

**Division of Children and Family Services  
Advisory Board Meeting  
July 16, 2009 - 10:00 a.m. – 12:00 Noon  
Meeting Minutes**

The Division of Children and Family Services Advisory Board Meeting were held on July 15, 2009 - 10:00 a.m. – 12:00 noon in Conference Room #5368 in Donaghey Plaza South.

The following members were in attendance:

Penny McGlawn, June Simpson, Debra Hurd, Dr. Jerry Jones, Jennifer Ferguson, Renia Robinette, Karen Worley, Connie Tanner, Rose Bates

The following members of DCFS Executive Staff were in attendance:

Janie Huddleston, Cecile Blucker, John Zalenski, Chris Price, Gregory Crawford, Cherylon Reid, Anne Wells

The following individuals were also in attendance:

Karen Worley, Consevelia James

Handouts Distributed:

Agenda

National Child Abuse Coalition Handout

PIP

DHS 1158 (Functional Job Description) DCFS Area Coordinator

DHS 1158 (Functional Job Description) DHS Area Manager (Director)

Minutes:

Cecile Blucker opened the meeting with welcome and introductions

Items noted:

Staffing:

- Notebooks with cameras will be distributed to the caseworkers in the field
- DCFS will advertise for 10 Area Director positions – the current Area Managers may apply for the Area Director's positions but are not guaranteed to slot into those positions. Positions will be advertised in AR and in surrounding states.
- The Area Managers who either are not selected or choose to not apply will become an Area Coordinator and will oversee the following:
  - Foster Care trust accounts
  - Close the gap between foster and adopt
  - Strengthen the DDS waiver process and ensure those qualifying have applied
  - Working with hard to place children with special needs

- Discharge planning for acute inpatient stays
- Other duties

The Area Coordinator positions will not be advertised.

Program Improvement Plan:

Cecile stated the Division's Program Improvement Plan was approved effective July 1, 2009. She also shared it was available on the state website [www.arkansas.gov/dhs/chilnfam/cfsfr/htl](http://www.arkansas.gov/dhs/chilnfam/cfsfr/htl). She discussed with the board what they board saw as their role in the Program Improvement Plan. It was noted that they would like to review and make suggestions, identify missing items, provide accolades and bring forward items not addressed. All workgroups and stakeholder groups need to fit in with the Practice Model. They would like to see stakeholders to be involved in the development of programs, etc versus being given a copy of the final product. There was much discussion as to how to involve the stakeholders and how was stakeholders defined.

It was noted the Program Improvement Plan is a 2 year plan and it is the beginning two years of the division's five year plan. The plan will be amended and will be a working document.

DCFS is looking at ways to get foster parents involved in group meetings and are working to get the youths involved so that all voices are heard.

DCFS will be able to fill all of the positions that were allocated in SFY 10 and SFY11 during SFY 10. The Division will work with Personnel department to see how we can improve the hiring process timelines.

Chris Price is working with MidSouth on the mandated investigative training for supervisors and investigative staff. Chris will have 2 days of mandatory training for Supervisors and 3 days of mandatory training for investigators and will schedule training annually. He will be working with the CHRIS System to deal with issues to make CHRIS friendly. The mandatory training will be completed by December 31, 2009.

Chris Price will schedule refresher training for the new caseworkers and child welfare 1 on 1 refresher training will be mandatory. He is looking at the following:

- Looking at identifying skill set up for PIP
- People in their right position
- Training as needed
- Possibility training on decision making
- Overdue investigation
- True finding is part of the investigation

Hornby Zeller – Child Deaths (28 deaths) – internal review has been done. Information regarding child deaths will be available at the end of each month. There were 7 deaths due to mothers sleeping with their children.

DCFS has contracted with Hornby Zeller regarding Quality Assurance. Quality Assurance has hired 5 QA Reviewers who are scheduled to start on August 10, 2009.

Cecile brought up the subject of immunizations. Should foster homes be allowed to open or remain open if they do not have their own biological children immunized. The board decided that it would not be in the best interest to allow foster children to be placed in homes where bio children had not been immunized.

**Next meeting**

**Set for October 29 - 10:00 a.m. – 12:00 noon**  
**Conference Room #4290**