



Wraparound Maine Leadership Council Guidelines

Approved: September 22, 2009

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History and Purpose

The development of High Fidelity Community Based Wraparound in multiple sites through out the state is a complex endeavor requiring collaboration, support and leadership from multiple state agencies and partnership with multiple stakeholders, agencies and community partners. At the start of the Wraparound Maine Initiative, the Children's Cabinet Senior Staff agreed to serve in an oversight capacity, but changes in the structure of the Children's Cabinet ultimately resulted in OCFS taking on oversight responsibilities and for the need to create a "leadership council" to provide accountability, support, and input.

The Wraparound Maine Leadership Council was formed through a series of planning meetings with an "Implementation Support Team" (IST). This planning group was made up of provider agency staff, parent and family organization representatives, state agency representatives from the systems who refer to Wraparound Maine and other interested parties. Through their work, a set of responsibilities was developed and the Leadership Council was launched.

Responsibilities

The responsibilities of the Leadership Council:

- Create and adopt a strategic plan for Wraparound Maine
- Provide system level accountability and support to Wraparound Maine sites so they may reach and maintain High Fidelity Wraparound Practice (as defined by the National Wraparound Initiative)
- Provide accountability and support for the ongoing development of Wraparound Maine at the team, organization and system levels in order to achieve the best possible outcomes for children, youth and families who are involved.
- Make recommendations to State Agencies regarding implementation, practice and coordination of Wraparound Maine so that it remains true to NWI and System of Care (SOC) values and principles
- Make recommendations to State Agencies represented on the Council that pertain to that Agency's involvement in or support of Wraparound Maine.
- Establish training standards and requirements for trainers who train the following: Wraparound Maine Facilitators, supervisors of those facilitators, Mobilization Specialists, Family Support Partners, and other paid or volunteer staff involved in Wraparound Maine.
- Approve and adopt curricula for training of Wraparound Facilitators, supervisors of those facilitators, Mobilization Specialists, Family Support Partners, and other paid or volunteer staff involved in the implementation of Wraparound Maine (using Input/Recommendations and/or work products from Workgroups)
- Review data/evaluation reports, make recommendations and provide support to the Office of Child and Family Services (OCFS) regarding areas needing improvement
- Make recommendations and provide support to OCFS concerning contract terms and possible need for modification.

Authority

The Leadership Council's role is an advisory one. It does not have fiduciary, supervisory, or policy making responsibilities, however it is anticipated that the Leadership Council will frequently be asked for recommendations regarding the policy and administrative matters of Wraparound Maine.

- OCFS is responsible for enforcing the terms of Wraparound Maine contracts
- Leadership Council addresses issues pertaining to or impacting Wraparound Maine

Support for the Leadership Council and its members

Ongoing staffing support for the Leadership Council will be provided by OCFS staff. It is anticipated that staff will handle meeting logistics, manage administrative details between meetings, support committees and subcommittees, bring Leadership Council recommendations back to OCFS, and ensure high levels of communication between and among members and the department.

There is a limited budget for supporting the work of the Leadership Council, and funds cannot be used for meeting refreshments (per state government guidelines). Funds (stipends) to support youth and family involvement on the Leadership Council must come through the Wraparound Maine Provider agency contracts, to the extent permitted by funding and consistent with contracts.

The Wraparound Maine Initiative expects each Community Collaborative Board/Mobilization Team to engage families and youth in their work. Family and youth involvement in the Leadership Council is also a priority. To this end, families and youth are to be supported through their respective Community Collaborative Board/Mobilization Team to participate in the Leadership Council (this includes, but is not limited to stipends for meeting attendance).

Membership guidelines

- Membership Composition
 - One representative from Department of Education
 - One representative from Department of Corrections
 - Two representatives from DHHS-OCFS: one from CBHS and one from Child Welfare
 - One legislator from Health and Human Services Committee
 - One representative from judiciary
 - One representative from each Family Organization with a statewide presence that will provide a balanced geographic representation for all Wraparound sites
 - One management-level representative from each Wraparound Maine lead agency(6)
 - Two representatives selected by each Community Collaborative Board/Mobilization Team. At least one of the two representatives must be a youth or family /parent representative. Priority will be given to family members and youth with current or previous active involvement in Wraparound Maine(20)
 - Project Director is non-voting ex-officio member of Leadership Council

The Leadership Council can make recommendations at any time to OCFS regarding changes to these membership guidelines.

