

BY-LAWS
MAHONING COUNTY FAMILY AND CHILDREN FIRST COUNCIL

ARTICLE I – NAME

The name of this organization shall be the MAHONING COUNTY FAMILY AND CHILDREN FIRST COUNCIL, hereafter called the MCFCFC. The designated service area of the MCFCFC shall be Mahoning County.

ARTICLE II – MISSION

Mission of the Mahoning County Family and Children First Council:

To promote, maintain and facilitate community collaboration of multi-system services to children and families of Mahoning County.

ARTICLE III – ADMINISTRATIVE / FISCAL AGENT

Per ORC Section 121.37 B(5) (a) Each county council shall designate an administrative agent for the council from among the following public entities: the board of alcohol, drug addiction, and mental health services, including a board of alcohol and drug addiction or a community mental health board if the county is served by separate boards; the board of county commissioners; any board of health of the county's city and general health districts; the county department of job and family services; the county agency responsible for the administration of children services pursuant to section 5153.15 of the Revised Code; the county board of developmental disabilities; any of the county's boards of education or governing boards of educational service centers; or the county's juvenile court. Any of the foregoing public entities, other than the board of county commissioners, may decline to serve as the council's administrative agent.

A county council's administrative agent shall serve as the council's appointing authority for any employees of the council. The council shall file an annual budget with its administrative agent, with copies filed with the county auditor and with the board of county commissioners, unless the board is serving as the council's administrative agent. The council's 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.

The administrative agent of a county council shall send notice of a member's absence if a state mandated member listed in Article IV (A) has been absent from either three consecutive meetings of the county council or a county council subcommittee, 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 and, for the members listed in Article IV (A) (ii), (iii), (vi), and (xiii) of this section, to the governing board overseeing the respective entity; for the member listed in Article IV (A) (vii) of this section, to the county board of developmental disabilities that employs the superintendent; for a member listed in Article IV (A) (viii) or (ix) of this section, to the school board that employs the superintendent; for the member listed in Article IV (A) (x) of this section, to the mayor of the municipal corporation; for the member listed in Article IV (A) (xii) of this section, to the director of youth services; and for the member listed in Article IV (A) (xv) of this section, to that member's board of trustees.

The administrative agent for a county council may do any of the following on behalf of the council:

- (i) 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.

(ii) As determined by the council, provide financial stipends, reimbursements, or both, to family representatives for expenses related to council activity.

(iii) Receive by gift, grant, devise, or bequest any moneys, lands, or other property for the purposes for which the council is established. The agent shall hold, apply, and dispose of the moneys, lands, or other property according to the terms of the gift, grant, devise, or bequest. Any interest or earnings shall be treated in the same manner and are subject to the same terms as the gift, grant, devise, or bequest from which it accrues.

ARTICLE IV – MEMBERSHIP

- A. Advisory Committee Membership shall be open to any person or organization in Mahoning County whose personal interest, public responsibilities, or organizational mission is consistent with and supportive of the purpose and mission of the council.
- B. Executive authority to conduct business will be vested in the Governance Committee The Governance Committee will consist of, but not be limited to, members currently mandated by Ohio law, namely:
1. At least three individuals who are not employed by an agency represented on the MCFCFC and whose families are or have received services from an agency represented on the MCFCFC or another county's council;
 2. The Director of the Mahoning County Mental Health and Recovery Board;
 3. The Mahoning County Health Commissioner, or the Commissioner's designee;
 4. The City of Youngstown Health Commissioner, or the Commissioner's designee;
 5. The Director of the Mahoning County Department of Job and Family Services;
 6. The Executive Director of the Mahoning County Children Services Board;
 7. The Superintendent of the Mahoning County Board of Developmental Disabilities;
 8. 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 board of county commissioners of its determination at least biennially;
 9. A school Superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the Superintendents of those districts;
 10. A representative of the municipal corporation with the largest population in the county;
 11. The president of the Mahoning County Board of County Commissioners, or an individual designated by the Board;
 12. A representative of the regional office of the Department of Youth Services;
 13. A representative of Mahoning County's Head Start agencies as defined in section 3301.32 of the Ohio Revised Code;
 14. A representative of the county's Early Intervention Collaborative, established pursuant to the federal early intervention program operated under the "Individuals with Disabilities Education Act of 2004";

15. A representative of a local non-profit entity that funds, advocates or provides services to children and families.

Non-Mandated Governance Committee members:

16. The Director of Area Agency on Aging, or designee;
17. Director of 211, or designee;
18. A representative of the Mahoning County Juvenile Court;
19. A representative of the largest city school district, if they are not already a member under Article IV (A) (vii).

