

## Background

Wyoming participated in their second Child and Family Services Review (CFSR) in June, 2008. As part of that process, a Program Improvement Plan (PIP) was developed by the Wyoming Department of Family Services (DFS) and stakeholders to address the areas identified in the CFSR as needing improvement. Leadership of the DFS recognized that supervisors are central to high quality practice and one of the five primary strategies in the PIP was “Provide supervision for improved outcomes in a culture of Family Centered Practice.” This strategy stated:

“Supervisors play a crucial role in achieving positive outcomes for children and families ...

Professionalism and adequate, targeted, supportive supervision are keys to recruiting and retaining a competent workforce ... In this strategy Wyoming plans to conduct strategic planning with a supervisory leadership group and determine the best plan for strengthening and improving agency family-centered child welfare and juvenile probation supervision to ensure [safety,] permanency and well-being are addressed in all casework”

Leaders within the DFS Divisions of Protective Services (PSD) and Juvenile Services (JSD) worked with consultants from the National Resource Centers for Organizational Improvement (NRCOI) and the Child Welfare Data and Technology (NRC-CWDT) to form a work group charged with the development of the strategic plan for supervision. The first meeting of the work group occurred in September, 2010, with subsequent meetings occurring approximately every other month through August, 2011. Additional work was accomplished via webinars prior to presentation to Leadership on November 17, 2011, of the final plan and recommendations for sequential implementation. The resultant plan was adopted by DFS Leadership on \_\_\_\_ and includes establishment of a supervision advisory committee with a written charter.

## Designation

The name of this entity is Supervisory Leadership Council.

The Supervisory Leadership Council is a standing committee of the DFS, created pursuant to the PSD and JSD Strategic Plan for Supervision.

## Purpose

The primary purpose of the Supervisory Leadership Council is to monitor the implementation and effects of the supervision strategic plan. A secondary purpose is to advise the leadership of the DFS on continuous improvement of supervision, including strategies and activities addressing expectations of supervisors inherent in new plans / initiatives.

## Functions

Council functions include:

- Monitoring developments in child welfare (which includes juvenile justice) supervision across the country to identify emerging best practice.
- Recommending to leadership strategies and activities for incorporation into the supervision strategic plan for supporting and improving child welfare supervision, including strategies and activities addressing new expectations of supervisors inherent in new policy.
- Monitoring the implementation and effects of the Division’s strategic plan for supporting and improving child welfare supervision and reporting the results to Divisions’ leadership.
- Serving as the planning committee, with other participants, for any meetings / conferences of PSD and JSD Supervisors.

### Membership

*Supervisors:* One supervisor from each JSD Region and one supervisor from each PSD District will be appointed to the Council. These representatives are appointed by the respective Regional / District Managers.

*Analysts:* One analyst from JSD and one analyst from PSD will be appointed to the Council. These representatives are appointed by the respective Division leaders.

*Training Unit:* One representative from the Training Unit will be appointed. This representative is appointed by the head of the Training Unit.

*Additional Members:* Additional members from DFS may be added to the Council by recommendation by the Council to leadership of DFS or by DFS leadership.

### Terms of Service

Representatives are appointed for two year terms of service. These should be staggered for the purpose of continuity, so that one half of the members are appointed annually. They may be re-appointed for additional terms of service although consecutive terms are discouraged.

An appointee's term of service is terminated if his/her position changes or s/he moves from the Region / District s/he represents.

### Responsibilities of 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

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;

- When requested by the Council, provide support to the work of the Council by engaging other entities both within and without the Department;

- Establishing routine times and vehicles for communication between DFS Senior Leadership and the Council, including results of Council meetings.

### Council Leadership

The Council is chaired by two co-chairs, one from JSD and one from PSD. 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 and prepare written summaries of meeting results.

### Meetings

The Council will meet in person at least annually and can meet as needed – but at least quarterly – by teleconference. The in person meeting is typically held in Casper because of its central location.

### 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. The co-chairs will prepare and submit to the Council members and Leadership a written report of the proceedings following each meeting. The report following the annual in person meeting will include a summary of each member's attendance of meetings held during that calendar year. Attendance – and reasons for any absence(s) – will be a consideration for leadership in determining continuing membership.

### 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 may be made to the Charter by a vote of approval by 2/3 of the Council members. Any proposed change will be noted on the agenda for the meeting where the change will be discussed and the agenda shall be sent to the Council members prior to the meeting to give participants time to consider the proposed change.