

*Ohio Department of Jobs and Family Services*  
*Office for Children and Families*  
**EXECUTIVE LEADERSHIP COMMITTEE**  
*Meeting Minutes*

**To:** Directors, Public Children Services Agencies  
Members, OCF Executive Leadership Committee  
Crystal Allen, Executive Director, PCSAO  
Judith Chavis, Assistant Director, OJFSDA  
Fred Williams, Assistant Director, Ohio Department of Job and Family Services  
Rick Smith, Office for Children and Families, ODJFS  
Jessie Tower, Office for Children and Families, ODJFS

**From:** Tom Roelant, Assistant Deputy Director, ODJFS, OCF

**Subject:** Executive Leadership Committee Meeting Notes from May 18, 2006

**Date:** May 23, 2006

**I. Welcome and Introduction**

Tom Roelant, OCF Assistant Deputy Director welcomed the committee members and called the meeting to order at 10:00 a.m. He also asked the committee to approve the April minutes, a motion was made to approve and seconded. The following individuals were in attendance:

Bruce Anderson	Julie Mogavero	Lisa Wiltshire
John Saros	Rhonda Reagh	Kip Crist
Judith Chavis	Crystal Allen	Rose Handon
Connie Humble	Colleen Gerwe	Nancy DeRoberts
Tom Roelant	Dean Sparks	Joan VanHull
Rhonda Abban	Paul Fraunholtz	Leslie McGee

**II. SACWIS Update**

- State, County subject matter expert opinions on reports were incorporated into User Acceptance Testing (UAT), significant strides have been made. Muskingum County (pilot) began it's UAT on April 24<sup>th</sup> and is progressing well. SACWIS is on track to close out defects by end of May. To date, two counties have requested alterations to their rollout schedule, ODJFS will be able to accommodate them.
- One criteria is zero high defect errors: there are 20 to date, with two of these being critical. On-line application is stabilized currently and there has been informative county feedback received. There are 176 reports/forms/publications in the SACWIS application. COGNOS 7 has been identified as an area of concern, a defect was identified as slowing down the report process. COGNOS 8 runs efficiently and will be completed by May 31, 2006.

- Pilot date anticipation is end of summer based on all 176 reports running successfully. A decision will be made whether to extend the anticipated pilot date or continue as planned since all reports are not necessary at this point. As long as all reports can run within 45 days of the pilot date (90 days), it may be more cost efficient to maintain the initial timeline. On Tuesday, May 9<sup>th</sup>, Director Riley requested to see cost numbers reflecting both scenarios. An expert will teleconference in about piloting as scheduled with a subset of reports.
- Crystal Allen distributed a letter in which DRC needs final approval from Barbara Riley & Rick Smith on commencing implementation with a subset of reports. Rick must negotiate with the vendor regarding cost to keep implementation on track. If need be, the counties would support Rick in this negotiation.
- June 1, 2006 is pilot date for Muskingum County. Angelo Serra needs to confirm before this date regarding reporting. Issues of discussion include how to dump the data & how to make it more user-friendly, there are several canned reports that need to be ad-hoc, county assistance and input is required.
- SACWIS Change Control Review Board.  
Nancy distributed a PowerPoint handout with a project update dated May 2006. Page 10 of this handout details the Review Board. An ODJFS/County Representative body will be established. A model outlining the purpose, procedure & process will be established by Nancy and distributed to the group for review/respond. The PCSAO may establish a subgroup in order to help advise the six county representatives on the board.
- Fiscal Rule for SACWIS. Rule 5101:9-7-80, a copy was distributed. On May 1, 2006 the rule was posted on the website. It deals specifically with financial assistance and consultation. Funding, per SFY, will be:
  - (1) Fifty per cent federal financial participation; and
  - (2) Fifty per cent non-federal funding.

### **III. CAPMIS Update**

- External Review Board has been identified and will become available on May 22<sup>nd</sup>. This board will receive an electronic curricula on May 23<sup>rd</sup> and dialogue will commence on June 1<sup>st</sup>. They will provide this curricula to the vendor who will finalize and distribute to agencies. The file is large so it will be zipped before e-mailing, per suggestion it will also be available in hard copy disk format. It was stated that the CAPMIS tools can't be changed at this point without major implications to the SACWIS system as the tools are already incorporated within the infrastructure of SACWIS. The curricula is up for review, the tools are not.
- An item of concern is proper training. Will training at higher levels be available for county supervisors so that they can sufficiently train their staff? Training for trainers is being considered. After training (OCWTP) is received, a release letter can be issued to utilize the .pdf file.
- ODJFS has developed a mock CAPMIS/SACWIS schedule for rollout. It is designed to not overload the counties schedule.

#### **IV. Child Welfare Proposed Legislation (SB287/HB529; SB238 & HB580)**

- State Bill 287 & House Bill 529 are companion Bills. The provision within these bills pertains to increased sharing of information between ODJFS, PCSAs, private adoption agencies, and courts. These provisions are about encouraging child safety and stability.
- Crystal Allen distributed a copy of the memo she wrote addressing members of the House Health Committee, and Rep. John White, Chair. In this memo she outlined the two major processes in the adoption assessment process and indicated that the PCSAO strongly supports HB529.
- HB580. This Bill was recommended to be moved into a 501C3 trust fund by Rep. John White. It refers to State and Local Government.

#### **V. TANF Child Welfare New Investment**

- SFY2007 allocation schedule was distributed. It is a draft based on 5/5/06 data. \$9.1 million dollars were spent on this program. On July 1, 2006 the allocation schedule will be revised and based on actual SFY2006 numbers. 15 Counties received zero allocation dollars. It was mentioned that a formula needs developed and approved to ensure that all counties can receive appropriations.
- Total SFY2007 allocation will be \$10 million.
- Title IV-A TANF Monies. \$200 Million in TANF to be re-obligated. Within this amount, what areas could use an increase? Counties requested a grant increase, this was denied. An increase in child care is an ongoing issue and may take years for resolution. Currently, there are two major areas of concern: adoption, and aging out of foster children.
- \$2.5 Million will be allotted for Chafee funds. Any allocation ideas presented can be forwarded to Crystal Allen. The current formula for county allocation is based on how many children age out of foster care annually. Will the counties who don't expend their Chafee dollars still receive them the following year?

#### **VI. Other Information**

- Youth Forum update. All youth in attendance were supportive of foster care, it saves their lives. Some topics of discussion among the youth included receiving bad legal representation, people making decisions on their lives without receiving their input. Other items mentioned were drivers licenses, cell phones, permission slips for overnight stays. Overall, it was a productive forum.

**Next Scheduled OCF ELF meeting is June 15, 2006.**