

**POLICIES & PROCEDURES OF THE  
WARREN COUNTY FAMILY AND CHILDREN FIRST  
COUNCIL**

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**I. Legal Basis**

This organization has its legal basis in Ohio Rev. Code ' 121.37.

**II. Purpose**

The purpose of the Warren County Family and Children First Council is to support its members in their efforts to promote strong and stable individuals and their families as well as a safe social environment that will encourage the success and resiliency of children, families and communities.

**III. General Membership**

The Members of the Family and Children First Council (hereinafter "Council") shall be those Members set forth in Ohio Rev. Code ' 121.37 and locally defined and summarized as follows:

**A. Mandated Voting Members**

1. Director of Warren County Children Services
2. Director of Warren County Human Services
3. Superintendent of Warren County Educational Service Center
4. Superintendent of Warren County Board of Developmental Disabilities
5. Superintendent of largest school district in County
6. Director of Warren County Health District or designated representative
7. Chair of the Warren County Commissioners or designated representative of the Board
8. Representative of largest city in county appointed by city Council
9. Executive Director of Mental Health Recovery Services of Warren and Clinton Counties or their appointed representative.

10. Representative of Ohio Department of Youth Services
11. Representative of Warren County Head Start
12. Representative of Warren County Early Intervention/Early Childhood Collaborative
13. Up to six individuals from families who are or who have received services from Council agencies will be Mandated Voting Members on Council. These Members will be selected by majority vote of Council. Families using direct Council services will be encouraged to consider Council membership. The family representatives will serve staggered two year terms with the option to be selected for as many consecutive terms as they choose to accept provided they still meet the criteria of the position. Family representatives will ideally be active in supporting other families and will represent more than their immediate family on Council, and will represent different consumer populations within the County. Family representatives shall be residents of Warren County.

**B. Other Voting Members**

Whereas, a representative of a local nonprofit entity that funds, advocates or provides services to children and families is also a mandated Member requirement set forth in Ohio Rev. Code ' 121.37, and whereas each county Council 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 its Council. Below is a non-exhaustive list of agencies from which the Warren County Family and Children First Council strongly encourages active representation of, and extends voting privileges to:

1. Child Support Enforcement Agency
2. United Way of Warren County
3. Ohio State University Extension - Warren County
4. Family Services of Warren County Community Services, Inc.

5. Abuse and Rape Crisis Shelter
6. 4C for Children
7. Representative of Warren County Juvenile Court
8. A school representative from each of the following school districts:
  - Carlisle Local
  - Franklin City
  - Kings Local
  - Lebanon City
  - Little Miami Local
  - Mason City
  - Springboro Community City
  - Wayne Local
  - Warren County Career Center
9. Lebanon Optimist Club
10. Solutions Community Counseling and Recovery Centers
11. Beech Acres Parenting Center

Voting privileges may be extended to additional local nonprofit entities that fund, advocate or provide services to children and families. Qualified entities can apply for consideration as a voting member after a representative from their entity has attended at least three full Council meetings within a consecutive twelve month period by submitting a written request for voting membership consideration to the Chair of the Council. The request will be reviewed by Executive Committee and, if supported by Executive Committee, brought to full Council for vote.

Mandated and other voting members may, at their discretion, appoint up to two (2) alternates who have authority to speak and vote on behalf of the voting Member they represent. All mandated and other voting Members and their designated alternate(s) are established annually and as needed by written membership and support agreement. Each mandated and other voting member

will make every effort to attend or send their alternate(s) with full voting privileges to meetings. In the event that a mandated or other voting Member and his/her alternate(s) are both/all present, the mandated and other voting Member shall be entitled to cast only one (1) vote, and alternate(s) shall not be entitled to vote.

**C. Supportive Members**

Supportive Members are individuals who frequently attend regular meetings and have completed a signed agreement that they understand and support the purpose of the Council. Although they do not have voting privileges, they participate on Council by sharing at regular Council meetings and by serving as members on committees. They are sent all regular meeting minutes and agendas. Supportive Members of the Council are individuals who either:

1. are members of families who have received or are receiving services from mandated Member agencies or
2. are representatives from any local public or private agency or group that funds, advocates, or provides services to children and families.

