



Rules of Operation

as amended on:
December 19, 2006

GUERNSEY COUNTY FAMILY & CHILDREN FIRST RULES OF OPERATION

ARTICLE I: MISSION

Section I. Mission

- A. The mission of the Guernsey County Family & Children First Council is to assure optimal quality of life by meeting the physical, educational, emotional, spiritual, and economic needs of all children and families. By coordinating the collaborative efforts of its members the council plans, develops, and supports services and opportunities to provide for the health and well-being of the children and families in Guernsey County.

ARTICLE II: NAME AND AUTHORITY

Section II. Name

- A. The name of this organization shall be the Guernsey County Family Service Council, hereafter referred to as "the Council".

This was amended on November 14, 2002 to be known as the Guernsey County Family & Children First Council.

Section II. Authority

- A. The Council is established pursuant to the Ohio Revised Code Section 121.37.
- B. The designated services area shall be Guernsey County, Ohio.

ARTICLE III: MEMBERSHIP, VOTING, AND RESPONSIBILITIES

Section I. Membership

- A. Council membership shall include the directors of the agencies mandated by the Ohio Revised Code Section 121.37, or their designee, as well as a comprehensive representation of parents, advocates, community leaders, and agency representatives within Guernsey county who serve, support, and/or advocate for children and their families.
- B. Pursuant to the Ohio Revised Code, mandated members of the Council are permanent members.

Section II. Voting Rights

- A. Each mandated member, pursuant to ORC 121.37, shall be allowed one vote. Each member agency is allowed one vote.

Section III. Responsibilities

- A. Each participant in the Council shall work cooperatively with other members to assure services to families and children are delivered in a timely manner and in the least restrictive environment.
- B. No action of the council shall interfere with the fiduciary responsibilities of any participants. Nor will the Council or its members jointly or severally be liable for any acts, or failure to act, of any member agency or employee of Council.
- C. Council shall fulfill the following responsibilities:
 - 1. Develop and implement a County Service Coordination Plan.
 - 2. Promote and facilitate collaboration among community resources regarding the provision of services to families and children. Promote interagency collaboration among the child and family serving systems. Review the plans and policies that will govern these collaborations, and on a periodic basis, review reports of the operations of such activities.
 - 3. The council shall establish working committees as needed.
 - 4. Advise and make recommendations to the Governor and General Assembly regarding the provision of services to children
 - 5. Promote the development of programs and projects, including pilot projects, to encourage coordinated efforts to improve the service delivery system.
 - 6. Review, ratify, and make application to the Ohio Family and Children First Cabinet Council for an exemption to any rules adopted by a state department participating on the Cabinet Council if an exemption is necessary to implement a program for service delivery to families and children. The application shall describe the proposed program and specify the rules from which an exemption is necessary.

7. Hold meetings at such times and places as may be prescribed by the Council, and maintain records of such meetings.

ARTICLE IV: COMMITTEES

Section I: Standing Committees

A. Creative Options Committee

The Creative Options Committee shall be comprised of direct-service and supervisory staff of child-caring agencies. The committee shall address specific cases, making recommendations for system changes and improvements for optimal service provision to families and children. Community Options and Service teams (COAST) will develop Individualized Family Service Plans for holistic care of multi-need children and families. If additional funding or resources are needed after all options are explored, the team may present its request to the Board of Trustees on a case by case basis.

B. Executive Committee

The Executive Committee shall consist of current officers, past president, children's services director, representative of the fiscal agent, (1) family representative, a representative of the Help Me Grow program, (1) County Commissioner, (1) at-large member and Family & Children First Director. If one individual member of the Executive Committee holds more than one position, an additional at-large member can be added at the discretion of the Committee. This committee will meet bi-monthly or as needed to review financial, personnel, and general business related to the administration of Guernsey County Family & Children First Council.

C. Early Childhood Coordinating Committee (formerly County Collaborative Group)

The Early Childhood Coordinating Committee (ECCC) assists the FCFC in assuring the implementation of the HMG program component. It assists in annually evaluating and prioritizing service gaps and inventing new approaches to achieve better results for families with young children. The ECCC also assists the FCFC in the maintenance of an accountability system to monitor the council's progress in achieving results for families with young children. The ECCC, at minimum, must address the coordination of service delivery to children birth to three years old. The FCFC can direct the ECCC to expand its scope to include three to five year olds.

