

## ALLEN COUNTY CHILDREN SERVICES BOARD BOARD BYLAWS



Allen County Children Services is a public agency responsible for the care and protection of all dependent, neglected, and abused children in Allen County, Ohio. The Agency's authority is established under Chapter 5153.01 to 5153.53 inclusive of the Ohio Revised Code.

(A) Authority of Board:

The Authority of the Board's responsibilities & actions is contained in various sections of the Ohio Revised Code. Specifically, the ORC 5153.15 gives 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 I: NAME**

The official name of the Board shall be "*Allen County Children Services Board.*" It may also be referred to as "*the Board,*" "*Children Services Board,*" or "*CSB.*"

**ARTICLE II: PURPOSE**

The purpose of the Board shall be the development, maintenance, and supervision of childcare programs and services as provided under Chapter 5153 of the Ohio Revised Code.

**ARTICLE III: DUTIES OF PUBLIC CHILDREN SERVICES AGENCY AS TO CHILDREN IN NEED OF PUBLIC CARE OR PROTECTIVE SERVICES (Chapter 5153.16 ORC)**

(A) Except as provided in section 2151.422 of the Revised Code, in accordance with rules adopted under section 5153.166 of the Revised Code, and on behalf of children in the county whom the public children services agency considers to be in need of public care or protective services, the public children services agency shall do all of the following:

- (1) Make an investigation concerning any child alleged to be an abused, neglected, or dependent child.
- (2) Enter into agreements with the parent, guardian, or other person having legal custody of any child, or with the Department of Job and Family Services, Department of Mental Health, Department of Developmental Disabilities, other department, any certified organization within or outside the county, or any agency or institution outside the state, having legal custody of any child, with respect to the custody, care, or placement of any such child, with respect to any matter, in the

interests of such child, provided the permanent custody of a child shall not be transferred by a parent to the public children services agency without the consent of the juvenile court.

- (3) Accept custody of children committed to the public children services agency by a court exercising juvenile jurisdiction.
- (4) Provide such care as the public children services agency considers to be in the best interests of any child adjudicated to be an abused, neglected, or dependent child the agency finds to be in need of public care or service.
- (5) Provide social services to any unmarried girl adjudicated to be an abused, neglected, or dependent child who is pregnant with or has been delivered of a child.
- (6) Make available to the children with medical handicaps program of the Department of Health at its request any information concerning a child with a disability found to be in need of treatment under Sections 3701.021 to 3701.028 of the Revised Code who is receiving services from the public children services agency.
- (7) Provide temporary emergency care for any child considered by the public children services agency to be in need of such care, without agreement or commitment.
- (8) Find certified foster homes, within or outside the county, for the care of children, including children with disabilities from other counties attending special schools in the county.
- (9) Subject to the approval of the Board of County Commissioners and the State Department of Job and Family Services, establish and operate a training school or enter into an agreement with any municipal corporation or other political subdivision of the county respecting the operation, acquisition, or maintenance of any children's home, training school, or other institution for the care of children maintained by such municipal corporation or political subdivision.
- (10) Acquire and operate a county children's home, establish, maintain, and operate a receiving home for the temporary care of children, or procure certified foster homes for this purpose.
- (11) Enter into an agreement with the trustees of any district children's home, respecting the operation of the district children's home in cooperation with the other county boards in the district.
- (12) Cooperate with, make its services available to, and act as the agent of persons, courts, the Department of Job and Family Services, the Department of Health, and other organizations within and outside the state, in matters relating to the welfare of children, except that the public children services agency shall not be required to provide supervision of or other services related to the exercise of parenting time rights granted pursuant to Section 3109.051 or 3109.12 of the Revised Code or

companionship or visitation rights granted pursuant to Section 3109.051 3109.11, or 3109.12 of the Revised Code unless a juvenile court, pursuant to Chapter 2151 of the Revised Code, or a Common Pleas Court, pursuant to division (E) (6) of Section 3113.31 of the Revised Code, requires the provision of supervision or other services related to the exercise of the parenting time rights or companionship or visitation rights.

