

**Clark County Department of Family Services (DFS)  
Quality Parenting Initiative  
Meeting Agenda**

**QPI Support & Retention Sub-workgroup**

**Day/Date: Thursday, 1/9/13**

**Time: 12:00 pm – 2:00 pm**

**Location: 121 S. Martin Luther King Blvd – Clark Room**

**MINUTES**

Vision:

Safe children, healthy families and caring communities

Mission:

The mission of the Clark County Department of Family Services is to protect children from abuse and neglect by partnering with our community to build safe, nurturing and stable families to support family preservation when possible, to provide permanent families for those children who cannot safely return home and to ensure the well-being of children in our care.

QPI Branding Statement:

Foster parents nurture children who have experienced trauma and provide a safe, loving and healing environment in which the children can thrive. They are parenting partners who honor and support family relationships. Foster parents are dedicated informed and committed advocates for children. They are instrumental and fully supported members of the child and family team. Great foster parents make a difference for children and families in our community.

Minutes

- **Introductions were made**
- **Survey**
  - It was asked if we have a status on the progress of the survey
    - Requested updates to the language and the placement of the demographics have been made to the survey and the final draft was submitted to Shannon Rooney for review and disbursement to all of the QPI Co-Leads
    - It is not known if the survey has been submitted to the QPI co-leads or if this is necessary at this time
    - Shannon was unable to attend today's meeting
      - An email will be sent requesting clarification as to the status of the survey review
    - Discussion of the survey has been tabled until we have more information on its status
- **Community Advisory Board**
  - The need for a community advisory board was initiated due to objections made by caregivers when the unannounced visits were initiated without notice
  - There is a need for the caregivers and agency communities to have a voice in the creation of DFS procedures and/or their implementation whenever possible
  - While a committee exists in the form of the Department of Family Services' Citizens Advisory Committee (DFS CAC), it doesn't necessarily have the same objectives and purpose as what we are looking to create
  - While creating the new board:
    - We need to discuss coming up with a name
    - We need to clearly outline the objectives and purpose
  - DFS had mentioned that they would like the opportunity to be involved with the selection of the make up of the group and its participants
  - Discussed how often the group would meet:
    - Quarterly was suggested

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- It was mentioned that there might be the need to meet in response to the creation of a new DFS procedures affecting caregivers in between quarterly meetings
- It was suggested that the committee be a point of dissemination of information regarding implementation of new or revised procedures especially in response to an event (i.e. the deaths that resulted in creating the un-announced visit policy)
- Discussed the need to consider what type of group members would be able to inform DFS in regard to:
  - The policy practices
  - Implementation
  - Inform the community as to the new policies as they are being rolled out
    - Foster Parent Champions (FPC) program would be a good resource to assist with dissemination of information about new or updated policies as part of a process
- Discussed whether this should be more of a community based committee or more of a DFS run committee
  - Suggested that it be more community run
- The structural make up of the board needs to be clearly defined from the beginning in order to appropriately name it and outline its goals and objectives
- Mentioned there are some foster parents that are not readily connected to resources the disseminate information and alternative methods for reaching them will need to be identified
- It will be important to make sure that all segments are represented on the Board so no part of the foster system are being missed or unrepresented
- Mentioned that we may want to review and model our committee after the current bi-laws and structure of the past or existing committees (DFSCAC)
- Need to be clearly identified and drawn up for presentation to DFS management:
  - Structure of the participants
  - Bi-laws
  - Process for screening of participants
  - Objectives
  - Who will participate or be represented:
    - DFS homes
    - Licensed and unlicensed Kinship providers
    - Agencies
    - DFS staff
    - FPC team members
    - DFS media representative
  - How will information be sent out:
    - Email
    - Text
    - Social media
    - Moodle site from FPC
    - FPC calls
    - Mailings
    - Newsletter submissions
  - Goals would be:
    - Obtain information from DFS and the community as to changes in policies on a governmental or agency level prior to implementation or shortly there after

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- Discuss how the implementation of new policies is affecting the practice of current systems
- Prepare for upcoming changes by discussing best practices for implementation and the impact on the systems in place
- Dissemination plan identifying who gets informed of policy changes so that the information can get out to the general population
- Allow for the possibility that an emergency meeting might need to be called in event of an unforeseen item if not covered during quarterly scheduled meetings
- At the regular quarterly meetings we would need to be sure to call out the specific departments as to what changes are in the works prior to them coming to pass
  - Suggested naming the committee **Policy and Information Task Force (PITF)**
- **Future Objectives**
  - Until we know where the survey is in the process, we are unclear as to where we need to focus our efforts
  - Assisting with the development of the FPC program:
    - DFS management has instructed the Special Projects Unit to move forward with developing the procedures and some of the supports for newly licensed resource families
    - The phone line and email address are planning on being launched by February, 2014
    - The specific supports that FPC will be able to provide will be driven by the survey results and more developed later
- **New Business**
  - Add a clear definition of our retention goals to next month's agenda
  - Defining of the Task Force objectives and bi-laws
- **Task assignments**
  - Dianne Kramer will look for, review and email to co-leads a copy of the CAC bi-laws and screening process prior to next meeting
  - Committee members were asked to come to the next meeting prepared to discuss their definition of retention and ideas surrounding retaining resource families

**Next meeting to be held on 2/20/14 at noon; Room TBD (regularly scheduled meeting is 2/13)**