June 12, 2007

To: All Child Welfare Staff  
From: Ramona Foley, MSW, Assistant Director, CAF Division  
Jim Neely, Deputy Assistant Director, CAF Division- Field Services  
Subject: CW Improvement Plan Steering Committee Update

The work of the Child Welfare System Improvement Steering Committee continues to move forward. In addition to the staffing and training subcommittees, two more committees have formed to address child welfare practice model and human resources issues.

**Members of the Child Welfare Practice Model Subcommittee** are directed to:
- Update position descriptions for SSAs, caseworkers and supervisors based on the work of the staffing subcommittee and the Oregon Child Welfare Safety Model.
- Review how staff are assigned and distributed within offices.
- Develop recommendations regarding the transfer process.
- Develop committee charter and work plan.

This committee, co-chaired by Toni Peterson in CAF Administration and Marge Reinhart in CAF Field, meet twice a month, providing periodic reports to the Steering Committee, with final recommendations on July 24. The committee’s charter was approved at last week’s Steering Committee meeting.

Committee members are:
Barbara Casey, social service specialist 1, District 2
Bob Novick, SEIU organizer
Pat Carey, manager, District 10
Rene DuBoise, manager, District 3
Carla Francis, foster care certifier, District 4
Louise Melton-Breen, administrator, Human Resources
Kathy Eck, social service assistant, District 15
Nancy Keeling, administrator, Office of Permanency and Safety

Ken McGee, human resources, and John Filar, CAF field, will serve as resources for the committee.
Members of the **Child Welfare System Improvement Human Resources** Subcommittee met for the first time this week. The top priority of this committee is the development of an implementation plan. In addition, the committee members are charged with the following:

- Identify scope of duties for SSAs and caseworkers
- Review and provide input on proposed job descriptions
- Develop an implementation plan for recommendations of the Staffing Committee, including major milestones, timelines and identification of parties responsible for milestones
- Review hiring process of child welfare staff, developing recommendations on the hiring and interviewing process and retention strategies.

Ken McGee, DHS senior human resources manager, and Mary Lang, president of SEIU Local 200, are the committee co-chairs. Committee members will meet twice a month, providing periodic reports to the Steering Committee, with final recommendations on July 24. The committee’s charter was approved at last week’s Steering Committee meeting.

The committee members are:

John Radich, manager, District 5  
Scott Busch, social service assistant, District 2  
Jenny Garner, social service specialist 1, District 9  
Sandy Huckleberry, case management coordinator, District 7  
Pat Bouchie, human resources manager, Central Office

In addition, Toni Peterson in CAF Administration and John Filar in CAF Field, serve as resources to the committee.

If you have any feedback or have questions, please contact any of the subcommittee members.