- (13) Make investigations at the request of any superintendent of schools or school employee in the county or the principal of any school concerning the application of any child adjudicated to be an abused, neglected, or dependent child for release from school, where such service is not provided through a school attendance department.
- (14) Administer funds provided under Title IV-E of the “Social Security Act,” 94 Stat. 501 (1980), 42 U.S.C.A. 671, as amended, in accordance with rules adopted under Section 5101.141 of the Revised Code.
- (15) In addition to administering Title IV-E adoption assistance funds, enter into agreements to make adoption assistance payments under Section 5153.163 of the Revised Code.
- (16) Implement a system of risk assessment, in accordance with rules adopted by the director of the Department of Job and Family Services, to assist the public children services agency in determining the risk of abuse or neglect to the child.
- (17) Enter into a plan of cooperation with the Board of County Commissioners under Section 307.983 of the Revised Code and comply with each fiscal agreement the Board enters into under Section 307.98 of the Revised Code that includes family services duties of public children services agencies and contracts the Board enters into under Sections 307.981 and 307.982 of the Revised Code that affect the public children services agency.
- (18) Make reasonable efforts to prevent the removal of an alleged or adjudicated abused, neglected, or dependent child from the child’s home, eliminate the continued removal of the child from the child’s home, or make it possible for the child to return home safely, except that reasonable efforts of that nature are not required when a court has made a determination under division (A) (2) of Section 2151.419 of the Revised Code.
- (19) Make reasonable efforts to place the child in a timely manner in accordance with the permanency plan approved under division (E) of Section 2151.417 of the Revised Code and to complete whatever steps are necessary to finalize the permanent placement of the child.
- (20) Administer a Title IV-A program identified under division (A) (4) (c) or (g) of Section 5101.80 of the Revised Code that the Department of Job and Family

Services provides for the public children services agency to administer under the department's supervision pursuant to Section 5101.801 of the Revised Code.

- (21) Administer the kinship permanency incentive program created under section 5108.802 of the Revised Code under the supervision of the director of Job and Family Services
  - (22) Provide independent living services pursuant to sections 2151.81 to 2151.84 of the Revised Code.
  - (23) File a missing child report with a local law enforcement agency upon becoming aware that a child in the custody of the public children services agency is or may be missing.
- (B) The public children services agency shall use the system implemented pursuant to division (A) (16) of this section in connection with an investigation undertaken pursuant to division (G) (1) of Section 2151.421 of the Revised Code to assess both of the following:
- (1) The ongoing safety of the child;
  - (2) The appropriateness of the intensity and duration of the services provided to meet child and family needs throughout the duration of a case.
- (C) Except as provided in Section 2151.422 of the Revised Code, in accordance with rules of the director of the Department of Job and Family Services, and on behalf of children in the county whom the public children services agency considers to be in need of public care or protective services, the public children services agency may do the following:
- (1) Provide or find, with other child serving systems, specialized foster care for the care of children in a specialized foster home, as defined in Section 5103.02 of the Revised Code, certified under Section 5103.03 of the Revised Code.
  - (2) (a) Except as limited by divisions (C) (2) (b) and (c) of this section, contract with the following for the purpose of assisting the agency with its duties:
    - (i) County departments of job and family services;
    - (ii) Boards of alcohol, drug addiction, and mental health services;
    - (iii) County boards of developmental disabilities;
    - (iv) Regional councils of political subdivisions established under Chapter 167. of the Revised Code;
    - (v) Private and government providers of services;
    - (vi) Managed care organizations and prepaid health plans.
  - (b) A public children services agency contract under division (C) (2) (a) of this section regarding the agency's duties under Section 2151.421 of the Revised Code may not provide for the entity under contract with the agency to perform any service not authorized

by the department's rules.

(c) Only a county children services board appointed under Section 5153.03 of the Revised Code that is a public children services agency may contract under division (C) (2) (a) of this section. If an entity specified in division (B) or (C) of Section 5153.02 of the Revised Code is the public children services agency for a county, the Board of County Commissioners may enter into contracts pursuant to Section 307.982 of the Revised Code regarding the agency's duties.

