



Summit County
Family & Children First
Council

SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL

BYLAWS

Amended January 2018

ARTICLE I – NAME AND SERVICE AREA

SECTION 1.1 The name of this organization shall be the **SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL** (hereinafter called the **COUNCIL**).

SECTION 1.2 The designated service area of the **COUNCIL** shall be Summit County, Ohio.

SECTION 1.3 The principal office and place of business of the **COUNCIL** shall be located in Summit County, Ohio, at such place as designated from time to time by the **COUNCIL**.

ARTICLE II – AUTHORITY AND PURPOSE

SECTION 2.1 The **AUTHORITY** for existence and the purposes of the **COUNCIL** are those authorized and enumerated under Ohio Revised Code, Section 121.37. The **PURPOSE** of the **COUNCIL** is to streamline and coordinate existing services for families seeking services for their children. In seeking to fulfill its **PURPOSE**, the **COUNCIL** shall provide, but not be limited to, the following:

2.1.1 Development and implementation of a process that annually evaluates and prioritizes services, fills service gaps where possible, and invent new approaches to achieve better results for families and children; and

2.1.2 Participation 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 “Individuals with Disabilities Education Act of 2004” (IDEA); and

2.1.3 Establishment of a county service coordination mechanism for the provision of services for families and children which includes an accountability system; and

2.1.4 Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system; and

2.1.5 Referrals to the Ohio Family and Children First Cabinet Council of those children for whom the **COUNCIL** cannot provide adequate services; and

2.1.6 Establishment of an interagency process to identify local priorities to increase child and family well-being and an annual plan that identifies the county’s interagency efforts to increase child well-being; and

2.1.7 Maintenance of an accountability system to monitor the **COUNCIL’S** progress in achieving results for families and children; including an interagency process to establish

local indicators to monitor the county's progress toward increasing child and family well-being; and

2.1.8 Make periodic reports to the Ohio Family and Children First Cabinet Council regarding progress made in increasing child and family well-being.

SECTION 2.2 COMPLIANCE – Except as provided in the Ohio Revised Code, Section 121.37, the **COUNCIL** shall comply with the policies, procedures, and activities prescribed by the rules or interagency agreements of a state department participating on the Ohio Family and Children First Cabinet Council whenever the **COUNCIL** performs a function subject to those rules or agreements.

ARTICLE III – VISION, MISSION & VALUES

SECTION 3.1 The VISION of the Summit County Family and Children First Council is for all children and families of Summit County to thrive.

SECTION 3.2 The MISSION of the Summit County Family and Children First Council is to promote a system of care that protects and enhances the well-being of children and families by building community capacity, engaging and empowering families, and coordinating systems and services.

SECTION 3.3 VALUES – The **COUNCIL** believes the whole community shares responsibility for building the capacity of families and youth to achieve success. Therefore, the **COUNCIL** is committed to operate under the following values:

- The **COUNCIL** values its role to convene community stakeholders, facilitate cross system communication, grow community relationships and enhance community collaboration
- The **COUNCIL** values organizations' committed best effort for children and families in Summit County, measured by the sharing of resources through collaboration and cooperation to produce desired results
- The **COUNCIL** values open, honest and respectful communication
- The **COUNCIL** values and solicit family voice at all system levels
- The **COUNCIL** values full continuums of care with a focus on prevention and early intervention
- The **COUNCIL** values programs and projects that are research based with measurable outcomes
- The **COUNCIL** values family-driven, culturally competent, individualized, strength based and trauma informed approaches in working with children and families
- The **COUNCIL** values services which promote and develop healthier families and children and keep them intact
- The **COUNCIL** values meeting the needs of children and families in the least restrictive, most effective, normative environment
- The **COUNCIL** values shared leadership, shared risk and shared results

- The **COUNCIL** values shared planning that results in aligned efforts, reduced duplication and maximized resources

ARTICLE IV – MEMBERSHIP

SECTION 4.1 MANDATED MEMBERS – The Summit County Family and Children First Council shall include the following mandated members, as outlined in ORC 121.37:

- **Family Representatives** - At least three individuals who are not employed by an agency represented on the **COUNCIL** and whose families are or have received services from an agency represented on the **COUNCIL** or another county's council. Where possible, the number of family representatives shall be equal to twenty percent of the **COUNCIL's** membership
- **Summit County Alcohol, Drug Addiction and Mental Health Services Board** – Executive Director
- **Summit County General Health District** – Commissioner or designee
- **Summit County Dept. of Job and Family Services** - Executive Director
- **Summit County Children Services** - Executive Director
- **Summit County Board of Developmental Disabilities** - Executive Director
- **Akron Public Schools** – Superintendent
- **Summit County Educational Service Center** – Superintendent
- **City of Akron** – Representative
- **Summit County Executive Office** - Executive or designee
- **Ohio Dept. of Youth Services** - Executive Director
- **Summit County Community Action/Head Start** – Representative
- **Summit County Early Intervention Collaborative** – Representative
- **Local non-profit that provides services to children and families** – Representative

SECTION 4.2 COMMUNITY AGENCY REPRESENTATIVES – The Summit County Family and Children First Council highly values community partnerships and therefore has opted to expand its voting membership to include up to ten (10) community partners, selected through an established nomination and election process.

