



County of Santa Cruz

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HUMAN RESOURCES AGENCY

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April 22, 1999

Agenda: May 4, 1999

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, California

APPROVE CHILDREN'S NETWORK AMENDED BYLAWS

Dear Members of the Board:

As you know, the Santa Cruz County Children's Network serves as the local children's services coordinating council pursuant to the Presley-Brown Interagency Children's Services Act of 1989. The broad based Network is comprised of public and private agencies and schools serving children and youth in Santa Cruz County. Information sharing and interagency networking are the primary focus of the full Network. The Children's Network Cabinet, which is the governing and central decision making body of the Network, is comprised of the heads of the major county agencies serving children, school administrators, law enforcement, the Juvenile Court Judge, commissions and representatives of the four cities. The Cabinet is responsible for providing leadership, establishing services priorities and making recommendations to your Board for the disbursement of several funding streams related to child abuse prevention, and family preservation and support. In order to avoid duplication and more fully involve the broad Network in its meetings, the Children's Network Cabinet is recommending that the bylaws be amended to align the meeting schedules for the two groups, such that the Cabinet conducts its business before the full Network. In addition, the amended bylaws establish the Executive Committee of the Cabinet and empower the Committee to approve allocation recommendations for funds under the auspices of the Network as directed by your Board or as required by the Interagency Children's Services Act.

IT IS THEREFORE RECOMMENDED that your Board approve the attached amended bylaws of the Children's Network.

Very truly yours,

CECILIA ESPINOLA
Administrator

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RECOMMENDED:

Susan A. Mauriello
County Administrative Officer

Attachment

cc: County Counsel
Children's Network

SANTA CRUZ COUNTY CHILDREN'S NETWORK

BYLAWS

(Revisions approved 4/99 - proposed additions are italicized, no deletions proposed)

SECTION 1: NAME

The **organization** shall be known as the Santa **Cruz** County **Children's Network**.

The Children's Network shall encompass all of the territory lying within the boundaries of said **c o u n t y**.

SECTION 2: PURPOSE AND POWERS

Mission: The Mission of the Santa Cruz County **Children's** Network is to improve opportunities for young people and their **families**. **The** Network supports the ongoing goals of the Community Assessment Project (CAP).

It is **the** Network's Intent to encourage the development of a comprehensive and collaborative delivery system of services to children and youth. The characteristics of that system shall be:

- I. Emphasize preventive and early Intervention -services that maximize the healthy development of children and **families** and minimize the long-term need for public resources.
- II. Allow for flexible expenditures of public funds by **emphasizing local decision** making in designing delivery systems.
- III. Provide for a continuum of family-centered, child-focused **services** through public/private partnerships that:
 - minimize** duplicate administrative systems,
 - identify** gaps in services to target populations,
 - provide case management **services** to **children** and families with multiple needs.
- IV. Involve school districts and other institutions **in** the planning and delivery of coordinated services for children.
- V. Respond to the needs and assures accessibility to **the Latino** population and other groups it is designed to serve.

For purposes of these bylaws, the following definitions shall apply:

- (a) "Children's **services**" means any services provided by any state or local agency or private **entity** for the health, safety, or well-being of minors.
- (b) "Children's Network" means The Santa Cruz County Children's Network.

SECTION 3: AUTHORITY

The Network is authorized by 18986.10 of the Welfare and Institutions Code, and is established by the Santa **Cruz** County Board of Supervisors Pursuant to that Authority.

SECTION 4: PROGRAM PLAN

The Network shall develop a three-year plan that addresses the goals and system **characteristics** described above.

The Network's plan shall include all of the following:

- (a) Use of existing service capabilities in the county.
- (b) Interagency collaboration and program **consolidation** among publicly and privately funded agencies providing services to children.
- (c) Components designed to promote an effective case management system.
- (d) Estimates of cost benefits and cost **avoidance** of the program plan.
- (e) Objective measures of program effectiveness.

The Network shall, in August of each year, submit to the Board of **Supervisors** its annual report detailing progress made in the three-year plan.