## **ARTICLE IV:**                    **BOARD MEMBERSHIP**

### **Section 1:**                    **Appointment to Board (5153.03 ORC)**

The board of county commissioners shall appoint five (5) members of the county children services board and for good cause may remove any member so appointed. Each of these members shall be appointed for the term of four years, but the board shall stagger their terms so that the terms of not more than two of the required members of the board expire in one year. In addition to the five (5) members it is required to appoint, a board of county commissioners of the county having less than one hundred thousand population according to the last federal census may appoint up to five (5) or a board of county commissioners of a county having a population of one hundred thousand or more according to such census may appoint up to nine (9) additional members of the county children services board. If these additional members are appointed, they shall be appointed for initial terms of one (1), two (2) three (3) or four (4) years as will maintain balance in the expiration dates of the members of the board. After the expiration of these original terms, these additional members shall be appointed for four-year terms. Any vacancy shall be filled in the same manner as original appointments.

### **Section 2:**                    **Qualifications**

Members shall be an Allen County resident within the State of Ohio and shall have an interest in child welfare.

### **Section 3:**                    **Term (5153.03)**

Each original five (5) members shall be appointed for the term of four (4) years, but the Board shall stagger their terms so that the terms of not more than two (2) of the required members of the Board expire in one (1) year. No Board Member shall serve more than two (2) full consecutive terms but may be re-appointed after at least one (1) full year of absence from the Board.

Additional members appointed shall be appointed for initial terms of one, two, three, or four years as will maintain balance in the expiration dates of the members of the Board. Any vacancy shall be filled in the same manner as the original appointment.

Any member of the Board may be removed from office by the Board of County

Commissioners for neglect of duty, misconduct, or malfeasance in office after being informed in writing of the charges and the opportunity for a hearing. Failure of any member of the Board to attend three regular meetings, unless for reasons beyond his/her control, or other manifest indifference to the purpose or work of the Board, shall be cause for such member's removal from such board.

**Section 4: Officers-Meetings (5153.04)**

A county children services board appointed under section 5153.03 of the Revised Code shall elect one of its members as chairperson and another as secretary. The chairperson may appoint committees composed of board members and other persons interested in child care.

A majority of the members of the board shall constitute a quorum, and the action of a majority of the members present shall constitute the action of the board.

The board shall meet at least once a month and called or adjourned meetings may be held at any time, as the board determines.

The board members shall serve without compensation, but they shall be entitled to their necessary expenses and shall be considered employees of the county under section 325.20 of the Revised Code.

Failure of any member of the board to attend three consecutive regular meetings, unless for reasons beyond the member's control, or other manifest indifference to the purposes or work of the board, shall be cause for the member's removal from such board.

**Section 5: Board Membership Ineligibility**

(A) No employee of the Allen County Children Services Board shall be appointed to the Board.

(B) No currently licensed foster parent by Allen County Children Services shall be appointed to the Board.

**ARTICLE V: ORGANIZATION**

**Section 1: Officers (5153.04)**

The officers shall consist of a chairperson, vice-chairperson, and secretary and such other officers as may be appointed by the Board. These members shall comprise the Executive Committee which will be considered a special committee that will be convened in the event of a situation requiring immediate official action, to transact necessary business between scheduled meetings of the Board. All actions of 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. The chairperson may appoint committees composed of Board members and other persons interested in child care.

**Section 2:**                      **Election of Officers**

Officers shall be elected by a majority vote of the membership at the first meeting in December through an open election.

**Section 3:**                      **Term of Office**

(A) The chairperson shall serve for a term of two years, but not more than two consecutive terms.

(B) The vice-chairperson shall serve for a term of two years, but not more than two consecutive terms.

(C) The secretary shall serve for a term of two years, but not more than two consecutive terms.

(D) After serving as chair of the Board, a Board member shall not be eligible to be nominated to serve as an officer for one two-year term.

**Section 4:**                      **Vacancies**

In the event a vacancy is created in any elected office of the Board, a special election shall be held at the next regular meeting after the vacancy is made known, to fill said vacancy per the Nominating Committee.

**Section 5:**                      **Temporary Chairperson**

In the event that both the chairperson and vice-chairperson are not present at a regular or special meeting, an acting chairperson will be appointed by the chairperson to conduct the meeting.

