

Adopted:

Hardin County Family and Children First Council

By-Laws

ARTICLE I: Name and Designation

Section 1.1

The name of this organization shall be the Hardin County Family and Children First Council (Hereinafter called the Council.)

Section 1.2

The Designated service area of the Council shall be Hardin County, Ohio.

Section 1.3

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

ARTICLE II: Authority & Membership

Section 2.1 Authority

It has been determined that Hardin County service agencies share common concerns and a desire to assure that multi-need youth and families receive the services necessary to meet their needs.

The council shall support programs and processes based on the following core values:

- Heighten the level of community advocacy on behalf of local children and families
- Provide collective direction to the local public system serving children and families
- Increase funding opportunities available for multi-need youth and families
- Collaborate to reduce system barriers
- Keep children in the home and out of the Judicial System

Therefore, the following provisions, having been duly adopted and amended by the members of the Family and Children First Council, shall constitute the by-laws of the Family and Children First Council of Hardin County.

Section 2.2 Membership

Members of the Council are either mandated by the ORC 121.37 or voted in through either invitation or letter of interest.

The Executive Board may invite members to sit in on the Executive Board. Invited in members may not have a vote in Council until voted on by majority of the Mandatory Members. Once appointed as a voting member, this member will have one vote unless their Agency already has one vote. If an agency is interested in becoming a non-mandated member, that agency's director shall provide a written statement request to the Coordinator of the Council. The Executive Council will vote to approve membership of the agency/individual. Non-Mandatory members will then become a voting member and can serve as officer.

Member Agencies may refer individuals to Council to serve as Family Representatives. Individuals interested in serving as Family Representative will be screened by the Council

Adopted:

Coordinator and then presented to the Executive Council for consideration. Majority vote shall assign the individual as Family Representative. The newly assigned Family Representative shall begin serving on the Council at the next regular or special Council meeting. Each Family Representative will be appointed one vote.

The following individuals are mandated members per ORC 121.37:

- At least three individuals, not employed by an agency represented on the council, whose families are receiving or have received services from an agency represented on a County Council.
- Director of the Mental Health Drug and Alcohol Services (MHDAS) Board of Hardin Co. Or designee
- Hardin County Health Commissioner or designee
- Director of the Hardin County Department of Job and Family Services
- Director of the Hardin County Public Children Services Administration (PCSA)
- Superintendent of Hardin County Board of Developmental Disabilities (CCBDD) or designee
- Superintendent of school district with the largest number of pupils residing in the county
- Superintendent of the Midwest Regional Educational Service Center
- Representative of the City of Kenton
- President of Board of Hardin County Commissioners or designee
- Representative of Regional Office of Department of Youth Services
- Representative of Hardin County's Head Start
- Representative of Hardin County's Early Intervention
- Representative of a local non-profit entity that funds, advocates, or provides services to Hardin Co. Children and families

Section 2.3 Attendance

According to the ORC 121.37(B)(5)(a), the administrative agent is required to send notice of a members' absence if a mandatory member has been absent from either three consecutive meetings of the county council or a county council subcommittee, or from one-quarter of such meetings in a calendar year, whichever is less.

Non-mandated members or parents who wish to disaffiliate with Council may do so upon the written request submitted to Executive Council.

Section 2.4 Compensation

Members of Council will be uncompensated for their time in Council save for Family Representatives. Each Family Representative will be given a stipend of \$25 for each meeting that they attend. Stipends must be returned for payout within thirty (30) days of the meeting attendance.

Section 2.5: Juvenile Court Participation

The Hardin County Domestic Relations Judge shall serve as the judicial advisor to Council. The judge may advise the Council on the court's utilization of resources, services, or programs provided by the entities represented by the members of the Council and how those resources, services, or programs assist the court in its administration of justice. Each fiscal year the Judge

Adopted:

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.

ARTICLE III: Meeting of Members

The FCFC coordinator will set the meeting agendas and official notice of meetings will be given to all members prior to the meeting date. The FCFC Coordinator will ask for additions to the agenda by the Executive Council.

Section 3.1 Regular Meetings

Meetings of members shall be held monthly or as determined by a majority of members and at a location and time determined by the members at the preceding meeting.

Section 3.2 Special Meetings

Special meetings may be called by the Council Chair or FCFC Coordinator. The time and place of any such meeting shall be determined by the Chairperson and Coordinator. Voting may not take place virtually.

