

BUTLER COUNTY FAMILY & CHILDREN FIRST COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the Butler County Family & Children First Council.

ARTICLE II AUTHORITY

SECTION 1. STATUTORY

The Butler County Family & Children First Council was established August 8, 1996 pursuant to Sections 121.37, 121.38, 340.03, 2151.23, 5126.05, 5126.052, and 5126.46 of the Ohio Revised Code.

SECTION 2. SERVICE AREA

The designated service area for the Butler County Family & Children First Council shall be limited to Butler County, Ohio.

SECTION 3. SERVICE COORDINATION PLAN

The Butler County Family & Children First Council shall adopt and monitor the implementation of a Service Coordination Plan in accordance with Section 121.37 of the Ohio Revised Code and Ohio HB 289.

ARTICLE III. MISSION

The mission of the Butler County Family & Children First Council is to serve as a catalyst for public and private partners to achieve the vision of improved well-being for families and children in Butler County. The mission of the Butler County Family & Children First Council requires the Council to:

1. Collaborate among private and public entities, including families, education, law enforcement, churches, and communities;
2. Promote awareness and understanding of protective factors, risk factors, and problem behaviors for children, adolescents and their families;
3. Promote resources available to assist children, adolescents, and their families within their community;
4. Assure the county provides a complete and coordinated continuum of care to include:
 - Prevention, including but not limited to youth substance use prevention
 - Early Intervention
 - Treatment
 - Secure Care
 - Aftercare
5. Emphasize the importance of prevention and early intervention services in responding to community conditions and needs;
6. Support programs and projects that are research based with measurable outcomes;
7. Influence funding and programming by private and public agencies;

8. Facilitate a process that results in direct and appropriate services to multi-need children and their families.

ARTICLE IV. VALUES AND VISION

VALUES

We believe the whole community (families, children, and individuals, public and private institutions, law enforcement, and faith communities) is important in sharing responsibility for building capacity of families and youth to achieve success.

Therefore:

1. We value organizations' committed best effort for children and families in Butler County, measured by the sharing of resources through collaboration and cooperation to produce desired outcomes.
2. We value open and honest communication among public and private institutions, law enforcement, faith communities, and families.
3. We believe the role of FCFC is to provide leadership, planning, funding, facilitating, and where appropriate direction, for services to communities, families, and children.
4. We believe service agencies determine effectiveness by measuring both client satisfaction and agency performance outcomes.
5. We value services, which promote and develop healthier families and children and keep them intact by building community, family, and individual assets.
6. We value core social institutions and their roles of developing capable, mature, and responsible youth.
7. We value prevention as the most effective approach both in terms of its impact on the lives of youth, as well as the best use of community resources.
8. We value immediate and effective interventions for those youth demonstrating problem behavior.
9. We value identification and control of the small group of serious, violent, and chronic juvenile offenders.

VISION

We envision a Family & Children First Council of Butler County that builds and sustains the competencies and capabilities of communities to nurture the development of the physical, emotional, spiritual, and intellectual assets of their families and children.

ARTICLE V. MEMBERSHIP

SECTION 1. MANDATED MEMBERS

The Butler County Family & Children Council shall include the following mandated members:

County Mental Health and Addiction Recovery Services Board, Executive Director
The health commissioner, or the commissioner's designee, of the board of health of each city and general health district in the county.

County Department of Job & Family Services, Director

County Public Children Services Agency, Director

County Board of DD, Superintendent

Largest School District, Superintendent

A representative of the largest municipal corporation in the county

County commission, chair or designee

Department of Youth Services District Representative

Head Start Representative

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.

School Superintendent representing all other school districts

At least one representative of a local nonprofit entity that funds, advocates, or provides services to children and families.

SECTION 2. APPROVED MEMBERS

Additional members, beyond the statutorily mandated members, who have received services from a member agency as a youth or family member, provide funds, advocate for, or provide services to children and families in Butler County, may be approved for membership on the Council. Interested parties must submit their request for membership in writing to the Council Director to be presented to the Executive Committee for review and approval. Approval will be determined by a majority vote of the Executive Committee. The Executive Committee also maintains oversight of any removal of members of Council.

All agency at-large members appointed to the Council shall be represented by the Superintendent, Executive Director or Chief Officer unless another representative is designated in advance in writing to the Executive Director.

