

**LOGAN COUNTY FAMILY & CHILDREN FIRST COUNCIL
BY-LAWS**

SECTION I: AUTHORITY & MEMBERSHIP

I.A. Authority

The Logan County Family & Children First Council is established pursuant to the Ohio Revised Code (ORC) Section 121.37.

I.B. Membership

The LCFCF Council shall be composed of Administrative representatives of the following mandated and non-mandated local entities:

I.B.1. Mandated Representatives

At least 3 individuals and/or 20% of membership who are not employed by an agency represented on the council, and whose families are or who have received services from an agency represented on the council or another counties council.

Director of MHDAS Board of Logan & Champaign Co. or designee
Commissioner of the Logan County Health District or designee
Director of Logan Co. Department of Job & Family Services
Director of Logan Co. Children's Services Board
Superintendent of Logan Co. MR/DD Board
Superintendent of Bellefontaine City Schools
Superintendent of Logan County Educational Service Center
Mayor of Bellefontaine
President of Board of Logan County Commissioners, or designee
Representative of Regional Office of Department of Youth Services
Representative of Head Start
Representative of Early Intervention Collaborative/ Help Me Grow
Representative of a Non-Profit Agency (CEO of Adriel, Inc.)

I.B.2. Non-mandated Representatives

Representative of the County Sheriff Department
Representative of Metropolitan Housing Authority
Representative of Ohio State University Extension, Logan County
Representative of Ohio Hi-Point Career Center
Representative of Mary Rutan Foundation
Representative of Bellefontaine Police Department
Representative of Tri-County Community Action Commission
Representative of Ben-El Child & Family Center
Representative of Consolidated Care, Inc.

Representative of the Bellefontaine Ministerial Association
Superintendent of Indian Lake Local Schools School District
Superintendent of Benjamin Logan Local School District
Superintendent of Riverside Local School District
Superintendent of Ohio Hi-Point JVSD
Superintendent of West Liberty-Salem School District

Representative of the United Way of Logan County
Representative of Logan County Juvenile Court
Representative of Ohio Ministries of the Church of God

I.B.3. Juvenile Court Participation

The county Juvenile Court judge senior in service shall serve as the judicial advisor to the county family and children first council. The judge may advise the county Council on the court's utilization of resources, services, or programs provided by the entities represented by the members of the county council and how those resources, services, or programs assist the court in its administration of justice. Each fiscal year the Judge will be asked to designate an individual to represent the Court on the Council, and as needed, on Council committees. The designated individual shall be considered a voting member of the Council.

I.B.4. Application for Membership and Disaffiliation

I.B.4.a. Non-mandated Representatives

If a non-mandated agency is interested in participating on the Council, that agency's Director shall provide a written statement of interest to the Logan County Commissioners who will consider the agency representative for membership and then bring the letter of intention to the Council Chairperson. Council, at the next scheduled meeting, shall review the statement and the applicant agency shall receive membership upon approval from the majority of members of the Council. The Agency will then be added as a non-mandated member in the Council By-laws.

Non-mandated members who wish to disaffiliate with Council may do so upon the written request of the member's governing board submitted to Council.

I.B.4.b. Family Representatives

Individuals interested in serving as family representatives on Council shall request an application from Council or a member agency. Member agencies can also ask parents or family members if they are interested in becoming members. Completed applications should be brought to the Council meeting for consideration of being appointed as a member. Council will vote on appointing the family representative. If Council passes the motion for the parent to be approved for membership, the parent or family member must complete a background check and obtain a disposition letter from the

Ohio Department of Job and Family Services. These documents will be forwarded to the FCFC Director for a decision with review and advice of the Council Chair. The Council recommendation for membership will be forwarded to the County Commissioners office. To appoint the Family Representative, the Commissioners Office shall complete a proclamation determining the parent or family representative a member of Council serving a 3-year term. There is no limit to the number of terms such members may serve.