Membership of the ECCC shall include the FCFC Coordinator or designee, the HMG Project Director, one or more representatives for local school districts, at least one representative from the local Health Department, at least one representative from the County Department of Job & Family Services who is able to represent Medicaid, at least one representative from Children's Services who is able to represent foster care, at least one representative from the County Board of MR/DD, at least one representative from the County Alcohol and Drug Addiction Mental Health Board, at least one representative from the FCFC Administrative Agent, at least one representative Head Start and/or Early Head Start, at least one representative from a child care agency, at least one representative for coordinating educational services to homeless children, at least 20% parent membership. At least one parent must have a child under the age of six. Ten percent of parent membership shall be parents of children with disabilities and 10% shall be parents of children at risk. Paid staff can not serve as a parent representative.

Stipends will be provided to parent representatives. The operations of the ECCC shall be governed by the FCFC by-laws and procedures.

CCG consists of four committees that correspond with the eight program components. The ECCC will meet at least quarterly. During the quarterly meetings, the committees will meet coming back together at the end of the meeting to share progress and plans with the entire ECCC.

1. Committee 1 – Outreach/Child Find/Intake
2. Committee 2 – Prenatal Visit/Newborn Home Visit/Home Visiting
3. Committee 3 – Service Coordination/IFSP Development/Specialized Services
4. Committee 4 – Family Support/Transition/Procedural Safeguards

FCFC representatives on ECCC shall report information from ECCC to the FCF Council at each board meeting.

D. Help Me Grow Oversight Committee

This committee is to insure that the FCFC will plan and coordinate Help Me Grow services in conjunction with the current ECCC utilizing the Central Intake and Referral System. The committee will assure that all community resources and needs are assessed as program planning and implementation continues.

The FCFC Oversight Committee will assure the following:

1. All personnel providing Help Me Grow Services have required education and experience as defined by the Ohio Department of Health.

2. The development and implementation of written procedures regarding transition from hospital to community based services for infants and toddlers suspected of delays or disabilities.
3. All reports are completed timely and in compliance with ODH. **FCFC Director will review a sample of reports quarterly and report to the Committee.**
4. Assures the county adheres to the ODH procedural safeguards policy for families receiving part C services.
5. Assures a written procedure is in place that identifies the location of all HMG client records, ensures confidentiality, and allows for collecting information in the records, and will assure that all HMG client records contain at a minimum the documentation outlined in the HMG client record policy. FCFC Director will review a sample of records quarterly and report to the Committee.

Section II. Other Committees

- A. Council shall assess the need for, develop, and support committees for tasks as identified per need. Examples include, but are not limited to:
 - Wellness Plan
 - Child Abuse and Neglect Prevention
 - Education and Training
 - Resources and Funding
 - Needs Assessment

ARTICLE V: OFFICERS

Section I: Officers

- A. The leadership of the Family & Children First Council shall consist of a Chair, Vice-Chair, and Secretary.
- B. All officers shall be elected for a two-year term commencing July 1.
- C. Each committee shall elect its own Chair and Vice-Chair.

Section II. Nominations

- A. The Council Chair shall appoint a Nominating Committee in April, biennially, to propose a slate of officers. The Nominating committee shall be comprised three (3) members of Council, including a family representative whenever possible. The slate of nominees shall be presented to the Council prior to a vote, with the opportunity for additional nominations to be made from the floor. Elections will be conducted in June, with assumption of office to being July 1.

ARTICLE VI: MEETINGS

Section I. Meetings

- A. The Board of Trustees shall meet bi-monthly, with the Chair and Coordinator retaining the option of calling additional meetings as needed. Meetings may also be called on the petition of a majority of members.
- B. Committees will meet on an as needed basis, with the Committee Chair and Coordinator retaining the option of calling meetings.
- C. Council will conduct a bi-annual meeting.
- D. A quorum of the Council shall be eight (8) voting members. Council has the opportunity to set quorum at the beginning of each fiscal year by a majority vote.
- E. If consensus is not reached on an issue, motions will carry by a simple majority vote.
- F. The Executive Committee will meet bi-monthly.

ARTICLE VII: GOVERNING BODY – THE BOARD OF TRUSTEES

Section I. Authority

- A. The Board of Trustees shall make final fiscal and policy decisions, acting upon its own impetus or recommendation of the Council and/or the Creative Options Committee.

