

County of Gloucester CIACC Bylaws

1.0 PURPOSE

The County of Gloucester Children's Inter-Agency Coordinating Council (CIACC) in collaboration with the New Jersey Department of Children and Families (NJDCF) strives to ensure a seamless array of services and serves as the county mechanism to advise the NJDCF on the development and maintenance of a responsive, accessible, and integrated system of care for children, youth and young adults with emotional and behavioral challenges and their families, through the involvement of parents, children, youth and young adults, child-serving agencies, and community representatives. Through enhanced coordination of system partners, the Gloucester County CIACC also identifies service and resource gaps and priorities for resource development.

The Gloucester County CIACC shall function as the entity that:

- 1.1 Evaluates the local county policies and practices to understand and minimize the impact of local barriers to serving children, youth and young adults with emotional and behavioral challenges in their home community.
- 1.2 Identifies local strategies and mechanisms to promote the integration and coordination of county, State or other resources serving children, youth and young adults with emotional and behavioral challenges.
- 1.3 Assesses local systems needs using information received from NJDCF, the Contracted Systems Administrator (CSA), any child-serving agency identified by NJDCF, and other bodies to make recommendations regarding service and resource development priorities.
- 1.4 Identifies and informs NJDCF regarding gaps and barriers to local service effectiveness.
- 1.5 Provides input to State, regional and county entities regarding system performance and service need.

2.0 MISSION

The Gloucester County Inter-Agency Coordinating Council (CIACC) mission is to plan and advise the county and the Department of Children and Families regarding children, youth and young adults with serious emotional and behavioral health challenges to maintain our children at home, in school, and in the community.

3.0 CIACC ROLE AND FUNCTIONS

- 3.1 The Gloucester County Inter-Agency Coordinating Council (CIACC) shall perform the following functions:
 - 3.1.1 Serve in an advisory capacity to both county government and Department of Children and Families (NJDCF). Counties will have flexibility in establishing CIACC within their county government structure providing the CIACC is in compliance with NJDCF standards and guidelines.
 - 3.1.2 Participate in the Division of Child Behavioral Health Services (NJDCBHS) quality assurance processes:
 - 3.1.3 Receive quality assurance reports from NJDCBHS on a regular basis and make recommendations to improve service quality and outcomes.
 - 3.1.4 Conduct site reviews for Gloucester County CIACC funded programs and report to NJDCBHS in a promulgated format.
 - 3.1.5 Participate in cross-system planning at the local level.

- 3.1.6 Participate in regional or inter-county coordination activities.
- 3.1.7 Conduct, facilitate and/or identify training and technical assistance needs in coordination with the NJDCF Child Welfare Training Academy.
- 3.1.8 Report on CIACC activities in a standardized format on a schedule determined by NJDCBHS.
- 3.1.9 Gloucester County CIACC shall establish priorities for the activities and work of the Gloucester County CIACC, in partnership with NJDCF, based on identified need.
- 3.1.10 on an annual basis, Gloucester County CIACC shall submit a County Service Needs Assessment to NJDCBHS.
- 3.1.11 Develop policies and procedures for the inclusion of family voice that demonstrate at least quarterly accommodation to working families and schooling children, youth and young adults.

4.0 Membership:

- 4.1 The membership of the Gloucester County CIACC as delineated in paragraph 4.4 shall reflect a partnership among county governments, families/caregivers, consumers, children, youth and young adults, community-based organizations, informal supports, and agencies providing services.
- 4.2 Children, youth or young adults and family representation shall include as many former recipients of service to the extent possible and may include resource family parents.
- 4.3 The Gloucester County CIACC shall reflect the ethnic and racial composition of the County population to the maximum extent possible.
- 4.4 The core composition of the Gloucester County CIACC shall be comprised of representatives from each of the following four categories:
 - 4.4.1 Child and Family Representatives (voting)
 - 4.4.2 Local System Partners (voting)
 - 4.4.3 Community-based Organizations (voting)
 - 4.4.4 County Planning Entity (County CIACC Convener or Designee) (voting). The County Government Convener is appointed as directed by NJDCBHS Policy #19, Section 6.0, Administrative Structure.
 - 4.4.5 Representatives of State Agencies (ex-officio, non-voting members)
- 4.5 Other key representatives to CIACC may include, but not be limited to representatives whom the county or CIACC believes would provide a valuable contribution to planning for children, youth and young adults with emotional and behavioral challenges.

