

ALLEN COUNTY CHILDREN SERVICES BOARD

CODE OF REGULATIONS

ARTICLE I—AUTHORITY FOR BOARD

- Section 1: The Allen County Children Services Board is established, organized and functions under the authority of the Ohio Revised Code and especially Chapter 5153 of the Ohio Revised Code.
- Section 2: The authority for the Board's responsibilities and actions is contained in various sections of the Ohio Revised Code. Specifically, ORC 5153.15 and 5153.16 give the Board authority as the single agency of county government to exercise and carry out relatively broad powers and duties on behalf of children in the county deemed by the Board to be in need of public care or protective services.

ARTICLE II—BOARD MEMBERSHIP

- Section 1: The Allen County Children Services Board consists of no less than five nor more than fifteen Board members appointed pursuant to the statutes of the Ohio Revised Code (ORC 5153:03).
- Section 2: The term of Board membership is four years.
- Vacancies on the Board are filled pursuant to the Ohio Revised Code (ORC 5153.03).
- Section 3: Removal of any Board member is pursuant to the Ohio Revised Code (ORC 5153.04). See also Article IV, Section 10.

ARTICLE III—OFFICERS

- Section 1: The officers of the Board are: chair and secretary as mandated by the Ohio Revised Code (ORC 5153.04). In addition, a vice chair shall be elected.
- Section 2: Officers are elected for terms of two years, to run coincident with each calendar year.
- Section 3: Election of officers shall be held at the last Board meeting in the calendar year for the term coincident with the upcoming two calendar years.
- Section 4: Duties of the chair include: (1) Presiding at meetings of the Board; (2) In consultation with the executive director, approving the agenda for Board meetings; (3) Assignment of Board members and non-Board members to committees; (4) Creation of ad hoc committees (see Article VII); (5) Forwarding recommendations of the nominating committee to the Allen County Commissioners (see Article VI Section 5). The chair also presides at meetings of the executive committee.

- Section 5: Duties of the vice chair include: (1) Presiding at meetings of the Board in the absence of the chair; (2) Presiding at meetings of the executive committee in the absence of the chair.
- Section 6: Duties of the secretary include: (1) Presiding at meetings of the Board in the absence of the chair and vice chair; (2) Assuring that proper minutes are taken at all Board meetings.

ARTICLE IV—BOARD MEETINGS; QUORUM

- Section 1: Board meetings are held and conducted in accordance with Ohio Revised Code Section 121.22 (the Sunshine Statute).
- Section 2: Regular monthly meetings of the Board shall be held. Meetings are scheduled at 5:15 p.m. on the third Tuesday of each month at the agency office. The Board may reschedule this meeting or, at the call of the chair, may meet at other times or at other locations, provided such meetings meet the criteria in the Sunshine Statute.
- Section 3: The agenda for regular Board meetings is prepared by the executive director in consultation with the chair. A tentative agenda for each Board meeting shall be mailed to Board members not later than the Thursday before the Board meeting.
- Section 4: Although the Sunshine Statute does not guarantee the right to be heard, the agenda for each Board meeting shall include an opportunity for individuals wishing to address the Board be heard. This opportunity shall be scheduled following approval of the minutes of the previous meeting and prior to the conduct of normal agency business for the month.

Individuals wishing to address the Board will be limited to a maximum time of five minutes per person. Individuals wishing to address the Board in meetings shall notify the agency of the intention by filling out a “Notice of Intent to Address the Board” (see copy in Appendix) and submit this notice to the Executive Director of Allen County Children Services not later than twenty-four hours prior to the Board meeting. At the chair’s discretion, other individuals may be permitted to address the Board.

The following rules shall apply to individuals addressing the Board:

1. The chair may stop the speaker at the end of his/her allotted five minutes.
2. The chair may stop the speaker if his/her presentation is inappropriate or disruptive and may ask that speaker to leave the meeting. Law enforcement may be requested to remove a continually inappropriate or disruptive person.
3. Should an orderly continuation of the meeting become impossible, the chair may adjourn the meeting to reconvene at a later time and place at the call of the chair.

- Section 5: Audio or video recording of a meeting by the public is permitted only if such equipment is silent, unobtrusive, self-contained and self-powered and does not interfere with the ability of others to hear, see and participate in the meeting.
- Section 6: A special meeting of the Board may be called by any officer. Board members, the Executive Director and all news media that have requested notification shall be given at least twenty-four hours advance notice by electronic means of the time, place and purpose of such special meeting.
- Section 7: In the event of a situation requiring immediate official action, an emergency meeting of the Board may be called by any officer. Board members, the Executive Director, and all news media that have requested notification shall be given immediate notice by electronic means of the time, place and purpose of such emergency meeting.
- Section 8: Notices of all meetings of the Board and of all committees of the Board shall be posted on the agency official website. Such notices shall be posted in advance and at least twenty-four hours before the respective meeting, except as provided in Article IV, Section 7 and in Article V Section 3.
- Anyone, including news media, who wishes to receive (1) notices of meetings of the Board or Board committees, or (2) approved minutes of such meetings will receive such information by mail if pre-addressed, stamped envelopes are provided to the secretary to the agency's Executive Director. Alternatively, such requested notices may be given via email or fax electronically.
- Section 9: All questions of procedure at Board meetings are handled in accordance with Roberts Rules of Order.
- Section 10: Should a Board member be unable to attend the monthly Board meeting he/she is to notify the Executive Director or designee by the date requested in the monthly Board packet. Each Board member is allowed no more than two unexcused absences annually. Frequent and/or unexcused non-attendance will be reviewed semiannually by the nomination committee and recommendations reported to the Board for appropriate action.
- Section 11: A majority of appointed Board members constitute a quorum as per Ohio Revised Code 5153.04.
- Section 12: A member of the Board shall be present in person at a meeting to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting. (ORC 121.22(c)).