Family Representatives who wish to disaffiliate with Council may do so upon written request submitted to Council

SECTION II: MISSION STATEMENT

The mission of The Logan County FCF Council is to facilitate collaboration among child & family serving systems to plan, develop, and coordinate services and resources for children, youth, and their families

SECTION III: GOALS

The Logan County FCF Council, in seeking to fulfill its purpose, shall provide the following:

- III.A.** Submission of referrals to the cabinet council of those children and their families for whom the county council cannot provide adequate services.
- III.B.** Annual planning process and annual report to achieve better results for families & children that includes a process for:
 - III.B.1.** Identifying local priorities to increase child well-being.
 - III.B.2.** Establishing local indicators based on the state indicators for the six commitments to child well-being:
 - III.B.2.a.** Expectant parents and newborns thriving
 - III.B.2.b.** Infants and toddlers thriving
 - III.B.2.c.** Children being ready for school
 - III.B.2.d.** Children and youth succeeding in school
 - III.B.2.e.** Youth choosing healthy behaviors
 - III.B.2.f.** Youth successfully transitioning into adulthood
 - III.B.3.** Evaluating and prioritizing services
 - III.B.4.** Filling service gaps where possible and inventing new approaches
- III.C.** Participation in the development of a countywide, comprehensive, coordinated multidisciplinary, interagency system for families expecting a child or with children ages birth to six at-risk for and/or with developmental disabilities or delays, as established pursuant to federal grants received and administered by the department of health for early intervention services under the “Individuals

with Disabilities Act of 2004”;

- III.D. Maintenance of an accountability system to monitor the county council’s progress in achieving results for families and children;
- III.E. Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.
- III.F. Development of a county service coordination mechanism that serves as the guiding document for coordination of services in the county including a local dispute resolution process.

SECTION IV: MEMBERSHIP

IV.A. Membership Responsibilities of Family & Children’s First Council

Each member agency as mandated by the ORC, or an identified designee where permitted by the ORC, shall be members of the Council, as well as representatives of agencies, which serve as non-mandated members. The Non-mandated Council members may include any agency representatives, or other interested parties who serve Logan County children and their families according to the mission statement. The Council membership responsibilities include, but are not limited to:

- IV.A.1. Shall attend at all regular meetings scheduled by the Director.
- IV.A.2. Shall have the decision-making authority normally vested with the chief executive officer of the represented agency, including the ability to commit to a shared-funding agreement; the development of policy; the employment of staff, and approval to proceed with new programs and initiatives with the authority vested by that agency/executive.
- IV.A.3. Shall work cooperatively in the assessment of, and intervention in, identified service gaps and barriers.
- IV.A.4. Shall have the right to vote and to participate with regard to all matters, which shall come before the Council, except in cases in which there is/or is potential of a conflict of interest in order to avoid compromising the independence of the representatives' participation. Any member who believes that a matter to be voted upon would involve him/her in a conflict of interest will announce this and will abstain from voting on the matter.

IV.B. Membership Responsibilities of Direct Service Initiatives, Projects, & Activities

Each member agency shall appoint representatives to serve on special direct service initiatives, committees, projects, and activities. Their responsibilities shall include:

- IV.B.1. Attending all meetings for a term of at least one year;
- IV.B.2. Sharing information regarding agency involvement with specific cases;

- IV.B.3.** Authority to:
 - IV.B.3.a.** Offer service alternatives in the attempt to resolve individual cases;
 - IV.B.3.b.** Make a commitment to provide case management services;
 - IV.B.3.c.** Develop a single comprehensive interagency service plan.
- IV.B.4.** Provide statistical information regarding agency service delivery to children and youth.
- IV.B.5.** Work collaboratively on projects and initiatives for the common good of direct services committees.
- IV.B.6.** Shall not condone or permit any discriminatory policies or practice in respect to race, color, creed, national origin, political affiliation, age, sex, or handicapping condition.