Section 3.3 Notice of Meetings

Notice to members of regular meetings shall be at least five (5) working days prior to the meeting. In the case of a special meeting, there will be at least a 24-hour notice sent to members. The notice shall contain the time, place, and purpose of the meeting.

Section 3.4 Opening Meetings

Pursuant to ORC 121.22 (Sunshine Law), Family and Children First Council meetings shall be open to the public, subject to statutory exceptions. Meeting notices shall be published as required by the sunshine law.

Section 3.5 Voting and Quorum

For a quorum to be met, at least fifty one percent (51%) of the Mandatory Members must be in attendance to conduct official Council business.

When a quorum is present, a majority vote of those members present and voting shall prevail in the decision of any matters brought before the meeting of the Council in which voting takes place, except where prohibited by these by-laws.

Voting shall be done by the Council membership. One vote will be granted per member agency.

ARTICLE IV: MISSION

Section 4.1 Hardin County FCFC Vision

- The Council will promote healthy families by identifying needs and effectively linking them with community resources.

Section 4.2 Mission

The Mission of the Council is:

Adopted:

- Represent all aspects of the county’s families, children, and individuals seeking community services
- Access the needs of the community
- Assure the availability of comprehensive family services
- Raise community awareness of available family services
 - Coordinate the services provided to families by community agencies
 - Promote diversity of perspectives
 - Promote family involvement

On an annual basis, the FCFC coordinator shall submit a report on the status of efforts by the Council to increase child well-being in the community to the County Board of Commissioners and the Cabinet Council. This report shall be made available to any other person on request.

ARTICLE V: RESPONSIBILITIES OF FAMILY AND CHILDREN FIRST COUNCIL

Section 5.1 Compliance

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 and Children First Council do so as a function of government with all implied and stated immunities. (ORC 2744).

The Council membership responsibilities include, but are not limited to:

- Attend all regularly scheduled meetings set by the FCFC Coordinator;
- Work cooperatively; and
- Identify service gaps and barriers.

Section 5.2 Conflict of Interest

No member of the Council shall vote on projects that bring a direct financial benefit to themselves or their organization. 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 a committee when a potential conflict of interest arises. The Chair of the Council will evaluate and determine if the member with a potential conflict of interest shall be prohibited from participating in any votes on a project that creates a potential conflict.

ARTICLE VI: STRUCTURE

Section 6.1 Administrative Agent (AA)

Council shall designate an Administrative Agent pursuant to ORC 121.37 (B)(5)(a). The fiscal agent will be represented on the Council to provide regular financial reports. A Designation of Administrative Agent Form must be completed yearly and submitted to the State regardless of change. No term is set for the AA. If no agency agrees to serve as AA, the Commissioners assume the role. The Commissioners shall delegate AA duties to an agency for which they have responsibility and align with ORC 121.37.

Section 6.2 Full Council

Full FCFC Council is a forum for any individual who works with youth and/or families in Hardin County to discuss issues that relate to service provision of Hardin Co. Families including:

- Ways to collaborate efficiently for families and children in need of multiple services.

Adopted:

- Building community capacity
- Streamlining and coordinating services for families

Section 6.3 Duties of Executive Council

The Executive Council is composed of mandated members of Council including at least one parent representative and any non-mandated member approved by the Council.

Duties include:

- Provide direction to the Full Council and Council Subcommittees
- Review Council expenditures and receipts on a monthly basis
- Review subcommittee reports and recommendations
- Review program operations
- Make necessary recommendations to the administrative agent
- Review the membership roster annually to ensure compliance with statute, and make recommendations to the Council regarding the need, if any, for changes in membership

The Executive Council has the authority to approve the following items:

- Programming decisions regarding FCF grant funds
- Creation and dissolution of sub committees
- Contracts and funding requests above \$1000

The Executive Council has the authority to recommend for approval to the Administrative Agent:

- Contract negotiation and termination
- Hiring and termination of FCFC staff
- Acceptance of grant funds
- Approval of the FCFC annual budgets and appropriations, as needed
- Council Policies
- Council By-Laws

Section 6.4 Duties of the FCFC Coordinator

The FCFC Coordinator will report directly to the Administrative Agent.

