WAYNE COUNTY FAMILY & CHILDREN FIRST COUNCIL BY-LAWS

**ARTICLE I. NAME**

SECTION 1.1 The name of this organization shall be the Wayne County Family & Children First Council (herein called the Council).

SECTION 1.2 The designated service area of the Council shall be Wayne County, Ohio.

SECTION 1.3 The principal office and place of business of the Council shall be located in Wayne County, Ohio, at such place as designated from time to time by the Council.

**ARTICLE II. PURPOSE**

SECTION 2.1 The authority for existence and the purpose or purposes of the Council are those authorized and enumerated under Chapter 121.37 of the Ohio Revised Code; and shall be interpreted to accomplish, but not limited, to the following:

2.1.1 Develop a plan that reviews and adjusts existing programs, fills service gaps where possible, or invents new approaches to achieve better results for families and children.

 2.1.2 Maintain an accountability system to monitor the Council’s progress in achieving its purposes.

2.1.3 Establish a county service coordination mechanism for provision of services for families and children which includes an accountability system.

2.1.4 Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

2.1.5 Refer to the Ohio Family and Children First Cabinet Council those children for whom the Council cannot provide adequate services; and,

2.1.6 Make periodic reports to the Ohio Family and Children First Cabinet Council regarding the number of children referred to the Council and the progress made in meeting the needs of each child.

2.1.7. Develop a county wide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families in compliance with the “Education of the Handicapped Act Amendments of 1986.”

SECTION 2.2 Except as provided in Division (F) (2) of O.R.C. 121.37, the Council shall comply with the policies, procedures, and activities prescribed by the rules of a state department participating on the Ohio Family and Children First Cabinet Council to the extent that the Council performs a function subject to those rules.

**ARTICLE III. MISSION**

SECTION 3.1 TheCouncil’s mission is to promote coordination and collaboration among local government, non-profit organizations, businesses and parents for the benefit of Wayne County’s children.

SECTION 3.2 The Council agrees to rely upon the following principles as the Council strives to meet the objectives:

# Promote services which focus on family preservation and family empowerment.

* Provide service coordination using a non-categorical approach.
* Ensure that services will be child centered, family focused, culturally sensitive and if appropriate, be provided in the community of the child.
* Develop a comprehensive, well-coordinated continuum of services.
* Meet the needs of families and children in the least restrictive, most effective, normative environment.
* Develop, if available, a program that wraps services around the family's and children’s needs.
* Arrange services with due consideration for the long-term needs of the family and child and most judicious use of resources.
* Focus on prevention and early intervention.

**ARTICLE IV. MEMBERSHIP**

SECTION 4.1 In carrying out the purpose of the Council, the Council shall comply with ORC 121.37 and as such those persons statutorily named and required to serve on the Family & Children First Council do so as a function of government with all implied and stated immunities (ORC 2744). The membership of the Council shall consist of:

4.1.1 The following permanent members:

 Director of the Wayne County Children Services Board,

 Superintendent of Wayne County Board of DD,

 Superintendent of the school district with the largest number of pupils residing in the county,

 Superintendent representing all other school districts,

 Director of Mental Health & Recovery Services Board or designee Commissioner of Wayne County Health Department or designee,

 Director of Wayne County Department of Job and Family Services,

 Representative of the largest city, by population, in the county or designee,

Chairperson of the Wayne County Commissioners or designee

Representative of the regional office of the Department of Youth Services

A representative of a Head Start agency,

 A representative of the Wayne County Early Intervention Collaborative Group, plus

 4.1.2 Up to four persons whose families are or have received services from member agencies in the county and who are not employed by an agency/organization member of the Council at the time of their election (to be elected annually in the fall by the Permanent members in Section 4.1.1 and the then serving non-profit agency representatives in Section 4.1.2) from a slate of candidates nominated by the family advisory committee. The term of these family representatives will be for one fiscal year and will become effective July 1 of the following year, and