**D. The following individuals shall not serve as Members of Council:**

1. Council employees and Members of the immediate family of Council employees;
2. Former Council employees within one ~~calendar~~ year of the termination of employment with the Council on which the former employee would serve.
3. In no circumstance shall a Member of Council vote on any matter before Council concerning a contract agency of which the Member or a member of the Member's immediate family is an employee of the contract agency. All questions relating to the existence of a conflict of interest shall be

submitted to the local prosecuting attorney and the Ohio ethics commission for resolution.

4. "Immediate family" means parents, brothers, sisters, spouses, sons, daughters, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law, except that the alternate(s) for a family representative may be a member of their immediate family.

#### **IV. Powers and Duties**

##### **A. The Council**

The Council shall have such powers and duties as are provided in the Ohio Revised Code. Such powers and duties shall be exercised to fulfill the purpose of Council as set forth in these Policies and Procedures. The Council shall designate an Administrative Agent at the annual meeting from among the following entities: the Warren County Commissioners, Mental Health Recovery Services of Warren and Clinton Counties, Warren County Combined Health District, Warren County Board of Developmental Disabilities, Warren County Children's Services, Warren County Juvenile Court, Warren County Department of Human Services, the Warren County Educational Service Center, or a City, Exempted Village or Local School Board in Warren County.

##### **B. The Administrative Agent shall:**

1. Serve as appointing authority with power to appoint to or remove from positions of employment in the Council, pursuant to Ohio Rev. Code § 124.01 (D). Recommendations regarding appointment, removal, and compensation and creation of job descriptions of Council employees shall be made subject to approval of Executive Committee and by written agreement between the Council and the designated Administrative Agent.
2. Receive and carry out an annual budget from the Council;
3. Provide an annual budget to the auditor and the commissioners; and

4. Ensure expenditures are handled according to Council Policies and Procedures, the Ohio Administrative Code, the Ohio Revised Code, opinions of the Ohio Attorney Generals office and policies of the state and county Auditor's office.
5. Submit to the Warren County Board of Commissioners for approval all agreements, plans, and decisions, except those made pursuant to Ohio Rev. Code ' 121.38, that require Council expenditures for two or more families.

In addition, the Administrative Agent may, at the discretion of Council as set forth in these Policies and Procedures:

1. enter into contracts authorized by Council to carry out Council business;
2. administer contracts to fulfill Council business;
3. provide stipends and reimbursement to families served by Council;
4. receive gifts and grants to Council;
5. hold funds, lands and property of Council;
6. other duties as described in ORC 121.37.

## **V. Officers**

The Council shall elect Officers annually and as needed. Officers will be selected from among mandated and other voting Members of Council. The Officers of the Council shall be Chairperson, Chair-Elect and Secretary. Chair-Elect and Secretary shall be selected at the annual meeting in May, by a majority vote of a quorum for a one (1) year term and take office the fiscal year, July through June, following the annual May election. The Administrative Agent shall not simultaneously serve as an officer.

## **VI. Duties of Officers**

### **A. Chairperson –**

Shall chair all meetings of the Council. Chairperson may appoint Members to



serve on Committees and may assist in dispute resolution as described in Section XII. of this document. Chairperson will initiate and lead the annual FCFC Coordinator evaluation process as detailed in Section VI. of this document.

**B. Chair - Elect –**

Shall, in the absence of the Chairperson, carry out all duties of the Chairperson. The Chair-Elect shall succeed to the position of Chairperson after serving one (1) term as Chair-Elect. Chair-Elect may assist in dispute resolution as described in Section XII. of this document. The Chair-Elect will assist in the annual FCFC Coordinator evaluation process as detailed in Section VI. of this document.

**C. Secretary –**

Shall record minutes of Council meetings and Council Executive Committee meetings which shall be provided to Council Members prior to the next regularly scheduled Council meeting. The Secretary will assist in the annual FCFC Coordinator evaluation process as detailed in Section VI. of this document.

