

KENT COUNTY FAMILY AND CHILDREN’S COORDINATING COUNCIL
OPERATIONAL GUIDELINES

ARTICLE I
NAME AND MISSION

Section 1.1 Name of Organization. The name of this organization shall be the Kent County Family and Children’s Coordinating Council (the Council).

Section 1.2 Purpose and Mission. The purpose of the Council is to enhance coordinated planning and service delivery to children, youth, and families. The Mission of the Council is to provide leadership to enhance the well-being of children, youth, and families in Kent County so that they may achieve their greatest potential.

Section 1.3 Duties of the Council. The duties of the Council shall include:

- (a) Develop, implement, and maintain a countywide plan (the Plan) for services to children, youth, and families, which shall be reviewed annually.
- (b) Support comprehensive coordination and collaboration among service providers by acting as an information clearing house, promoting the development of appropriate services consistent with the Plan, and promoting system re-structuring to enhance effectiveness and reduce cost.
- (c) Develop recommendations to allocate and expand resources and implement policies to improve the quality of life of children, youth and families in Kent County.
- (d) Support the activities of coordinating groups, committees and subcommittees.
- (e) Increase cultural sensitivity and competence in the service delivery system and ensure that the system is consumer-driven with service plans built upon family strengths.
- (f) Act in the capacity of the Multi-Purpose Collaborative Body with respect to recommendations and approvals for funding and activities when the recipient is not a county department/agency under the budgetary control of the County, or when the action required does not involve a County operation.
- (g) Develop a plan for evaluation of the effectiveness and efficiency of the Council’s activities.

Section 1.4 Delegation of Duties. The Council may adopt policies and procedures to delegate any duties to the Executive Committee or the Chair of the Council as it deems appropriate.

ARTICLE II MEMBERSHIP

Section 2.1 Membership of Council.¹ The membership of the Council shall meet the requirements of Multi-Purpose Collaborative Body designation and shall include:

- a) Area Community Services and Employment Training (ACSET) Director
- b) Area Agency on Aging Director
- c) Business Representative (1)
- d) Circuit Court Family Division Judge
- e) Community Mental Health Director
- f) Consumers/Advocates (4)
- g) Kent County Department of Human Services Agency Director
- h) Health Department Director
- i) Intermediate School District Superintendent
- j) Private Agency Representatives (3)
- k) Private Funding Organizations (6)
- l) Prosecuting Attorney
- m) Grand Rapids Public School Superintendent
- n) Superintendent of Local School District

Section 2.2 Terms of Office. Members of the Council shall be appointed by the Kent County Board of Commissioners. Appointments shall be made on an individual basis and shall be for three-year periods with staggered terms so that one-third of the Council is appointed each year. The Council will recommend appointments to the Council to the Board of Commissioners.

Section 2.3 Alternates. Each Council member may designate one alternate to represent him or her at Council or standing committee meetings (except for the Executive Committee²) in case of absence. Members shall notify the Chair of their designation. Designated alternates are encouraged to

¹ See Appendix A for a list of membership definitions

² Members of the Executive Committee are elected on an individual basis from the Council. Members who are elected to the Executive Committee may not transfer their duties or voting privileges to their alternates. The purpose of this stipulation is to ensure consistency in individuals' attendance at Executive Committee meetings.

attend Council meetings to stay informed about Council activities and may participate in discussion. Designated alternates may move an item to the floor or vote only in the absence of the appointed member.

Section 2.4 Attendance. It is expected that members or their designated alternates shall attend at least three-fourths (3/4) of all Council meetings, including committees to which they are appointed. Attendance shall be recorded and reported to the Council and the Kent County Board of Commissioners as a part of the public record.

ARTICLE III OFFICERS

Section 3.1 Officers. The Officers of the Council shall be a Chair and Vice-Chair³. Officers of the Council shall be members of the Council and shall be selected by a majority vote of the membership of the Council for two-year terms. The Chair and Vice-Chair shall not serve more than 3 consecutive terms at a time. Alternates may not serve as Chair or Vice Chair of the Council.