4.1.3 At least one (1) and up to five (5) nonprofit entities that provides funds, advocates or provides services to children and families, shall be elected annually in the fall by the permanent members identified above in Section 4.1.1 and the family representatives in Section 4.1.2 to be temporary members. Any nonprofit entity that provides funds, advocates or provides services to children and families must register their interest for consideration as a temporary member in writing with the Council Director by March 15 of the year. The appointments will be voted on by the permanent and family members no later than the June meeting. The term of the appointment will be for one fiscal year and will become effective July 1 of the following year. Temporary members appointed to the Council shall be represented by their Executive Director or Chief Officer unless another representative is designated in advance in writing to the Council Chairperson. Temporary members may be removed by the Council Chairperson for failure to attend 3 or more regularly scheduled monthly Council meetings.

 4.1.4 Representatives from other organizations whose public responsibilities, or organization’s mission is consistent with and supportive of the purpose and mission of the Council may request in writing to be put on the mailing list and in return receive an agenda, minutes and notice of the regular Council monthly meetings.

 4.1.5 The Wayne County Juvenile Court Judge shall serve as the judicial advisor to the Council. The Judge may advise the Council on the court’s utilization of resources, services and programs provided by the entities represented by members of the Council, and how those resources, services, or programs assist the court in its administration of justice. Service of the Judge as a judicial advisor pursuant to this section is a judicial function.

**ARTICLE V MEETINGS**

SECTION 5.1 The Council shall hold meetings in compliance with ORC 121.22.

SECTION 5.2 The membership of the Council shall meet at least four times per year, at such times and places to be determined by the Chairperson of the Council. Special meetings of the Council may be called at any time by the Chairperson or when so requested, in writing, by six or more of the permanent and temporary members.

SECTION 5.3 A simple majority of permanent and temporary members of the Council shall constitute a quorum necessary for the official business of the Council.

When a quorum is present, a majority of those permanent and temporary members present shall prevail in the decision of any matters brought before the meeting of the Council, except were prohibited by these Bylaws.

SECTION 5.4 Members of the Council shall serve without compensation. They may be reimbursed for out of pocket expenses in accordance with the guidelines and rules adopted by the Council.

**ARTICLE VI CONFLICT OF INTEREST**

SECTION 6.1MEMBERS No member of the Council shall vote on projects that bring a direct financial benefit to themselves or their organization. In situations where a voting member first believes they or their organization may experience a direct financial benefit from the actions of the Council, that voting member shall immediately advise the Council Chairperson of the possible conflict of interest. The Council Chairperson shall then determine the extent of that member’s involvement in the discussion of the issue. The voting member with the potential conflict of interest will abstain from any voting relative to the issue.

SECTION 6.2 COMMITTEES Council members shall immediately notify the Chair of the Council when a potential conflict of interest arises and at any time during the work of the committee when a potential conflict of interest arises. The Chair of the COUNCIL will evaluate and determine continued appointment to the committee. If committee membership is continued, the member with a potential conflict of interest will be prohibited from participating in any votes on the project which created a potential conflict.

**ARTICLE VII OFFICERS OF THE COUNCIL**

SECTION 7.1 COMPOSITION The officers of the Council shall be a Chairperson and Vice Chairperson.

SECTION 7.2 ELECTION/TENURE/VACANCY All officers of the Council shall be elected by the Council from among the Council partners who have been present more than 50% of the scheduled Council Meetings the previous and current calendar years.(12/09) The Officers become automatic voting members of Council for the following three fiscal years.

7.2.1 Each Officer shall serve for a one (1) year term.

7 2.2 The term of office for all Officers shall begin on July 1st of each fiscal year.

