

**WASHINGTON COUNTY
FAMILY & CHILDREN FIRST COUNCIL**

CONSTITUTION AND BYLAWS

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WASHINGTON COUNTY FAMILY & CHILDREN FIRST COUNCIL CONSTITUTION AND BYLAWS

ARTICLE I - NAME

The name of the organization is the Washington County Family & Children First Council.
(Herein also referred to as Council)

ARTICLE II - MISSION AND VISION

The mission of the Washington County Family & Children First Council is to promote coordination and collaboration among county and local governments, non-profit organizations, businesses, schools and families in a manner which fosters wellness and self-sufficiency for families and increases child well-being.

The Vision of the Washington County Family & Children First Council is that all children and families thrive and succeed within healthy communities.

ARTICLE III - ORGANIZATIONAL STRUCTURE

Section 1 - Governing Board

Family & Children First Council business shall be conducted by a Governing Board.

A. The Governing Board shall consist of the following voting members:

- The Director of the Washington County Behavioral Health Board;
- The Health Commissioners (or designee) of all City and County Health Departments in Washington County;
- The Director of Washington County Department of Job & Family Services;
- The Superintendent of the Washington County Board of Developmental Disabilities;
- The Superintendent of Marietta City Schools;
- 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;
- A representative of the City of Marietta;
- The President of the Board of County Commissioners, (or designee);
- A representative of the Department of Youth Services or its designee;
- A representative of Head Start of Washington County;
- The Executive Director (or designee) of the Washington-Morgan County Community Action Program;
- A representative from Washington County Juvenile Court who is appointed by the Juvenile Court Judge.
- The Social Services Administrator of the Washington County Department of Job and Family Services, or designee.
- A minimum of three (3) seats for parents representing interests of families in the county who are or have received services from an agency represented on the Council.

These seats will be for three-year terms and can be renewed. Appointments to said seats shall be recommended by the membership committee and appointed by the governing board of the council. Terms will begin January 1 of each year as appropriate, unless the appointment is for the unexpired term of a member who resigned in which case said appointment is effective immediately for the balance of the original term.

- A minimum of three (3) seats for designated community representatives. Organizations may apply for a community representative seat on the Governing Board by completing a Community Representative application identifying a representative. These seats will be for three-year terms and can be renewed. Appointments to said seats shall be recommended by the membership committee and appointed by the governing board of the council. Terms will begin January 1 of each year as appropriate, unless the appointment is for the unexpired term of a member who resigned in which case said appointment is effective immediately for the balance of the original term.

- B. Only members of the Governing Board will be eligible to vote on matters that come before the Council. Among the responsibilities of membership on the Governing Board of the Council are regular attendance at meetings and maintaining the confidentiality of matters as appropriate. Non-mandated members of the Governing Board may be removed by a majority vote when said member misses three (3) unexcused consecutive meetings. The Administrative Agent shall send notice (pursuant to ORC 121.37) of a mandated member's absence if a member has been absent from either 3 consecutive meetings of the council or subcommittee or from one-quarter of such meetings in a calendar year, whichever is less. Any member shall be granted an excused absence if notification is made to the Council office by the member prior to the designated Council meeting. An excused absence shall be considered for absences due to illness, vacation, conflicting mandated meetings, or out-of-town commitments.
- C. The Washington County Juvenile Court Judge shall serve as the judicial advisor to the Council and Governing Board.
- D. Council shall establish a recommended annual membership contribution. Said contribution will be asked of all members of the Governing Board (excluding parent representatives and those contributing to Pooled Funds Administrative dollars). These funds will be deposited into the Administrative Fund of Council for administrative support.

Section 2 - Executive Committee/Officers

An Executive Committee of the Governing Board shall be established.

- A. The Executive Committee shall consist of the officers listed below with duties as described:

President - will preside over general and executive meetings and work closely with the Council Director on council business; and will appoint committees as necessary and/or as directed by the Governing Board.

Vice President - will assist the President, and assume the responsibilities of the President in his/her absence. The Vice President will chair the Prevention Committee.

Treasurer - will chair the Finance and Audit Committees and present committee reports to the Governing Board.

Secretary - will insure the accuracy of minutes maintained by council staff and chair the Membership Committee.

- B. A majority of the Executive Committee has the authority to act on behalf of the Governing Board on an emergency basis. Such action will be subject to approval by the Governing Board at the first general meeting following such action. The Executive Committee is responsible for the annual evaluation of the Council Director, establishment and review of personnel policies, grievance procedures, and reviews as needed, all in accordance with the Washington County Personnel Policy and the Council's Dispute Resolution Policy.