SECTION V: ORGANIZATION

- V.A.** The Council will operate business following the state fiscal year (July 1 - June 30).
- V.B.** Quarterly meetings of the full Council will be held during each calendar year. The five standing Committees will meet monthly.
- V.C.** The Council will meet during the month of June to approve the next Fiscal Year's budget.
- V.D.** Special meetings may be called by the Council Chair or whenever requested in writing by 20% of the members.
- V.E.** A quorum will consist of a minimum of at least five (5) mandated members.
- V.F.** Council business shall be conducted in accordance with the latest edition of Robert's Rules of Order. Committee meetings may be run informally.
- V.G.** Official notice of meetings will be given to all members in writing or by email prior to the meeting date.

SECTION VI: OFFICERS

- VI.A.** The Council will elect a Chair and Vice-Chair each June to serve the next fiscal year. Standing Committees will make recommendations to Council, each June, for the appointment of a Committee Chair and Vice-Chair for the next fiscal year. Council Officers include the Chair, Vice-Chair, and Executive/Finance Committee Chair. Nomination of officers will be a function of the Executive/Finance Committee with recommendations brought before the Council.

VI.B. The terms of each officer shall be for a period of one year and shall commence with the first meeting of the new fiscal year.

VI.C. Should the Chair resign, the Vice-Chair shall assume the office of Chair and serve the unexpired term as well as the next full term and a new Vice-Chair shall be elected by Council. If the Vice-Chair resigns, a replacement shall be elected by the Council.

VI.D. The duties of the Chair include:

VI.D.1. Shall conduct the Council meetings;

VI.D.2. May serve as a member of Council committees;

VI.D.3. May provide input into the agenda for Council meetings;

VI.D.4. Shall serve as liaison with the State Department, including attendance at state workshops or conferences.

VI.D.5. Assuming the duties of the Executive Finance Chair, in their absence

VI.D.6. Shall assist the Executive/Finance Committee in decision-making, project development and intersystem issues.

VI.E. The duties of the Vice-Chair include:

VI.E.1. Shall assume necessary duties in the absence of the Chair;

VI.E.2. May act as facilitator for any committees of the Council.

VI.E.3. Shall assist the Executive/Finance Committee in decision-making, project development and intersystem issues.

VI.G. The duties of the Executive/Finance Committee Chair include:

VI.G.1. Shall represent the fiscal agent in fiscal matters with the Council.

VI.G.2. Shall report to Council the fiscal condition of the organization.

VI.G.3. Shall chair the Executive/Finance Committee to plan budgets, appropriations, or special studies as directed by the Chair of Council.

VI.G.4. Assume the duties of the Council Chair or Vice-Chair in their absence.

VI.H. The Director may, in the absence of a chairperson, facilitate a Council or committee meeting.

SECTION VII: MINUTES

The Council and Committee chairs shall appoint a member or an employee of Council to keep meeting minutes and attendance of all Council and Committee meetings. Minutes, including the attendance of the meeting, shall be maintained in the Council Office.

SECTION VIII: STANDING & AD HOC COMMITTEES

Each Council member shall serve on one of the following standing committees:

VIII.A The **Executive/Finance Committee** is composed of the full mandated membership of Council including at least one parent representative as per the ORC 121.37 and any non-mandated member approved by the Council and appointed by the Logan County Commissioners. The Committee's tasks will be to oversee the Executive Director's work, including an annual performance evaluation; make recommendations to the Council Administrative Agent for Council staff positions; and to recommend changes in By-laws, policies, budgets and appropriations to the Council. They will discuss and make recommendations to Council of needs and priorities for funding and programs when resources become limited. All grants, budgets, or new initiatives, which require additional funding, may be presented to Council only if approved by a majority vote of the Executive/Finance Committee. A quorum for the committee will be at least Five mandated members.

VIII.B. Project Child will serve as the **early childhood coordinating committee (ECCC)** required by the Ohio Department of Health Policy. Project Child is responsible for the design, coordination, and implementation of a comprehensive, coordinated, interdisciplinary, family-centered Help Me Grow system of services for families expecting a child or with children ages birth to six at risk for and/or with developmental disabilities or delays. Families with children who are minority, low-income, homeless, in foster care or live in rural communities will be included in the system of care.

