

MADISON COUNTY FAMILY COUNCIL

CODE OF REGULATIONS

Ratified 2001
Revised 2002, 2004, 2007, 2009

1. NAME

- 1.1 The name of this organization shall be the MADISON COUNTY FAMILY COUNCIL (hereinafter called the COUNCIL).
- 1.2 The designated service area of the COUNCIL shall be Madison County, Ohio.
- 1.3 The principle office and place of business of the COUNCIL shall be located In Madison County, Ohio. Madison County Department of Family and Children shall serve as the Administrative Agency for COUNCIL as established by the Madison County Board of Commissioners. In the absence of a formal resolution, the COUNCIL will appoint an Administrative Agent.

2. PURPOSE

- 2.1 The authority for existence and the purpose or purposes of the COUNCIL are those authorized and enumerated under Chapter 121.37 of the Ohio Revised Code; and shall be interpreted to accomplish, but not be limited to, the following:
 - 2.1.1 Refer to the Ohio Family and Children First Cabinet Council those children for whom the COUNCIL cannot provide adequate services;
 - 2.1.2. 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 and children;
 - 2.1.3. Participation in the development of a countywide, comprehensive, coordinated, multidisciplinary, interagency system for infants and toddlers with developmental disabilities 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;
 - 2.1.4. Maintenance of an accountability system to monitor the county COUNCIL's progress in achieving results for children and families;
 - 2.1.5. Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

- 2.2 The county council shall develop and implement the following in accordance with O.R.C. Section 121.37 (3):
- 2.2.1 An interagency process to establish local indicators and monitor the county's progress toward increasing child well being in the county;
 - 2.2.2 An interagency process to identify local priorities to increase child well-being. The local priorities shall focus on expectant parents and newborns thriving; infants and toddlers thriving; children being ready for school; children and youth succeeding in school; youth choosing healthy behaviors; and youth successfully transitioning into adulthood and take into account the indicators established by the cabinet council under O.R.C. 121.37 division (A) (4) (a).
 - 2.2.3 An annual plan that identifies the county's interagency efforts to increase child well-being in the county;
 - 2.2.4 On an annual basis the county council shall submit a report on the status of efforts by the county to increase child well-being in the county to the county's board of county commissioners and the cabinet council. This report shall be made available to any other person on request.
- 2.3 Except as provided in Division (B) (4) (b) of O.R.C. 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 county COUNCIL performs a function subject to those rules or agreements.

3. VISION/MISSION

- 3.1 Vision
Family strengths are valued and are the foundation for community planning and development. Community diversity (i.e. urban/rural, racial, cultural, age, gender, etc.) is recognized and accepted.
- 3.2 Mission
The MADISON COUNTY FAMILY COUNCIL will create an environment where all families can identify and maximize their strengths in order to achieve their fullest potential to view the future with hope and direction.

4. OBJECTIVES

- 4.1 The objectives of the COUNCIL shall be:
- Focus on prevention in areas of health, education, and social problems through education, awareness, early identification and intervention.
 - Involvement of the community in development of a community plan that focuses on family unity.

- Empowerment of families to be active participants and equal partners in identifying their strengths, priorities, concerns and needs, and planning for solutions.
- Collaboration between families and service providers to meet the physical, emotional, intellectual, and social needs of children/families.
- Promote community awareness of services and support systems in the community.
- Development of a unified service delivery system that is culturally sensitive, family centered, and individualized to meet the unique needs of children/families.
- Development of wraparound services for children/families that are unconditional and are home/community based if possible.
- Development of a single service coordination system for children/families.
- Establishment of pooled resources by agencies, businesses, churches, organizations, etc. to maximize available funds in the community.

5. MEMBERSHIP

5.1 The membership of the COUNCIL shall be open to any Madison County individual or organization whose personal interests, public responsibilities, or organizational mission is consistent with and supportive of the purpose and mission of the COUNCIL.

5.1.1 Legislatively Mandated - The designated representative of those individuals, public officials, and organizations which are mandated per provisions of O.R.C. Section 121.37 (B), et seq., as members of the COUNCIL.

- At least three individuals who are not employed by an agency represented on COUNCIL 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.
- The director of the board of alcohol, drug addiction, and mental health services that serves the county. If a board of alcohol, drug addiction, and mental health services covers more than one county, the director may designate a person to participate on the County's council.
- The health commissioner or the commissioner's designee of the board of health of each city and the general health district in the county.