The Chair, Chair Elect and Secretary will work together to evaluate the performance of the FCFC Coordinator and provide performance feedback to the Director of the coordinator's employment entity on an annual basis. Performance evaluation will be based on the most current written and adopted description of duties. The three Council Officers will secure input from Standing Committee Chairs, the Director of local Help Me Grow, and the Administrative Agent if different than the employer regarding the performance of the FCFC Coordinator. The process will be completed annually by the end of July and will address work performance for prior July through June fiscal year. The Chair will initiate and lead this process and forward written evaluation to FCFC Coordinator employer for their use in face-to-face delivery to FCFC Coordinator. A copy of the final performance evaluation can be obtained through the employing entity upon request as per standard policy.

**VII. Meetings**

**A. Public Notice of Meetings**

All meetings of the Council shall be open to the public and held and conducted in compliance with Ohio Rev. Code ' 121.22. Opportunity shall be given to the public to address the Council at a designated period of time during all meetings excluding Executive Sessions. The Council shall not be obligated to consider the problem or request of a petitioner unless the matter has been presented to the Chairperson or the Chair-Elect of the Council in writing at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays and holidays.

All regular meetings of Council and standing Committees shall be held at a date, time and location set by majority vote of Council at the annual meeting and notice shall be given annually to all news media that have requested such notification and on the Warren County Website.

Notice of any regular meeting of Council or standing Committees which is to be held at a time or place other than that set forth above shall be given at least 24 hours in advance, excluding Saturdays, Sundays, and holidays to all news media that have requested such notification and by posting upon the public bulletin board located at the Warren County Administration Building and on the Warren County Website. Such notice shall set forth the time and place of such regular or standing Committee meeting. Notice of special meetings of Council shall be given at least 24 hours in advance, excluding Saturdays, Sundays, and holidays, to all news media that have requested such notification and by posting upon the public bulletin board located at the Warren County Administration Building and on the Warren County Website. Such notice shall set forth the time, place, and purpose of such special meeting. Notice of any meeting of any Committee or Subcommittee of Council that does not meet on a regular basis shall be given in the same manner as notice of special meetings of Council as set forth above.

**B. Advance Notification Requests**

Any person may, upon request and payment of a reasonable fee, obtain reasonable advance notification of all meetings of the Council and its Committees at which any specific type of public business is to be discussed. Such reasonable fee for the advance notification provided for herein shall be the actual cost of providing such advance notification including postage and document reproduction costs. The advance notification provided for herein may include the mailing of the agenda or notice of meetings to subscribers on a mailing list in self-addressed, stamped envelopes provided by the person.

**C. Member Notification**

Written notice of all meetings shall be given to each Member no less than seven (7) calendar days prior to the meeting, except in the instance of special meetings which require 24 hour notice to all members excluding Saturday, Sunday and holidays.

**D. Regular Meetings**

There shall be regular meetings scheduled for the Council and standing Committees of the Council. Meeting dates, times, and location will be defined at the annual Council meeting and as needed. Notice of meetings shall be made to Members and the public as provided in this document. Business shall be:

- Calling the meeting to order, introduction of guests
- Approval of the minutes of the preceding meeting
- Financial reports
- Standing Committee reports – Each standing committee will give a brief report at each meeting, plus an in-depth report at least once a year.
- Staff reports

- Old business
- New business
- Public participation
- Date of next meeting
- Adjournment

**E. Executive Sessions**

After convening a regular, annual, special or Committee meeting, the Council or Committee may, upon roll call vote of a majority of a quorum, hold an Executive Session for the following purposes:

1. Appointment, dismissal, discipline, promotion, demotion, or compensation of a Council employee or the investigation of charges or complaints against a Council employee subject to the approval of Executive Committee. Council employees shall not participate in or attend Executive Sessions for the above purposes.
2. Conferences with Council attorney concerning disputes that are subject of pending or imminent court action.
3. Confidential matters as defined by law.

**F. Annual Meeting**

Effective 2015, the annual meeting of the Council will be held during the regularly scheduled business meeting in May at a location and time designated in an annual notice, as provided herein, to all mandated and other voting Members and Supportive Members as well as to the public at large. The following will be addressed at the annual meeting with actions taking effect the following July through June fiscal year:

1. Execution of Membership and Support Agreements that identify mandated and other voting Members, their alternate(s), and Supportive Members.