- VIII.B.1.a** Project Child will include the following mandated members per Ohio Department of Health Policy statement for dated December 2006:
- i. At least one (1) representative from the Logan County Health District;
 - ii. At least one (1) representative from Logan County Department of Job & Family Services;
 - iii. At least one (1) representative from Logan County Children's Services Board;
 - iv. At least one (1) representative from the Logan County MR/DD Board;
 - v. At least one (1) representative from the Mental Health and Recovery Board of Logan/Champaign Co.;
 - vi. One or more representatives from Local School Districts;
 - vii. At least one (1) representative from a child care agency;
 - viii. At least one (1) representative for coordinating educational services to homeless children; and
 - ix. At least two (2) parents of children with disabilities, one of which has a child under the age of six (6) and both having a child under the

- age of twelve (12);
- x. At least two (2) parents of children at risk for disabilities and/or delays, one of which has a child under the age of six (6) and both having a child under the age of twelve (12);
- xi. The FCFC Director or designee;
- xii. At least one (1) representative of the FCFC Administrative Agency;
- xiii. At least one (1) representative of the local Head Start agency and/or Early Head Start;
- xiv. The Project Director of Help Me Grow
- xv. Additional members as approved by the committee

VIII.B.1.b The Project Child shall assist the county FCFC in assuring the implementation of the Help Me Grow program components.

VIII.B.1.c The Project Child shall assist in:

- VIII.B.1.c.i. 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 with young children; and
- VIII.B.1.c.ii. The maintenance of an accountability system to monitor the county council's progress in achieving results for families with young children.

VIII.C. The **Services Management Committee** will serve as an accountability system to monitor the Council's progress in achieving results for families and children through the implementation of the bi-annual strategic plan to address the identified gaps, needs, and barriers to meeting children's well-being.

The Committee is charged with the oversight of the County Service Coordination Mechanism. The mechanism will be reviewed annually and the Committee will make recommendations to the Council regarding any amendments. The Committee will establish protocols for inter-agency shared funding agreements when funding is not available for services a child, youth, and/or family needs. The Committee will monitor needs/gaps/barriers that impeded on keeping youth safe in permanent homes in Logan County and share these with Council. The Committee will ensure that service coordination occurs for children and youth who are being placed outside of their home.

The Committee will appoint a Triage of agency supervisors to staff challenging inter-system cases; meeting at least monthly for reviews.

VIII.D. The **Council Steering Committee** will consist of the Council Chair, Vice-Chair, and Committee Chairs. They will complete a county-wide strategic plan every two years along with regularly reviewing Council policies and procedures, as well as the annual development and review of Council Goals and Objectives. Recommendations will be made to the Executive/ Finance Committee and Council on any amendments that they deem necessary or appropriate.

VIII.E. Other Ad Hoc committees may be appointed by the Council to study special problems or

plan programs. Ad hoc committees normally dissolve at the end of the fiscal year unless reformed by action of Council.

VIII.F. Committee Structure

The committee chair is responsible for calling meetings. Each committee shall be responsible for developing its own procedures, recording its activities, and reporting these to the Council. Such action shall not conflict with Council By-laws or policies.

A quorum will consist of a majority of members or alternates in attendance, with a minimum of at least three representatives, with the exception of the Executive/Finance Committee (See Section VIII.A.).

SECTION IX: ADMINISTRATIVE AGENT

IX.A. An administrative agent will be approved for the coming fiscal year by the Council. The Executive/Finance Committee will review annually the Administrative Agent Agreement and make recommendations to the Council. The Administrative Agent will be represented on the Council to provide regular financial reports. An annual budget shall be prepared in cooperation with the Executive/Finance Committee and will reflect proposed revenues and expenditures.

SECTION X: AMENDMENTS

X.A. Any voting member may propose an amendment to these By-laws by presenting it in writing to the Council Chair.

X.B. All proposed amendments shall be reviewed at two consecutive Council meetings. A vote shall be proposed at the second meeting of the proposed amendment. Amendments shall become operative within 30-days when approved by a majority vote by the members present. Announcement of the results of the voting shall be communicated to all members of the Council through the minutes.