7.2.3 Nominations for Vice Chairperson shall be at the April meeting of the Council. An agenda item of the previous February meeting shall inform the Council of upcoming nominations in April Nominations should be forwarded to the Council Office no later than March 15 and announced at the April meeting. Voting shall occur no later than the June meeting. In the event that the position is to be filled by a nonprofit entity who is a temporary member that nonprofit entity must remain and be reappointed as a temporary member during the year the position is to be filled.

 7.2.4 Vacancies in any office of the Council may be filled by the permanent and temporary members at any regular meeting of the Council, or at a special meeting called for that purpose. In the event that the vacancy is to be filled by a nonprofit entity who is a temporary member, which nonprofit entity must remain and be reappointed as a temporary member during the year the vacancy is to be filled.

7.2.5 The Vice-Chair will succeed the Chairperson.

7.2.6 The Secretary function shall be filled by the Executive Director of the Council.

SECTION 7.3 POWERS AND DUTIES The officers of the Council shall have such powers and duties as generally pertain to their respective offices, and such further conferred powers and duties as from time to time may be conferred by the Council, including but not limited to the following:

7.3.1 Chairperson presides at all meetings of the Council; appoints the membership of the Council committees; subcommittees, task forces and working groups; serves as an ex-officio member of all Council committees, subcommittees, task forces and working groups represents and acts on behalf of the Council as authorized by the Council; and exercises such other duties as may pertain to the office. The Chairperson shall not vote at Council meetings or at committee meetings that they chair unless a tie requires that the Chairperson cast the deciding vote.

 7.3.2 Vice-Chairperson exercises the authority and fulfills the duties of the Chairperson in the absence of that Officer; serves on the Resource and Grants ManagementCommittee, and exercises such other duties as may be assigned by the Chairperson.

**ARTICLE VIII COMMITTEES**

SECTION 8.1 COMMITTEES The Council, may authorize and empower such standing or ad hoc Committees as may be deemed necessary and appropriate to carry out the purpose and mission of the Council. Appointments to committees shall be for one fiscal year.

8.1.1 The membership of a Committee shall be appointed by the Council Chairperson. Persons appointed to serve on committees do not have to be Council permanent or temporary members.

8.1.2 Permanent and temporary members of the Council or their designees shall comprise a majority of the membership of all committees, sub-committees, task forces and working groups.

SECTION 8.2 SUB-COMMITTEES/TASK FORCES/WORKING GROUPS The Council shall have authority to create such sub-committees, task forces, or working groups as are deemed necessary and appropriate to accomplish the Council agenda.

8.2.1 The membership of any sub-committee, task force, and work group shall be appointed from among the permanent and temporary membership of the Council by the Chairperson of the Council. Task forces/workgroups may include persons from the community at large.

8.2.2. The chairperson of any sub-committee, task force, or work group shall be appointed from among the permanent and temporary membership of the Council by the Chairperson of the Council.

SECTION 8.3 MEETINGS Any authorized committee, sub-committee, task forces and working groups shall meet as necessary to accomplish their responsibilities, with meetings being called by the Chairperson of the Council, Chairperson of the committee, sub-committee, task force or working group or by written request of at least three (3) active members of the committee, at such time and place and agenda as may be determined by the chairperson.

**ARTICLE IX STANDING COMMITTEES**

SECTION. 9.0 COMMITTEE NAMES The following are the standing committees of the Wayne County Family & Children First Council:

 Executive Coordinating Committee

 Resource Grants Management Committee

Planning Committee

Prenatal-to-Five Committee

Family Advisory Committee

Public Policy Committee

* + 1. Appointment of Committee Chairs, Chairs of standing committees shall be appointed by the Council chair unless otherwise noted within the By-laws.
		2. Committee quorum will be determined by a simple majority of the required membership of a committee.