Membership

- To maximize the number of people who gain exposure to wraparound and/or have an opportunity to develop new leadership skills as part of their Leadership Council work, existing members will be encouraged to consider ways to engage family members, children and youth from the Community

Collaborative Boards/Mobilization Teams to serve on the council (and may even consider stepping down from the Leadership Council to make room for new members).

To ensure that the Leadership Council has diverse membership, and is not overloaded with individuals representing one or more organizations or agencies, we discourage Community Boards/Mobilization Teams or others who nominate members to the Leadership Council from putting forward nominees who are employed by organizations that already have membership on the Leadership Council.

Attendance expectations

- With the anticipation of quarterly meetings of the Leadership Council, the expectation will be that each member of the Leadership Council will make every effort to attend all four of the scheduled meetings each year, and it is our hope that no more than one meeting absence (due to illness or similarly unforeseen events) will occur during the year.
- Meeting attendance is expected to be in person and phone participation or sending substitutes will be discouraged.

Dismissal and resignation

- Those who do not meet their obligations, as described in this document, will be asked to resign so we may ensure broad representation and active participation.
- OCFS reserves the right to appoint, reassign, or remove Leadership Council members in order to ensure the appropriate membership balance and successful operation of the Leadership Council.
- Resignations will be accepted upon written notice being provided to the Wraparound Maine Project Director

Future appointments

- As noted under “membership guidelines,” Community Collaborative Boards/Mobilization Teams will select/appoint their members.
- All other appointments that are described in this document will be selected in consultation with OCFS and will require final approval by OCFS.

Meeting Facilitation

Meetings of the Leadership Council will be co-led by a volunteer from the Leadership Council (on a rotating basis with volunteers who are comfortable with this role) and the Wraparound Maine Project Director or other OCFS staff)

Decision Making Process

The Leadership Council and committees will implement a consensus model of decision making. The Council and committees will make it a goal, before moving forward on a topic, to get all parties to agree that the shared agreement is one that can be accepted by all with varying levels of enthusiasm.

When consensus is not obvious, it may be helpful to use the following “Levels of Consensus”:

1. Thumb up; “YES.” I can say an unqualified "yes" to the decision. I am satisfied that the decision expresses the wisdom of the group.
2. Thumb Sideways; “OKAY”. I can live with the decision; I'm not especially enthusiastic about it, but I am willing to support the decision.
3. Thumb down; “NO.” I do not agree with the decision and feel that more discussion or deliberation is needed.

In the event that consensus is not achieved (see #3 above), the group will determine what additional information is required in order to arrive at consensus. If consensus cannot be achieved after additional attempts, the chair of the meeting has the option of moving to a vote where a majority vote by 51% or more of the members present will be considered final.

Meeting schedule

There will be a minimum of four meetings per year. Additional meetings may be scheduled as needed

Committees

The Leadership Council will establish subcommittees (ad-hoc or standing according to issue). Ideally, the committees will be led by co-chairs that include one professional/agency representative and a family member and a youth. Membership should include people with direct involvement and or experience with Wraparound Maine – family members, collaborative board members, agency staff etc.

Committees may include but not be limited the following core areas:

1. Family Involvement and Leadership
2. Youth Involvement and Leadership
3. Evaluation and Continuous Quality Improvement
4. Standards
 - Implementation
 - Practice
 - Training
 - Credentialing
5. Training and Coaching
6. Outreach / Social Marketing
7. Policy-including areas related to funding

Amendments

These organizational guidelines may be amended when necessary by a consensus of the Leadership Council and upon final approval of OCFS. Proposed amendments must be submitted to the Project Director to be sent out with regular agenda announcements.