**Section 6:**                      **Duties of Officers**

(A) **Chairperson**

The chairperson shall preside at all regular and special meetings as may be required; appoint sub-committees; and represent the Board in Board matters. The chairperson shall execute legal instruments when authorized by the Board and shall be an ex-officio member of all committees. Serving as an ex-officio committee member, the Board chairperson has no vote unless to break a tie.

(B) **Vice-Chairperson**

The vice-chairperson shall assume the duties of the chairperson in his/her absence and assume any other duties as may be required by the Board.

**(C) Secretary**

The secretary shall review and approve the minutes of all meetings of the Board recorded by the Clerk Agency secretary and attend to the giving and service of all notices, including letters of notification regarding absences from Board meetings. The secretary shall regularly analyze the attendance of members of the Board and consult with those members who are not attending regularly or fail to attend the minimum number of meetings required and recommend to the full Board action regarding inactive members. A letter will be sent by the secretary of the Board to inform the inactive member of two consecutive absences. After three (3) absences, a letter will be sent to the member with a copy to the County Commissioners requesting re-evaluation of the inactive member's appointment. Excused absences DO NOT APPLY. He/she shall keep an accurate record of the proceedings of the Board and a roster of the names and addresses of the members. The secretary shall perform such other duties as the chairperson or the Board may from time to time prescribe.

**ARTICLE VI: MEETINGS****Section 1: Required Meetings (5153.04)**

- (A) The Board shall hold regular meetings on the third (3<sup>rd</sup>) Tuesday of each month at 5:15 p.m. at the Allen County Children Services Agency, 123 W. Spring St Lima, Ohio.
- (B) Notices of all meetings and committee meetings of the Board shall be posted on the Agency website. Notice shall be posted at least 24 hours before the respective meeting in accordance with the Sunshine Statute.
- (C) Special meetings may be called by three (3) members of the Board or by the Chairperson upon three (3) days' notice, giving the purpose of the meeting. No other business shall be conducted at a special meeting. The Special Meetings shall be held at the Allen-County Children Services Agency. If need should arise for any meeting in addition to the regular monthly meetings, these meetings shall be called and posted as necessary in accordance with the Sunshine Statute. Reasonable attempts shall be made to notify local media outlets.
- (D) The number of regular meetings may be changed at the direction of the Board, dependent upon required business. (Provided such meetings comply with the criteria of the Sunshine Statute)

**Section 2: Quorum**

- (A) Board meetings are held and conducted in accordance with Section 121.22 of the Ohio Revised Code. (The Sunshine Statute)
- (B) A majority of the members of the Board shall constitute a quorum. The action of a



majority of the members present shall constitute the actions of the Board.

- (C) All questions of procedure at board meetings are handled in accordance with Robert's Rule of Order.

**Section 3:**                    **Voting**

Each member shall have one vote on each matter submitted to them for their vote, consent, waiver, abstention, release, or other action. A roll call vote may be called and such call and action is to be recorded in Board meeting minutes. The majority of the Board present at any meeting thereof at which there is a quorum shall determine its action.

**Section 4:**                    **Public Participation**

(A) 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 to be heard. This opportunity shall be scheduled following approval of the minutes of the previous month and prior to the conduct of normal agency business for the month.

(B) 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 his 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.

- (C) 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 the 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.
  4. The speaker may not mention names of clients or employees during their address to the Board.
  5. The speaker must understand that the Board is only permitted to listen to the remarks. The Board is not permitted to respond to questions or engage in discussion.

**ARTICLE VII:**                    **STANDING COMMITTEES OF THE BOARD**

**Section 1:**                    **The Standing Committees of the Board shall be:**

- (A) Finance/Personnel Committee  
 (B) Nominating Committee

(C) Quality and Programs Management

The Board chairperson shall appoint all standing committees. All Board members are required to serve on at least one standing committee. The chairperson may, from time to time, appoint such Ad-Hoc Committees as the Board may deem necessary. Each standing committee shall elect one of its members to serve as chairperson.

The Board Chairperson shall appoint the Chairperson of the Ad Hoc Committee.

Each Standing Committee shall elect one of its members to serve as chairperson of that committee. After two (2) consecutive two (2) year terms, the standing committee chairperson's term is subject to re-election by the members of that committee.