SECTION 5: MEMBERSHIP

The membership of the Children's Network is comprised of, but not limited to, public and private agencies and schools **serving** children and youth in Santa **Cruz** County. In addition, **citizens** and **organizations** with an interest in or who are providing services to children may become at-large members of the **Network** by attending meetings and serving on committees.

Voting members of the Network are those **individuals** who serve on the Network **Cabinet**.

The Children's Network Cabinet is the governing body of the Network and has ultimate **responsibility** for carrying out the intent of the Children's Interagency Act **W&IC** 18986 et seq. The Cabinet provides leadership and accountability in the development of comprehensive services to children and youth.

The Children's Network Cabinet shall be composed of the heads of major County agencies that provide services to children and youth, Superintendent of the County **Office of Education**, a representative of a local school district, and other children and youth representative⁵ as follows:

- Superintendent of the County Office of Education
- Administrator of the Human Resources Agency
- Administrator of the Health Services Agency
- Superintendent of a school district in Santa **Cruz** County
- Chief Probation Officer
- Administrator of the Park⁵ and Open Spaces Department
- **Administrator** of the County Housing Authority
- **Representative** of the County Children' s Commission
- **Representative** of the County Child Care Planning Council
- Representative of the Juvenile Justice Task force of the Criminal **Justice** Council
- Representative of the Child Abuse Prevention Council (**CAPC**)
- County Juvenile Court Judge
- County District Attorney
- Representative of law enforcement
- Representative of a nonprofit serving children and youth
- Represent[&]lves of the four **cities**
- Other **representatives** as the Cablnet deems appropriate to fulfill the purpose of the Network

Designees may be approved on a needed **basis** by the Cabinet. The Cabinet will make every effort to go through appropriate protocols and procedures of entities from which a representative is sought.

The Executive Committee shall be comprised of the Chair, Vice-Chair, and an at-large member of the Cabinet

SECTION 6: REGULAR MEETINGS

Meetings of the Network shall be convened by the Children's Network Chair. The full Network shall meet bi-monthly; meetings shall be open to the **public** and all interested parties; minutes will be kept and sent to all members.

The Children's Network Cabinet meets on the same b/-monthly schedule and conducts it's business before the full Network.

The Executive Committee meets b/-monthly on alternate months of the Children's Network meetings as needed.

SECTION 7; SPECIAL MEETINGS

A special meeting may be called by the Chairperson or by the majority of the Cabinet by giving written notice to all members of the Network at least forty-eight hours before the time of such meeting. Such written notice shall specify time, place and the agenda for the **meeting**. Only agenda items so noticed may be considered at the special meeting.

SECTION 8: AGENDA OF MEETINGS

Every effort shall be made to deliver the agenda of each meeting by mail to the members of the **Network** at least forty-eight hours prior to the time of the **meeting**. All agendas for the Network and Cabinet meetings **will** be posted according to the Brown Act.

SECTION 9: RULES OF ORDER

On any question or point of order not contained in these bylaws, the Network shall be governed in its **parliamentary actions** by Robert's Rules of Order.

SECTION 10: QUORUM

A quorum for the transaction of official business shall consist of a minimum of half plus one of the membership of the **Network** Cabinet.

SECTION 11: MANNER OF VOTING

From time to time informal polls may be taken at meetings to garner the sense of the group in attendance. Such polls shall be by voice vote called for by the Chairperson.

Votes of the Cabinet, may be conducted by phone or fax at the direction of the Chairperson. The vote shall be documented with the results reported at the next regularly scheduled meeting of the body thus polled. Proxies will not be allowed for members of these bodies.

The Santa **Cruz** County Children's **Network** voting procedures shall comply with the requirements of the Brown Act.

SECTION 12: LIMITATIONS OF DISCUSSION

Discussion on any particular matter by either a network member or a guest may be limited at the discretion of the Chairperson to such **length** of time as deemed responsible under the circumstances, subject to being overruled by a majority vote of the Network Cabinet.

SECTION 13: OFFICERS

The officers of the Santa Cruz County Children's Network shall be a Chairperson and Vice-Chairperson both of whom shall be members of the Network Cabinet. Officers shall be elected by the Cabinet.