- The director of the county department of jobs and family services.
- The superintendent of the county board of mental retardation and developmental disabilities.
- The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the department of education, which shall notify each county of its determination at least biennially.
- A school superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the superintendent of those districts.
- A representative of the Municipal corporation with the largest population in the county.
- The Chair of the board of county commissioners, or an individual designated by the board.
- A representative of the regional office of the department of youth services;
- A representative of the county's head start agencies, as defined in section 3301.31 of the revised code.
- A representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Individuals with Disabilities Act of 2004"
- A representative of a local nonprofit entity that funds, advocates, or provides services to children and families.
- A county council may invite any local public or private agency that funds, advocates, or provides services to children and families to have a representative become a permanent or temporary member of its county council.

5.2 Membership on the COUNCIL may be accomplished by the completion of a COUNCIL membership application form on behalf of the individual or organization.

Members shall apply to renew their COUNCIL membership on an annual basis.

COUNCIL membership shall become effective upon the thirtieth (30th) day following the receipt of the application request.

The Director of the Madison County Family Council shall forward written acknowledgment of official membership status to the signatory of a written request for COUNCIL membership.

5.3 An Individual member shall represent solely his/her own interests and responsibilities. A Public Official member may designate one individual to represent that member's interests and responsibilities. An Organizational member shall designate one individual to represent the interests and responsibilities of the organization.

The membership of the COUNCIL shall meet at least ten (10) times annually, at such times and places to be determined by the COUNCIL.

5.4 Quorum - Official members of the COUNCIL present at the time of the meeting shall constitute a quorum necessary for the official conduct of the business of the COUNCIL.

A majority vote of those members present and voting shall prevail in the decision of any matters brought before the meeting of the COUNCIL, except where prohibited by these Code of Regulations.

5.5 Members of the COUNCIL shall serve without compensation.

5.5.1 Family representatives are eligible for stipends to cover time and expenses associated with their COUNCIL activities.

6. COUNCIL DUTIES

6.1 The duties of the COUNCIL shall be:

6.1.1 Fulfill O.R.C. 121.37 statute responsibilities which is referred in section 2.1.1 through 2.1.5;

6.1.2 Review and approve COUNCIL grants **and required county plans**;

6.1.3 Establish, support, and endorse COUNCIL committees and their activities;

6.1.4 Appoint (2) family representatives and (2) members at large representatives to the advisory committee;

6.1.5 Nominate and elect a COUNCIL Chairperson and Vice Chairperson from those appointed Advisory Committee members.

6.1.6 Develop, periodically review and approve of the County Service Coordination Mechanism In accordance with O.R.C. 121.37 (C);

6.1.7 Establish and ratify operating procedures and Code of Regulations.

6.2 Official Functioning The COUNCIL is constituted under the Ohio Revised Code, Section 121.37, and therefore operates as a public body, covered under provisions of the Section 121.22, Ohio Revised Code.

7. OFFICERS OF THE COUNCIL

7.1 Composition The Officers of the COUNCIL respectively, shall be Chairperson, Vice Chairperson and Secretary.

- 7.2 Election/Tenure/Vacancy All Officers of the COUNCIL shall be elected by the COUNCIL.
- 7.2.1 Each Officer shall serve for a two (2) year term. However, no Officer shall serve for more than two (2) consecutive terms in the same office.
- 7.2.2 The term of office for all Officers shall begin on January 1st on a biennial basis.
- 7.2.3 Vacancies in any office of the COUNCIL may be filled by the COUNCIL at any regular meeting of the COUNCIL, or at a special meeting called for that purpose.
- 7.3 Power and Duties The Officers of the COUNCIL shall have such powers and duties as generally pertain to their respective offices and such further powers and duties as from time to time may be conferred by the COUNCIL, including but not limited to the following:
- 7.3.1 Chairperson - preside at all meetings of the COUNCIL partnership, appoint the membership of COUNCIL committees; serve as an ex-officio member of all COUNCIL; represent and act on behalf of the COUNCIL as authorized by the COUNCIL; shall be appointed by COUNCIL to serve as a representative on the Advisory Committee; and exercise such other duties as may pertain to the office.
- 7.3.2 Vice Chairperson - exercise the authority and fulfill the duties of the Chairperson in the absence of that Officer; shall be appointed by COUNCIL to serve as a representative on the Advisory Committee; and exercise such other duties as may be assigned by the Chairperson.
- 7.3.3 Secretary -serve as chairperson of the COUNCIL'S Nominating Committee; and exercise such other duties as may be assigned by the Chairperson.
- 7.3.4 Director of Madison County Family Council - will maintain a current roster of the official membership of the COUNCIL; prepare an agenda; prepare a Record of Proceedings of all meetings of the COUNCIL; initiate public notice of all meetings; manage attendance notification; oversee fiscal operations of Council related funds; prepare funding applications and documentation; coordinate planning, development and implementation of COUNCIL initiatives; represent Madison County as a liaison to the state; insure mandated compliance; and develop annual report.