Attendance at committee meetings shall be held to the same standard as regular Board attendance.

**Section 2: Ad-Hoc Committee**

- A. The Chairperson shall appoint Ad-Hoc Committees as the Board or Executive Committee deems necessary. Members of the Board shall serve as members of the Ad-Hoc Committee. Members of the Community that have specific expertise in the assignment of the Ad-Hoc Committee may also be appointed by the Chairperson.
- B. The Chairperson shall appoint a member of the Ad-Hoc Committee to serve as Chairperson of that committee.
- C. The Ad-Hoc Committee shall terminate upon completion of the task or assignment.

**ARTICLE VIII: AMENDMENT OF BYLAWS**

**Section 1: Procedure**

- A. These bylaws may be amended, altered, or repealed by a majority vote of the Board members present at a regular meeting or pursuant to statutory changes at a meeting called for such purpose.
- B. The membership of the Board must be notified in writing of the proposed amendments at least 30 days prior to the date of proposed meeting.

**ARTICLE IX: ROBERT'S RULES OF ORDER**

Any rules or procedures not provided for or adopted in these bylaws shall be governed by the most current edition of "Robert's Rules of Order."

**ARTICLE X: EXECUTIVE DIRECTOR (5153.11)**

**Section 1: Appointment and Duties**

The Board shall appoint a qualified leader with child welfare experience and knowledge to serve as Executive Director to perform the duties prescribed by the Board and other duties prescribed in the Ohio Revised Code, Chapter 5153, but not limited to:

- (A) Serving as Executive Officer of the Agency.
- (B) Supervising the services and facilities provided, operated, contracted, or supported by the Agency.
- (C) Providing consultation to agencies, associations, or individuals providing services supported by the Agency.
- (D) Recommending to the Board changes necessary to increase the effectiveness of the services and facilities.
- (E) Inform the Board of the employment and removal from employment such employees and consultants necessary for the work of the Board, and fixing their compensation within the limits set by the salary schedule and the budgets approved by the Board.
- (F) Encouraging the development and expansion of preventive treatment, rehabilitative and consultative programs in the field of child welfare with emphasis on continuity of care.
- (G) Executing such legal instruments, contracts, and other legal and financial instruments as authorized by the Board.
- (H) Supervising, evaluating, and recommending personnel action relative to administrative staff.
- (I) Ensuring agency services are compliant with Federal and State codes and laws

**Section 2:**                      **Compensation**

The Board shall fix the compensation of the Executive Director which shall include reimbursement of actual and necessary expenses incurred in the performance of his/her official duties.

**Section 3:**                      **Employment and Removal (5153.06)**

The county children services board may enter into a written contract with the board's executive director specifying terms and conditions of the executive director's employment. The executive director shall not be in the classified civil service. The period of the contract shall not exceed three years. Such a contract shall in no way abridge the right of the county children services board to terminate the employment of the executive director as an unclassified employee at will but may specify terms and conditions for any such termination.

## **ALLEN COUNTY CHILDREN SERVICES BOARD BOARD ORGANIZATIONAL STRUCTURE**

### **I. PURPOSE:**

To establish a formal Board organization structure which will enable it to meet its responsibilities; facilitate the development, review, and implementation of policy; and divide work among Board members thereby making maximum effective use of Board resources.

### **II. POLICY:**

The Board functions primarily in a policy-making role. The primary responsibility for initiating policy rests with the Executive Director and the Board. The primary responsibility for assessing and establishing policy rests with the Board. In view of the broad scope of policy requirements, the Board, in its bylaws, established three standing committees for assessing proposed policies presented for approval to the full Board:

- |                                     |                             |
|-------------------------------------|-----------------------------|
| (A) Finance/Personnel Committee     | Elect Their Own Chairperson |
| (B) Nominating Committee            | Elect Their Own Chairperson |
| (C) Quality and Programs Management | Elect Their Own Chairperson |

All policy actions taken by the full Board will be in response to proposals which, in most cases, have previously been reviewed in the committee.