Officers shall be elected for a term of one year. The elections shall take place at the first Cabinet **meeting** of the calendar year. Prior to the last meeting of the calendar year, the Chairperson shall name a nominating committee, which will make nominations at the last Cabinet **meeting** of the calendar year. In addition to nominations made by the nominating committee, other nominations may be made from the floor. An election **will** be held in accordance with sections 10 and 11 of these bylaws.

All **officers** shall hold over in their respective offices after **their** term has expired until successors have been elected and have assumed office.

SECTION 14: DUTIES OF OFFICERS

The duties of the Chairperson shall be to preside at all meetings of the Network Information meetings, and Cabinet meetings, to call special meetings, to appoint the membership and chairperson of all committees, and to perform all other duties necessary or incidental to their office. The Chairperson shall have full voting rights,

In absence of the Chairperson, or in the event of the Chairperson's inability to act, the **Vice-Chairperson** shall take the place of the Chairperson and perform the duties of the position.

In the absence of the Chairperson and the Vice-Chairperson, a representative from the Cabinet shall act temporarily as Chairperson.

SECTION 15: VACANCIES OF OFFICES

Should the office of the Vice-Chairperson become vacant during the term of such **office**, the remaining members of the Cabinet shall appoint a replacement for the duration of the term.

SECTION 16: CABINET

The Cabinet will undertake the following specific tasks:

1. Ensure collaboration and countywide planning **for** the provision of children's **services**.
2. Ensure **inclusion** and **representation** of minority interests, needs, perceptions and **services** in the planning and delivery of services.

3. Oversee the development of long range planning efforts and the development and review of annual plans.
4. Develop policies and set priorities for public and private collaborative ventures.
5. Provide for countywide interagency case management mechanisms to **coordinate** resources, especially for children and families using multiple services.
6. Plan agendas and develop the annual work plan for the Network.
7. Approve the work of Network sub-committees, and provide or arrange for technical assistance for developing collaborative initiatives.
8. Commit and direct resources for interagency program **Initiatives**.
9. Seek opportunities to minimize duplicate administrative **services** and maximize federal revenue through collaborative **planning**.
10. Initiates or approves requests for waivers or negotiated **contracts** per **W&IC** 18986.20 etseq.
11. Approves allocation recommendations for funds under the auspices of the Network as directed by the County Board of **Supervisors**, or as required by the Interagency Children's **Services** Act.

The Executive Committee of the Cabinet has authority to approve allocation recommendations for funds under the auspices of the Network as directed by the County Board of Supervisors, or as required by the Interagency Children's Services Act.

SECTION 17: COMMITTEES

The Santa Cruz County Children's Network may create committees for any purpose to be composed of members of the Network appointed by the Chairperson. All such committees are temporary in nature, unless made permanent through amendments to these bylaws.

SECTION 18: APPEALS

The Network is not obligated to reconsider any decision except upon a motion and a second by voting members of the Cabinet of the Network

SECTION 19: ADOPTION OF BYLAWS

The adoption of these bylaws shall be by motion and shall require an affirmative vote of a majority of the members of the Network Cabinet. When adopted these bylaws shall remain in effect unless amended as provided herein.

SECTION 20: AMENDMENTS TO BYLAWS

Amendments to the bylaws may be adopted by the affirmative vote of a majority of all members of the Cabinet at a meeting, provided at least forty-eight hours notice has been given. Prior **notice** of a proposed amendment must clearly identify the section to be amended and the amended version being proposed. Final approval of amendments to the bylaws resides with the County Board of Supervisors.

SECTION 21: WAIVERS

Pursuant to 18986.20, of the Welfare and Institutions Code, county agencies may request from the state, a waiver of existing state **regulations** pertaining to single agency operations and auditing and accounting requirements which hinder coordination of children's **services**.

The Network Cabinet is responsible for **initiating** requests for waivers or negotiated contracts. The Network will support those requests it deems appropriate, provided they are submitted in writing, with a detailed **description** of the county's plan for coordinated **children's** services and a detailed description of the need for the waiver to the Secretary of the Health and Welfare Agency, the Superintendent of Public Instruction, and the Attorney General.

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