



## **BYLAWS**

### **CLERMONT COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

#### **ARTICLE I – NAME**

The name of this organization shall be *Clermont County Family and Children First Council*, hereinafter known as the “*Council*”.

#### **ARTICLE II – MISSION**

The mission of the *Council* is to promote and facilitate communication and collaboration among Clermont County child and family serving agencies to ensure that Clermont County infants, children, adolescents and their families receive the most appropriate services to enable youth to develop adequate skills in preparation for a successful adulthood.

#### **ARTICLE III – VALUE STATEMENT**

The *Council* espouses the four (4) Core Practice Models of Ohio Family & Children First, which are:

- A. Engaging and Empowering Families
- B. Shared Accountability
- C. Building Community Capacity
- D. Coordinated Systems and Services

#### **ARTICLE IV - PURPOSE**

The *Council* is established pursuant to the Ohio Revised Code, Section 121.37, and shall be the entity responsible for the planning and coordination of services to multi need children and families in Clermont County and other duties described in Section 121.37 of the Ohio Revised Code.

## ARTICLE V – FUNCTIONS OF COUNCIL

The *Council* shall have the following functions pursuant to the Ohio Revised Code, Section 121.37 (B)(2):

- A. The development and implementation of a process that annually evaluates and prioritizes services, fills service gaps where possible, and invents new approaches to achieve better results for families and children.
- B. Participation in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the “Individuals with Disabilities Education Act of 2004”.
- C. Maintenance of an accountability system to monitor the county council’s progress in achieving results for families and children.
- D. Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

The Council shall have the additional functions of:

- A. The planning and provision of services for multi-need children and their families.
- B. The furtherance of interagency collaboration to increase effectiveness, accessibility, and reduce fragmentation in service delivery.
- C. The establishment of a coordinated delivery of services.
- D. The receipt and administration of grants as needed to carry out the *Council’s* functions.
- E. The review and approval of *Council* policies and procedures.
- F. The performance of duties described in the Ohio Revised Code, Section 121.37.
- G. To assure compliance with state policies and procedures in the provision of Help Me Grow Central Coordination and Early Intervention Services.
- H. To approve the annual FCF budget.
- I. To conduct and engage in any other lawful business or activities.

## ARTICLE VI – FUNCTIONS OF THE ADMINISTRATIVE AGENT

The administrative agent shall have the following functions:

1. To hire, supervise and evaluate FCF staff with the input of the *Council*
2. To enter into agreements or administer contracts with entities to fulfill specific *Council* business. Such agreements and contracts are exempt from the competitive bidding requirements of ORC 307.86 if they have been approved by *Council* and they are for the purchase of family/child welfare or child protection services or other social or job and family services for families/children.
3. To provide financial stipends, reimbursements, or both, to family representatives for expenses related to *Council* activity
4. To submit an annual budget to the *Council* for approval
5. To approve spending in accordance with the approved budget
6. To have the power to carry out *Council* duties

## ARTICLE VII - MEMBERSHIP

### A. Mandated *Council* Membership

Pursuant to Ohio Revised Code, Section 121.37(B)(1), the *Council* must include the following individuals:

1. At least three (3) individuals whose families are or have received services from an agency represented on the *Council* or another county's *Council*. Where possible, the number of members representing families shall be equal to twenty (20) percent of the *Council's* membership;
2. The Executive Director of the Clermont County Mental Health and Recovery Board;
3. The Health Commissioner, or the Commissioner's designee, of Clermont County Public Health;
4. The Director of Clermont County Department of Job and Family Services;
5. The Superintendent of the Clermont County Board of Developmental Disabilities;
6. The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the Department of Education,

which shall notify each Board of County Commissioners of its determination at least biennially;

7. A school superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the superintendents of those districts;
8. A representative of the municipal corporation with the largest population in the county;
9. The President of the Board of County Commissioners, or an individual designated by the Board;
10. A representative of the regional office of the Department of Youth Services;
11. A representative of Clermont County's Head Start agency, as defined in the Ohio Revised Code, Section 3301.32;
12. A representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Individuals with Disabilities Education Act of 2004";
13. A representative of a local nonprofit entity that funds, advocates, or provides services to children and families.

Pursuant to Ohio Revised Code, Section 121.37(B)(5)(a), the Administrative Agent of the *Council* shall send notice of a member's absence if a member listed in division (B)(1) of this section has been absent from either three (3) consecutive meetings of the *Council* or a *Council* subcommittee, or from one-quarter of such meetings in a calendar year, whichever is less. The notice shall be sent to the board of county commissioners that establishes the county council and, for the members listed in divisions (B)(1)(b), (c), (e), and (l) of this section, to the governing board overseeing the respective entity; for the member listed in division (B)(1)(f) of this section, to the board of developmental disabilities that employs the superintendent; for a member listed in division (B)(1)(g) or (h) of this section, to the school board that employs the superintendent; for the member listed in division (B)(1)(i) of this section, to the mayor of the municipal corporation; for the member listed in division (B)(1)(k) of this section, to the director of youth services; and for the member listed in division (B)(1)(n), to that member's board of trustees.