#### **(A) Ad -Hoc Committees (5153.04)**

The chairperson of the Board may, from time to time, appoint Ad-Hoc Committees as the Board deems desirable. Such committees may be composed of Board members, staff members, or any persons from the community-at-large who are knowledgeable regarding the particular issue or problem around which the Ad-Hoc Committee is formed. Members of Ad-Hoc Committees shall serve from the time of their appointment for a period of one year, or until the work of the committee is completed, whichever may occur first. Their responsibilities are advisory and do not necessarily represent official views of the Board.

Notification of all committee meetings will be sent to all Board members for their information and/or attendance.

### **III. RESPONSIBILITIES:**

#### **(A) Standing Committees:**

The principal responsibility of committees is to assess proposed policies and program issues prior to their submission to the full Board. Committee functions are similar to those

of the Board with the exception that policy can only be officially approved by the full Board. The main difference between a committee's function and the Board function is one of time, not substance. It is intended that committees assist the Board in resolving problems regarding policy. It is not intended that committees perform staff work. It is the staff's responsibility to provide assistance to the committee in developing formal proposals on policy matters. Specific tasks of committees include:

- (1) Assessment of policy matters and program issues.
- (2) Make recommendations for Board consideration.

**\*\* It should be noted that all standing committees elect their own Chairperson with exception of the Ad-Hoc Committee. The Board Chairperson shall appoint the Ad-Hoc Committee Chairperson.**

(B) **Ad-Hoc Committees:**

Usually, the function of the Ad-Hoc Committee is to examine, review, and make recommendations for change to the Board relating to a specific assignment or area of which the Board requested input from a broader representation. The assignment may include a problem or situation requiring special skills and knowledge existing outside the structure of the Board. At other times the establishment of an Ad-Hoc Committee represents an attempt to involve in the decision-making process those persons/agencies most affected by changes in policy, structure, or procedure. Assignments of Ad-Hoc Committees are time-limited and highly specific in nature. The views of the Ad-Hoc Committees do not represent the position of the Board until adopted officially by the Board.

(C) **Executive Director:**

Tasks performed by the Executive Director include:

- (1) Preparing formal issue documents for committee assessment.
- (2) Scheduling committee meetings in cooperation with the chairperson of the Board.
- (3) Assigning staff to committees to provide technical assistance relating to the subject under consideration.
- (4) Scheduling committee recommendations for full Board consideration.

## **ALLEN COUNTY CHILDREN SERVICES BOARD BOARD COMMITTEE GUIDELINES**



### **I. FINANCE AND PERSONNEL COMMITTEE:**

The Finance Committee of the Allen County Children Services Board is appointed by the chairman of the Board and serves as an advisory body to the full Board on matters pertaining to the overall fiscal affairs of the Board.

#### **(A) Appointments and Composition:**

- (1) Appointments to the Finance and Personnel Committee shall be made by the Board chairman as needed.
- (2) The Finance and Personnel Committee shall have a minimum of three members.
- (3) The Finance and Personnel Committee shall elect one of its members to serve as chairman.
- (4) The Finance and Personnel Committee may elect any other officers as it deems necessary for the efficient and effective performance of its duties.

#### **(B) Responsibilities:**

- (1) To review and make recommendations on the overall budgetary affairs of the Agency.
  - (a) To review with the Executive Director and the Fiscal Officer the proposed annual budget.
  - (b) To submit, with the Executive Director and the Fiscal Officer, the proposed annual budget to the full Board for consideration.
- (2) To review Agency contracts and to make recommendations to the full Board.
  - (a) To review with the Executive Director and the Fiscal Officer all newly proposed contracts.
- (3) To review the status of the various Agency funding bodies and to make recommendations to the full Board.
  - (b) To review with the Executive Director and the Fiscal Officer the current status of each of the Agency's various funding sources. This shall be done on a quarterly

basis.