Section 3.2 Duties of the Chair of the Council. The Chair of the Council shall set the agenda with the input of the executive committee, conduct the meetings of the Council and with Council approval, appoint all committees and task forces and their chairpersons. The Chair shall have the overall responsibility to direct and coordinate the activities of the Council so as to carry out the duties of the Council most effectively. The Chair may also act as the signatory for state & federal and local foundation grant applications and awards provided such applications and awards comply with the goals & objectives of the Council.

Section 3.3 Duties of the Vice-Chair of the Council. In the absence of the Chair, the Vice-Chair shall preside at Council meetings, perform the duties of the chair with respect to all committees and task forces, and perform such other duties as may be prescribed by the Council. In the absence of both the Chair and Vice-Chair, an executive committee member will perform the duties of the chair with respect to all committees and task forces and perform such other duties as may be prescribed by the Council.

³ See Appendix B for Election of Executive Committee & Officers

ARTICLE IV COMMITTEES

Section 4.1 Executive Committee. The Council shall elect an Executive Committee and a Chair and Vice-Chair, which shall include, at a minimum, a public service provider, and a private service provider, an individual representing consumers or advocates, and a private funding organization. The Executive Committee membership will be a minimum of 7 members but will not exceed 9 members.⁴ The Chair and Vice-Chair shall be considered to fill the category they represent. Only Council members may serve on the Executive Committee.⁵ These elections shall take place no later than February of each year. If an Executive Committee position is vacated mid-year, the Executive Committee shall appoint a replacement. The duties of the Executive Committee shall be to facilitate the Council's performance of its duties, including:

- (a) Develop recommendations to the full Council regarding Council activities and duties.
- (b) Set assignments for standing committees and task forces. Review progress reports and provide feedback to standing committee chairpersons on a quarterly basis.
- (c) Act in the capacity of the Council, when requested, for all functions when the Council believes there is insufficient time for action by the Council. In case of insufficient time for Council action, the Council shall be notified of all actions made on behalf of the Council by the Executive Committee at the next scheduled Council meeting.
- (d) Review all requests for letters of support from county agencies/organizations. Offer support in those situations where the request meets the goals & objectives of the Council. In emergency situations, the Executive Committee and/or the Chairperson of the Council are authorized to approve such letters. All letters of support shall be subject to ratification by the Council at the next meeting at which there is a quorum present. Copies of the letters of support will be maintained by the KCFCCC Coordinator.

⁴ See Appendix B for Election of Executive Committee & Officers

⁵ See Footnote 2

(e) Assure the fiscal integrity of the KCFCCC collaboratively funded activities by reviewing annual financial reports and collaboratively funded programs/initiatives. Standing committees may have the opportunity to receive and/or distribute funds. If this takes place, the Standing Committee will be requested to develop a budget and the Executive Committee shall be required to review and endorse the budget.

Section 4.2 Standing Committees. The Chair of the Council, with approval of the Council, may appoint standing committees. Standing committees shall be assigned a chairperson and provided with a charge at the time of appointment. Standing committees will draw membership from public agencies, private organizations, educational institutions, consumers, advocates, business, private funding organizations, elected officials and the general public. Committee members may be members of the Council, designated alternates, or non-members. All Council members or their alternates are expected to participate in either the Executive Committee or at least one standing committee. Standing committees must have at least one Council member or designated alternate in their membership. Committee chairs and members shall be appointed no later than February of each year for one-year terms unless otherwise designated and may be re-appointed. Additions or changes to committee membership may be made at any time.

Standing Committees will be charged with the following:

The Committees will initially serve in a planning capacity. Their primary responsibility will be prioritizing the Standards for Children, contained in the Kent County Family, Youth, and Children's Services Plan, and create an action plan for accomplishing the objectives contained in the plan. The Committees will be responsible for evaluating their progress and effectiveness. The Committees will report back to Council on a quarterly basis with their action plan, timeline, and outcome measures. Committees are expected to work closely with existing collaborative and other community efforts.

