on the workgroups and hold meetings at varied times and locations outside of DFS
- ix. Discussed if it would be helpful at the end of the QPI workgroup meetings to send the minutes and agenda to the QPI Coordinator so that she can email everyone all of the information in one email
 - 1. Yes as she can:
 - a. Update Just In Time
 - b. Send us an all inclusive email with the minutes and agenda attached
 - c. Save them on the P drive
 - 2. Discussed setting a date by which these documents need to be given to the QPI coordinator for dissemination
 - a. It was agreed that by 5th of the month all documentation from the prior month's workgroup meeting will be sent to the Coordinator
 - b. Coordinator will by the 10th of the month email, save on the p drive and put on the Just In Time site
 - c. Coordinator will email all documents to the Co-Leads who can then distribute to their workgroups as they deem necessary
- x. Discussed standardizing the forms being used by all the workgroups.
 - 1. The Workgroup Initiative Form should be more of a strategic plan for the workgroups rather than a template for minutes or agendas
 - 2. Discussed that the initiative statements don't always include all of the workgroup members, some of them only include the co-leads
 - 3. Goal to make the minutes standardized so there is some structure
 - 4. Coordinator will create a template for everyone to use for agendas and minutes
 - 5. Discussed if the QPI branding statement, mission statement and vision need to be included
 - a. No- it can be removed so that the minutes can be streamlined
 - 6. Suggested that removing the details of the minutes and reducing them to just a summary with bullet points
- b. To Communications Department:
 - i. Discussed adding community partner events to the current monthly calendar of events
 - ii. Discussed adding QPI meeting date changes to the Just in Time site as well

- iii. Communications team wants to include community events in the web site and into the newsletter
- iv. Suggested that the events in the community might be better in the newsletter while QPI related meetings or events could go on the Just In Time site
- v. Calendar in a centralized site was discussed as preferable. Social Media can be utilized.
- vi. If Co-Leads are aware of events, please pass the information along to communications team
- vii. QPI email address can be used to sort incoming information
- viii. Discussed making sure we are capturing caregiver email addresses and how to make sure they are current
 - 1. Foster Parent Champion (FPC) program can help with that via the outreach phone calls that are starting up in February
 - a. This information will then be put into UNITY for access by multiple departments
 - 2. Discussed making the contact format more inclusive so that we can be sure that we aren't missing any of our resource families
 - 3. Discussed the entry of the email addresses into UNITY needs to be clearly identified to all staff so that it translates directly to constant contact more easily
 - 4. Suggested that when the training calendar is sent out quarterly, the newsletter be included
 - 5. Suggested printing out copies of the calendar and newsletters and having them at the visitation center
 - a. This might help with the issue of many caregivers not having technology access
 - b. Discussed that agencies are not getting the newsletter consistently
- ix. Communications was tasked with creating a plan for distribution of newsletters and calendars
 - 1. Where does it go
 - 2. In what format is it delivered
 - 3. This will help with consistency
- x. It was asked why it is not a requirement of being a foster parent that they have an email address and internet access
 - 1. As it doesn't affect child safety it hasn't been a priority
 - a. As such, it can't be mandated
 - 2. While we are working on disseminating information and creating ways for people to get information we may create incentives for caregivers and community partners to find value in having email access
 - 3. Communications was tasked with creating a list for caregivers of reasons why it is important to have internet access and email addresses

4. Discussed that since QPI is about quality parenting we need to get away from the minimum requirements and understand the expectations of the level of quality we are looking for in caregivers
 5. Discussed designating a room at the visitation center to allow caregivers access to computers
 - a. It would have to be monitored
 - b. Foster parent lounge at the visitation center is not being properly cared for and this created concerns about a media room
6. Co-Lead roles:
- a. Sharing information between the workgroups
 - b. Drive the directions of the workgroups
 - c. Setting and moving forward goals and initiatives
 - d. Partnering with and empowering the agencies and caregivers affectively
 - e. Discussed utilization of DFS' partners acting as co-leads
 - i. Suggested using DFS in more of a support role while allowing the caregivers and agency representatives to run the meetings and set agendas
 - ii. Discussed that it is hard to make a rule that will apply to all of the workgroups
 - iii. Each group will have to discuss the roles and responsibilities of the co-leads
 - iv. The purpose is to shift the QPI process away from being DFS driven
 1. Structure and organization will help to move us in this direction
 2. Discussed that there will need to be a paradigm shift in concert with the organizational structure
7. Committee Reports:
- a. Support and Retention:
 - i. Survey: A draft of the survey was distributed and discussed.
 1. There are several methods by which it can be taken/given
 - a. Survey Monkey
 - b. Phone
 - c. Mail
 2. Discussed that it is lengthy and may need to be shortened
 3. Discussed the reasons questions which ask for opinion have no "neutral option"
 - a. We want participants to make a decision rather than remain neutral
 4. Questions starting at number 70 offer the option of selecting 3 options rather than all so that specific data can be extracted
 - a. Discussed that this could be increased to 5 options

5. It was asked if there are questions on the survey around the Lesbian Gay Bisexual Trans-gendered (LGBT) community and the willingness of caregivers to accept children from this demographic
 - a. There are no questions on the survey that deal specifically with these issues
 - b. An attempt was made to make the parenting roles generic by classifying them as “parent 1 and parent 2” rather than “mom and dad”
6. It was requested that the Co-Leads be offered an opportunity to review the survey and submit suggestions and comments regarding the survey
 - a. A deadline of Monday 1/27/14 was given so that revisions could be made in time to have management review it prior to the Implementation Team meeting in February
- ii. Policy and Implementation Task Force :
 1. Would hold quarterly meetings
 2. Would be used to assist with the dissemination of information about new policies and practice changes
 3. Specific structure and bi-laws are future goals
 4. Would act as liaisons between DFS and agencies and caregivers
 - a. this might be covered already by the Child Welfare Services
 5. It was suggested the Task Force could be held as a town hall meeting
 6. Would target all participants in the foster arena
 7. Was suggested that more information is needed for this to move forward
 - a. Coordinator will put together a meeting to discuss more details outside of the Co-Lead Meeting
8. An email will be sent:
 - a. Requesting a list of actionable items from each of the workgroups
 - b. Supplying information to prepare co-leads for the implementation team meeting
9. Quality Parenting Initiative (QPI) National conference is scheduled for February 25th and 26th here in Las Vegas
 - a. Co-Leads were asked to attend and suggest additional attendees
 - b. There is a cost involved, but DFS is subsidizing the Co-Leads attending
 - c. An email with details will be sent to Co-Leads
10. Next meeting date, time and location will be sent out via email at a later date