SECTION 9.1 EXECUTIVE COORDINATING COMMITTEE, The Executive Coordinating Committee shall:

* Review at least annually and make recommendations for amendments of By-laws to the Council.
* Review and make recommendations pertinent to the structure and governance of the Council to the Council.
* Recommend changes to the service coordination plan as identified in the review process.
* Assure compliance with legislative mandates and responsibilities.
* Review at least annually the annual work plan of the Council and Executive Director and revise as needed.
* Determine the performance evaluation process of the Council Executive Director and recommend any adjustment in salary to the Council.
* Recommend appointment of ad hoc committees and work groups to conduct special activities of the Council with specific charges and time frames. An ad hoc nominating committee will be used to identify potential parent representatives from local groups.
* Act for the Council between full Council meetings when timely action is necessary. In the absence of a quorum at any regular or special meeting of the Council, the Executive Coordinating Committee may act for and on behalf of the Council in acting for the Council, an executive coordinating committee quorum is a majority of those members attending a meeting called with at least 24 hours notice.
* Review and evaluate the contract with the Administrative Agent of Council. Within the Council budget the administrative agency shall be authorized to commit to and pay expenditures on behalf of the Council out of Council funds.
* Participate in the exit audit of the Administrative Agent with the state examiners when Council funds under the Council agreement are being audited. Receives a copy of the audit report and reports with the Administrative Agent on the results to the Council.
* Draft with the Administrative Agent the budget for the Council and recommends the same to the Council.
* Reviews and recommends formulas of support and financial contribution by member agencies to the Council. This includes but is not limited to the Council Executive Director position.

9.1.1 COMPOSITION

9.1.1.1 The membership of the Executive Coordinating Committee shall consist of the Council chairperson, vice chairperson, immediate past chairperson, chairpersons of each standing committee and the county commissioner. The Administrative Agent of Council should participate as invited.

9.1.1.2 At least 5 of these members must be permanent Council members including a parent representative.

SECTION 9.2 RESOURCE GRANTS MANAGEMENT COMMITTEE. The Resource Grants Management Committee shall:

* Recommend a process for awarding, monitoring and evaluating outcomes of state and/or federal funds dispersed by and through the Council. This process may include a request for proposal process.
* Review proposals submitted in compliance with the request for proposals process and, after careful review, make recommendations to the Council on resource allocation(s).
* Develop service contract requirements and performance criteria that, in conjunction with any requirements of the primary funding source(s), will be used in the evaluation of services provided.
* Monitor contracted services/projects and report to the Council on grantee goal/objective accomplishments, adherence to contract requirements, YTD expenses against budget expectations, and will, if necessary, recommend modifications in current or future contract(s) that will improve services provided to the families and children of Wayne County.
* Seek and apply for grants, donations, etc. To further the mission of the Council.
* Receive, screen and review grant requests for duplication, cost/benefit, appropriateness to identified service gaps and/or strategic plan of the Council.
* Recommend to the Council endorsement or non-endorsement of the grant applications.
* Provide reports/updates to Council on progress and outcomes of individuals/children referred.
	+ 1. COMPOSITION The Resource Grants Management Committee shall be comprised of a minimum of five members, one of which shall be the Council Vice Chairperson with the remaining to be appointed by the Council Chairperson. The members will include three (3) permanent Council members and two (2) other Council members (which may include temporary members).

SECTION 9.3 PLANNING COMMITTEE the planning committee shall:

* Provide regular reports to Council from each system with attention to specific geographic and/or specific population needs.
* Conduct a review of service continuum at least every two years or as needed/determined by Council.
* Describe the service and support continuum based on the assessment of needs information and the current systems/capacity.
* Identify specific target populations for whom Council insures coordination of services.
* Identify service gaps and capacity needs, including substance abuse.
* Review and evaluate the mission, vision and goals of Council on a regular basis and recommend modifications where needed.
* Recommend outcome measures and monitoring of the same (i.e. school attendance rates).
* Assist with the development of an annual work plan for Council staff.

9.3.1 COMPOSITION The Planning Committee shall be appointed by the Council chairperson to be broadly representative of the Council.