- (c) To submit, with the Executive Director and the Fiscal Officer, quarterly reports on the current status of the various funding sources.
- (4) To review grant proposals prepared by the Agency.
  - (a) To review, with the Executive Director and the Fiscal Officer, all grant proposals prepared by the Agency.
  - (b) To submit, with the Executive Director and the Fiscal Officer, all grant proposals prepared by the Agency to the full Board.
- (5) To review requests for Agency funding made by staff, foster parents, other agencies, etc.
  - (a) To review with the Executive Director and the Fiscal Officer all requests made by staff, foster parents, or other agencies for funding of special programs, salary increases, boarding rate increases, etc.
  - (b) To submit, with the Executive Director and the Fiscal Officer, recommendations regarding these various requests to the full Board.
- (6) To become involved in other related fiscal matters as directed by the chairman of the full Board.
- (7) Regarding matters of personnel the responsibilities include
  - (a) To be currently informed about the Agency's personnel requirements and needs.
  - (b) To be currently informed about the Agency's salary ranges and fringe benefits
  - (c) To be familiar with laws which regulate any conditions of employment and to plan for their implementation
  - (d) To formulate policy on matters pertaining to personnel practices and procedures for recommendation to the full Board
  - (e) To review with the Executive Director, and to recommend to the full Board, the annual budget for employee's salaries
  - (f) To review and recommend to the full Board for final approval the salary of the Executive Director

- (g) To review in cooperation with the Executive Director, all requests for newly created positions within the overall Agency structure
- (h) The Committee shall conduct and complete an annual evaluation of the Executive Director
  - i. The Executive Director shall be given a list of directives, if any, as a result of the evaluation
  - ii. The Committee shall meet with the Executive Director prior to each annual evaluation, to review the progress made in completing the directives, if any, that were given to the Executive Director at the prior evaluation.
  - iii. The annual evaluation of the Executive Director shall be included in the Executive Director's personnel file
- (i) The Personnel Committee shall perform other tasks related to the personnel policies as needed

## **II. NOMINATING COMMITTEE:**

The Nominating Committee of the Allen County Children Services Board is appointed by the chairman of the Board and serves as a nominating body to the full Board on matters pertaining to the nomination of officers of the Board.

### **(A) Appointments and Composition:**

- (1) Appointments to the Nominating Committee shall be made by the chairman of the Board as needed.
- (2) The Nominating Committee shall have a minimum of three members.
- (3) The Nominating Committee shall elect one of its members to serve as chairman.

### **(B) Responsibilities:**

- (1) To nominate officers for the Board.
  - a. The offices to be filled each two (2) years are those of chairman, vice-chairman, and secretary.
  - b. Any member of the Board is eligible for nomination as an officer, as long as he/she has not served as chair of the Board for at least one two-year term.
  - c. Officers shall serve no more than two (2) consecutive two (2) year terms in a given office.



- d. The Nominating Committee shall meet in October to make nominations at the November Board meeting of each election year.
  - e. The Nominating Committee shall make nominations at the November meeting of each election year.
  - f. The election of officers for the succeeding year shall take place at the December meeting.
  - g. A simple majority of the voting members of the Board present shall serve to elect the new officers.
- (2) To recommend candidates for membership to the Board:
- a. Members of the Board will be citizens of Allen County
  - b. The Nominating Committee will interview each potential candidate interested in serving on the Board
  - c. The Nominating Committee will vote on whether to recommend each interested candidate to the Board for the Board's consideration and vote
  - d. Candidates approved by the Board will be forwarded to the Allen County Commissioners for consideration and appointment

### **III. QUALITY AND PROGRAM MANAGEMENT COMMITTEE:**

#### **(B) Responsibilities:**

- 1) Review and recommend to the Board agency service priorities in light of legal mandates and perceived needs.
- 2) On a periodic basis review the goals and objectives for each major program area and assess agency performance as reflected in such measures.
- 3) Review and recommend Board action on selected program policies and new program initiatives.

## Notice Of Intent To Address the Board

Date:

\_\_\_\_\_

Board Date:

\_\_\_\_\_

Name:

\_\_\_\_\_

Topic: (be specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approved by

Allen County Children Services Board Bylaws.

Article IV Board Meetings; Quorum

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 to 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" and submitting this notice to the Executive Director of Allen County Children Services not later than 24 hours prior to the starting time of 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.
- 4 The speaker may not mention names of clients or employees during their address to the Board.
- 5 The speaker must understand that the Board is only permitted to listen to the remarks. The Board is not permitted to respond to questions or engage in discussion.

Effective: 06/17/86

Revised: 07/15/03, 04/15/15, 01/16/2024