SECTION 4.3 YOUTH REPRESENTATIVES – The Summit County Family and Children First Council highly recognizes and values youth voice and therefore may opt to expand its voting membership to include up to two (2) youth representatives, between the ages of 16-24 who are or have received services from an agency represented on the **COUNCIL** or another county's council.

SECTION 4.4 JUVENILE COURT JUDGE - The Summit County Juvenile Court Judge shall serve as the judicial advisor to the **COUNCIL**. The Judge may advise the **COUNCIL** on the court's utilization of resources, services and programs provided by the entities represented by members of the **COUNCIL** and how those resources, services or programs assist the court in its administration of justice. Service of the Judge as a judicial advisor pursuant to this section is a judicial function.

SECTION 5.4 COMPENSATION – Members of the **COUNCIL** shall serve without compensation. However, members of the **COUNCIL** may be reimbursed for necessary and out of pocket expenses occurred in the performance of official **COUNCIL** duties, subject to **COUNCIL** pre-approval and in accordance with the guidelines and rules adopted by the **COUNCIL**, and pending the availability of funding. Notwithstanding the foregoing to the contrary, the **COUNCIL** may provide financial stipends to family & youth representatives, subject to the availability of funding.

ARTICLE V – MEMBER TERM OF SERVICE

SECTION 5.1 MANDATED MEMBERS – a mandated member whose service is required by statute, or a representative designated by the mandated entity (as allowable) shall begin a term of service upon written notification of intent to serve to the **COUNCIL** Chair and Director; and may serve without limit of term as long as that individual serves in the designated position.

A mandated representative from a NON PROFIT ENTITY that provides services to children and families whose service is contingent upon a nomination and election process approved by the **COUNCIL** shall serve a one (1) year term of service, commencing on January 1st of each calendar year and may serve without limit of term as long as that individual serves in the designated position.

A mandated FAMILY REPRESENTATIVE whose service is contingent upon a nomination and election process approved by the **COUNCIL** shall serve a one (1) year term of service, commencing on January 1st of each calendar year and may serve without limit of term.

SECTION 5.2 COMMUNITY AGENCY REPRESENTATIVE – a community agency representative whose service is contingent upon a nomination and election process approved by the **COUNCIL** shall serve a one (1) year term of service, commencing on January 1st of each calendar year and may serve without limit of term as long as that individual serves in the designated agency position. Elected Community Agencies shall be represented by its Executive Director or a Chief Officer unless another representative is designated in advance writing to the **COUNCIL** Chair or Director.

SECTION 5.3 YOUTH REPRESENTATIVE – a youth representative whose service is contingent upon a nomination and election process approved by the **COUNCIL** shall serve a one (1) year term of service, commencing on January 1st of each calendar year and may serve without limit of term, until reaching 25 years of age.

ARTICLE VI – MEETINGS

SECTION 6.1 The **COUNCIL** shall hold meetings in compliance with ORC 121.37 and the Ohio Sunshine Laws.

SECTION 6.2 The membership of the **COUNCIL** shall meet at least FOUR TIMES PER YEAR, at such times and places to be determined by the **COUNCIL**. Special meetings of the **COUNCIL** may be called at any time the by Chairperson or in absence of the Chair, at the request of the Family and Children First Council Director with the approval of the **COUNCIL** Chair or Vice-chair. Members will be notified in writing of all meetings at least seven calendar days prior to the meeting.

SECTION 6.3 ATTENDANCE – The **COUNCIL’s** Administrative Agent will annually report the attendance of all mandated **COUNCIL** members to the specified parties described in ORC 121.37.

EXCUSED ABSENCES - Any **COUNCIL** member may be recorded as having an excused absence in the event they report their absence prior to the schedule **COUNCIL** meeting.

The RECORD OF ATTENDANCE shall be considered when selecting and electing officers and members of the **COUNCIL**.

SECTION 6.4 QUORUM – A simply majority of permanent and temporary members of **COUNCIL** shall constitute a quorum necessary for conducting official business of the **COUNCIL**.