8. COMMITTEES

- 8.1 Nominating Committee - prepare slate of officers for the COUNCIL to be presented for vote on a biennial basis at the November meeting.

- 8.2 Audit Committee – the Advisory Committee will serve as the audit committee for purposes of review and approval of monthly financial records and budgetary accounting mechanism.
- 8.3 Early Childhood Coordinating Committee – will serve in the advisory capacity to the Madison County Family Council and Advisory Committee for purposes of “planning for and coordinating comprehensive, family focused, and child centered services for children birth to age three and their families” pursuant to the federal Education of the Handicapped Act Amendments of 1986, 100 Stat. 1145 (1986), 20 U.S.C.A. in the administration of the of Early Intervention Program. The CCG will also serve in the advisory capacity administration and operation of the Help Me Grow Program and for purposes of “planning for and coordinating comprehensive, family focused, and child centered services for children birth to age seven and their families”. (approved 6/14/01)
- 8.4 Appeals Committee
The appeal committee will consist of a 3 member ad hoc committee convened to assure that applications for funding receive fair consideration in accordance with the county specific need and priorities currently identified for funding, and that decisions of the Council Grants Committee are based on information presented in the Grantee application for funding, and are not biased, arbitrary or prejudiced. Committee members must be Council members in good standing. Members are appointed by COUNCIL Chair and include the COUNCIL Director.
- 8.4.1 All appeals will be addressed and fully resolved at the county level.
- 8.4.2 The appeal process shall be based only on the following Criteria for Appeal, and shall not be utilized as a means to gain additional opportunity to influence the selection process.
- 8.4.3 Appellants must demonstrate that the Grants Committee Agent improperly discharged its review and decision making responsibilities, or that the decision to deny or substantially reduce requested funds were biased, arbitrary or prejudiced.
- 8.4.4 All appeals shall be made in writing and submitted to the Chair of Madison County Family Council.
- 8.4.5 All appeals must be received by the above address within 5 days of the notification of the funding award. The COUNCIL Appeals Committee will conduct the review. The review will be scheduled within 30 days. The appellant will be asked to be present for the appeal review and will be notified of that decision at that time.
- 8.4.6 A written summary of the decision will be forwarded to the appellant within 7 days with the summary of issues, findings of fact and decision. All decisions of the COUNCIL Appeals Committee are final.

9. ADVISORY COMMITTEE

9.1 Duties

- 9.1.1 Responsible for the review of COUNCIL Code of Regulations to

insure mandated and operational compliance; editing of the Code of Regulations to reflect current operations; and the submission of recommendations for Code of Regulation amendments to the COUNCIL for ratification.

- 9.1.2 Review annual budget with Director of the Madison County Department of Family and Children and make recommendation for approval to Madison County Commissioners
- 9.1.3 Develop a pooled funding formula;
- 9.1.4 Review monthly financial statements and serve as fiscal oversight committee;
- 9.1.5 Facilitate Request for Proposals and selection of service providers for COUNCIL initiatives.
- 9.1.6 Provide input into Department staffing.
- 9.1.7 Local Child Abuse and Neglect Prevention Advisory Board for the Ohio Children's Trust Fund in Madison County by appointment of the County Commissioners as required by Section 3109.18 of the Ohio Revised Code will be comprised of the Madison County Family and Children First Council Advisory Board for the purposes of assessing community needs, issuing public notice of funds, accepting and reviewing applications for funding, planning services to meet the assessed needs, establishing reporting and evaluation procedures, submitting a Local Allocation Plan to the Ohio Children's Trust Fund Board.
- 9.1.8 Review and approve all funding applications and reporting documents on behalf of COUNCIL.
- 9.1.9 Provide oversight and review of all COUNCIL initiatives.
- 9.1.10 Implement a comprehensive and collaborative assessment and planning process to guide the enhancement of child well being services in Madison County.
- 9.1.11 Serves as the Audit committee for purposes of review and approval of monthly financial records and budgetary accounting mechanism.
- 9.1.12 Planning, development and evaluation of county status, needs and services and compilation of H.B. 289 Plan.

9.2 Composition: The membership of the Advisory Committee shall consist of ten (10) members appointed by the County Commissioners.