2. Election of officers, as provided herein;
3. Selection of Administrative Agent;
4. Selection of family representation as set forth in these Policies and Procedures;
5. Approval of annual budget;
6. Selection of regular meeting dates, times, and locations by majority vote of a quorum;
7. Establish number of voting members needed to establish quorum at Council and Executive Committee for the upcoming fiscal year.

**G. Special Meetings**

Special meetings may be called by either the Chairperson, the Administrative Agent or by a majority vote of voting mandated and other voting Members of the Council. Notice of Special Meetings shall be made to Members and the public as provided in this document.

**H. Quorum**

Quorum is established for full Council and Executive Committee based on previous fiscal year average attendance of mandated and voting members. Eighty percent (rounded to the lowest whole number) of the previous fiscal years' average attendance of mandated and other voting members will be recognized as quorum.

**I. Attendance**

Mandated and other voting Members and employees of the Council shall make every effort to attend or shall send an alternate to all regular meetings.

**J. Voting**

A simple majority of those present and voting, at any meeting of the Council at

which a quorum is present, will decide all matters. Each Council Member identified as such at the annual meeting, or their alternate(s) identified on the Membership and Support Agreements, shall have one vote per entity.

## **VIII. Executive Committee**

### **A. Membership**

The Executive Committee is made up of:

1. Council Officers
2. Administrative Agent, as a non-voting member
3. Two representatives from among the voting agency members, at least one of which must be a mandated member.
4. One family representative
5. Outgoing Chair of year prior
6. A member from each of the following committees who is a voting member of Council:
  - The Early Childhood Coordination Committee
  - Clinical Committee
  - The Success for School-aged Youth Committee
  - The Support and Outreach Committee

Following the annual meeting, the outgoing officers shall in turn select additional Council members identified in 3., and 4. above to serve as members of Executive Committee pursuant to these policies and procedures. Members identified in 6. above shall be selected by the committee they represent. Selections will be presented for ratification at next Council business meeting. All Executive Committee members, not including officers and Administrative Agent, shall serve up to three annual terms. Council Coordinator and Administrative Agent will be regular non-voting attendees at Executive Committee meetings. Each Executive Committee Member shall have one vote per person. Each entity shall have only

one vote.

Executive Committee meetings may be called by either the Council Chairperson, the Administrative Agent or by majority vote of Executive Committee members.

**B. Purpose of Executive Committee meetings**

The Executive Committee shall meet regularly as determined by the Chair and as needed to provide leadership for Council regarding fiscal responsibilities, personnel issues, dispute resolution, and emergent issues as they arise. Decisions will be made at meetings where a quorum is present or by using the internet if a decision is required in ten business days or less. Executive Committee minutes will be made available to members prior to the next Council meeting. The Executive Committee is authorized to apply for all federal, state and local grants available to the Council. Executive Committee will encourage input from all council members and will serve in the interest of Council.

**IX. Indemnification**

Council mandated and other voting Members and the Council Coordinator shall enjoy the right to defense and indemnification by the Council as is provided by Ohio Rev. Code '2744.

**X. Committees**

Committees may be created by the Council Chairperson, Chair-Elect or by majority vote of a quorum of Council to accomplish on-going or specific tasks as prescribed by the Council, and such Committees may be dissolved upon the completion of that task. Committees shall be constituted by the Chair, Chair-Elect or by majority vote of a quorum of Council as needed.

**A. Standing Committees**

The Standing Committees of Council are:

**Early Childhood Coordination Committee** shall

- make recommendations regarding the coordination of state and local early childhood programs to reduce duplication and address unmet needs.

**Clinical Committee shall**

- be responsible for the coordination of services for multi-needs children by serving Council as the service coordination mechanism as described in ORC ' 121.37.

**Success for School Aged Youth Committee shall**

- facilitate collaboration and communication among all Warren County schools, youth, families and youth serving agencies to identify gaps, needs and availability of services.

**Support and Outreach Committee shall**

- seek to strengthen FCFC, and its member agencies' capacities; identify, document, and report the well-being of children and families in Warren County; establish local indicators and priorities, assist the Council in preparing an annual plan and submitting required reports as described in ORC 121.37; clearly communicate the public value derived from their services; and collaboratively leverage and obtain needed financial resources.