SECTION 9.4PRENATAL-TO-FIVE COMMITTEE. The Prenatal-to-Five Committee shall:

* Identify and coordinate a continuum of services that meet the social, medical, educational, and mental health needs of parents of children prenatal to age five in Wayne County.
* Identify gaps in services, overlap or duplication of services and any significant unmet service needs of families.
* Oversee the development of a comprehensive plan of prenatal to five services for Council consideration. Recommend expansion and funding of expansion to fill gaps to provide a continuum of services.
* Oversee the development and implementation of the Help Me Grow program
* Serve as the county Early Childhood Coordinating Committee established pursuant to the federal Early Intervention program operated under the “Education of the Handicapped Act Amendments of 1986”.

9.5.1 COMPOSITION The membership of the Prenatal to Five Committee shall consist of those identified in the “Education of the Handicapped Act amendments of 1986” and any other appointed by the Council Chair.

The Prenatal to Five Committee will have two co-chairs who will be appointed by the Council Chair. One of the co-chairs must be the parent of a child who has received prenatal to five services

SECTION 9.5 Family ADVISORY COMMITTEE. Family Advisory Committee shall:

* Participate in the securing of grants by participating, reviewing and provide/input for grant applicants.
* Identify what additional community services and supports may be needed for children in the community.
* Recruit parents for participation on the Council and Council Committees/Workgroups.
* Participate in the parent leadership design team and assist with parent leadership development efforts.
* Participate in the strategic planning processes of the Council.
* Identify other asset develop/community building activities appropriate for the group and make recommendations to the Council.
* Nominate a slate of candidates from which will be elected the family representatives to the Council in accordance with the provisions of Article IV, Section 4.1.3.

9.5.1 COMPOSITION Membership on the Family Advisory Committee shall be open to parents and others who are interested in the health and well-being of children and families.

SECTION 9.6 PUBLIC POLICY COMMITTEE. The Public Policy Committee shall:

* Meet to better focus the core message and advocacy activities of Family and Children First Council so to have the greatest impact for the children and families of Wayne County.
* Identify critical legislative and policy concerns.
* Shall focus on a limited number of concerns based on established criteria.
* Establish a method and agreement on the FCFC position regarding identified areas.
* Draft specific policy and legislative advocacy position statements to be approved by the Executive Committee and reported to Council.
* Establish method to advance said position.

 9.6.1 COMPOSITION The membership of the Public Policy Committee shall consist of mandated members of Council as confirmed by the Council Chairperson and

 other Council members as appointed by the chairperson.

### ARTICLE X EXECUTIVE DIRECTOR

SECTION 10.1 APPOINTMENT The Council shall appoint a Council Executive Director

SECTION 10.2 DUTIES AND RESPONSIBILITIES The duties and responsibilities of the Executive Director shall include without limitation, those duties prescribed in the official JOB Description for the Executive Director as approved by Resolution of the Council, and such other duties and responsibilities as may be assigned by the Council from time to time. Such duties will include developing and maintaining an ongoing historical record of accomplishments.

SECTION 10.3 COMPENSATION The Council, in conjunction with the administrative agent, shall fix compensation of the Executive Director following a written work performance evaluation, which shall be completed in the spring of each calendar year.

## **ARTICLE XI AMENDMENTS**

SECTION 11.1 PROPOSED AMENDMENTS These bylaws may be altered, amended, or repealed, either in part or in entirety, upon written notice of the proposed changed to Executive Committee and upon formal recommendation of the Committee. The Chairperson of the Council will submit proposed changes and amendments to the bylaws at least thirty calendar days prior to the date of the Council meeting at which the proposed changes will be considered and acted upon.

SECTION 11.2 AMENDMENT APPROVAL These Bylaws (and any future alteration, amendment, or repeal of these Bylaws) shall require approval by an affirmative vote of two-thirds (2/3) of the permanent and temporarymembership of the Council.