- Five (5) Members from the mandated membership inclusive of representatives from Department of Jobs and Family Services, Mental Health and Recovery Board, Mental Retardation and Developmental Disabilities Board, School Superintendents, Health Department
- A representative of Juvenile Court as appointed by Juvenile Court Judge.

- Two (2) members at large representatives selected by the COUNCIL.
- Two (2) Family Representatives selected by the COUNCIL.
- One (1) Madison County Commissioner (voice without vote)
- One (1) Council Director (voice without vote)

9.3 Term of Service Each Advisory Committee member shall serve a two (2) year term of service, commencing on January 1st biennially.

9.4 Vacancy If a vacancy shall occur among the Advisory Committee membership, such vacancy shall be filled by the appointing/selection authority at its earliest convenience. A member appointed/selected shall serve for the remaining portion of that term of service.

9.5 Meetings The Advisory Committee shall meet during at least ten (10) months during each calendar year, with the time, place, and agenda being determined by the Director.

Additional meetings of the Committee may be called as necessary by the Director (MCFC), the Advisory Committee or County Commissioners with the time, place, and agenda being determined by the convening party.

9.6 Quorum A majority of Advisory Committee members shall constitute a quorum.

A majority vote of those committee members present and voting shall prevail in the decision of any matters brought before the meeting.

9.7 Official Functioning The Advisory Committee operates as a public body, covered under provisions of the Section 121.22, Ohio Revised Code.

9.7.1 All meetings of the Advisory Committee shall be open to the public, except that the Advisory Committee may by Resolution elect to go into executive session, as provided by Ohio Revised Code, Section 121.22 (G: 1-6).

9.7.2 Individual Advisory Committee members have authority only when acting as an Advisory Committee legally in session. The Advisory Committee shall not be bound in any way by any statement or action on the part of any individual.

10. RULES OF ORDER

10.1 Meeting Procedures All meetings of the COUNCIL, Advisory Committee or committees will be conducted according to generally accepted procedures for the conduct of meetings.

10.1.1 Should a procedural dispute arise, the official presiding will seek consensus on dispute resolution among the members present.

10.1.2 If the procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Robert's Rules of Order will be used to resolve the disputed procedure.

11. CODE OF REGULATIONS RATIFICATION/AMENDMENTS

- 11.1 The Code of Regulations shall be ratified by a majority vote of the COUNCIL quorum.
- 11.2 These Code of Regulations will be reviewed by the Advisory Committee to insure mandated and operational compliance.
- 11.3 Recommendations for alteration, amendment or repeal of the Code of Regulations will be submitted to COUNCIL for ratification upon the approval of 2/3 of the Advisory Committee. The proposed changes will be considered and acted upon.
- 11.4 Code of Regulations as ratified by COUNCIL will be submitted to the Board of County Commissioners for acceptance.

12. LIABILITIES

- 12.1 Nothing herein shall constitute members of the COUNCIL or County Commissioners as partners for any purpose. No member, agency or employee shall be liable for the acts, or failure to act, of any other member, agency or employee of the COUNCIL or County Commissioners.

ADDENDUM

POLICIES AND PROCEDURES

13. ADMINISTRATIVE AGENT

- 13.1 Administrative Agent - The Madison County Commissioners by power of resolution created the Madison County Department of Family and Children and assumed the role of Administrative Agent for the COUNCIL.
- 13.2 Administrative Agent functions:
- 13.2.1 Serve as appointing authority for the personnel management component of the COUNCIL as authorized under provisions of the O.R.C. 121.37 (4).
 - 13.2.2 Provide fiscal management as authorized under provisions of the O.R.C. 121.37 (4).
 - 13.2.3 Shall act as the Fiscal Officer and “Depository” for the COUNCIL.
 - 13.2.4 All moneys (grants, contracts, fees, other receipts) paid to the COUNCIL shall be deposited by the Administrative Agent to the COUNCIL fund which was created for the purpose of accounting for COUNCIL revenue and expense.
 - 13.2.5 Pursuant to Section 307.86, Ohio Revised Code, the Administrative Agent shall authorize the encumbrance and disbursement of COUNCIL funds for the procurement of goods and services for the administrative operation of the COUNCIL.
 - 13.2.5.1 All expense (encumbrance/disbursement) for administrative operations procurement shall be subject to the provisions of Section 307.86, Ohio Revised Code, regarding competitive bidding requirements.
 - 13.2.5.2 The Administrative Agent may delegate responsibility to the Department of Family and Children Director for the review and approval of such encumbrances and disbursements for administrative operations procurement; such approvals are subject to the approved annual budget and such approvals being subject to review and ratification by the Administrative Agent.
 - 13.2.6 The Administrative Agent shall serve as the applicant for all grants or funds on behalf of COUNCIL;
 - 13.2.6.1 The Administrative Agent may delegate responsibility to the Family and Children Director for the development, review and application for all grants or funding sources.
 - 13.2.6.2 The Administrative Agent may endorse or contract with another agency to serve as the Fiscal Agent or Provider

of Services for said grants or funds.

