

# Richland County Youth and Family Council BYLAWS

**Article One: LEGAL BASIS**

- 1.1 This organization shall be called the: Richland County Youth and Family Council.; and has its legal basis in Ohio Revised Code § 121.37.

**Article Two: VISION AND PURPOSE**

- 2.1 Richland County is a supportive community where children and families achieve their fullest potential, build upon their strengths and fulfill their rights, responsibilities and needs.
- 2.2 The purpose of the Richland County Youth and Family Council is to provide leadership to assure an effective system of collaborative, coordinated and efficient community services which assist each family and child to meet their individual needs and responsibilities.

**Article Three: VALUE STATEMENT**

- 3.1 The Council embraces the values of Ohio’s commitments to child well-being, which are:
  - A. Expectant parents and newborns thrive
  - B. Infants and toddlers thrive
  - C. Children are ready for school
  - D. Children and youth succeed in school
  - E. Youth choose healthy behaviors
  - F. Youth successfully transition into adulthood

**Article Four: MEMBERSHIP**

- 4.1 The Richland County Commissioners shall establish the Richland County Youth and Family Council hereinafter called “Family Council”.
- 4.2 The membership of Family Council shall be those as set forth in Ohio Revised Code §121.37 and locally defined as including;
  - a. Three parent representatives (where possible, the number of parents shall be equal to 20%, or at least 3, of the Family Council’s voting members) are voting members as nominated and approved by Council fulfilling the section of the code §121.37 (B) (1) (a).
  - b. The Executive Director of the Richland County Mental Health and Recovery Services Board, fulfilling the section of the code §121.37 (B) (1) (b).
  - c. The Commissioner of the Mansfield/Richland County Combined Department of Health, fulfilling the section of the code §121.37 (B) (1) (c).
  - d. The Executive Director of the Richland County Department of Job and Family Services, fulfilling the section of the code §121.37 (B) (1) (d).
  - e. The Executive Director of Richland County Children Services, fulfilling the section of the code §121.37 (B) (1) (e).
  - f. The Superintendent of Richland Newhope, fulfilling the section of the code §121.37 (B) (1) (f).
  - g. The Superintendent of the Mansfield City Schools, fulfilling the section of the code §121.37 (B)(1)(g)
  - h. The Superintendent of Mid-Ohio Educational Service Center, fulfilling the section of code §121.37 (B) (1) (h).
  - i. The Mayor of the City of Mansfield or their designee, fulfilling the section of the code §121.37 (B) (1) (i).

- j. The chair of the Richland County Board of County Commissioners or their designee, fulfilling the section of the code §121.37 (B) (1) (j).
  - k. A representative of the Ohio Department of Youth Services, fulfilling the section of the code §121.37 (B) (1) (k).
  - l. A representative of each of the county’s Head Start program operators, fulfilling the section of the code §121.37 (B) (1) (l).
  - m. A representative of the county’s Early Childhood Coordinating Committee, fulfilling the section of the code §121.37 (B) (1) (m).
  - n. A representative of a local nonprofit entity that funds, advocates, or provides services to children and families, fulfilling the section of the code §121.37 (B) (1) (n). United Way of Richland County has been designated locally to fulfill this role.
  - o. The county’s juvenile court judge will serve as the judicial advisor to the county family and children first council. Service of a judge as a judicial advisor pursuant to this section is a judicial function, fulfilling the section of the code §121.37 (B) (1). The juvenile court judge will designate a representative to serve on the Council and that representative will be a voting member of any subcommittee in which they participate.
- 4.3 All members of the Council shall protect the confidentiality of any information that is protected under law, rule, or regulation.

**Article Five: VOTING MEMBERS**

- 5.1 Each of the individuals listed in Article Four shall have voting privileges. Proxies will not be permitted nor will the transfer of voting privileges to a representative.
- 5.2 **Conflict of Interest**  
It is incumbent upon each member to make the Council and its members aware of any conflict or possible conflict of interest with respect to programs, contracts or funding being considered by the Council. This declaration of a conflict and abstention from participation shall be noted in the minutes of the meeting.
- 5.3 If members are employed by an organization, or have significant interests in an organization that is submitting a proposal for funding consideration, the member must declare a potential conflict of interest and must excuse themselves from that portion of the meeting where discussion, consideration, review or voting will occur.

**Article Six: STATUTORY RESPONSIBILITIES AND POWERS**

- 6.1 The Family Council shall have the powers and duties as provided in Ohio Revised Code including but not limited to;
- a. Refer to the cabinet council those children for whom the council cannot provide adequate services
  - b. Make periodic reports to the cabinet council regarding the number of children referred to the county council and the progress made in meeting the needs of each child
  - c. 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
  - d. Participate in the development of a county wide, 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 “Education of the Handicapped Act Amendments of 1986”
  - e. Maintain an accountability system to monitor the council’s progress in achieving its purposes
  - f. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.
  - g. Pursuant to all applicable ORC statues, Council shall authorize the execution of such human and social service contracts as necessary to fulfill the vision and purpose of Council.