The Board of Mahoning County Commissioners may invite any local public or private agency or group that funds, advocates, or provides services to children and families to have a representative become a permanent or temporary member of the Governance Committee.

The Mahoning County Juvenile Court Judge senior in service shall serve as the judicial advisor to the Governance Committee as per ORC121.371B (1). The Judge may advise the Governance Committee on the court's utilization of resources, services, or programs provided by the entities represented by the members of the Council and how those resources, services, or programs assist the court in its administration of justice. Service of a Judge as a judicial advisor pursuant to this section is a judicial function.

The Governance Committee, because of its ability to commit specific agency resources (e.g., funding, services, etc.) is responsible for any final documents of policy of the MCFCFC.

1. Family representative shall comply with nominating procedures according to Family and Children First "Procedure for Becoming a Family Representative."
2. Local Agencies/Organizations whose state affiliate has been added to the OFCF Cabinet Council may become members of the Governance Committee by a $\frac{3}{4}$ (75%) vote of the Governance Committee membership present at the voting meeting.
 - i. Petition shall be made in writing to the Governance Committee;
 - ii. Agency/Organization shall demonstrate affiliation with the Ohio FCF Cabinet Council;
 - iii. Governance Committee members will be notified of the petition 15 days prior to the meeting at which the petition will be considered;

C. Membership Contribution

1. Annual contribution levels are set by the Governance Committee [see Article XII (A)]
2. Members paying contribution are entitled to:
 - i. Serve on Advisory Committee as well as other committees as assigned;
 - ii. Receive letters of support;
 - iii. Receive information and updates via mailing list;
 - iv. Apply for grants through MCFCFC;

D. Committees

The following are the standing committees of the Governance Committee, whose Chairs, are appointed by the MCFCFC Chair. The committees shall meet as needed as determined by the Committee Chair and MCFCFC Administrator.

1. **Executive Committee** – Establish Governance Committee agendas and review MCFCFC issues before they are addressed by the full Governance Committee. Members shall include the MCFCFC Chair, Vice-Chair, Immediate Past Chair, Administrative Agent, and Administrator. CSB Director, DD Superintendent, and MHRB Director may be included if those individuals are not officers listed above. Committee shall not exceed five members. Meeting schedule set for Tuesday prior to each MCFCFC monthly meeting.
2. **Finance/Personnel Committee** – Review and approve the council yearly budget, oversee the functions of the fiscal agent, review grants, and contracts and recommend funding to the Governance Committee. The MCFCFC Treasurer shall serve as chair of the committee with membership to include the other MCFCFC officers. The MCFCFC Chair may request service of other members agreed upon by the members of the finance committee. This committee shall conduct an annual evaluation of the MCFCFC Administrator.
 - a. The Funders Subcommittee – This committee will meet in accordance with the Memorandum of Understanding and Agreement for the Use of Pooled Funding. Reporting for this funding will be provided to the MCFCFC through the Treasurer.
3. **Planning Committee** – Function shall occur within the Governance Committee agenda as needed. The Chair shall be appointed by the MCFCFC Chair. Membership is voluntary.
4. **Advisory Committee** Shall meet quarterly or more often as designated by the members. The members may participate on other standing and ad-hoc committees to review and recommend the presented issues. The MCFCFC Administrator shall convene and chair the meetings.
5. **Nominating Committee** – Meets yearly to nominate officers. The Chair is appointed by the Chair of the MCFCFC. Membership is voluntary.
6. **By-Laws Committee** – Review and update by-laws as needed. The Chair shall be the MCFCFC Vice Chair. Membership is voluntary.
7. **Service Coordination Steering Committee** – Meet as needed to review cases and authorize services and supports needed for eligible children and their families. This committee is not required to provide clinical reports to the MCFCFC; all reporting will come through the Pooled Funding Budget. The MCFCFC Service Coordinator shall convene and chair the meetings.
8. **Audit Committee** – Meet as needed. Shall be comprised of any Governance Committee member who wishes to attend the review of the Auditor’s Report.

Ad-hoc committees may be created as necessary to carry out MCFCFC purposes and are appointed by the MCFCFC Chair.

ARTICLE V – OFFICERS AND ADMINISTRATOR

- A. The MCFCFC officers shall consist of a Chair, Vice-Chair, and Treasurer. The Chair and Vice-Chair shall be bi-annually elected. The administrative/fiscal agent shall serve as the Treasurer of the Council.
- B. The MCFCFC shall recommend an Administrator to run its day-to-day operation. The Administrator shall have no voting rights nor hold MCFCFC membership.

ARTICLE VI – RULES OF ORDER

- A. **Roberts Rules of Order** (revised) shall be the authority on all questions of procedure not specifically stated in the By-Laws.
- B. Voting rights are exclusive to the Governance Committee members.