Section 3 – Election of Officers

The election of officers shall be accomplished in the following manner:

- A. A Nominating Committee comprised of three members of the Governing Board appointed by the President, shall present a slate of officers at the last regular meeting of the year of even years. In addition, nominations for each of the offices shall be accepted from the floor. The officers shall be elected from the nominees, upon receipt of a majority of votes cast by the Governing Board at a meeting where a quorum is present unless the slate is adopted with unanimous consent. If more than one person is nominated for a position, each member of the Governing Board present will cast a written vote for the person of their choice.
- B. Officers, so elected, shall take office in January and will serve a two-year term.
- C. In the event that the office of the President is vacated, the Vice President shall succeed to the office of the President for the remainder of the term.
- D. In the event any other office is vacated, a special election shall be held for the office at the first meeting following the occurrence of the vacancy. The person so elected shall serve for the remainder of the term. The voting procedure for the special election shall be the same as the regular election as indicated in "A" of this section.

Section 4 - Staff Positions

The Council Director shall be hired by the Washington County Commissioners. It will be the responsibility of the Governing Board to determine whether other staff positions are required. The Governing Board shall make such recommendations to the Commissioners.

Section 5 – Meetings

Meetings of the Governing Board shall be governed as follows:

- A. There shall be a minimum of nine (9) general council meetings scheduled annually by the Governing Board. Special meetings may be called by the President as deemed necessary.
- B. Council meetings shall be conducted in accordance with Roberts Rules of Order (revised).
- C. In order to conduct business and take any action, a majority vote of a quorum of the Board is required. A quorum is defined as 50% plus one (1) of the Governing Board members.
- D. All meetings of the Council and the Executive Committee of the Council shall be open to the public, except that either may elect to go into executive session, as provided by Ohio Revised Code, Section 121.22 (G) (1)-(6).

ARTICLE IV - STANDING COMMITTEES

The following Standing Committees are hereby established:

A. Audit Committee

The Audit Committee shall be comprised of members of the Finance Committee and may include other community members as appointed by the President of the Governing Board. The primary function of the Audit Committee is to monitor and review the Council's accounting and financial reporting practices, and to follow up on citations and recommendations made by its auditors.

The Audit Committee shall:

- Meet with the Council's independent auditors before and after each audit;
- Monitor the progress of the financial and compliance audit;
- Evaluate the results of the financial and compliance audit; and
- Ensure that the internal control and legal compliance issues identified in the audit are promptly remedied.

The Audit Committee shall be chaired by the Treasurer of the Governing Board and shall meet at least once a year to monitor the Council's legal compliance, financial condition, and controls over the safeguarding of assets.

B. Community Options Team (COT)

The Community Options Team shall include the following members: Supervisory Representatives from Children Services, Juvenile Court, and the Board of Developmental Disabilities; an Education representative; a minimum of one (1) local mental health provider representative and the Family & Children First Council Director. Other members may be added by the President of the Governing Board at the request of the committee. The Community Options Team shall: review initial Family Plans; offer additional resources and recommendations; review data and outcomes collection; address individual systems issues; serve as the ‘gatekeeper’ of information within each system including monitoring referrals from respective agencies; review out-of-home placement options and other services including wraparound/direct services identified on Family Plans; make recommendations to the Pooled Funds Group for funding for said placements and services from said Group if utilizing Pooled Funds, otherwise approve/deny said services if utilizing funds outside the Pool; approve, review and revise the County’s Service Coordination Mechanism as needed or required. The committee shall be chaired by the Family & Children First Director and shall meet at least monthly.

C. Early Childhood Committee

The Early Childhood Committee shall be comprised of members of the Governing Board and other community members with an interest in early childhood, all of whom shall be appointed by the President of the Governing Board. The primary focus of the Early Childhood Committee shall be to assist Council in the design, coordination and implementation of the Help Me Grow Program. The Early Childhood Committee may expand its efforts beyond the Help Me Grow population to include all children ages birth to eight years of age. Ad hoc sub-committees may be formed if necessary. The Committee shall be chaired by the Family and Children First Director and shall meet at least quarterly.

D. Finance Committee

The Finance Committee shall include at least one parent and one other board member appointed by the President of the Governing Board. Additional members may be added by the President. The committee is responsible, along with the Council Director, for the annual budget and the development of resources to support the work of the Council. The committee may consult with the fiscal officer of the county as necessary. The Committee shall be chaired by the Treasurer of the Governing Board and shall meet at least two times per fiscal year.

E. Membership Committee

The Membership Committee shall include at least one parent and one other board member appointed by the President. Additional members may be added by the President. The committee is responsible for nominating candidates to fill any vacant seats on the Governing Board and for developing policies governing the nomination and selection of members to the Governing Board. The committee shall also work with the Executive

Committee and the Council Director to promote membership to the Council among the greater community. The committee shall be chaired by the Secretary of the Governing Board and shall meet as needed.