Committee Planning Process:

This section is meant to provide a vision of how the Committee planning process may work. During the early months, the Committees' primary purpose will be the development of a detailed action plan and outcome measures. Once the plan is developed, the Committees will work to implement the plans.

Step 1: Ensure that appropriate stake holders are involved (This is an ongoing process, to be refined and/or expanded as priorities are identified)

Step 2: Assess Existing Efforts & Identify priorities. Compile broad overview of current community efforts; identify gaps or opportunities for partnership to enhance existing efforts. Choose 1-3 Standards where 1) no significant collaborative effort exists, or 2) there is an opportunity to enhance an existing collaborative.

Step 3: Identify Indicators (measures) and Benchmarks for each Objective. Focus should be on outcome measures over input, output, or process measures.

Step 4: Create Action Plan for accomplishing Objectives. Action plans should include action steps, potential partners and/or existing collaboratives working on the issues, a timeline for completion, and an evaluation and reporting component. If funds become available, a budget shall be developed and submitted for approval to the Executive Committee of the Council.

Action Plans outline the "how" of the objectives and should address root causes. Components of their plan could include:

- a) Looking within: identifying ways to improve existing community efforts. This could range from the reallocation of existing resources to the creation of new initiatives to address gaps in services.*
- b) Looking to each other: identifying ways to support one another, through advocacy, sharing information, or other resources.*
- c) Looking out: identifying state or national resources or advocacy opportunities to increase the community's capacity to solve the problem.*

Step Five: Report Back to Council for input on the Action Plan. Standing Committee Chairperson will be required to report to and participate in the Executive Committee meeting at the first meeting of each quarter (Jan-April-July-October).

Step Six: Begin Implementation. Once the implementation phase begins, and if the Standing Committee creates an independent structure, the KCFCC will utilize a written framework called a Memorandum of Understanding as a communication and accountability tool by and between the independent structure and the KCFCCC. A Memorandum of Understanding is a written

agreement between the KCFCCC and the Committee. It describes the understood purposes of the Committee and the work to be accomplished. The Memorandum of Understanding may include:

- *Committee name*
- *Lead Agency*
- *Fiduciary (if applicable)*
- *Committee Chairperson and contact information*
- *Staff person name and organization*
- *Clerical Support*
- *Issue to be acted upon*
- *Goal(s) and/or objective(s) of the Committee*
- *Meeting Schedule*
- *Timetable*
- *Reporting Mechanism and frequency*
- *Membership*
- *Budget*
- *Responsibilities of the KCFCCC*
- *Other Relevant Information*

Step Seven: The KCFCCC Coordinator will help facilitate the work of the Standing Committees, in addition to providing technical and informational support.

Section 4.3 Task Forces. The Chairperson of the Council, with approval of the Council, may appoint task forces to address emergent issues. At the time of appointment, the Chair of the Council shall assign a chairperson, provide the task force with a charge, and establish the term of the task force. Task force members may be members of the Council, designated alternates, or non-members.

ARTICLE V MEETINGS

Section 5.1 Compliance with Open Meetings Act. All regular and special meetings of the Council shall be noticed and held in compliance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended. Meeting notices and cancellations shall also be sent to the County Clerk and to any interested members of the community who have requested to receive such notices.

- (a) **Notice of Regular Meetings.** Proper notice shall be defined as a written notice, sent to all members in surface mail, electronic mail, or facsimile format at least five days prior to the meeting. Each notice shall state the date, time and place of the meeting.
- (b) **Notice of Special, Irregular, or Rescheduled Meetings.** For special, irregular, or rescheduled meetings, members will be notified via email, mail, facsimile, or telephone at least 18 hours in advance.