ARTICLE V—EXECUTIVE COMMITTEE

- Section 1: The Executive Committee of the Board consists of all officers of the Board as well as the immediate past chair.
- Section 2: The Executive Committee is empowered by the Board to review with the Executive Director matters of agency operation, and, in the event of a situation requiring immediate official action, to transact necessary business between scheduled meetings of the Board. A majority of the Committee members constitute a quorum.
- Section 3: All Board members and all news media that have requested notification shall be given timely notice of the time and place of any emergency Executive Committee meeting and a brief statement of matters to be acted upon at such meetings. Timely notice is such notice as the situation requiring the meeting will reasonably permit.
- Section 4: All actions by the Executive Committee shall be reported to the Board at the next scheduled meeting of the Board and shall be subject to formal Board ratification.

ARTICLE VI—STANDING COMMITTEES OF THE BOARD

- Section 1: The Board has five standing committees: Budget and Finance; Personnel; Program Services; Nominating; and Community Engagement.
- The chair of each committee and committee members are appointed by the Board chair. The Board chair and Executive Director are ex officio, non-voting members of every committee.
- Section 2: The Budget and Finance Committee shall consist of at least three Board members and may include up to two additional persons who are not Board members.
- The duties of the Budget and Finance Committee shall include:
- (a) Maintain knowledge and expertise regarding the agency's financial structure including sources of income, major expenditures, and government mandated services to be provided.
 - (b) Approve short term (annual) and long term (up to ten years) budget assumptions including the sources of income, and percentage of revenue and expense increases/decreases.
 - (c) Review the annual budget for reasonableness and make the recommendation for approval to the Board.
 - (d) Maintain the financial stability of the agency so that it can carry out its mission to serve the community.
 - (e) Review all audit results and maintain oversight of management responses to final audit findings.
- Section 3: The Program Services Committee shall consist of at least three Board members and may include up to two persons who are not Board members.

The duties of the Program Services Committee include:

- (a) Become knowledgeable in the content of services offered through each of the various agency program activities.
- (b) Review and recommend to the Board agency service priorities in light of legal mandates and perceived needs.
- (c) On a periodic basis review the goals and objectives for each major program area and assess agency performance as reflected in such measures.
- (d) Review and recommend Board action on selected program policies.

Section 4: The Community Engagement Committee shall consist of at least three Board members and may include up to ten persons who are not Board members.

The duties of the Community Engagement Committee shall include:

- (a) Assess community relations needs of the agency.
- (b) Annually, or as needed, critique the overall agency's community education program and the effectiveness of this program in relation to the needs of the community.
- (c) Take an active, participating role in community education programs.
- (d) Act as a steering committee for promoting any levy campaign on behalf of the agency.

Section 5: The Nominating Committee shall consist of at least three Board members.

The duties of the Nominating Committee shall include:

- (a) At the last Board meeting in the calendar year, recommend a slate of officers for election by the Board.
- (b) From time-to-time, be prepared to identify and recommend to the Board prospective candidates for appointment to the Board. The Board, as they deem appropriate, shall forward such recommendations to the Allen County Board of Commissioners.
- (c) Annually review frequent and/or unexcused non-attendance of members at Board and committee meetings and recommend appropriate action to the Board.

Section 6: The Personnel Committee shall consist of at least three Board members and may include up to two persons who are not Board members.

The duties of the Personnel Committee shall include:

- (a) Review recommendations as submitted by the agency's Executive Director and recommend appropriate changes to the Board.
- (b) Review proposed changes in the agency's compensation structure, and recommend appropriate changes to the Board.
- (c) Assure that the agency maintains an appropriate compensation philosophy.
- (d) Review the Executive Director's position statement of the collective bargaining agreement negotiation.

- (e) Review and recommend to the Board action on any other personnel matters on an as needed basis.
- (f) Conduct the annual performance evaluation of the agency's Executive Director beginning in January and concluding in March.

Section 7: All standing committees of the Board, except for the Nominating Committee, shall meet at least once each quarter with the Executive Director and/or other staff. Such meetings shall be held in accordance with the provisions of Section 121.22 of the Ohio Revised Code (the Sunshine Statute).

ARTICLE VII-SPECIAL COMMITTEES OF THE BOARD

Section 1: The Board chair shall appoint special committees on an ad hoc basis to carry out particular tasks and assignments.

The existence of a special committee terminates upon completion of assigned tasks or upon dissolution of the committee by the Board, if the latter action is taken prior to completion of assigned tasks.

ARTICLE VIII – AMENDMENTS

Section 1: The Board may amend, supplement, or supersede this Code of Regulations by an affirmative vote of two-thirds of the members present at any regular meeting of the Board, provided notice of a proposed change has been given in writing at least fifteen days before the meeting at which the vote is taken on the proposed change.

 Jennifer Hughes, President
 Allen County Children Services Board

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