**Standing Committees Shall:**

- recommend, coordinate and connect resources and services for those in need as well as develop and support new services as needed for children and families.
- develop written committee guidelines to define membership, officer selection and committee structure
- report quarterly to full Council as requested.
- make funding recommendations to Council regarding funding needs/priorities, grant opportunities and other funding sources.
- encourage parent participation in committee work.



**B. Ad Hoc Committees**

will be formed by Chair or Co-Chair for specific short term purposes as needed.

**XI. Rules of Order**

Meetings of the Council and its committees shall be conducted to generally accepted procedures. For routine decisions: motions, their seconds, following discussion and voice vote will be acceptable unless a disputes arises. Should a procedural dispute arise, the person presiding will seek consensus among the members present. If the dispute cannot be resolved in a reasonable time, the most recent update of Robert's Rules of Order will be used to resolve the dispute.

**XII. Dispute Resolution**

**A. Service Coordination Dispute Resolution Process**

Disputes involving Clinical Committee Services will be resolved pursuant to the Warren County Service Coordination Plan as developed by the Clinical Committee. Disputes involving the services of Help Me Grow will be resolved pursuant to the dispute resolution process as developed by the Early Childhood Coordination Committee. All service coordination disputes will be resolved in compliance with ORC 121.37, ORC 121.38 and ORC 2151.23.

**B. Other Entities- Dispute Resolution Process**

Should an organization elect Warren County Family & Children First Council as their dispute resolution organization process, said agency/organization shall notify Family & Children First Council in writing. If FCFC accepts responsibility for that process, a notice will be mailed to the agency/organization confirming the responsibility. FCFC will require sufficient time be included in the agency/organization RFP/planning process for issues to be resolved. The FCFC

member that objects to the services and or funding must submit their objection in writing to the FCFC Chair or FCFC Coordinator within seven (7) days of the meeting or decision that resulted in the objection. The objection must identify the specifics of the objection and the proposed resolution requested by the objecting party. The Executive Committee of the FCFC shall call a special meeting for the purpose of resolving the issue. A majority vote of the Executive Committee of FCFC shall resolve the matter. The final decision shall be made within fourteen (14) days of the filing of the objection and copies of the decision shall be provided to all parties.

### **XIII. Role of Juvenile Court Judge**

The county's juvenile court judge senior in service or another judge of the juvenile court designated by the administrative judge or, where there is no administrative judge, by the judge senior in service shall serve as the judicial advisor to the county family and children first council. The judge may advise the county council on the court's utilization of resources, services, or programs provided by the entities represented by the members of the county 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.

### **XIV. Website Guidelines and Logo Use**

#### **A. Website**

The Warren County Family and Children First Council website must reflect the professional image of the Council, its members and employees. The content must be consistent with the Council purpose and is subject to prior approval of the Executive Committee or designee sub-committee. The purpose of such website is to connect member agencies as well as to inform the public it serves. The following criteria should be used to guide the development of such website:

1. Content may provide information to help establish and strengthen linkages between agencies, businesses, funding streams, and families in order to accomplish the purpose of the Council.

2. Content may inform the community about the member agencies including information about Council purpose, events, projects, activities, and policies.

Under no circumstances is the website to be used for commercial purposes, partisan campaigning, or to provide financial or political gain for any individual. The website shall include links to voting member agencies. Additional links may be approved through established written approval. All links must also meet the above criteria and comply with State and Federal law. The website shall include a prominent disclaimer stating that any links that may be provided from the official website to any external websites are provided as a convenience only, and that the Council neither endorses nor assumes any responsibility for the content of any external website linked to the official website.

**B. Logo Use**

The integrity of the complete and original logo shall be maintained in all uses. Logo will be used strictly for official Council business and documented partner activities and Council projects. Logo is readily available for use by Council Coordinator, Officers, and the Chair(s) of the Support and Outreach Committee. Additional use of logo is limited to those with written permission from the Council or Executive Committee of Council.

**XV. Amendments**

These Policies and Procedures may be adopted, amended or repealed by majority vote of the Council present at any duly called and constituted meeting of the Council. All changes to the Policies and Procedures shall take effect immediately unless otherwise specified in the resolution.