SECTION 6.5 VOTING – A simple majority of quorum is required to approve any action item. In all matters requiring a vote of the membership, each member shall have one vote. Members must confirm their designee-voting representative to the **COUNCIL** Chair or Director prior to the start of each calendar year. In the event of a tie vote, the **COUNCIL** Chair or Vice Chair, if presiding over the meeting in absence of the chair, shall cast the tie-breaking vote. In the event that quorum is not present and timely action must be taken, the **COUNCIL** hereby authorizes the Executive Committee to act on official business of the **COUNCIL**, in which such actions shall be ratified at the next regular meeting of the **COUNCIL**.

SECTION 6.6 RULES OF ORDER – All meetings of the **COUNCIL** or committees will be conducted according to generally accepted procedures for the conduct of meetings. Should a procedural dispute arise, the official presiding will seek consensus on dispute resolution among the members present. If the procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Roberts Rules of Order will be used to resolve the disputed procedure.

ARTICLE VII – OFFICERS AND TERMS OF SERVICE

SECTION 7.1 The officers of the **COUNCIL** shall be the Chairperson, Vice-Chairperson, and Secretary. They shall perform duties usually pertaining to such offices, such as:

CHAIR - Preside at all meetings of the **COUNCIL**; represent and act on behalf of the **COUNCIL**, as authorized by the **COUNCIL**; and exercise such other duties as appropriate to the office. This includes but is not limited to the execution of all interagency agreements, state and federal agreements and service agreements requiring the signature of the **COUNCIL** Chairperson.

VICE CHAIR – exercise the authority and fulfill the duties of the Chair in the absence of that Officer; provide fiscal reports at meetings; and exercise such other duties as may be assigned by the Chair.

SECRETARY – See that a current roster of the membership of the **COUNCIL** is maintained and a Record of Proceedings of all meetings is prepared and reviewed; serve as chairperson of the **COUNCIL’s** Nominating Committee; and exercise such other duties as may be assigned by the Chair.

Officers shall be elected for a one-year term and may serve no more than two consecutive one-year terms in any office. Officers may not serve in multiple offices for more than six consecutive years.

Any officer may resign at any time by giving written notice to the Executive Committee. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein. The Executive Committee may remove any officer, in accordance with due process, at any time. Persons to fill vacancies may be approved by the Executive Committee for the remainder of the term as deemed necessary.

ARTICLE VIII – ELECTIONS

SECTION 8.1 The **COUNCIL** shall annually establish from its membership, a **NOMINATING COMMITTEE** to provide guidance and oversight to the annual elections process.

Nominations for **COUNCIL** membership, the Executive Committee and officers can be submitted in writing to the **COUNCIL** Chair or Director or be publicly made at a **COUNCIL** meeting when nominations are being accepted. A Proposed Slate of **COUNCIL** Members, At-Large Executive Committee members and Officers of the **COUNCIL** shall be presented to the **COUNCIL** for a vote in October when possible, but no later than December. Elected members shall assume office in January of the following year.

ARTILE IX – ORGANIZATIONAL STRUCTURE

9.1 STANDING COMMITTEES – The standing committees of the **COUNCIL** are identified below. Each Committee shall establish and follow a Committee CHARTER that has been approved by the **COUNCIL (see attached)**

- FULL COUNCIL
- EXECUTIVE COMMITTEE
- EARLY CHILDHOOD ADVISORY COMMITTEE
- SERVICE COORDINATION MECHANISM OVERSIGHT COMMITTEE
- SERVICE REVIEW COMMITTEE

9.2 AD HOC COMMITTEES – the **COUNCIL** shall create Ad Hoc committees and shall approve membership of these committees as deemed necessary and appropriate to accomplish the Mission and goals of the **COUNCIL**.

ARTICLE X - PERSONNEL

The **COUNCIL** may employ such staff as may be needed in the judgement of the membership to carry out the work of the **COUNCIL**.

The FCFC Director, should one be appointed, shall act on the direction of the Executive Committee of **COUNCIL**. All other employees of the **COUNCIL**, if any, shall be supervised by the **COUNCIL** Director.

Duties and responsibilities of the FCFC Director shall include without limitation, those duties prescribed in the official Job Description for the Director as approved by the **COUNCIL**, and such other authority as may be authorized by the **COUNCIL**.

The **COUNCIL**, in conjunction with the Fiscal/Administrative Agent shall fix compensation of FCFC staff following a written work performance evaluation, which shall be completed annually.

XI - ADMINISTRATIVE AGENT

The **COUNCIL** shall annually designate a Fiscal/Administrative Agent from the authorized entities listed in ORC 121.37. Upon authorization of the **COUNCIL**, the **COUNCIL's** Fiscal/Administrative Agent shall serve as the appointing authority for the **COUNCIL** and may act on behalf of the **COUNCIL**, as described in ORC 121.37. The conditions of that authority shall be set forth in the **COUNCIL'S** Fiscal/Administrative Agent Agreement in accordance with ORC 121.37.

