

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 The **COUNCIL'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 (11/06)
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,
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 (11/06) (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 calendar year and will become effective January 1 of the following year, and
- 4.1.3 At least one (1) and up to five (5) non profit 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 non profit 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 October 15 of the year. The appointments will be voted on by the permanent AND FAMILY members no later than the December meeting. The term of the appointment will be for one calendar year and will become effective January 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 (11/06).

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 6.1 MEMBERS 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 calendar 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 January 1st of each calendar year.

7.2.3 Nominations for Vice Chairperson shall be at the October meeting of the **COUNCIL**. An agenda item of the previous August meeting shall inform the **COUNCIL** of upcoming nominations in October. Nominations should be forwarded to the Council Office no later than September 15 and announced at the October meeting. Voting shall occur no later than the December meeting. In the event that the position is to be filled by a non profit 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 non profit entity who is a temporary member, which non-profit 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 Coordinator 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 & Grants Management Committee (3/07), serves on the Finance Committee 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 calendar 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, 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 Management & and Grant Oversight Committee
- Planning Committee
- Communication and Development Committee
- Prenatal-to-Five Committee
- Family Advisory Committee
- Public Policy Committee

- 9.0.1 Appointment of Committee Chairs, Chairs of standing committees shall be appointed by the Council chair unless otherwise noted within the by-laws.
- 9.0.2 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 coordinator and revise as needed.
- Determine the performance evaluation process of the **COUNCIL** coordinator 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 a 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** coordinator 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 MANAGEMENT AND GRANTS OVERSIGHT COMMITTEE. The Resource Management AND GRANTS OVERSIGHT 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.

9.2.1 COMPOSITION The Resource Management Committee shall be comprised of a minimum of (2/07) 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 were 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 9.4 COMMUNICATION AND DEVELOPMENT COMMITTEE. The Communication and Development Committee shall:

- Use **COUNCIL** as an avenue for communication.
- Encourage individual **COUNCIL** members to commit to insuring information regarding **COUNCIL** goals and objectives are disseminated within their system.
- Develop a process to assure that information/issues from direct care/line workers reaches **COUNCIL** as needed.
- Develop a process to assure those information/training reaches direct care/line workers.
- Develop cross system training including training on specific systems.
- Assist in training Information and Referral staff regarding community resources.
- Provide leadership training/education opportunities for family representatives as needed.

9.4.1 COMPOSITION The Communication and Development Committee shall be appointed by the **COUNCIL** chairperson to be broadly representative of the **COUNCIL** and should include a liaison with other **COUNCIL** committees. The Communications and Development Committee shall have co-chairs as appointed by the **COUNCIL** chairperson (11/06).

SECTION 9.5 PRENATAL-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 (11/06) 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 9.6 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 support 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.

9.6.1 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 9.7 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.

9.7.1 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. (12/09)

ARTICLE X DIRECTOR

SECTION 10.1 APPOINTMENT The **COUNCIL** shall appoint a **COUNCIL** Coordinator Executive Director (12/11)

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 (11/11) 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 changes 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 temporary membership of the **COUNCIL**.