- 13.2.7 Enter into agreements or administer contracts with public or private entities to fulfill specific council business. Such agreements and contracts are exempt from the competitive bidding requirements of section 307.86 of the Revised Code if they have been approved by the county council and they are for the purchase of family and child welfare or child protection services or other social or job and family services for families and children. The approval of the county council is not required to exempt agreements or contracts entered into under section 5139.34, 5139.41, or 5139.43 of the Revised Code from the competitive bidding requirements of section 307.86 of the Revised Code.
- 13.2.8 As determined by the council, provide financial stipends, reimbursements, or both, to family representatives for expenses related to council activity;
- 13.2.9 If the county council designates the Board of County Commissioners as its administrative agent, the board may, by resolution, delegate any of its powers and duties as administrative agent to an executive committee the board establishes from the membership of the county council. The board shall name to the executive committee at least the individuals described in divisions (B) (1) (b) to (h) of this section and may appoint the president of the board or another individual as the chair of the executive committee. The executive committee must include at least one family county council representative who does not have a family member employed by an agency represented on the council.

13.3 Members Absence

The administrative agent of a county council shall send notice of a member's absence if a member is listed in O.R.C. 121.37 division (B)(1) if the member has been absent from either three consecutive meetings of the county council or a county council sub-committee, or from one-quarter of such meetings in a calendar year, whichever is less. The notice shall be sent to the board of county commissioners that establishes the county council for the members listed in O.R.C. 121.37 division (B)(1)(b),(c),(e) and (i), to the governing board overseeing the respective entity, for the member listed in division (B)(1)(f) of this section, to the county board of mental retardation and developmental disabilities that employs the superintendent; for a member listed in division (B)(1)(g) or (h) to the school board that employs the superintendent; for the member listed in division (B) (1)(i) of this section, to the mayor of the municipal corporation; for the member listed in division (B)(1)(k) to the director of youth services; and for the member listed in division (B)(1)(n) to that members board of trustees.

13.4 Annual Budget

The COUNCIL shall file an annual budget with the Administrative Agent. The Administrative Agent shall ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules or interagency agreements that are applicable to the

COUNCIL'S functions.

13.5 Financial Reporting

The Director, in cooperation with the Administrative Agent, shall report the receipts and expenditures of COUNCIL funds to the Advisory Committee at regularly scheduled meetings.

13.6 Parent Representative Stipends

Parent Representatives shall be entitled to a stipend for Council and Advisory Committee meetings attended with the amount to be determined annually based on budgetary requirements.

13.7 Council Endorsement of Funding Applications

Madison County may officially endorse applications for funding provided the following guidelines are followed:

- The purpose of the application follows the Council philosophy and will enhance the mission of the Madison County Family Council.
- A Request for Endorsement form is completed and submitted in a timely manner.
- The Request for Endorsement will be reviewed by the Advisory Committee and a recommendation for endorsement will be made to the Council membership for approval. In the event of stringent timelines, the Advisory Committee or the Council may entertain a motion for approval after careful review.

14. MADISON COUNTY DEPARTMENT OF FAMILY AND CHILDREN

14.1 The Madison County Department of Family and Children shall serve as the Administrative Agency for COUNCIL initiatives.

14.2 Appointment The Madison County Commissioners shall appoint a Director, to serve as both the Director for FAMILY COUNCIL as well as the Director of Madison County Department of Family and Children.

14.3 Duties and Responsibilities The duties and responsibilities of the Director shall include without limitation, those duties prescribed in the official position description for the Director as approved by the Madison County Commissioners.

14.4 Compensation The Madison County Commissioners shall determine the compensation of the Director.

14.5 Expenses and Reimbursement The Madison County Commissioners shall provide for actual and necessary expenses incurred in the authorized performance of official duties.

14.6 Performance Evaluation At least annually the Madison County Commissioners shall oversee a written performance evaluation.

14.7 Support Staff Additional approved staff positions shall be recommended for employment by the Director.

14.7.1 The Director shall supervise Family and Children staff.

14.7.2 The Director shall supervise the coordination of the Family Services inclusive of Service Coordination/Cluster Program.

14.7.3 The Director shall supervise any and all programs recommended by the Advisory Committee and approved by the County Commissioners.