

# **Tuscarawas County Family and Children First Council**

## **MISSION AND BY-LAWS**

August 13, 2020

**ARTICLE I: NAME**

The name of the Organization shall be the Tuscarawas County Family and Children First Council aka OUR (Outstanding, Unbroken, Resilient) Children

**ARTICLE II: MISSION AND PURPOSE**

Building Strong Families with Thriving Children, through powerful Community Partnerships focused on developing Creative Solutions for Families

The purpose of the Council is as follows:

- a) The instigation and/or conduction of research and planning directed towards improving life and reducing personal hardship and combating family and child deterioration. To this end, Strategic Planning will set the Council's vision and aspirations for children, families, and communities.
- b) The development of community and area-wide knowledge and understanding of family and child needs and the means to alleviate the same through preparation, publication and dissemination of information relating to such conditions through all available media.
- c) The development and promotion, where necessary, of any solutions for those family and child needs, (both existing and anticipated), beyond resolution by existing resources.
- d) The coordination, integration, and collaboration of community efforts designed to accomplish the goals and objectives of the Council.
- e) Acquisition and distribution of funds to implement such family and child services.

**ARTICLE III: GOVERNING BOARD**

**~~1.~~ Composition**

Three Parent Representatives, director of Tuscarawas County ADAMHS Board, Health Commissioner of Tuscarawas County Board of Health, Health Commissioner of New Philadelphia City Health Department, director of Tuscarawas County Job & Family Services, superintendent of Tuscarawas County Board of Developmental Disabilities, superintendent of New Philadelphia City Schools, Buckeye Career Center superintendent representing all other school districts, representative of the City of New Philadelphia, president of the Tuscarawas County Commissioners or an individual designated by the board, representative of Department of Youth Services, representative of HARCATUS Head Start, representative of Early Intervention Collaborative, representative of United Way, and Juvenile Court Designee (HB 289).

- 2. Core Functions:**

Provide policy and governance leadership and oversight of all facets of statutory Family and Children First operations including, but not limited to, the following: annual review of the Administrative Agent Agreement, Memorandums of Understanding, annual review of the Service Coordination mechanism, grant management, approval of annual operating budget, dispute resolution process, all other functions are prescribed in House Bill 289.
- 3. Contribution**

All Governing Board Members, with the exception of the Parent Representatives and the private not for profits, will be asked to contribute a minimum of \$5,000.00 annually in support of council operations. Board members shall submit a written request to the Governing Board for a waiver or reduction of the contribution due to budget constraints/reductions.
- 4. Meetings**

Regular meetings may be held monthly with a minimum of 10 meetings annually. Special meetings of the Governing Board may be called by the Chair, or by the combined request of any 10 members of the Board. Advance notice of one week and notification of the agenda must be given for special Governing Board meeting. A quorum for all meetings shall consist of the majority of Governing Board members present, provided that proper notice of the meeting has been given in accordance with the provisions contained in these By-Laws.
- 5. Officers of the Governing Board**
  - A. Composition**

The Governing Board shall elect, from among its members, a Chairperson and a Vice Chairperson. Secretary position will be filled by Council Manager. The Treasurer will be the Administrative Agent.
  - B. Duties**

The Chairperson shall preside at Governing Board meetings. The Vice Chairperson shall assume the duties of the Chair when asked to do so by the Chair or on occasion when the Chair ceases to function as Chair. The Treasurer shall serve as Chairperson of the Budget Committee and will present financial reports for Council. The Secretary/Council Manager shall review the minutes of the Governing Board meetings. The Secretary/Council Manager shall be responsible for the preparation of monthly meeting agendas and for compiling and dispersing minutes. Officers may act on behalf of the Governing Board at the request of the Governing Board.
  - C. Election of Officers**

The Governing Board Chairperson shall be responsible for placing on the May Governing Board agenda the nomination for a slate of officers to be presented for a vote at the June Governing Board meeting. Nominations will also be accepted from the floor.

**D. Terms of Office**

Election of Officers shall be held annually in June with the term of office beginning July 1 and ending June 30. Officers shall serve no more than 2 consecutive terms in office.

**ARTICLE IV: STANDING COMMITTEES**

**~~1-~~ Community CARE Team**

**A. Composition**

ADAMHS Board of Tuscarawas and Carroll Counties, Big Brothers Big Sisters of East Central Ohio, Child Advocacy Center, COAD Early Care and Education, Community Mental Healthcare, Inc., COMPASS, HARCATUS CAO, Inc. (Community Action Organization), Ohio State University Extension Office, Ohio Guidestone, Society for Equal Access, East Central Ohio Educational Service Center, The Village Network, Tuscarawas County Council for Church & Community, Cleveland Clinic Union Hospital, Multi County Juvenile Attention Center, Newsymom, Guiding Grace Counseling, and a minimum of 3 Parent Representatives (*Parent Representatives are defined as 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 members representing families shall be equal to twenty percent of the council's membership. House Bill 289*). Additional representation from Governing Board entities will include: Service Coordinator, Tuscarawas County Job & Family Services, ADAMHS Board, Tuscarawas County Juvenile Court, East Central Ohio Educational Service Center, Tuscarawas County Department of Health, Tuscarawas County Board of Developmental Disabilities.

