

## **CHILD WELFARE ADVISORY COMMITTEE - CWAC**

### **RULES OF PROCEDURE**

Revised 11.12.2020 by unanimous CWAC vote

#### Article I. -- Name and Purpose

The Child Welfare Advisory Committee [hereafter referred to as “CWAC”], of the Illinois Department of Children and Family Services is established in accordance with Executive Order Number Six (1987), and amended by Executive Order Number 17 (1999), to serve as an Advisory Committee to the Director of the Department of Children and Family Services (the Department) for private sector advice and consultation, regarding the purchase and provision of public child welfare services and providing a forum to jointly identify and address emerging program and policy issues.

The duties of the CWAC shall include:

- (A) To meet at least four times per year with the Department Director, or his/her designee, to discuss policy and program issues jointly affecting the public and private sectors. Meetings will be scheduled for two hours to meet the needs of the Committee.
- (B) To assist the Director, and local units of the Department, in the development of a formal broad based planning process and identifications of unmet resource needs.
- (C) To review and comment on all relevant proposed Department policies and rules.
- (D) To advise the Director on diversifying CWAC and recommend diverse candidates for the Directors’ consideration; to advise DCFS regarding policy and practice changes that eliminate disproportionality in the child welfare experience and outcomes for children; to apply a racial equity lens in all CWAC related work; and to be actively engaged in eliminating racial inequities in child welfare.
- (E) To consult and advise the Department Director on budget priorities.
- (F) To form subcommittees, in conjunction with the Department Director, to provide intense deliberations of programmatic and administrative issues.

#### Article II. -- Membership

(1) The CWAC shall consist of the following membership:

- (A) The CWAC shall be composed of 32 members and shall be selected so as to ensure that they are knowledgeable of the issues regarding public child welfare services.

(B) The Department Director shall appoint all CWAC members:

1. At least 20 members shall be voluntary sector providers of child welfare services or representatives of such voluntary providers.
  
2. The remaining members shall be elected or appointed officials; representatives of advocacy groups, academic and professional associations, or other individuals qualified by reason of training or experience. At least one CWAC membership position is reserved for a foster care alumni.

All appointments to the CWAC shall be made in writing by the Director. In soliciting and making appointments, the Director shall make reasonable efforts to ensure the membership of the CWAC is geographically and racially diverse and reflects the racial demographics of the children and families served across the state.

Annually, CWAC shall provide the DCFS Director with recommendations regarding both renewal of terms for any current members and nominations of new members. Recommendations by CWAC will reflect the demographics of the children and families served by DCFS. As such, the racial and ethnic diversity of the current population served by DCFS must be provided to CWAC by DCFS and reviewed by CWAC annually to determine if the recommendations put forth help ensure CWAC membership reflects the racial and ethnic diversity of the population served. CWAC membership should also reflect other demographics of children and families served including but not limited to gender identity, sexual orientation, and geography.

(2) Term of membership

(A) In making initial appointments, the Director shall appoint twelve members to terms of office expiring January 1, 1990, and thirteen members to terms of office expiring January 1, 1991. The initial appointments shall be effective immediately upon appointment by the Director.

(B) In making appointments under the Rules of Procedure, the Director shall appoint sixteen members to terms of office expiring in odd-numbered years and sixteen members to terms of office expiring in even-numbered years.

(C) Thereafter, members shall be appointed to staggered terms of three years to maintain continuity of membership. Members shall continue in service to the CWAC thereafter until their successors are appointed.

(D) Upon the occurrence of a vacancy, the Director shall make an appointment to fill such vacancy for the remainder of the un-expired term, effective immediately upon appointment.

(E) Effective January 1, 2021, members of CWAC who have served more than 2 consecutive terms will not be considered for renewal. Previous members are not eligible for consideration for at least one year after serving 2 consecutive terms. The DCFS Director can make an exception to this as needed in the best interest of the children and families served.

### Article III.—General Membership

(A) Officers of the CWAC shall consist of two co-chairs serving in a leadership role in the provider community, and will be appointed by the Director. CWAC Co-Chairs shall be diverse. The Director will also appoint a staff member of the Illinois Department of Children and Family Services to maintain records, prepare notices and the agenda for each meeting and otherwise carry out the functions of the CWAC.

(B) Expiration dates of the membership terms of the two CWAC Co-Chairs should be staggered. The expiration of Co-Chair term should align with that member's CWAC term expiration date.

(C) The chairpersons shall perform the duties ordinarily ascribed to such office and shall preside at all meetings of the CWAC.

(D) Members of the Committee who miss three consecutive meetings will forfeit their seat on CWAC unless there are mitigating circumstances approved by the Committee Chairperson.

(E) Members forfeiting their position due to failure to attend shall be notified in writing by the Director that they are no longer members of the CWAC due to their failure to attend three consecutive meetings.

