

IDCFS CHILD WELFARE EMPLOYEE LICENSURE BOARD

Meeting Minutes

12/12/2022 10:00 a.m.-12:00 p.m.

Open Session

Board Members Present

Tiffany Johnson

Brenda Lindsey

Janet Ahern

Shea Kamp

Carly Jones

Judi Bradley

Angela Brown-Love

Board Member Absent

Deneca Winfrey Avant

Others Present

Monico Whittington-Eskridge, IDCFS Chief Learning Officer

Shelia Riley, CWEL Office

Others Absent

Marjorie Moore, IDCFS, OLS

Brandon Hudson, IDCFS, OLS

Open Session

Welcome/Introduction

Board Chairperson Tiffany Johnson welcomed everyone to the meeting and called the meeting to order at 10:05 a.m. Tiffany Johnson asked Janet Ahern to serve as legal counsel to the Board in the absence of DCFS Legal Marjorie Moore and Brandon Hudson. Janet Ahern agreed to do so.

2023 Quarterly Board Meeting Schedule

Tiffany Johnson stated that she wanted to discuss the feasibility of convening several of the scheduled 2023 Quarterly CWEL Board Meetings in-person. The challenge is that DCFS offices do not provide guests access to WiFi. 2023 Quarterly CWEL Board Meetings are scheduled for 3/13/2023, 6/12/2023, 9/11/2023, and 12/11/2023 10:00 a.m.-12:00 p.m. Brenda Lindsey indicated that meeting space with guest access to WiFi is available at the UIUC School of Social Work in Urbana but that it did not offer free parking. Monico

Whittington-Eskridge indicated that DCFS OLPD leases office space at 100 Trade Center Drive in Champaign with free parking and guest access to WiFi. After discussion, it was agreed that the June and September 2023 Quarterly CWEL Board Meetings will be held in-person and the date of the meeting scheduled for 6/12/2023 would be changed to 6/5/2023. The 3/13/2023 and 12/11/2023 Quarterly CWEL Board Meetings will remain virtual. It was agreed that Monico Whittington-Eskridge would reserve a conference room in the DCFS OLPD leased office space at 100 Trade Center Drive in Champaign for the in-person Board Meetings on 6/5/2023 and 9/11/2023, 10:00 a.m.-12:00 p.m.

Board Vacancies

Updates on the status of several Board vacancies were provided. Tiffany Johnson indicated that there were 37 applicants for the two Public-Private Sector vacancies. The Board previously reviewed the applications and found that four (4) applicants either did not meet the minimum requirements, did not follow the application procedure reflected in the vacancy announcement, or had been before the CWEL Board for licensure action. Everyone previously agreed that applicants who fell within either of the aforementioned categories, including the four non-compliant applicants, should be excluded from consideration. The Board created a Nominating Committee comprised of Tiffany Johnson, Shea Kamp, and Janet Ahern to review the applications of the remaining 33 applicants, identify those who would be interviewed, and present two finalists to the Board for approval.

Tiffany Johnson stated that interviews were scheduled with 13 applicants to fill the two (2) Public/Private Sector vacancies. Interviews for candidates in Cook and Northern Regions were held 10/31/2022, 1911 S. Indiana, Chicago, and 10/17/2022 at 406 E. Monroe, Springfield, for candidates in Central and Southern Regions. Members of the Nominating Committee stated that the applicant pool was diverse and impressive. Tiffany Johnson stated that on the basis of the applications and interviews, the Nominating Committee selected LaTasha Roberson-Guifarro, LCFS, Southern Region, and Alnita Myles, UCAN, Cook Region, to fill the two Public/Private Sector vacancies on the CWEL Board.

After discussion, Tiffany Johnson called for motions to approve the candidacy of LaTasha Roberson-Guifarro and Alnita Myles for CWEL Board membership. Judi Bradley moved to approve the candidacy of LaTasha Roberson-Guifarro for CWEL Board membership. Motion seconded by Shea Kamp. The motion was properly moved and seconded. Vote: Unanimous. Motion carried. LaTasha Roberson-Guifarro's candidacy for CWEL Board membership was approved. Shelia Riley indicated that the CWEL Office will complete the internal DCFS administrative process required to complete the selection process, acquire the Director's approval, and seat the new member.

Judi Bradley moved to approve the candidacy of Alnita Myles for CWEL Board membership. Motion seconded by Shea Kamp. The motion was properly moved and seconded. Vote: Unanimous. Motion carried. Alnita Myles' candidacy for CWEL Board membership was approved. Shelia Riley indicated that the CWEL Office will complete the internal DCFS administrative process required to complete the selection process, acquire the Director's approval, and seat the new member.

Shelia Riley reported that the announcement for the two accredited University Faculty Board vacancies is pending. OLPD has requested technical assistance from DCFS OITS with the vacancy announcement and hopes to have the announcement ready for posting as soon as possible.

Approval of Minutes

Open and Closed Session Minutes from the 7/18/2022, 9/12/2022, and 10/6/2022 Board Meetings were discussed.

Minutes from the 7/18/2022 meeting Open Session were introduced. Judi Bradley moved to accept the Minutes from the 7/18/2022 meeting Open Session as presented. Angela Brown-Love seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. Minutes from the 7/18/2022 meeting Open Session were approved as presented.

Minutes from the 7/18/2022 meeting Closed Session were introduced. Judi Bradley moved to accept the Minutes from the 7/18/2022 meeting Closed Session as presented. Angela Brown-Love seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. Minutes from the 7/18/2022 meeting Closed Session were approved as presented.

Minutes from the 9/12/2022 meeting Open Session were introduced. Judi Bradley moved to accept the Minutes from the 9/12/2022 meeting Open Session as presented. Janet Ahern seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. Minutes from the 9/12/2022 meeting Open Session were approved as presented.