**B. Membership**

Membership may be expanded in a manner consistent with the organization, structure, purpose, and mission of current Council members. Applicants must submit a written request for membership and must attend two consecutive meetings as a requisite for consideration of membership. Written requests for membership will be reviewed by the Community CARE Team and recommendations will be made to the Governing Board.

To apply for membership, candidate organizations must meet the following criteria:

- a) Provide confirmation that the organization has been providing services, benefits, assistance, or program activities for at least three consecutive years prior to the date of its request for membership. Acceptable confirmation would be annual reports, brochures, audit information, etc.
- b) Agree to attend Community CARE Team meetings on a regular basis.
- c) Submit a written request to the Council Manager to be considered for membership.

**C. Core Functions**

Ensures that Council responds to all special projects, services and grants in support of children and families that includes, but is not limited to, the following:

Develops response to Ohio Children's Trust Fund, House Bill 289, Help Me Grow, Animal/Child Abuse Prevention, and other mandated council projects/grants,

Creates committees as necessary to address community needs,  
Works to develop new programs and to strengthen existing programs and makes recommendations to Governing Board relative to service gaps.

Responds to Request for Proposals under the direction of the Governing Board,

Works in conjunction with the administrative agent to meet the requirements of state and applicable federal grants /programs, contract, service management and financing issues.

Provides administrative and policy oversight on all facets of service coordination planning and monitoring including, but not limited to the following: eligibility criteria, service planning and case review processes, annual approval of the service plan, Memorandum of Understanding, service financing, family and advocate involvement, on-going needs assessment, family and peer support mechanisms, routine activity reporting to Governing Board

**D. Contribution**

Each member agency of the Community CARE Team, with the exception of Parent Representatives, will be asked to contribute a minimum of \$500.00. Community CARE Team members shall submit a written request to the Governing Board for a waiver of the contribution due to budget constraints/reductions.

**E. Meetings**

Regular meetings may be held at least monthly. A quorum for all meetings shall consist of the majority of Community CARE Team members present, provided that proper notice of the meeting has been given in accordance with the provisions contained in these By-Laws. Special meetings may be called by the Chair. Advance notice of one week and notification of the agenda must be given for special Community CARE Team meetings.

**F. Officers**

The Community CARE Team shall elect, from among its members, a Chair and a Vice-Chair. The Chairperson shall preside at meetings. The Council Manager shall be responsible for preparation of monthly meeting agendas. The Vice-Chair shall assume the duties of the Chair when asked to do so by the Chair or on occasion when the Chair ceases to function as Chair. The Council Manager shall

keep the minutes. Election of Officers shall be held annually with the term beginning July 1 and ending June 30.

**2. Budget Committee**

**A. Composition**

Six members/designees of the Governing Board

**B. Core Functions**

Works in conjunction with the Administrative Agent on all financial and budget related activities of council including, but not limited to, the following: review and approval of monthly financial statements, grant oversight, preparation of annual operating budget ensuring Council compliance with all applicable accounting and audit requirements per State and Federal regulations.

**C. Meetings**

Regular meetings may be held at least monthly. A quorum for all meetings shall consist of the majority of Budget Committee members present, provided that proper notice of the meeting has been given in accordance with the provisions contained in these By-Laws.

**ARTICLE V: ETHICS**

Members are expected to maintain the highest possible ethical standards and to perform within the laws of the state of Ohio. This expectation extends to interactions with governmental entities, financial community, media, vendors, suppliers, communities, general public, and each other. Members are expected to be familiar with and to comply with all laws, rules, and regulations applicable to their areas of responsibilities. Members will not accept gifts from clients. Members will not give/receive goods or payments as compensation for professional services and/or for making referrals.

**ARTICLE VI: DISCRIMINATION**

Members shall not practice, condone, facilitate, or collaborate with any form of or harassment on the basis of race, ethnicity, ancestry, national origin, language, color, sex, sexual orientation, gender identification, age, marital status, political belief, religion, pregnancy, mental disability, physical disability, and/or military or veteran status. Members should respect and seek to understand culture and its function in human behavior and society, recognizing that strengths exist in all cultures. This respect and understanding does not necessarily acknowledge agreement of the same.

**ARTICLE VII: AMENDMENTS**

These By-laws may be amended by a majority vote of all Governing Board members at any regular meeting of the Council. Proposed amendments shall have been submitted to the Governing Board members, in writing, at least two weeks in advance of the meeting at which they are voted upon.