Section II. Membership and Operation

- A. The Board of Trustees shall include the directors of the following agencies, or the designee, in accordance to the Ohio Revised Code Section 121.37. A designee shall be appointed for a period of one year, from July 1-June 30, and may be reappointed at the discretion of his or her director. There shall be a written record of appointments kept on file with the Council Coordinator.
- County Commissioners Office
 - Board of Mental Retardation and Developmental Disabilities
 - Mental Health and Recovery
 - Alcohol & Drug Services
 - Children's Services Board
 - Department of Job and Family Services
 - Health Department
 - Juvenile Court (in an advisory role only)
 - Superintendent of the largest school district in the county
 - Superintendent representing all other schools in the county
 - Chair or elected representative of Creative Options
 - Three family representatives who are not employees of any Council agency/representative.
 - Representative of the largest city in the county
 - Representative of the Early Childhood Coordinating Committee
 - Representative of Early Childhood Education
 - Non-Profit Agency as determined by the Board of Trustees
 - Administrative/Fiscal Agent of Council, if not mandated
 - The Council Coordinator shall be an ex-officio member
- B. The Board of Trustees shall add non-mandated individuals/agencies to the voting ranks with a majority vote. These individuals/agencies will count towards the decided upon quorum. Membership to the Board of Trustees will be granted for one year, July 1 – June 30, with the option of renewal after the term expires. Invitations and renewals of membership will be at the discretion of the Council's Board of Trustees upon a majority vote. A list of these individuals/agencies will be kept on file and updated by the Council Coordinator.

ARTICLE VIII: FISCAL ADMINISTRATION

Section I. Administrative Agent

- A. Council shall enter into a contractual agreement with a public entity for administration and fiscal operation pursuant to Section 121.37 of the Ohio Revised code.
- B. The Administrative Agent, may with approval of the Council, enter into agreements and contractual relationships for purposes of executing the duties and responsibilities of the Council.
- C. The Administrative Agent shall make payment of obligations and expenses from the appropriate identified Council funds upon request of payment as approved by the Council Coordinator and the Administrative Agent's fiscal representative.
- D. The Administrative Agent will provide monthly financial reports to the council Board of Trustees to include revenues, expenditures, and balances of Council accounts. The Board of Trustees will review and approved expenditures at monthly meetings to assure fiscal responsibility.
- E. Sub-grantees will be required to complete quarterly program and fiscal reports.

Section II. Contractual Agreements

- A. The Council and its Administration will enter into contractual agreements with agencies and individuals for the purpose of executing the business of Council. Contracts will identify the responsibilities and expectations of each party.
- B. The Council will maintain the responsibility to assure that all programs, procedures, and their related expenditures are compliant with the grant requirements and any additional terms defined in the contract.
- C. Contractual agreements may be terminated with written notification by any involved party. Time requirements for such notification will be identified in each contract.

Section III. Remuneration

- A Reimbursement may be authorized by the prior approval of the Council to cover expenses incurred by members of Council or its Committees in the

performance of duties other than attendance at Council or Committee meetings.

- B. Parent representatives on the Council or any of its Committees may be reimbursed, when funding is available, for child care and/or transportation costs associated with attendance at Council or Committee meetings.
- C. All expenses (encumbrance and/or disbursement) for administrative operations shall be subject to the provisions of Section 307.86 of the Ohio Revised Code, regarding competitive bidding requirements.

ARTICLE IX: CONFIDENTIALITY

Section I. Confidentiality

- A. Confidentiality, according to the standards set forth by member agency policies, state and federal laws and professional ethics shall be adhered to. Each member of the council shall follow the applicable confidentiality procedures when exercising its responsibilities. Non-governmental parties to Council proceedings shall maintain the confidentiality of records.

ARTICLE X: AMENDMENTS

Section I. Procedure

- A. The Rules of Operations may be amended by a simple majority vote of all the members of the Board of Trustees.
- B. Members of the Board of trustees will be provided with a written copy of proposed changes and amendments at least two weeks prior to a scheduled vote on said amendments.

ARTICLE XI: ASSETS

Section I. Distribution of Assets

- A. At the conclusion of all council affairs, any unclaimed assets remaining on the Administrative Agent's books shall be distributed according to the following schedule:

1. All tangible property loaned or given to the Council and clearly identified as to ownership shall be returned to the owner.
2. All remaining tangible property shall be returned to the source of origin, including property purchased with monies received via grants and initiatives.
3. All remaining assets and other intangibles, including monies held by the Administrative Agent, shall be equally divided among members of the Board of Trustees after all liabilities have been satisfied.

ARTICLE XII: CONFLICT OF INTEREST

Section I. Conflict of Interest

- A. Members of the Council and its Committees shall be prohibited from using their position on council, or their relationship to the Council, for personal or financial gain. Members shall avoid situations where their personal affiliations or relationships could have or give the appearance of having influence on their judgment of matters being considered. When such situations occur, members shall disclose their relationship and excuse themselves from participation.

ARTICLE XIII: MEETING PROCEDURE

Section I. Rules of Order

- A. All meetings will be conducted in accordance with Section 121.22 of the Ohio Revised Code.

Date Adopted: January 4, 1996
Dates Amended: June 30, 1998
June 19, 2003
April 15, 2004
December 19, 2006