5.0 Meetings and Attendance:

- 5.1 The Gloucester County CIACC will meet a total of ten times a year. Six of these meetings will be held solely for the utilization of Gloucester County bi-monthly. Gloucester County CIACC can substitute Tri-County CIACC meetings for one or more of the abovementioned six meetings. The remaining four meetings will be made up of Executive Committee meetings or of other committee meetings.
- 5.2 The Gloucester County CIACC expects that every member will make every effort to attend all Gloucester County CIACC meetings. Any member who is absent for three consecutive meetings will be requested to state in writing to the Chair of Gloucester County CIACC, if they continue to wish to remain a member of CIACC and their plan as to how they will attend meetings. The Chair will review

this document and present it to the Gloucester County CIACC Executive Committee. The Executive Committee will review this document and decide whether or not to maintain the member on the CIACC Committee. The member will be notified by the CIACC Chair as to the outcome.

6.0 Officers:

6.1 The Gloucester County CIACC will have the following officers as described:

6.1.1 Chair: The Chair will run all meetings according to Robert's Rules of Order.

Chair: The Chair presides at all meetings of the Council, and appoints, with the approval of the majority of the Council, all standing committees (except the Nominating Committee, for which the Chair presents a slate for election), and designates the chairpersons thereof. The Chair shall have the power to call meetings of any committee on one (1) week's notice. The Chair is an ex-officio member of all committees. The Chair also may create and appoint a chair to any needed Ad Hoc committees.

6.1.1.2 In the absence of the Chair, The Vice-Chair shall have such duties and possess such authority as those duties of the Chair defined in paragraph 6.1.1. The Vice-Chair shall also have such duties as may be delegated by the Chair from time to time.

6.1.1.3 CIACC Convener or designee: The CIACC Convener or designee will be responsible for approving minutes of the meetings and ensuring that needed communication occurs among CIACC members.

6.2 Leadership Terms: The Executive Officers: Chair and Vice-Chair shall be elected by the body of Gloucester County CIACC at large to serve a term of two years. Each officer may be reelected for an additional two-year term. If an officer resigns prior to the completion of their term the Gloucester County CIACC will nominate and vote for an individual to hold office for the remainder of the term. Individuals who accept these positions may also be reelected to serve one additional term. Anyone who has served as an officer may be renominated and reelected after serving a one year hiatus.

6.3 The year of the CIACC is January 1 – December 31. Elections will occur in November. If an officer resigns, then an election will occur at the next Gloucester County CIACC meeting.

6.4 Nominations

6.4.1 Nominations will occur from among the membership with any member present able to nominate an individual for an office. The nominee must accept the nomination prior to any vote.

7.0 Voting

7.1 The following groups will each hold 25% of the vote for any issue(s) that require(s) a vote. As such, whatever members are present of each group will vote as a block representing one vote. Therefore there exist a total of four votes. A majority vote of the groups present decides the outcome of the vote. In case of a tie the Chair will vote to decide the outcome of the matter at hand, unless the Chair is unable to vote due to a Conflict of Interest. In this case the Vice-Chair

- will cast the deciding vote. If the same Conflict of Interest exists the Convener will cast the deciding vote. If Conflict of Interest exists for the Coordinator then the motion will have to be tabled until an acceptable resolution is determined. Representatives of State Agencies serve as ex-officio non-voting members. The four voting groups are:
- 7.1.1 Child and Family Representatives
 - 7.1.2 Local System Partners: Family Support Organization, Care Management Organization, Youth Case Management, Mobile Response Stabilization Services.
 - 7.1.2.1 Although not contracted by NJDCBHS, other local participants in the system of care include: Screening, Partial Hospital, Partial Care, Outpatient, CCIS. For voting purposes, they would be part of the Local System Partners category voting group.
 - 7.1.3 Community-based Organizations
 - 7.1.4 County Planning Entity (County CIACC Convener or Designee)
 - 7.2 When an organization provides multiple services it may have representatives on multiple groups; e.g., an agency may provide Mobile Response and be on the Local System of Care group in addition to providing additional services as a Community –based group. In cases such as this the Agency will need to determine which category is their primary group and will only have a vote in that group.
 - 7.3 To structure voting, the different Blocks (Child and Family, Local System Partners, and Community-based Organizations, and County Planning Entity) will at the beginning of each year nominate a primary and an alternate who will cast the vote the block decides to make.

