

CHILD WELFARE ADVISORY COMMITTEE

OPERATING PROCEDURES

Definitions

- Advise: CWAC can develop positions on child welfare policy, program and practice and make recommendations to DHS/CAF.
- Represent: Members who represent constituency groups have a responsibility to represent their constituency groups' opinions as well as to communicate the positions, recommendations, and rationale of CWAC to their constituents.
- Member:
 - Voting Member: CWAC = appointed members who are not DHS employees. CWAC Subcommittees = any appointed member who is not a DHS employee.
 - Nonvoting Member: DHS employees, appointed by the DHS Director.

Processes

- Building Agendas
 - Submitting Agenda Items – Members may submit requests for agenda items to the chair in writing, 7 days in advance of the meeting in an agreed-upon format. The following Classifying Items are to be used in requests to clarify the member's intentions and expected outcome.
 - Classifying Items:
 - Policy / Program / Practice
 - Information / Discussion / Action / Response from DHS
 - The Chair may decline, delay or change the classification of any agenda request and will regularly report those actions back to the CWAC.

- Moving Issues from Information → Discussion → Action → Response - Issues may be raised through the agenda, the course of discussion in meetings, or as a result of external events needing a review and/or response. Moving issues will require a combination of agenda development (for those matters that can be anticipated), leadership (the chair directs how time is spent in the meetings and what agenda or action items may result), and the need to periodically review and give input on issues CWAC has acted upon, and the need to respond to unanticipated events. The CWAC Chair should coordinate with the DHS/CAF Assistant Director in the identification of key issues to be addressed.
- When unanticipated events occur requiring action or response by CWAC to an issue, at the discretion of the Chair an additional meeting shall be convened to determine the action or response of CWAC. DHS shall provide all necessary information as far in advance of such meeting as possible to allow members to be fully prepared when considering the action or response of CWAC to such issues.
- Voting – See the CWAC Bylaws.

Expectations of Members

- Come to meetings prepared - Members should be familiar with the agenda and relating materials, be prepared to represent their constituency, and to contribute to the conversation.
- Members may be asked to bring available documents and/or information to the CWAC necessary for the CWAC to conduct its business.
- Members may be asked to attend or participate in a meeting on short notice outside the usual meeting schedule. Members should be prepared to participate in such meetings if possible.
- Members are expected to communicate the positions and recommendations of the CWAC as prescribed in the bylaws and operating procedures.

Expectations of DHS

- Provide materials – DHS is expected to proactively provide documents and/or information necessary for the CWAC to conduct its business. CWAC may also request additional information. DHS shall provide the information or reasons not to do so. DHS is expected to provide materials in advance of meetings so members can be fully prepared.
- DHS must respond in writing to any CWAC positions or recommendations, regardless of the position DHS adopts. The response should include a rationale for adopting/not adopting a position or recommendation, and offer the current or expected policy, practice or procedure associated with the CWAC-provided position or recommendation.

Adopted August 13, 2008