The **COUNCIL** shall authorize the establishment of positions to be employed and supervised by the Fiscal/Administrative Agent. The Fiscal/Administrative Agent shall administer personnel policies and procedures as are required by law, and as authorized by the **COUNCIL**.

The **COUNCIL** operates on a January 1 – December 31 fiscal year. The **COUNCIL** shall establish an annual budget with its Fiscal/Administrative Agent. The **COUNCIL** Director, in cooperation with the Fiscal/Administrative Agent, shall oversee the receipt and expenditure of **COUNCIL** funds and report to the **COUNCIL** on a regular basis, as directed by the **COUNCIL**.

The Fiscal/Administrative Agent shall ensure that all expenditures are handled in accordance with policies, procedure and activities prescribed by state departments in rules or interagency agreements that are applicable to the **COUNCIL**.

XII - CONFLICT OF INTEREST

Because the **COUNCIL** is a collaborative body that serves as the manager of various local, state and federal grants and initiatives, it is important that Conflict of Interest issues are clearly understood.

Members of the **COUNCIL** and members of its committees shall be prohibited from using their position on **COUNCIL** or their relationship to **COUNCIL** for personal or financial gain. 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 program or contracts being considered by the **COUNCIL**. Members are expected to abstain from voting on those matters in which there is a conflict or possible conflict of interest. Abstentions votes for the purpose of disclosure of a conflict of interest shall be recorded in the meeting minutes.

XIII – PUBLIC RECORDS, RECORD RETENTION AND CONFIDENTIALITY

All minutes of the **COUNCIL** and its committees shall be maintained by the Fiscal/Administrative Agent. All records of families referred to the **COUNCIL** shall be retained and kept confidential in accordance with applicable federal and state laws and regulations and released or disclosed only upon a properly prepared and executed Release of Information.

XIV – NON-DISCRIMINATION

The **COUNCIL** shall not condone or permit any discriminatory policies or practices with respect to race, religion, gender, ethnic groups, sexual orientation or disabilities in fulfilling its stated purpose.

XV - INDEMNIFICATION

The **COUNCIL** shall, to the fullest extent not prohibited by applicable law, indemnify each person who, by reason of being or having been a Member or Officer of the **COUNCIL**, is named or otherwise becomes or is threatened to be made a party to any action, suit, investigation, proceeding, claim or other matter therein, and the **COUNCIL** as deemed proper by the **COUNCIL** may indemnify any other person, against any and all costs and expenses (including attorney fees, judgments, fines, penalties, amounts paid in settlement, and other disbursements) actually and reasonably incurred by, or imposed upon, such person in connection with any action, suit, investigation, proceeding, claim, or other matter therein, whether civil, criminal, administrative or otherwise in nature, with respect to which such person is named or otherwise becomes or is threatened to be made a party by reason of being or having been a Member, Officer, employee, volunteer, advisor, fiduciary, or other agent of or in a similar capacity with the **COUNCIL**.

Each request by or on behalf of any person who is or may be entitled to indemnification for reason other than by being or having been a Member or Officer of the **COUNCIL** shall be

reviewed by the **COUNCIL**, and indemnification of such person shall be authorized by said **COUNCIL** only if it is determined by said **COUNCIL** that indemnification is proper in the specific case, and, notwithstanding anything to the contrary in this Bylaws, no person shall be indemnified to the extent, if any, it is determined by said **COUNCIL** or by written opinion of legal counsel designated by said **COUNCIL** for such purpose that indemnification is contrary to applicable law.

XVI - REMOVAL FROM COUNCIL

Any elected **COUNCIL** member may be removed from the **COUNCIL** for just cause by the act of a majority of the **COUNCIL**. Such removal must take place at a regular or special meeting of the **COUNCIL** convened for that purpose by the Executive Committee to make recommendations regarding the removal of a **COUNCIL** member. Just cause shall be determined in good faith by said quorum of the **COUNCIL** and may include, but not limited to, unexcused absences at three (3) meeting in the current fiscal year.

XVII – APPROVAL AND AMENDMENT

These by laws may be altered, amended or replaced, either in part or in entirety, upon written notice of the proposed changes to all recognized **COUNCIL** members at least thirty (30) calendar days prior in advance of the meeting to vote.

EFFECTIVE DATE

These revised by laws shall become effective November 1, 2001; October 1, 2002; February 28, 2003; May 28, 2003; February 2, 2006; June 11, 2010 and January 4, 2018.