SECTION 3. VOTING

Mandated members and approved members of the Butler County Family & Children First Council are entitled to vote on matters before the Administrative Council. Each voting entity shall have one vote. Members must confirm their designee-voting representative to the Council Director prior to the start of each fiscal year.

- A. Voting members shall have the authority to designate funds or provide in kind services to support the purpose of the Butler County Family & Children Council.
- B. Conflict of Interest: Members of 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. Members shall avoid situations where their personal affiliations or relationships could have, or give the appearance of having, influence on their judgment on matters being considered. When such situations

occur, members shall disclose their relationship and recuse themselves from voting.

SECTION 4. FAMILY/CONSUMER PARTICIPATION

- A. The Butler County Family & Children First Council pledges to be inclusive of families, consumers and youth. The goal of the Council is to have 20% of the Administrative Council membership comprised of parents/consumers and to include parent/consumers on standing committees, task forces, and work groups.
- B. The Butler County Family & Children First Council shall include both Family Representatives and Youth Representatives as voting Council members. Family Representatives shall be defined as an individual whose family has or are receiving services from an agency represented on Council. Youth Representatives shall be defined as a young person, ages 16 to 24, who has or is receiving services from an agency represented on Council.
- C. Family and Youth Representatives serving on the Butler County Family & Children First Council shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties as a member of the Administrative Council, based on available funding.

ARTICLE VI. ORGANIZATIONAL STRUCTURE

SECTION 1.

THE ADMINISTRATIVE COUNCIL

The Administrative Council of the Butler County Family & Children Council is a governing and policy making body and is comprised of all mandated and approved members. The council is responsible for establishing staff positions pursuant to its goals, objectives, and policy statements. This entity is also responsible for the development of a strategic plan and creation of all standing committees, workgroups, and task forces.

The entire membership of the Administrative Council shall hold at least four meetings per calendar year. The Administrative Council shall agree upon the time and location of the meetings and annual schedules shall be set in June of each year for the following state fiscal year. Notification is to be sent to members in writing no less than seven calendar days prior to each meeting. The Chairperson may call special meetings with at least seven calendar day's prior written notice to all members. The Administrative Council may, by resolution, authorize and empower meetings as may be deemed necessary and appropriate in order to carry out the mission of the Butler County Family & Children First Council.

SECTION 2. THE EXECUTIVE COMMITTEE

The Executive Committee of the Butler County Family & Children First Council shall be comprised of up to 9 members: up to 8 at large members and a family representative. Executive Committee members are selected annually by the membership of the Administrative Council and may serve a maximum of six consecutive terms. The Council Director and a representative of the fiscal agent shall serve as ex-officio members and shall have no voting privileges.

The Executive Committee monitors, acts upon, and implements state projects and funding opportunities. The Executive Committee has the authority to conduct business on behalf of the Council as deemed necessary between Administrative Council meetings. Actions taken by the Executive Committee will be reported at the next Administrative Council meeting.

The Executive Committee shall meet on a monthly basis to monitor progress of all committees and the activities of staff, to review monthly financials, and to ensure all state and local projects are carried out appropriately.

The duties of the Executive Committee shall include:

- a. reviewing and approving the governance, fiscal, and personnel policies and procedures of the Council;
- b. serving as the Council's Audit Committee
- c. reviewing the long and short term operational and personnel needs of the Council and making recommendations deemed necessary to fully implement an annual operations plan for the Council
- d. developing a job description, conducting an annual performance evaluation, and establishing the annual rate of compensation for the Director
- e. performing all other functions and responsibilities as may be assigned by the Council
- f. form committees as needed to assist in the work of the Council.

SECTION 3. AUDIT COMMITTEE

The Audit Committee is comprised of members of the Executive Committee. The Audit Committee shall monitor the Family & Children First Council's controls over the safeguarding of assets. The Audit committee shall meet with the auditors before and after each audit, if requested by the auditors, monitor the progress of financial and compliance audits, evaluate the results of financial and compliance audits, and ensure that the internal control and legal compliance issues identified in audits are promptly and effectively remedied.

The Audit Committee shall meet as necessitated by the Committee's goals, but at a minimum, annually. The determination of the schedule of meetings shall be made by the Chair of the Committee, in conjunction with the Council Director.

