

National Wraparound Initiative
Workforce & Supervision Work Group Planning Meeting
June 26, 2009

Attending: Martha McCormack, Loren Calkins, Janet Walker, Brad Norman, Claudette Fette, Tawny Brown-Warren, Keith Decker, Colleen Meyer, Mary Martone, Rosalyn Bertram, Chuni Li, Jonathan Nibbio (These last three started out as the Research and Evaluation work group and joined us later)

Representatives of the Research and Evaluation work group joined us for much of our meeting, and we discussed overlap between our interests and theirs in terms of studying implementation factors related to hiring, training etc. We came up with the following general strands of activity:

1. Hiring practices. We spent much of the time talking about organizing our work in the future by thinking about a natural sequence of activities that starts with hiring and then goes through “on-boarding,” training/coaching, and performance evaluation (Mary Martone will take the lead for on-boarding). Thus we decided to start with some immediate focus on hiring. To get started, we set a goal of soliciting and synthesizing information from NWI members about hiring practices, however, before we did that, we thought it would be a good idea to draft a tool for requesting the kind of information we are interested in. Steps in this area are:
 - Before the end of July, **Chuni and Brad** will draft a request for information on hiring practices. Possibly this will take the form of a matrix of categories of information by job category. At the same time, Chuni and Brad will also formulate draft instructions for providing information using the matrix, as well as a series of questions that will provide profile of the organization using these hiring practices.
 - This draft material will be circulated to the **whole work group** for comment.
 - When the materials are finalized, they will be put into a surveymonkey survey and information about hiring practices will be requested from the entire NWI membership.

(This process may be repeated subsequently for “on boarding,” training/coaching and performance review.)

2. Competencies, etc.. There is a need for clearer definition of the competencies associated with various wraparound roles. Steps in this area:
 - As soon as possible, **Chuni** will share definitions of skills, aptitudes, knowledge and competencies, and how the first three relate to the last.
 - **Janet** will use this information to formulate a request to the NWI about how they define essential skills/knowledge/aptitude/competencies in organizational documents such as job descriptions, performance review tools, outlines of training curricula, etc.

3. Research. The group supported the idea of simultaneously supporting research that looks at what works (and doesn't work) using either a case study or focus group method. (Sorry but I don't have clear in my notes whether this will focus exclusively on hiring or more broadly on workforce issues.)
 - **By the end of July, Rosalyn, Chuni and Claudette** will organize a research proposal including information about method, procedures and IRB. This will be forwarded to the group for review.
4. Other stuff:
 - We are all committed to carrying out this plan and responding in a timely way!
 - We may want to get together in Anaheim. **Janet** will send out a MeetingWizard request to gauge interest and see what times might work for people. (Done!)
 - We have information on salaries etc. for family partners, and we think the Family Partner work group is collecting this info. **Janet** will check with them to see if they want us to send it along. (Done!)