F. Pooled Funds Group

The Pooled Funds Group shall include members comprised of the highest level of management from any agency or organization who contributes funds to Council's Pooled Funds Account and who are a signatory on the annual Pooled Funds Agreement. This committee shall be responsible for reviewing and approving/disapproving all recommendations from the Community Options Team (COT) for appropriate levels of service and requests for funding of services from the Pooled Funds Account for children in the Family & Children First Council Service Coordination Mechanism. The committee shall also explore options for additional funding and the development of additional service providers to meet the needs of Washington County families and children. This Committee shall meet at least quarterly and be chaired by a Pooled Funds member elected by the Group.

G. Prevention Committee

The Prevention Committee shall be comprised of members of the Governing Board or their designees, including a minimum of one parent representative, and other community representatives with an interest in prevention activities. Said members shall be appointed by the President of the Governing Board. This Committee shall oversee Family & Children First grants and activities related to "prevention", including parenting programs and shall report to Council. The Committee shall also seek, support and encourage prevention activities and programs in the community. Prevention efforts shall include child abuse and neglect prevention, as well as substance abuse prevention, and shall promote the social and emotional development of children. The Committee shall meet at least quarterly and be chaired by the Vice President of the Governing Board.

ARTICLE V - PROCESS FOR AMENDING BYLAWS

These Bylaws may be amended by a majority vote at a properly called meeting of the Governing Board with a quorum present provided that the proposed amendments to these Bylaws were submitted in writing to all board members at least thirty (30) days prior to the meeting at which voting on said amendment is to take place. A quorum is defined as 50% plus one (1) of the Governing Board members.

ARTICLE VI - FINANCIAL MANAGEMENT

The fiscal aspects of the Governing Board shall be handled as follows:

A. Fund Creation

Pursuant to applicable law, the Washington County Commissioners, by resolution, shall request the creation of such "funds" within the Washington County Treasury as are necessary and proper to carry out the fiscal operation of the Council.

B. Fiscal Year

The fiscal year of the Council shall commence on January 1 and end on December 31 of each calendar year.

C. Fiscal Agent/Depository

Pursuant to applicable law, the Washington County Auditor (hereinafter called Auditor) shall act as Fiscal Agent for the Council.

Pursuant to applicable law, the Washington County Treasurer shall act as the depository for Council funds.

D. Certification/Appropriation of Revenue

The Governing Board of Council shall review and approve Certificates of Anticipated Revenue or any amendment thereof from the Washington County Budget Commission and review Resolutions of Appropriations approved by the Administrative Agent.

E. Revenue and Other Receipts

All money (grants, contracts, fees, other receipts) paid to the Council shall be deposited by the County Auditor to the special fund(s) of the Washington County Treasury which have been created for the purpose of accounting for Council revenue and expense.

F. Expense - Purchase of Service Contracts

Pursuant to applicable law, the Washington County Commissioners, upon recommendation by the Governing Board, shall enter into and administer such contract(s) as necessary for the purchase of human and social services from public and private non-profit corporations or organizations. Such agreements and contracts are exempt from the competitive bidding requirements of section 307.86 of the Revised Code if they have been approved by the Governing Board and they are for the purchase of family and child welfare or child protection services or other social or human services for families and children. (ORC 121.37).

The Washington County Commissioners may delegate responsibility to the Governing Board for the review and approval of such encumbrances and disbursements as are consistent with the terms of such purchase of service contracts. Such approvals shall be subject to review and ratification by the Governing Board.

G. Expense - Administrative Operation

The Washington County Commissioners shall authorize the encumbrance and disbursement of Council funds for the procurement of goods and services for the administrative operation of the Council. The Commissioners may delegate responsibility

to the Governing Board for the review and approval of such encumbrances and disbursements for administrative operation and procurement.

All expense (encumbrance/disbursement) for administration operation procurement shall be subject to the provision of Section 307.86 of the Ohio Revised Code regarding competitive bidding requirement.

H. Financial Officer

The Washington County Commissioners, by resolution, may utilize the services of a qualified employee, designate an existing agency of county government, or contract with an appropriately qualified public accounting entity, to act as the Council's Financial Officer, responsible for processing required financial documents, and maintaining detailed, internal accounting records of the Council's financial transactions.

I. Financial Reporting

The Council Director, in cooperation with the County Auditor and any designated Financial Officer, shall report the receipt and expenditure of Council funds to the Governing Board on a regular basis in compliance with all reporting laws.