8.0 Committee Structure

8.1 Executive Committee

- 8.1.1 The Executive Committee will consist of the Gloucester County CIACC Chair, Vice- Chair, CIACC Convener, and a representative from each of the four different groups: Child and Family Representatives, Local System Partners, Community-based Organizations, plus two at-large members.
- 8.1.2 A majority of the members of the Executive Committee shall constitute a quorum. The Executive Committee shall have and may exercise the powers of the Council when the Council is not in session. Actions of the Executive Committee are subject to ratification at the next meeting of the membership of the CIACC Full Council. The Executive Committee is responsible for membership recruitment.

8.2 Family Advisory Committee

- 8.2.1 The Family Advisory Committee will meet on a quarterly basis to review CIACC activities and advocate for needs of the families. Every effort will be made to engage families at a time convenient to their schedules and to achieve maximum participation possible.
- 8.2.2 A minimum of three representatives will be chosen to attend the local CIACC meetings, on a rotating basis.
- 8.3 The Gloucester County CIACC will also create Ad Hoc subcommittees as needed. These committees will be time limited to support their purpose and focus. All committees will report to the Gloucester County CIACC at the regularly scheduled meetings.

9.0 Training and Technical Assistance

- 9.1 The members of the Gloucester County CIACC will receive orientation to the System of Care and the principles and values of Wrap Around. The members may attend trainings that are provided by NJDCBHS or receive this information through trainings provided by the Local System of Care Partners. The CIACC Convener will assist in making the arrangements for this orientation and tracking that all members have received it.
- 9.2 The CIACC Convener will also see to the provision of Technical Assistance for Continuous Quality Improvement, Grant Writing, and other needs as they arise.

10.0 Funding Recommendations

- 10.1 Section to be added per future requirements per NJDCBHS

11.0 Service and Resource Development Planning

- 11.1 The County Service Needs Assessment process shall follow the guidelines of NJDCBHS.

12.0 Regional or Inter-County Coordination Activities

- 12.1 The Gloucester County CIACC shall participate in the Tri-County CIACC (Cumberland, Gloucester, and Salem) and Southern Region meetings.

13.0 Conflict of Interest

- 13.1 No contract or other transaction between the Gloucester County CIACC and one or more of its members or Officers, or between the Gloucester County CIACC and any other corporation, firm, association or other entity in which one or more of its members or Officers are Trustees or officers or employees, or have a substantial personal, professional, political or financial interest, shall be approved by a vote of the Gloucester County CIACC of any committee thereof if such member is present at the meeting of the Council which authorizes such contract or transaction, unless:

The material facts as to such member's or Officer's interest in such contract or transaction and as to any such common Trusteeship, officership or personal, professional, political or financial interest are disclosed in good faith or are known to the Gloucester County CIACC, and the Gloucester County CIACC authorizes such contract by a majority vote without counting the vote or votes of such interested members or Officer even though the disinterested members are less than a quorum.

All members will be required to annually update a Conflict of Interest Questionnaire.

14.0 Compliance with Confidentiality Requirements

14.1 Gloucester County CIACC will require that each and every member sign a non disclosure statement regarding the specific identity, issues, needs, or other personal information concerning a child and /or family that is being discussed.

15.0 DISSOLUTION

15.1 The Gloucester County CIACC may be dissolved upon proper notice as required by law and by a majority vote of the four voting groups. A dissolution vote must have a quorum of the four voting groups present at the meeting