## **B. New Membership**

Any local public or private agency or group that funds, advocates, or provides services to Clermont County infants, children, adolescents and families may request to have a representative become a member of the *Council*. The process for requesting new membership is as follows:

1. The agency representative shall submit in writing his/her interest in serving on the *Council* and his/her commitment to the Mission of the *Council* to the *Council* Program Administrator.

2. Upon receipt of the agency's letter of intent, the *Council* Program Administrator shall place the matter on the next month's agenda of the *Council*.
3. The agency representative shall be present at any *Council* meeting concerned with acceptance or denial of an agency's request and be given an opportunity to state his/her intent to join the *Council* and answer any and all questions posed by the *Council*.
4. After the agency's statement and *Council* questions, a vote shall be taken of all members as to the acceptance or denial of the agency's participation on the *Council*.
5. In order to be accepted, the motion must receive two thirds (2/3) of *Council* members' votes.

### **C. Designating a Representative**

1. Any non-mandated member or a mandated member as allowed per the Ohio Revised Code may designate a representative or representatives to attend meetings in the event that a member cannot attend.
2. The said designee shall be deemed to be empowered to commit the resources of the agency they are representing.
3. A member shall provide the designee with a proxy to give to the Council Program Administrator indicating that the person is representing the member or a member may ask that the FCF Program Administrator keep a standing proxy on file for when the member must be absent from meetings.
4. The Council Chairperson/s, if a non-mandated member or a mandated member as allowed per the Ohio Revised Code, may designate a representative to attend a meeting in their absence. The said designee shall be empowered to vote for the Chairperson/s, but the said designee shall not chair the meeting.
5. A mandated member, who is not permitted to have a designee, may send a representative to the Council meeting to share information or take notes, but the alternate does not have voting rights and their attendance does not count towards the mandated member's attendance requirement.

### **D. Membership Terms**

All *Council* members are on-going members of the *Council* unless the member requests to no longer serve on the *Council*. If the request is made to no longer serve on the Council, their designee, as allowed per the Ohio Revised Code, must replace that member.

### **E. Member Voting**

1. Each *Council* member shall cast one vote.

2. *Council* members shall abstain from voting on any matter that is a potential conflict of interest for the agency they represent.
3. The Chairperson/s shall not vote, except in the event of a tie vote. When a tie vote occurs, the Chairperson/s shall cast one vote.

## ARTICLE VIII – OFFICERS

### A. Composition

Officers of the *Council* shall be a Chairperson and a Vice-Chairperson; or Co-Chairpersons.

### B. Election/Tenure/Vacancy

1. The Chairperson/s shall appoint a Nominating Committee at the regular meeting of the *Council* in November to present nominations for officers to be elected at the last meeting of the calendar year. All officers shall be elected by the *Council* from among the nominated members. Election shall be by majority vote.
2. Each officer shall serve a one (1) year term and may be elected to continuing terms as determined by a majority vote.
3. The term of office for all officers shall begin on January 1 of each calendar year.
4. Vacancies in any office may be filled by the *Council* at any regular meeting, or at a special meeting called for that purpose.

### C. Powers and Duties

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

1. Chairperson/s – Preside at all meetings of the *Council*; establish committees and subcommittees as required to carry out *Council* activities; serve as a ex-officio member of all *Council* Committees; represent and act on behalf of the *Council* as authorized by the *Council*; and exercise such other duties as may appertain to the office.
2. Vice Chairperson – Exercise the authority and fulfill the duties of the Chairperson in the absence of that officer; and exercise such other duties as may be assigned by the Chairperson.

## ARTICLE IX – MEETINGS

- A. The *Council* is constituted under the Ohio Revised Code, Section 121.22, and therefore operates as a public body.
- B. All meetings of the *Council* shall be open to the public, except that the Chairperson/s may elect to go into executive session, as provided by the Ohio Revised Code, Section 121.22 (G:1-6).
- C. Per the Ohio Open Meetings Act, a member of a public body must be present in person at a meeting in order to be considered present, vote, or be counted as part of a quorum, “unless a specific laws permits otherwise.” In the absence of statutory authority, public bodies may not conduct a meeting via electronic or telephone conferencing. *Council* may allow telephone conferencing and/or other methods of electronic attendance, but the mandated or non-mandated member will not be counted toward quorum, may not vote, and the participation will not be considered when accounting for mandated member attendance per the ORC 121.37(B)(5)(a).
- D. The *Council* shall not be bound in any way by any statement or action on the part of any individual member or employee, except when such statement or action is in pursuance of specific instructions or authorities granted by action of the *Council*.
- E. Thirty-three percent (33%) of the mandated and non-mandated members, or their designees as allowed per the Ohio Revised Code, of the *Council* constitutes a quorum and must be present in order for a vote to be taken.
- F. A *Council* member may appoint a designated representative, or representatives, if and when the member cannot attend a particular meeting, as allowed per the Ohio Revised Code.
- G. A majority vote of this quorum is required to approve a motion or take action. No more than one-half (50%) of the votes may be from one (1) agency.
- H. The Council shall meet not less than nine (9) times per year. Regular meetings shall be held monthly, unless otherwise ordered by the Chairperson.
- I. Special meetings may be called by the Chairperson/s or upon written request of at least three (3) members. The purpose of the meeting shall be stated and, except in case of emergency, at least three (3) days’ notice shall be given.
- J. The last meeting of the calendar year shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and other business that may arise.
- K. Agendas will be sent to the *Council* members before regular meetings.

