

**Statewide Foster Care Advisory Council  
SPECIAL MEETING AGENDA  
Thursday July 16th, 2020  
Conference Call  
9:00 a.m. – 10:30 a.m.**

<b>SWFCAC MEMBERS PRESENT</b>	<b>SWFCAC MEMBERS ABSENT</b>	<b>GUESTS</b>	<b>STAFF</b>
Gladys Boyd	Ken Keefe	Terry Mcglothin	Jason Cummins
Kimberly Coniglio	Maya Maclin		Gwenn Eyer
Arrelda Hall	Samella Taylor-Lewis		Michelle Grove
Harriet Kersh			
Susan McConnell			
Kate Monte			
Kellye Norris			
Mary Savage			
Carol Sheley			
Stephanie Tesreau			

This special meeting has been called to address concerns and recommendations raised by current council members regarding various issues regarding election process, overall council member and staff responsibilities and bylaws. The meeting was called to order at 9:12 a.m. by the vice-chair Arrelda Hall.

Arrelda Hall drew attention to the additional information that was sent out from the SWFCAC support staff and the election process. Moment to review the document.

**Voting and election process**

Glady's Boyd indicated that according to Robert Rules a chair cannot appoint a member to the nomination committee. Stephanie Teseraue indicated she was previously appointed to the nomination committee for the previous year and was only asked to count and verify the ballots. Clarification was provided that The SWFCAC law clearly indicated that the chair does appoint members to the nomination committee. The state law indicates this is the process for appointment. While Roberts Rules might indicate a possible other option, if the SWFCAC Law or the bylaws state otherwise, it is the SWFCAC law and bylaw that supersede Robert Rules. If there is no law or bylaw that govern an instance the Robert Rules apply. Kate Monte also pointed out she volunteered for the Nomination Committee at previous council meeting. Carol Sheley indicated, as previous chair, she appointed Kate because she was on the nomination committee and Stephanie has experience of being on the nomination committee

## **The appearance of side meetings regarding council business particularly regarding the election process**

Arrelda indicated there is an appearance side bar topics and overall effectiveness of the council. In the past SWFCAC has been effective council with good results. Arrelda stressed the importance of teamwork and being a cohesive group and limit the “negativity”. Kimberly Coniglio added her support to these statements. Gwenn Eyer also indicated that members must be cognizant of OMA regarding sending out emails to include members that could be construed as an Open Meetings Act violation.

## **Moving council positions**

Gwenn Eyer reviewed the appointment process. Susan McConnell indicated she was on the membership committee and has worked to identify application and suggest that that candidates/applicants are made known to the council and the suggestion of having a permanency committee. It was clarified that information regarding applicants should be protected. Arrelda indicated that a list of committees along with committee description/task be presented to new the entire council and the new the members at the September meeting.

## **Support staff responsibilities**

SWFCAC support staff is working hard to stay behind the scenes. Utilizing the mailbox to send out communication and sharing issues and suggestions with the chairperson. Also staying focus on the council being active “doing the action and work” and completing council work and support staff providing the forum and platforms to complete the work. Michelle Grove highlighted that support staff will be behind the scenes regarding the organization of the meeting, the billing and budgeting of the meetings and council work. Michelle also indicated support staff will obtain a record of outcomes regarding the council and report not only to state but on a federal level. Several reports are sent to the director and the deputy on at least a monthly basis. Also, work on providing support and training regarding the implementation plan. The issue forms that are completed are used by support staff to track items and issues to these issues to the individuals that can enact these changes. Minute taking and notes during the meeting are extremely important. Having reports (committee and regional reports) written out and provided to support staff. Clarification was also provided regarding the issue forms and support staff receiving the forms. A copy of this form will be sent out to all council members.

## **Council members responsibilities**

Committee list and the description of the committees will be distributed. Arrelda indicated there should be a monthly report out submitted to support staff a week prior to the council meetings. Indicated minutes will be taken and issues and concerns should be addressed with council member and then taken to the chair and vice chair. Treating members and presenters with respect. During meetings personal business should not occur, laptops and other devices should not be used unless it is regarding council business. Absentee form and attendance are being tracked. Concerns regard physical environment addressed to other support staff and not the minute taker.

### **Chair and Co-Chair responsibilities and duties**

Oversee the individual committees. Co-chair is to step in when chair is not present. Should not and cannot be the responsibility of the support staff.

### **Diverse council representation statewide**

New council members will briefly introduce themselves at the next meetings. It is the hope to have a diverse council. Council members along with the support staff should keep in mind the diversity of the council members.

### **Review and understanding of the BYLAWS**

Indicated that the law and bylaws have been sent out. Urged council members to read and review the bylaws and law for the SWFCAC.

### **Public Comment**

No public comments

### **Stakeholder Comments**

Stephanie Tesreau indicated her appreciation of addressing these issues. Harriett stated she appreciated having this meeting and is excited about the new people coming on and the direction. Thanked Arrelda. Gladys Boyd also stated she appreciated having the meeting and addressing some of these issues. Michelle expressed her appreciation of the council and the new members and council hanging in through numerous changes in support staff.

### **Adjourn**

Meeting was adjourned at 10:30 a.m

**Next Meeting: July 17<sup>th</sup> at 9:00 a.m.**