Minutes from the 9/12/2022 meeting Closed Session were introduced. Judi Bradley moved to accept the Minutes from the 9/12/2022 meeting Closed Session as presented. Janet Ahern seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. Minutes from the 9/12/2022 meeting Closed Session were approved as presented.

Minutes from the 10/6/2022 meeting Open Session were introduced. Judi Bradley moved to accept the Minutes from the 10/6/2022 meeting Open Session as presented. Angela Brown-Love seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. Minutes from the 10/6/2022 meeting Open Session were approved as presented.

Minutes from the 10/6/2022 meeting Closed Session were introduced. Judi Bradley moved to accept the Minutes from the 10/6/2022 meeting Closed Session as presented. Angela Brown-Love seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. Minutes from the 10/6/2022 meeting Closed Session were approved as presented.

CWEL Board By-laws Update

Tiffany Johnson indicated that the Nominating Committee wanted to get feedback from Board members and other participants on the feasibility of updating the CWEL Board By-laws and she had questions about the content of DCFS Rule 412, particularly what could be changed as it related to the composition of the Board and the extent to which the CWEL Board has the authority to change the By-laws. Tiffany Johnson stated that she wanted to explore options to change the By-laws to allow Janet Ahern to remain on the CWEL Board after she retires from DCFS on 12/30/2022, as well as to generally update the By-laws. The parameters of the By-laws, DCFS Rule 412, and Children and Family Services Act, 20 ILCS 505/5d were discussed. Monico Whittington-Eskridge also explained the internal DCFS review process. After further discussion, Monico Whittington-Eskridge requested that the Board submit its questions and recommended changes in writing to the CWEL Office for consideration and processing. The CWEL Office will submit the questions and recommendations to the DCFS Office of Child and Family Policy for review and feedback and then follow-up with the Board.

Monico Whittington-Eskridge further stated that the initial steps to update DCFS Rule 412 are underway and the next internal meeting will be held in mid-January 2023. Tiffany Johnson inquired whether the Board's recommendations from 2019 would be considered. Monico Whittington-Eskridge responded that they would and asked the Board to combine all of its recommendations into a single document and submit it to the CWEL Office prior to mid-January 2023. Tiffany Johnson indicated that the Board would meet once or twice to discuss its recommendations and submit them to the CWEL Office prior to mid-January 2023. After further discussion, it was agreed that the Board will meet 12/22/2022 10:00 a.m.-12:00 p.m. and 1/5/2023 10:00 a.m.-12:00 p.m. to discuss its recommendations. Shelia Riley indicated that she is unavailable on 12/22/2022 and will not be in attendance. Tiffany Johnson agreed to prepare the minutes of the 12/22/2022 meeting and send out the meeting invite. Shelia Riley will be available to attend the 1/5/2023 meeting and will send out the invite for the 1/5/2023 meeting.

CWEL Presentation to the CWAC Advisory Group

Tiffany Johnson stated that there is a need to enhance knowledge of DCFS Rule 412, the CWEL Board, and its function and she thinks that a CWEL presentation to the CWAC Advisory Group would be helpful in doing so. After discussion, Monico Whittington-Eskridge agreed, adding that we have to keep in mind the need to provide information to Field staff and supervisors as well as CWAC, which is comprised, in large part, of private agency executive-level staff. Monico Whittington-Eskridge further stated that such a presentation would require appropriate time to schedule, plan, and prepare, with a tentative goal of presenting in May 2023.

Addition of CWEL Forms/Information to D-Net

Tiffany Johnson inquired about the feasibility of adding the CWEL Complaint form to the D-Net, as well as adding information about the CWEL Board, its function, the DCFS Rule 412 complaint process and requirements within the existing OLPD Training tab. Monico Whittington-Eskridge indicated that DCFS Rule

412 is currently available on the D-Net and DCFS public website and the CWEL forms are available on the Virtual Training Center. After further discussion, Monico Whittington-Eskridge indicated that the CWEL Office will take the request under advisement and explore available options to increase the Board's visibility, access to CWEL forms, and information about the complaint process on the D-Net and DCFS public website with the DCFS Office of Communications and follow-up with the Board.

Addition of CWEL Complaint Process and Practice Requirements to DCFS Foundations

Tiffany Johnson inquired about the feasibility of adding a discussion of DCFS Rule 412 practice requirements and complaint process to Foundations, which was previously discussed in 2019. Tiffany Johnson indicated that, for example, Ethics is discussed in Foundations but the fact that a Licensee's CWEL can be taken away for unethical behavior is not. After further discussion, Monico Whittington-Eskridge indicated that the CWEL Office will take the request under advisement and research the specific DCFS Rule 412 CWEL-related content of Foundations and follow-up with the Board.

Tiffany Johnson called for a motion to go into Closed Session to discuss complaints. Judi Bradley moved for the meeting to go into Closed Session. Motion seconded by Angela Brown-Love. The motion was properly moved and seconded. Vote: Unanimous. Motion carried. Meeting went into Closed Session at 11:03 a.m.

Meeting is Closed.

Judi Bradley moved for the meeting to return to Open Session. Shea Kamp seconded the motion. The motion was properly moved and seconded. Vote was taken: Unanimous. Motion carried. The meeting returned to Open Session at 11:33 a.m.

Tiffany Johnson thanked Janet Ahern for her service and stated that she will receive a Certificate of Appreciation.

Next Board Meeting: 2/6/2023 10:00 a.m.-12:00 p.m.

There being no further business to discuss, Tiffany Johnson adjourned the meeting at 11:43 a.m.