(F) Member attendance by electronic means, e.g., teleconference or videoconference, is acceptable.

(G) Members of the Committee are not entitled to compensation, but shall receive reimbursement for actual expenses incurred in the performance of their duties.

### Article IV. -- Meetings

(1) Regular meetings of CWAC shall be held at least quarterly. The meetings shall take place at locations, dates, and times determined by the Co-Chairs after consultation with members of the CWAC and the Director or the designated Department staff member. Agendas for the

Committee meetings are jointly determined by the Director and Chairpersons of the CWAC.

It shall be the responsibility of the designated Department staff member, at the direction of the Co-Chairs, to give notice of the location, dates, and time of meetings to each member of the CWAC, to the Director, and to staff consultants at least 30 days prior to each meeting. Notice of all scheduled meetings shall be in full compliance with the Illinois Open Meetings Act.

(2) The Open Meetings Act requires public meetings to be convenient and open for members of the public. All members of the public body who are participating in the meeting, regardless of their physical location shall be:

Verified, able to hear one another, and able to hear discussion and testimony

All votes shall be conducted by a roll call and each member's vote on each issue shall be identified and recorded.

(3) Special meetings of the CWAC may be called by the Co-Chairpersons after consultation with members of CWAC and the Director or the designated Department staff member provided that:

(a) At least 7 days' notice is given to membership;

(b) The notice sets forth the purpose or purposes of the meeting; and

(c) No business is transacted other than that specified in the notice.

(4) An agenda of scheduled business for deliberation shall be developed in coordination with the Department and the Chairperson and distributed to the members of the CWAC at least seven (7) days prior to a scheduled meeting of the CWAC.

#### Article V. -- Quorum

A quorum at any regular, special or subcommittee meeting of CWAC shall be necessary to transact business and shall consist of 51% of the duly appointed members of CWAC.

#### Article VI. – Subcommittees and Work Groups

(1) The purpose of the CWAC subcommittees is to provide intense deliberations of programmatic and administrative issues.

(2) Each sub-committee shall be co-chaired by at least one duly appointed person from the Private Sector and one DCFS appointed member. Recommendations for POS Subcommittee Chairs will be made by the CWAC Co-Chairs to the Director for consideration of appointment. The Subcommittee co-chairs shall be responsible for consulting closely with Committee members and with the Director's appointed CWAC Coordinator to schedule meetings; ensure that meeting notes are taken and filed with the CWAC Coordinator;

facilitate the development, drafting and forwarding of sub-committee draft recommendations to the CWAC Co-Chairs for formal action; and to handle other related matters of coordination. The size of each sub-committee (up to maximum 21 members) is determined by the sub-committee co-chairs to achieve adequate capacity of the sub-committee.

- (3) DCFS staff members who serve as co-chairs are responsible for the recording and submission of written minutes to the CWAC Coordinator. DCFS staff members assigned to serve as subcommittee co-chairs will have the appropriate expertise and decision making authority and they (or the Director) are responsible for assigning any other relevant DCFS staff to participate in that subcommittee's meetings.
- (4) Diversity should be considered when making CWAC Sub-committee Chair appointments.
- (5) CWAC members shall recommend sub-committee membership from those in the private sector and other professionals with recognized expertise regarding child welfare and the needs of the sub-committee to perform supportive functions to the CWAC.
- (6) Larger subcommittees may set a formal membership roster with terms (3 year terms, 2 term limit). Diversity should be considered in forming subcommittees and establishing membership.
- (7) Sub-committee draft recommendations for substantive rule or policy changes must be approved by CWAC before being sent to the Director. The CWAC maintains the authority to act on, not act on and to modify draft sub-committee recommendations.
- (8) At the will of the CWAC Co-chairs, Ad-hoc committees shall be established as needed to perform supportive functions for the CWAC. These functions will be determined by CWAC and may include, but not be limited to researching issues and compiling draft reports and recommendations, and special work which is not performed by CWAC sub-committees.
- (9) Periodically, the sub-committee structure, including membership, will be reviewed to ensure the needs of DCFS and CWAC members are being met.

#### Article VII. -- Minutes

Notes will be kept of the business of each CWAC and CWAC sub-committee meeting and they shall be filed with the Director. Notes must be recorded in writing and must include:

- (a) the date, time, and place of the meeting;
- (b) the members of the public body recorded as either present or absent;
- (c) a general description of all matters proposed, discussed, or decided and a record of any votes taken.

#### Article VIII. -- Professional Staff

The Director shall designate staff members to serve as consultants and support to CWAC. Other DCFS staff members may also assist in that or other functions.

Article IX. -- Amendment of the Rules of Procedure

The Rules of Procedure may be amended by a majority of the members of the CWAC if the proposed amendment is given in writing at least ten (10) days before said meeting.