Section 5.2 Public Comment. Individuals who are not Council members or designated alternates may speak to the Council in accordance with the following procedures:

- (a) Any person wishing to address the Council shall be recognized by the Chair of the Council.
- (b) Persons may address the Council on matters or issues that are relevant and germane to Council business.
- (c) The Chair shall control the amount of time each person is allowed to speak **with a maximum time allowed of five minutes.**
- (d) Whenever a group wishes to address the Council, the Chair may require that the group designate a spokesperson; the Chair shall control the amount of time the spokesperson shall be allowed to speak **with a maximum time allowed of fifteen minutes.**

Section 5.3 Quorum. A majority of the members of the Council shall constitute a quorum for the transaction of business. If appropriate, member designated alternates may substitute for absent members for purposes of constituting a quorum.

Section 5.4 Decisions. Decisions of the Council shall be made by a majority vote of the members or designated alternates (in the absence of the member) present, at any meeting where a quorum is present and able to participate in the decision. In the absence of a quorum, all actions taken at the meeting shall be subject to ratification by the Council at the next meeting at which there is a quorum present.

Section 5.5 Rules of Order. Unless otherwise required by law or provided in these Bylaws, the most recent version of Webster's New World Robert's Rules of Order, Simplified and Applied, shall govern the conduct of all meetings of the Board.

Section 5.6 Frequency of Meetings

- (a) **Council Meetings.** The Council shall meet no less than six (6) times per calendar year.
- (b) **Executive Committee Meetings.** The Executive Committee shall meet no less than six (6) times per calendar year.
- (c) **Standing Committees Meetings.** The Standing Committees shall determine a schedule for their meetings to accomplish their objectives. Committees should meet at least four times annually, to ensure continuity and attention to the issues.

ARTICLE VI

MISCELLANEOUS

Section 6.1 Conflict of Interest. Council members and their designated alternates must sign and abide by the Conflict of Interest and Disclosure Policy.⁶ The Chair of the Council and the KCFCCC Coordinator shall retain a copy of the signed Conflict of Interest and Disclosure Statement.

Section 6.2 Amendments. These Operational Guidelines may be amended by an affirmative vote of the majority of the members of the Council at any regular or special meeting of the Council if notice of the proposed amendment is provided in writing to each member of the Council at least five days prior to the meeting. These Operational Guidelines shall be reviewed by the Executive Committee annually no later than December 31.

Approved by the Kent County Family and Children's Coordinating Council on December 4, 2001
Approved by the Kent County Family & Children's Coordinating Council on February 8, 2005.

⁶ Appendix C: Conflict of Interest and Disclosure Policy

APPENDIX A
DEFINITIONS

Advocates: Individuals who, as part of their employment, are required to advocate on behalf of children, youth and families; or members of an advocacy organization associated with the recipients of services by any public or private agency or organization that is funded by the state Department of Community Health, Family Independence Agency, or Department of Education; or has otherwise demonstrated a commitment to advocate for the well-being of children, youth, and families.

Business Representatives: Individuals with a strong interest in the wellbeing of children, youth and families, who represent businesses or business associations.

Consumers: Individuals who either personally have received services or have an immediate family member who has received services, from any public or private agency or organization that is funded by the state Department of Health and Human Services, Family Independence Agency, or Department of Education.

Private Agency Representatives: Representatives of private agencies that provide services to children, youth and families. At least one shall be a representative of a publicly funded child welfare agency.

Private Funding Organization Representatives: Representatives of organizations (such as foundations, community foundations, corporate foundations, charitable trusts and community chests) dedicated to the funding of programs for children, youth and families.

APPENDIX B

Election of Executive Committee & Officers

Background:

According to Council Bylaws, the Council shall appoint an Executive Committee (7 minimum), which shall include the Chair and Vice-Chair, two public service providers, one private service provider, two individuals representing consumers or advocates, and two private funding organizations. The Chair and Vice-Chair shall be considered to fill the category they represent. Executive Committee members must be approved by a majority vote of the Council.

