

Supervisors' Leadership Council

Purpose

The primary purpose of the Supervisors' Leadership Council is to monitor the implementation and effects of the supervision strategic plan. A secondary purpose is to advise the Leadership of the Office of Children's Services (OCS) on continuous improvement of supervision, including strategies and activities addressing expectations of supervisors inherent in new plans / initiatives.

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 region and/or program area - regarding the supervision strategic plan;
 - Participating on planning committees 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

OCS Senior Leadership will support the work of the Council by:

- Being knowledgeable of the supervision strategic plan;
- 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;
- Establishing routine times and vehicles for communications between OCS Senior Leadership and the Council, including results of Council meetings.

Membership

The Council may submit recommendations for appointment to any appointing authority.

Regional representatives: Each of the five administrative regions will have the opportunity to be represented on the Council. Each Children Services Manager will appoint one supervisor to serve on the Council.

Licensing representatives: Licensing will have a representative on the Council. The process used for selection will mirror that used for regional representatives.

Representatives of Specialists: Specialists (e.g., reviewers, permanency planning, and ICWA) will have a representative on the Council. The process used for selection will be similar to that used for regional representatives.

Representative of Intake: Intake will have a representative on the Council. The process used for selection will be similar to that used for regional representatives.

Senior Leadership: A representative of Senior Leadership will participate on the Council.

State Office / University Partners: Participation on the Council – for pre-determined or indeterminate length of time – by representatives of State Office or university partners may be requested by the Council. The request for participation of such representatives will be

made to OCS leadership except for the following representatives for which the request may go directly to the Unit manager:

- CFSR Coordinator;
- FYSTA;
- QA staff;
- ORCA.

Additional members: Additional members may be added to the Council by recommendation by the Council to the leadership of OCS or by the leadership itself. Appointing authorities may recommend appointment of additional members to the Council. In considering recommendations for additional members, the Council will take into account representation of service areas and program areas.

Terms of Service

Appointments are for a two-year 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.

State Office / university partners / additional members: Members whose participation was requested by the Council or leadership serve may continue to participate at the pleasure of the requester.

Meetings

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. The co-chairs prepare the agendas for the meetings, convene the Council, and chair the meetings. The co-chairs will also record attendance.

The Supervisors' Leadership Council meets at least quarterly with, normally, two of those being by teleconference and two conducted face-to-face. Additional meetings or variations in these standing meetings can be authorized by OCS leadership.

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

Whenever possible, the Council will meet with Division leadership at the end of each of their quarterly meetings to de-brief on their activities. The co-chairs will prepare and submit to the Council members and Leadership a written report of the proceedings following each quarterly meeting.

One of the face-to-face meetings will be designated for the development of an annual report. This meeting will include review of the Council's work in light of the supervision strategic plan, Practice Model and Vision for Supervision. The annual report on the activities of the Council is prepared by the co-chairs or their designees and submitted to Leadership and will include a summary of each member's attendance of meetings – and reasons for any absence(s) – held during the preceding year.

SubCouncils

The Supervisors' Leadership 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 does not have to be limited to the members of the Council but can include other supervisors and other internal and external stakeholders, based on the subcommittees' foci.

Changes

Leadership and the Council will collaborate on any recommended changes in these guidelines. Any proposed change will be noted on the agenda for the meeting where a change will be discussed, and the agenda should be sent to the Council's members prior to the meeting to give participants time to think about the proposed change.