**Article Seven: OFFICERS**

- 7.1 From its members, the Family Council shall elect officers including President, President-elect, Immediate Past President, Secretary, and Treasurer. All officers shall be elected at the June meeting of the Family Council and assume office on July 1 following. Each officer will serve for a term of one year. The President-elect will assume the office of President for the year following their term in this office.
- 7.2 Vacancies, due to resignation, removal, death or other such causes will be filled at the next regular meeting of the Family Council following the occurrence of the vacancy.

**Article Eight: DUTIES OF OFFICERS**

- 8.1 The President shall preside at all meetings of the Family Council and shall approve the records thereof and shall sign all written contracts, deeds, mortgages, bills of sale and all other conveyances, conditional or otherwise, notes and all other obligations of this Family Council.
- 8.2 The President shall see that all orders and resolutions of the Family Council are carried into effect.
- 8.3 The President shall appoint chairs of all committees, unless otherwise provided for in Family Council policy.
- 8.4 The President shall appoint, by the May Family Council meeting, a nominating committee preceding the annual June election.
- 8.5 The President may appoint a parliamentarian in the conduct of any meeting. The President shall be a member of all committees.
- 8.6 The President-elect shall, in the absence of the President, carry out all duties of the President.
- 8.7 The Secretary will take minutes for all the Family Council meetings. These minutes will be prepared either by the Secretary or by a designated individual on staff for Family Council.
- 8.8 The Treasurer shall chair the Family Council Finance Committee and present to the Family Council on budget and finance matters.

**Article Nine: COUNCIL STAFF**

- 9.1 The Council may employ such staff as may be needed in the judgment of the membership to carry out the work of the Council.
- 9.2 The Executive Director of the Council shall be supervised by the President of the Council. All other employees of the Council, if any, shall be supervised by the Executive Director.
- 9.3 The duties of the Executive Director shall be:
  - a. Coordinate the implementation and continued development of the Family and Children First initiative in Richland County
  - b. Overcomes policy and funding barriers by facilitating, working with and participating in cross-system discussions of the Council Executive Leadership Team. Assists with policy and program development and implementation, management, budgeting and problem solving.
  - c. Responsible for management of budgets and grants, including monitoring fiscal responsibilities, approval of requisition, back orders, purchase orders and receipts.

- d. Evaluates program operations to ensure proper administration and implementation of programs according to established guidelines and actions of the Council, provides technical consultative assistance, and acts as liaison between the Council and providers.
- e. Prepares and distributes case materials for Residential Diversion Review and Care Management committees. Initiates, schedules and facilitates meetings and participates in treatment planning and utilization review.
- f. Monitors placement contracts and individual child and community services contracts. Monitors and seeks resolution to quality assurance issues and other issues.
- g. Authorizes payments from the pooled fund, maintains and tracks utilization and adherence to the budget.

**Article Ten: MEETINGS**

- 10.1 The Family Council will meet the third Wednesday of each month. Public notice will be given to the news media.
- 10.2 Meetings may be canceled or dates/time changed by a vote of the majority at a duly constituted meeting of the Family Council.
- 10.3 The June meeting of the Family Council will be considered the annual meeting.
- 10.4 Special meetings may be called at any time by the call of the President or by any five members of the Family Council.
- 10.5 Notice of meetings will be written with the time and place and be transmitted electronically and/or mailed at least seven days prior to the meeting.
- 10.6 A quorum for all meetings of the Family Council shall consist of a minimum of six voting members of Council.
- 10.7 Meetings of the Council shall be public and shall be conducted in compliance with Ohio Revised code 121.22 (Sunshine law).
- 10.8 The public shall be given the opportunity to address the Council, under rules adopted by the Council, during regular meetings of the Council. The Council shall defer any action requested during public participation to a subsequent meeting.
- 10.9 Questions at a meeting are to be directed to the board as a whole and may not be addressed to any individual member of the board or the administrative staff. The matter to be discussed must be submitted to the President or Director of Council no later than four (4) calendar days in advance of the regularly scheduled meeting. Each speaker may have no more than five (5) minutes and not more than twenty-five (25) minutes to each subject under discussion except with the consent of the board.
- 10.10 The administrative agent for the Family Council shall send notice of a member's absence if a member listed in Article Four has been absent from either three consecutive meetings of the Family Council, subcommittees, or from one-quarter of such meetings in a calendar year, whichever is less, to the Richland County Commissioners. Additionally, notices will be sent to the Governing Boards of the respective entities to which the individual belongs.

**Article Eleven: STANDING COMMITTEES**

- 11.1 **Finance Committee**  
The Family Council shall have a Finance Committee (also known as the Executive Leadership Team in the Service Coordination Mechanism), of which, membership shall be limited to

members who contribute to the “pooled fund”, the President of Council and the Executive Director of Council.