Process:

1. No Later than December of each year, the Executive Committee appoints a nominating committee.
2. The nominating committee seeks nominations for the positions of Chair, Vice-Chair, and additional members of the Executive Committee.
3. The nominating committee convenes to discuss nominations and prepare a slate of electors. The committee contacts nominees to ensure that they are interested in serving the in the Executive Committee.
4. The nominating committee presents the slate to the full Council for a vote.
 - a. If the Council approves the slate, the new officers and Executive Committee shall take office immediately.
 - b. If the Council does not approve the slate, the slate shall be sent back to the nominating committee.

APPENDIX C

CONFLICT OF INTEREST AND DISCLOSURE POLICY STATEMENT

Purpose.

- 1.1 This policy statement applies to all members and employees of the Kent County Family and Children's Coordinating Council (the Council). Such individuals are carefully selected, and their integrity, judgement, and courage is trusted. The Council expects that no member or employee would use their positions with the Council for personal gain. To avoid any misunderstanding, however, this policy statement is promulgated and adopted:

Policy Statement.

- 2.1 Each Council member and employee must avoid incurring any kind of financial or personal obligation which might affect his/her judgement in dealing for the Council with outside organizations or individuals. Each person must examine his or her own activities and those of his or her immediate family to ensure that no condition exists which creates a potentially embarrassing conflict of interest situation with respect to transactions with the Council.
- 2.2 Unless the provisions in paragraphs 2.4 through 2.6 are followed, a Council member or employee shall not be a party, directly or indirectly, to any contract between the Council and:
 - (a) Himself or herself
 - (b) Any firm, meaning co-partnership, or other unincorporated association, of which he/she is a partner, member, or employee
 - (c) Any organization of which he/she or member(s) of his/her immediate family is an officer, director, or employee
 - (d) Any private corporation in which he /she is a stockholder owning more than one percent (1%) of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total value in excess of \$25,000 if the stock is listed on a stock exchange or of which he/she is a director, officer, or employee
 - (e) Any trust of which he/she is a beneficiary or trustee

- 2.3 A Council member or employee shall not directly or indirectly solicit any contract between the Council and any of the following:
- (a) Himself or herself
 - (b) Any firm, meaning co-partnership, or other unincorporated association, of which he/she is a partner, member, or employee
 - (c) Any organization of which he/she or member(s) of his/her immediate family is an officer, director, or employee
 - (d) Any private corporation in which he /she is a stockholder owning more than one percent (1%) of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total value in excess of \$25,000 if the stock is listed on a stock exchange or of which he/she is a director, officer, or employee
 - (e) Any trust of which he/she is a beneficiary or trustee
- 2.4 In the event a potential contract or existing contract which is or could present a conflict situation, as described in paragraph 2.2, is presented to the Council, the member or employee shall:
- (a) Not take any part in negotiations for such contract or the renegotiations or amendment of the contract, or in the approval of the contract, or represent either party in the transaction
 - (b) Promptly disclose in writing any financial, personal, or pecuniary interest in the contract to the Council or any other official body which has the power to approve the contract, which disclosure shall be made a matter of record in the Council's office proceedings.
- 2.5 A contract referenced in paragraph 2.4 must be approved by a vote of not less than two-thirds (2/3) of the Council members present, if a quorum is present, or of the approving body, in open session without the vote of the member making the disclosure.
- 2.6 The Council or other official body must disclose the following summary information in its official minutes as to contracts referenced in paragraph 2.2:
- (a) The name of each party involved in the contract

- (b) The terms of the contract, including duration, financial consideration between parties, facilities of services of the public entity included in the contract, and the nature and degree of assignment of employees of the Council for fulfillment of the contract
- (c) The nature of the member's financial, personal, or pecuniary interest

2.7 A Council member or employee shall not engage in a business transaction in which the member or employee may profit from his or her official position or authority, or benefit financially from confidential information which the member or employee has obtained or may obtain by reason of such position or authority. A Council member or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rate, issuance of permits or certificate, or other regulation or supervision relating to a business entity (whether for profit or not for profit) in which the member or employee has a financial, personal, or pecuniary interest or is an officer, director, or employee.