## ARTICLE X – COMMITTEES

All Committees are empowered by the *Council* and will make regular reports to the *Council*. Committees include:

### A. Executive Committee

1. The *Council* shall appoint an Executive Committee consisting of the Chairperson/s of the Council, Vice-Chairperson of the Council (when applicable), FCF Program Administrator, one (1) parent representative as elected by Council, two (2) additional Council members as elected by Council.
2. Executive Committee members shall be nominated and elected at the last *Council* meeting of the calendar year.
3. Executive Committee members shall serve a one (1) year term starting January 1, with no limit on the number of terms that may be served.
4. The Executive Committee shall meet only when the Council Chairperson or Co-Chairperson calls a meeting.
5. A majority of the Executive Committee must be present, either in person, by telephone or by e-mail (when appropriate) for a decision to be made.
6. If an Executive Committee member is not available to participate in the Executive Committee meeting, that member is not allowed to have another representative participate in his/her absence.
7. The *Council* gives the Executive Committee the power to make decisions in the best interest of the Council when a time-sensitive situation arises between *Council* meetings that needs resolution prior to the next scheduled *Council* meeting.

### B. Dispute Resolution Committee

1. The Dispute Resolution Committee shall function as the complaint or concern team of the *Council*.
2. Children (when age appropriate), parents, agencies, *Council* members and FCF staff shall have access to the Dispute Resolution Committee per the Dispute Resolution policy.
3. The Dispute Resolution Committee shall be chaired by the Family and Children First Program Administrator and shall consist of 4 additional *Council* members as approved by *Council*.
4. The Program Administrator shall be a permanent member of the committee, while the additional *Council* members shall serve a one (1) year term.



5. If a complaint or concern is regarding the FCF Program Administrator or an agency sitting on the committee, a substitute member will be asked to sit on the committee in that person's place.
6. The Dispute Resolution Committee will meet as necessary to resolve disputes.
7. The Dispute Resolution Committee will meet at least annually to review all disputes/concerns to determine trends and/or service areas for improvement.
8. All FCF agencies shall have their own complaint/concern policy or procedure. The FCF Dispute Resolution Committee will be used secondary to that agency's policy or procedure and in regard to FCF functions and decisions.

### **C. Early Childhood Coordinating Committee**

1. The *Council* shall have an Early Childhood Coordinating Committee (ECCC) to assist the Council in the design, coordination and implementation of a comprehensive, coordinated, interdisciplinary, family-centered system of services for families with a child 0-6 who is or may be at risk for multi-need/multi-system services.
2. The Committee may include:
  - a. A representative from Clermont County Public Health;
  - b. A representative from Clermont County Department of Job and Family Services who is able to represent Medicaid;
  - c. A representative from Clermont County Children's Protective Services who is able to represent foster care;
  - d. A representative from the Clermont County Board of Development Disabilities;
  - e. A representative from the Clermont County Mental Health and Recovery Board;
  - f. One (1) or more representatives from Local School Districts;
  - g. Parent representatives with knowledge and experience of multi-system services in Clermont County;
  - h. FCF Program Administrator;
  - i. Representative from the FCF Administrative Agent;
  - j. At least one (1) representative from Clermont County Head Start or Early Head Start;
  - k. Help Me Grow Contract Manager;
  - l. At least one (1) representative for coordinating educational services to homeless children;
  - m. At least one (1) representative from a child care agency or child care resource and referral;
  - n. Additional members at large.
3. The Committee may reorganize annually, select Chairperson/s, set meeting times, determine goals and agendas, and develop work groups as determined by the overall

group. The Committee shall provide monthly reports to Council, and conduct business with the ongoing input and support of Council.

#### **D. Ad Hoc Committees**

The Chairperson/s shall appoint other committees deemed necessary to carry out the functions of the *Council*. Examples of Ad Hoc Committees are: Priority Committees, Finance Committee, and Policy and Procedure Committee.

### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

*Council* meetings shall be conducted in accordance with the latest edition of Robert’s Rules of Order.

### **ARTICLE XII – AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the *Council* by a two-thirds (2/3) vote of members, provided that the amendment has been submitted in writing at the previous *Council* meeting.