

**Northeast Wisconsin Partnership for Children and Families**  
**Professional Development Advisory Committee Responsibilities and Membership Policy**  
**July 15, 2005**

**Purpose:** To identify the responsibilities and membership of the Professional Development Advisory Committee.

**Policy:** The Professional Development Advisory Committee, as defined in the NEW Partnership By-Laws, serves (1) to link current child welfare practice, the NEW Partnership, the BSW Social Work Professional Program, and the Collaborative MSW Program, and (2) to advise on the child welfare training curriculum and the BSW and Collaborative MSW child welfare curriculum by providing advice and recommendations for the successful delivery of practical, relevant and effective child welfare training. Up to two agency members of this committee serve on the Social Work Professional Program's BSW Advisory Committee.

**Membership:** The Professional Development Advisory Committee is comprised of the following members:

- Counties – 12 public child welfare supervisor and advanced practice worker designated members, with members selected from each of the agency groupings identified below:

Group 1

Brown

Group 2

Forest

Oneida

Vilas

Group 3

Menominee

Shawano

Group 4

Florence

Marinette

Oconto

Group 5

Portage

Group 6

Wood

Group 7

Marquette

Waupaca

Waushara

Group 8

Green Lake

Winnebago

Group 9

Calumet

Outagamie

Group 10

Fond du Lac

Sheboygan

Group 11

Door

Kewaunee

Manitowoc

Group 12

Langlade

Lincoln

Marathon

- NEW Partnership staff – 2 staff members - the training manager and training specialist.

- Social Work Program staff – 1 faculty member of the Social Work Professional Program at the University of Wisconsin-Green Bay; and the Child Welfare Coordinator for the BSW/MSW Child Welfare Stipend Program at UW-Green Bay.
- DHS/DCF staff – 3 total: 2 Area Administrators or their designees from the Northern and Northeastern regions of DHS/DCF; and the Training Coordinator from DCF.

Terms: Terms begin in September.

- Each grouping selects a designated and alternate member to represent their area each term. The alternate member represents the agency grouping when the designated member is unable to attend.
- Members serve at least a two (2) year term, with the opportunity to serve additional terms.
- Membership is staggered to assure continuity.
- Groups 1, 5 and 6 are standing groupings and must identify both a designated and alternate member from their same agency.
- Groups 4, 7, 11 and 12 rotate county designated and alternate members in odd years, while Groups 2, 3, 8, 9 and 10 rotate county designated and alternate members in even years.
- The NEW Partnership, Social Work Professional Program and DHS/DCF staff are ongoing members of the committee.
- The NEW Partnership Training Manager is responsible for facilitating the process for the yearly selection of designated and alternate members.
- Any alternate member is welcome to attend any Professional Development Advisory Committee Meeting, and all alternate members will receive notification of and materials for all Professional Development Advisory Committee Meetings.
- Designated and alternate members unable to fulfill their term will contact the Training Manager so that another member can be selected.

Meetings: The Professional Development Advisory Committee meets at least four times a year on dates and locations set by the committee. The NEW Partnership Training Manager facilitates the committee meetings. The NEW Partnership staff provides staff support in setting agendas, preparing and distributing materials, and making arrangements for all meetings. The Professional Development Advisory Committee shall follow all articles of the NEW Partnership By-Laws.

**Rational:** Given the broad range of responsibilities of the Steering Committee, it is necessary to form a committee dedicated to advising on the development and delivery of training. An advisory body of child welfare supervisors and advanced practice workers from the NEW Partnership membership is essential to assuring the training that is developed and provided reflects family-focused, child-centered and strength-based philosophies and meets the practice needs of and is relevant to public child welfare staff.

Initially approved by the NEW Partnership Steering Committee on July 15, 2005. Revisions approved by the NEW Partnership Steering Committee on 7-14-06, 10-19-07, and 10-23-08. Signed on behalf of the Steering Committee by:

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Marty Bonk, Chair – Steering Committee

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Stephanie Reilly, Director – NEW Partnership