ARTICLE VII – DUTIES AND TERMS OF OFFICERS

- A. All officers shall take office on January 1 of the year following their election. No more than two consecutive two-year terms may be served by any individual in the same office. In the event of a vacancy occurring in any office, it shall be filled by the Governance Committee, and the person so chosen shall serve only to the end of the unexpired term. In the event that a person appointed to an office serves less than half the term, that person shall be eligible to serve, if elected, two consecutive terms.
- B. The MCFCFC Chair shall preside at all meetings of the Governance Committee. All committees not otherwise provided for shall be appointed by the Chair. The Chair shall be a member ex-officio of each committee (except the Nominating Committee).
- C. The MCFCFC Vice-Chair shall preside at all meetings in the absence of the MCFCFC Chair and shall assume the office of Chair in case of resignation or incapacity of the Chair. The Vice-Chair shall be responsible for chairing the committee for the update/review of the by-laws of the organization as needed.
- D. The MCFCFC Treasurer shall preside at all finance committee meetings, review all financial documents monthly and provide a financial report.

ARTICLE VIII – NOMINATING AND ELECTIONS

- A. In the fourth quarter of the calendar year, the Nominating Committee shall meet for the purpose of nominating officers, if necessary, and family representative(s) for the upcoming term.
- B. At the Governance Committee meeting closest to but not after December 31, the Governance Committee shall receive nominations from the Nominating Committee and, along with nominations from the floor, elect its officers, if necessary, and family representative(s) for the upcoming term. Election shall be by plurality of those in attendance.
- C. The MCFCFC shall nominate and elect three (3) family representatives before December 31. The terms will begin in January and last for two years. Each family representative is eligible to serve two consecutive two year terms. If, however, extenuating circumstances restrict the council from being able to fill a pending vacancy of a family member who will become ineligible for service after serving two consecutive terms, the Executive Committee may allow that family representative to serve an additional two year term subsequent to serving two consecutive two year terms. Each agency or individual shall be present to vote for the representatives with each agency or individual entitled to one vote. Agencies who are allowed to appoint a designee shall designate a written proxy vote if other than the Organization's Executive Director. In the event of a vacancy occurring, the Executive Committee shall fill it, and the person so chosen shall serve to the end of the unexpired term.

Terms run for two years from January 1 – December 31.

Three (3) Family Representative terms are staggered as outlined below:

1. Family – term ends December 31, **even year**
2. Family – term ends December 31, **odd year**
3. Family – term ends December 31, **odd year**

ARTICLE IX – MEETINGS

- A. The Governance Committee shall meet at least eight (8) times a year at a time and date determined by the members, but with not less than a seven (7) day notice provided to members.
- B. Alternates, if permitted by ORC Section 121.37, may be sent by Governance Committee members and shall be so designated in writing. Alternates providing such written designation shall have full voting privileges.

- C. The following reports are required at the Governance Committee meetings: Finance/Personnel, Planning, any Ad hoc Committees, Administrator, and Early Intervention.
- D. Each MCFCFC committee, standing or ad hoc, shall record the minutes of its meetings and provide a copy to the Administrator.

ARTICLE X – QUORUM

- A. A quorum for any business meeting of the Governance Committee shall consist of one-third of the members.
- B. A quorum for any standing committee, except the Advisory Committee, shall consist of a majority of the committee members. The quorum for the Advisory Committee shall be the members in attendance.

ARTICLE XI – CONFLICT OF INTEREST

Any Governance Committee representative shall abstain from voting and discussing issues for which they have a financial interest. Failure to abide by this rule will void the prior vote and will result in immediate removal from the MCFCFC and potential ethical charges filed with the State of Ohio.

ARTICLE XII – FINANCIAL MANAGEMENT

- A. Operating Fund: A General Fund may be created by the Governance Committee to properly account for and, as necessary, to carry out the fiscal operation of the Council. This fund may include membership contributions. The contribution structure shall be voted upon by the Governance Committee prior to implementation.
- B. Fiscal Year: The Council Fiscal year shall commence on July 1 and terminate on June 30 of each calendar year. An administrative/fiscal agent agreement shall be periodically reviewed and updated as mutually agreed.
- C. Audit Responsibility: Audit expenses are the responsibility of the MCFCFC, and should funding be unavailable, the expense will be shared among mandated agencies.

ARTICLE XIII – RATIFICATION AMENDMENTS

These By-Laws shall become effective immediately upon ratification of the Governance Committee through an affirmative vote of two-thirds (2/3) of the present members. A duly constituted By-Laws Committee may propose amendments to the By-laws. Proposed By-law amendments shall be transmitted to all Governance Committee members no less than seven (7) days prior to the meeting at which they will be considered.