SECTION 4. STANDING COMMITTEES

The Administrative Council shall create standing committees as deemed necessary and appropriate to accomplish the goals of the Butler County Family & Children First Council. These committees shall meet to address needs identified by the participants in the systems and prioritized by the Administrative Council. The Council Director is responsible for supporting all standing committees.

All standing committees of the Butler County Family & Children First Council shall meet as necessitated by the committee's goals. The determination of the schedule of all meetings for the standing committees shall be made by the Chair of the committee, in conjunction with the Council Director.

SECTION 5. AD HOC COMMITTEES

The Administrative Council shall create Ad Hoc committees and shall approve membership of these committees as deemed necessary and appropriate to accomplish the goals of the Butler County Family & Children First Council. The Council Director, or designee, is responsible for supporting all Ad Hoc committees.

SECTION 6. FISCAL/ADMINISTRATIVE AGENT

The Butler County Family & Children First Council operates on a July 1 – June 30 fiscal year. The agency responsible for the fiscal operations of the Council shall be recommended by the Administrative Council and approved by the County Commissioners.

ARTICLE VII. OFFICERS

SECTION 1. OFFICERS

Executive Committee members will be elected by members of the Administrative Council. Officers shall be selected from members of the Executive Committee by the members of this committee. Officers shall serve a one year term and may serve no more than three consecutive terms in the same office.

SECTION 2. CHAIRPERSON

The Chairperson shall preside at all Administrative Council and Executive Committee meetings. The Chairperson shall also communicate with the Ohio Family & Children First Council, and otherwise serve as a representative of the Council in all matters pertaining to Council business.

SECTION 3. VICE-CHAIRPERSON

The Vice Chairperson shall serve in the absence of the Chairperson and provide assistance to the Chairperson.

ARTICLE VIII. MEETINGS

SECTION 1. QUORUM

A quorum for all meetings of the Administrative Council and Executive Committee shall be a simple majority of members.

SECTION 2. SUNSHINE LAW

All meetings of the Administrative Council shall be held in accordance with the Sunshine Laws of the State of Ohio as outlined in Section 121.22 of the ORC.

ARTICLE IX. PERSONNEL

SECTION 1. APPOINTMENT

The Fiscal/Administrative Agent shall serve as the appointing authority for the Butler County Family & Children First Council. The Administrative Council shall authorize the establishment of positions to be employed and supervised by the Fiscal/Administrative agent. The conditions of that authority shall be set forth in the Butler County Family & Children First Council Fiscal/Administrative Agent Agreement in accordance with Ohio Revised Code, Section 121.37 (B)(4).

SECTION 2. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of all personnel are as prescribed by their official Job Description.

SECTION 3. COMPENSATION

The Executive Committee shall set salary ranges for all personnel to be employed by the Fiscal/Administrative Agent. The Council Director will conduct annual performance evaluations, including a compensation review, with input from the Fiscal/Administrative Agent.

SECTION 4. VOTING PRIVILEGES

Personnel shall have no voting privileges on the Administrative Council.

ARTICLE X. RECORDS AND CONFIDENTIALITY

All minutes of the Administrative Council and all other committees of the Butler County Family and Children First Council are the property of the Butler County Family & Children First Council and shall be maintained by the Fiscal/Administrative Agent. All records of families referred to the Butler County Family & Children First Council are private and shall be 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.

ARTICLE XI. ADOPTION AND AMENDMENT

SECTION 1. ADOPTION

These by-laws were originally adopted by a majority vote of those present October 1996 meeting of the Council.

SECTION 2. AMENDMENT

These by-laws may be amended, repealed, or altered, either in whole or in part, at any scheduled meeting of the Administrative Council upon a majority vote of all Administrative Council members. Written notice of the proposed amendments shall be provided to all Board members at least thirty calendar days prior to the date of the meeting at which the proposed amendments are to be voted upon.

ARTICLE XII. PROVISIONS CONTRARY TO EXISTING STATUTES

If any provision of these by-laws of the Butler County Family & Children First council is found to be contrary to any federal and state law and regulation following their adoption, only the provision contrary to existing laws shall be rendered null and void. The remainder of the bylaws shall remain in full force and effect as long as they are not in violation of any existing laws or regulations.

ARTICLE XIII. NONDISCRIMINATION

The Butler County Family & Children First 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.

Adopted: October 1996

Revised: 12/5/12; 12/2/2015; 5/2/18