11.2 **Early Childhood Coordinating Committee**

The county’s Early Childhood Coordinating Committee, in part, established pursuant to the “Individuals with Disabilities Education Act of 2004” shall be a standing committee of the Family Council.

11.3 **Care Management Team**

Care Management Team, which consists of representatives from the following agencies, Richland County Mental Health and Recovery Services Board, Richland County Children Services Board, Richland County Juvenile Court, Richland County Newhope, Richland County Job and Family Services, Mansfield City Schools, Mid-Ohio Education Services Center, and National Alliance on Mental Illness (NAMI) meets weekly or as needed to review and approve requests for Family-Centered Services and Supports funds.

11.4 **Residential Diversion/Review Team**

The Residential Diversion/Review Team which consists of representatives from Richland County Juvenile Court, Richland County Children Services, and Richland County Mental Health and Recovery Services Board will meet twice a month to evaluate cases that are potential out of home placements (Treatment Foster Care, Residential Treatment, out of county placement) in order to look for possible diversion options.

**Article Twelve: COUNTY SERVICE COORDINATION MECHANISM**

12.1 The Family Council shall have a county service coordination mechanism which will serve as the guiding document for coordination of county services. Service coordination mechanism shall be consistent with rules adopted by the department of health under section 3701.6 of the Revised Code. Each mechanism shall include the following:

- a. A procedure for an agency, including a juvenile court, or a family voluntarily seeking service coordination, to refer the child and family to the Family Council for service coordination in accordance with the mechanism;
- b. A procedure ensuring that a family and all appropriate staff from involved agencies, including a representative from the appropriate school district, are notified of and invited to participate in all family service coordination plan meetings;
- c. A procedure that permits a family to initiate a meeting to develop or review the family’s service coordination plan and allows the family to invite a family advocate, mentor, and/or support person of the family’s choice to participate in any such meeting;
- d. A procedure for ensuring that a family service coordination plan meeting is conducted for each child who receives service coordination under the mechanism and for whom an emergency out-of-home placement has been made or for whom a non-emergency out-of-home placement is being considered. The meeting shall be conducted within ten days of an emergency out-of-home placement. The meeting shall be conducted before a non-emergency out-of-home placement. The family service coordination plan shall outline how the Family Council members will jointly pay for services, where applicable, and provide services in the least restrictive environment;
- e. A procedure for monitoring the progress and tracking the outcomes of each service coordination plan requested in the county including monitoring and tracking of children in out-of-home placements to assure continued progress, appropriateness of placement, and continuity of care after discharge from placement with appropriate arrangements for housing, treatment, and education;
- f. A procedure for protecting the confidentiality of all personal family information disclosed during service coordination meetings or contained in the comprehensive family service coordination plan;
- g. A procedure for assessing the needs and strengths of any child or family that has been referred to the Family Council for service coordination, including a child whose parent or custodian is voluntarily seeking services, and for ensuring that parents and custodians are afforded the opportunity to participate;
- h. A procedure for development of a family service coordination plan;

- i. Each mechanism shall also include a local dispute resolution process to serve as the process that must be used to resolve disputes among the agencies represented on the Family Council concerning the provision of services to children, including children who are abused, neglected, dependent, unruly, alleged unruly, or delinquent children and under the jurisdiction of the juvenile court and children whose parents or custodians are voluntarily seeking services. The local dispute resolution process shall be used to resolve disputes between a child's parents or custodians and the Family Council regarding service coordination. The Family Council shall inform the parents or custodians of their right to use the dispute resolution process. Parents or custodians shall use existing local agency grievance procedures to address disputes not involving service coordination. The dispute resolution process is in addition to and does not replace other rights or procedures that parents or custodians may have under sections of the Revised Code.

**Article Thirteen: CERTIFICATE OF INSURANCE**

- 13.1 The Board is covered by \$1,000,000 for general liability and \$5,000,000 for excess liability through the Board of Commissioners of Richland County.

**Article Fourteen: RULES OF ORDER**

- 14.1 Meetings will be conducted according to generally accepted procedures. For routine decisions, motions, their seconds, following discussion a voice vote will be acceptable unless a dispute arises. Should a procedural dispute arise, the presiding officer will seek consensus among the members present. If the dispute cannot be resolved in a reasonable amount of time, the most recent update of Robert's Rules of Order will be used to resolve the dispute.

**Article Fifteen: AMENDMENTS**

- 15.1 These bylaws may be adopted, amended or repealed by two-thirds vote of the Family Council present at any duly called and constituted meeting of the Family Council. All changes to the bylaws shall take effect immediately unless otherwise specified in the resolution.

**Article Sixteen ANNUAL REPORTS**

- 16.1 The Family Council shall provide, to the public, an annual report of its activities, including financial and program related.

**Proposed for Amendment: August, 2012  
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