

## **Alabama Child Welfare Supervisory Leadership Council Charter**

### **Background**

Alabama participated in its second Child and Family Services Review (CFSR) in 2007. As part of that process, the Alabama State Department of Human Resources (SDHR), Family Services Division (FSD) and stakeholders developed a Program Improvement Plan (PIP) to address the areas identified in the CFSR as needing improvement. Recognizing the importance of supervisors, SDHR/FSD became interested in how supervisors could be better supported and supervision improved. Representatives from the National Resource Center for Organizational Improvement (NRCOI) and the National Resource Center for Child Welfare Data and Technology (NRC-CWDT)<sup>1</sup> met with FSD leadership to discuss a supervision strategic planning process used in other states toward supporting and enhancing supervision. Subsequent discussions via conference calls and in-person meetings resulted in adoption of the process and its inclusion as one of the six themes in the PIP.

As part of the process, a work group was formed and charged with the development of the strategic plan for supervision. The first meeting of the work group occurred in March, 2009. Work continued through subsequent meetings as well as via webinars, prior to presentation to Leadership in June, 2010 of the complete draft plan and recommendations for sequential implementation. Emergency responses to natural disasters and budget constraints delayed formal implementation of the plan; however, the work group was reconstituted in November, 2011 to formulate recommendations on implementation given the current circumstances. One recommendation was for the establishment of a supervision advisory council with a written charter.

### **Purpose**

The Alabama Child Welfare Supervisory Leadership Council is a standing body created to monitor implementation of the Child Welfare Supervision Strategic Plan, to monitor child welfare supervision in the State, to report on supervisory needs to the Leadership, and to serve as a forum the Leadership can use to focus on continuous improvement of child welfare practice and outcomes. The Council also participates in the planning for any meetings / conferences of Child Welfare Supervisors.

### **Responsibilities of Council Members**

Members have a duty to promote quality in supervision by:

Being knowledgeable of the supervision strategic plan;

Looking for and acting on opportunities to engender the plan, specifically:

- On-going communication with other staff - within their district and/or program area - regarding the supervision strategic plan;
- Participating in planning for statewide meetings of Child Welfare Supervisors;
- Participating in work groups whose activities are relevant to the plan;
- Identifying and analyzing data which may reflect impact of plan implementation;
- Routinely participating in formal and informal communications among Council members.

### **Responsibilities of Leadership**

Leadership will support the work of the Council by:

- Being knowledgeable of the supervision strategic plan;

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<sup>1</sup> A service of the Children's Bureau, U.S. Department of Health and Human Services.

- Identifying and communicating to the Council those work groups whose activities are relevant to the plan;
- Promoting appointment of Council members to those identified work groups;
- When requested by the Council, provide support to the work of the Council by engaging other entities both within and outside of the Department;
- Establishing routine times and vehicles for communication about the work of the Council, including results of Council meetings.

### Membership

The Council may submit recommendations for appointment to any appointing authority with final appointments being made by the Director of FSD.

*Supervisors:* There will be one supervisor appointed to the Council from each of the County Director districts. Supervisors may be nominated by County Directors or FSD Program Staff and are appointed by the Director of FSD.

*County Director:* One County Director with recent (within the previous 5 years) experience as a Child Welfare Supervisor may be appointed to the Council. County Directors may be nominated by other Council Members and is appointed by the Director of FSD.

*Program Supervisors:* Up to four Program Supervisors may be appointed to the Council. Program Supervisors may be nominated by County Directors or FSD Program Staff and are appointed by the Director of FSD.

*Jefferson County:* If one of the Council members (Supervisor or Program Supervisor) is not located in Jefferson County, one or more may be nominated by County Directors or FSD Program Staff for appointment by the Director of FSD.

*Practice Consultant:* A Practice Consultant will be appointed to the Council by the Director of FSD.

*CFSR Coordinator:* The CFSR Coordinator will serve on the Council.

*Training Manager:* The Training Manager / Designee will serve on the Council.

*QA/CQI Manager:* The QA/CQI Manager / Acting Manager will serve on the Council.

*Deputy Commissioner of Children and Family Services*

*Director of Family Services*

*Additional members:* Additional members may be recommended by the Council for a specified period of time or for a specific project. Appointments to the membership of the Council require the approval of the Deputy Commissioner of Children and Family Services and the Commissioner.

### Terms of Service

Appointments are for a two-year term of service. Supervisors and Program Supervisors may be nominated and re-appointed for one consecutive additional term of service. Appointments may be terminated either by the appointing authority or by a vote of two thirds of the Council for reason of:

- a change in position by a member which places him/her outside the scope of the appointing authority;
- failure of a member to fulfill their responsibilities as delineated herein.

### Meetings

The Supervisory Leadership Council meets at least quarterly with, normally, two of those being by teleconference and two conducted face-to-face, one of which is held in conjunction with any annual supervisors' conference. Additional meetings or variations in these standing meetings can be authorized by FSD leadership. One of the face-to-face meetings will be designated for the development of an annual report.

### Council Leadership

The Council is chaired by two co-chairs. One co-chair will be elected for a two-year term by the members during the Council's first meeting of each calendar year. In conjunction with the CFSR coordinator, the co-chairs prepare the agendas for the meetings, convene the Council, and chair the meetings. The co-chairs will also record attendance. The co-chairs will prepare and submit to the leadership of FSD a written summary of activities of the proceedings following each meeting. The summary following the annual planning meeting will include information of each member's attendance of the meetings held during the calendar year. Attendance – and any reasons for any absence(s) – will be a consideration for leadership in determining continuing membership.

Council co-chairs are responsible for orienting new members of the Council prior to attendance at their first meeting.

Prior to each meeting the co-chairs and CSFR coordinator will decide who will serve in the role of Scribe for the meeting. In this role the Scribe takes notes during the meeting and produces a report of discussions and decisions.

### Communication with Leadership

It is the intent of the Council to meet – either in person or by teleconference – with Leadership at the end of each of their quarterly meetings to de-brief on their activities.

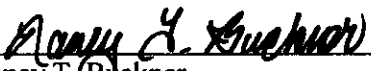
### Subcommittees

The Council can create subcommittees to focus on specific supervision activities and issues (e.g., planning for the creation of learning labs; planning for a supervisors' summit, etc.). Membership on the subcommittees will normally include other supervisors and other internal and external stakeholders, based on the subcommittees' foci.

### Changes to the Charter

Changes to this Charter can be made at any time by recommendation to the leadership of the Council. However, intent to amend the Charter should be noted on the agenda for the meeting where a change will be proposed, and the agenda should be sent to the Council members prior to the meeting to give participants time to consider the proposed change. Changes must be approved by the Deputy Commissioner for Children and Family Services and include the Deputy's recommendation for approval to the Commissioner.

Approved:

  
Nancy T. Buckner  
Commissioner  
Alabama Department of Human Resources

Date:

8-17-12