

ADMINISTRATIVE PROCEDURE #10
Interagency Representation
January 10, 2000 - P.T. 99.25

SECTION

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10.1 Purpose

The purpose of this Administrative Procedure is to provide for coordination and oversight of the Department's statewide interagency activities and participation in interagency committees, commissions, councils, and boards (hereafter referred to as interagency committees).

10.2 General Instructions

All statewide interagency activity and representation must be coordinated and approved by the Director. An Interagency Liaison within the Office of the Director shall be appointed to provide assistance and feedback to staff who represent the Department on interagency committees.

The Department shall have statewide interagency relationships when goal-oriented or legally mandated. This should not inhibit Regional Offices or Central Office administrative staff from establishing interagency relationships with other state departments and community agencies when addressing local programmatic or administrative issues.

Neither membership nor representation shall be accepted on any statewide interagency committee until the Director of the Department, through his or her liaison, has given approval.

10.3 Responsibilities of the Director's Interagency Liaison

The Interagency Liaison will be responsible for:

- a) Development, implementation, and revision of procedures for the appointment of representatives to interagency committees;
- b) Initiation of interagency appointments for new or vacant positions;
- c) Notifications of appointed interagency representatives and committees;
- d) Maintenance of records regarding current interagency representation;

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- e) Preparation of regular reports to the Director and Executive staff regarding interagency representation;
- f) Maintenance of records on the laws, executive orders and official memoranda establishing interagency committees;
- g) Maintenance of records regarding the establishment and objectives of interagency committees for use in making recommendations regarding the appointment of a DCFS representative; and
- h) Review of critical issues from reports obtained through the participation of DCFS representatives on interagency committees and direction of such issues to the attention of the Director, who shall initiate appropriate action.

10.4 Responsibilities of Persons Representing the Department in Interagency Activities

- a) Appointment
 - 1) Following a determination that involvement is relevant and/or the Department is required by statute to be represented on an interagency committee, an appropriate staff person to represent the Department will be identified. The Director's Interagency Liaison will notify the designated staff person and the interagency committee of the appointment.
 - 2) The staff representative's experience and involvement in the interagency committee will be utilized for identifying issues and concerns, thus effecting improvements in the policies, programs, procedures, and operations of the Department or other entity which would impact the Department.

- b) Participation

As a representative of the Director and the Department, it is critical that the staff representative is cognizant of the impact that decisions and recommendations made by interagency committees can have on both the Department and other state agencies.

If the representative is unclear or unsure of the official Department position, *as determined by the Director*, with regard to an issue being discussed or voted upon, the staff person *must abstain* from the vote. The representative may ask questions or seek further clarification of the issue, but must in *no way* convey a Department position. For this reason, it is strongly recommended that staff representatives review the meeting agenda in advance to identify any issues that may arise. Consultation with the Director's Interagency Liaison should occur if needed to clarify the Department's position or if a critical issue is anticipated for discussion.

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c) Reporting

- 1) Staff representatives are required to keep records on their activities and involvement in interagency committees.
- 2) Staff representatives are responsible for reporting on their activities and involvement in interagency committees. When an issue arises in the interagency committee, prior to the meeting, that may have important consequences for the Department, this information must be conveyed to the Director's Interagency Liaison *immediately*. Staff representatives should contact the Interagency Liaison by phone at 217/785-2504 or fax at 217/785-7561.
- 3) Staff representatives are required to submit a completed **CFS 913-1, Interagency Committees, Councils, Commissions & Boards Intermittent Report** to the Director's Interagency Liaison. If the committee meets monthly or more than one time per month, relevant activities or issues shall be reported monthly. If the committee meets less frequently, quarterly reports are acceptable. *Copies of meeting agendas and minutes should be attached.*
- 4) Staff representatives are required to submit a completed **CFS 913, Interagency Committees, Councils, Commissions & Boards Annual Report** to the Director through the Interagency Liaison by July 1st each year. The report must contain the following components:
 - Name of committee
 - Name of staff representative(s)
 - Length of time the staff representative has served
 - Number of meetings during the last 12 months
 - Brief description of current purpose of committee
 - Brief description of work products or significant achievements of the committee during the last 12 months
 - The need for the Department to continue representation on the committee
 - Whether the current staff representative should continue or another representative should be appointed
 - Anticipated activity during the upcoming 12 month period
 - Other issues of which the Director should be aware

The information submitted in this report shall be evaluated by the Director to determine future involvement by the Department in the interagency committee.

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