With the permission of the Administrative Agent, the FCFC Coordinator has the authority to:

- Enter into agreements or administer contracts with public or private entities to fulfill specific council business. The Director shall attach meeting minutes that document approval of all contracts of over \$1000.
- Manage and administer Council finances of \$1000 or below
- Supervise any council employees and parent representatives.
- Plan and organize workloads and staff assignments, train, motivate and evaluate staff.

Per ORC 121.37(B)(4)(ii), The FCFC coordinator serves in the unclassified civil service at the pleasure of their appointing authority. Nothing in these by-laws serves to alter or modify that classification status. The Administrative Agent will serve as the appointing authority for any Council employees.

Adopted:

The Administrative Agent will evaluate the FCFC Coordinator. The Administrative Agent may call upon Council Officers to assist in the evaluation of the Coordinator, if necessary.

Section 6.5 Sub-Committees

The Executive Council has the authority to establish or dissolve a Council Committee. The establishment of a Council Committee shall be at the pleasure of the Executive Council. The purpose of the Committee must be documented at the time of establishment. Committee member determination will be made by the Executive Committee, or the Council Coordinator as deemed appropriate.

Current Subcommittees can be found in Addendum A.

ARTICLE VII: Council Officers, Election, Terms, & Duties

Section 7.1 Composition

The officers of the Council shall be a Chair, Vice Chair, and a Secretary.

Section 7.2 Duties of Officers

Council Chair: It is the Council Chair's duty to preside at all Full Council and Executive Council meetings. The Chair may delegate this responsibility to the Council Vice Chair if necessary. The Council Chair may serve as a member of Council committees, may provide input into the agenda for Council meetings. The Chair represents and acts on behalf of the Council including meetings with State Departments; and exercises such other duties as may pertain to the office. The chair shall serve as ex-officio member on all committees.

Council Vice Chair: It is the Vice Chair's duty to assist the Chair in the above duties and act in his/her absence or during his/her inability to act and shall have other powers as designated by Council. The Vice Chair may act as facilitator for any committee of the Council.

Secretary: It is the Secretary's duty to produce meeting minutes for regular, special, and sub-committee meetings. The Secretary will work closely with the FCFC Coordinator on Council activities, information, and updates, unless otherwise noted by the Executive Council.

Section 7.3 Election of Officers

Members shall elect officers from the voting members. A slate of officers will be prepared by the nominating committee for presentation to the Council. Nominations may also be made from the floor. Officers may be replaced at any time by regular vote of the Council membership. Each Officer shall serve a two (2) year term. The term of office for all Officers shall begin on January 1st of each calendar year. Vacancies in any office of the Council will be filled by voting members at any regular meeting of the Council, or at a special meeting called for that purpose. A Quorum of seven (7) must be present to pass the vote. The Vice-Chair may succeed the Chairperson. The Secretary function shall be filled by nomination of the Council member agencies choice.

Section 7.4 Replacement of an Officer

Replacement or filling of a vacancy of the Council Chair, Vice Chair, or Secretary shall be done by simple majority vote of a quorum of voting members present at a regular or special meeting of the Council.

Adopted:

A Council Officer may be dismissed if the Council, Administrative Agent, or FCFC Coordinator deem necessary. The Council Officer will be notified in writing and the reason for removal by the Administrative Agent.

ARTICLE VIII: BY-LAW AMENDMENT

These by-laws may be amended or replaced, and new by-laws adopted at any regular or special meetings of the Council at which a quorum is present. Notice of the proposed amendment, repeal or adoption shall be provided at least ten (10) days prior to the next regular or special meetings of the Council.

Adopted:

ADDENDUM A: CURRENT SUBCOMMITTEES

Family Stability Team (FAST): The FAST committee will serve as an accountability system to monitor the Council's progress in achieving results for families and children through implementation of the three-year 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 Service Coordination Mechanism. The mechanism will be reviewed annually, and the committee will make recommendations to the Council regarding any amendments. The Committee will monitor needs/gaps/barriers that impeded on keeping youth safe in permanent homes in Harden 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.

Those appointed to FAST will meet at least monthly to discuss challenging inter-system cases

Early Childhood Coordination Committee (ECCC): ECCC 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 five 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.

The ECCC shall assist in:

- 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
- The maintenance of an accountability system to monitor the Council's progress in achieving results for families with young children