

# CONSOLIDATED BY-LAWS

## of the

## MENDOCINO COUNTY

### Policy Council on Children & Youth/ Child Abuse Prevention Commission (PCCY/CAPC)

#### Article I. NAME

The name of this body shall be the Mendocino County Policy Council on Children and Youth (PCCY) Child Abuse Prevention Commission (CAPC) also known as PCCY/CAPC.

#### Article II. AUTHORITY

PCCY	CAPC
The authority for the formation and operations of the PCCY is set forth in <b>Section 18986 of the Welfare &amp; Institutions Code</b> . The PCCY was established by the Mendocino County Board of Supervisors on <b>April 7, 1992</b> .	The authority for the formation and operations of the CAPC is set forth in <b>Section 18982 of the Welfare &amp; Institutions Code</b> . The Mendocino County Board of Supervisors established the CAPC on <b>February 12, 2002</b>

It is the intent of the County of Mendocino in establishing the PCCY to encourage the development of a comprehensive and collaborative delivery system of services to children and youth.

PCCY	CAPC
<b>It is the mission of the Policy Council on Children and Youth to provide positive leadership to programs</b> that benefit children, youth, and families and to foster the development of an integrated services system.	<b>The mission of the Child Abuse Prevention Commission is to provide leadership</b> through advocating for, and coordination of, Mendocino County's community efforts to prevent and respond to child abuse.

#### Article III. FUNCTIONS

PCCY	CAPC
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PCCY	CAPC
<p>The primary purpose of PCCY is to coordinate the community's efforts to prevent and respond to child abuse. The functions of the council shall include but are not limited to the following:</p> <p>A. <b>Developing a service delivery plan and establish priorities</b> which emphasize preventive and early intervention services. Those services shall maximize the healthy development of children and youth, and ensure the effective utilization of public and community resources.</p> <p>B. <b>Encouraging flexible, innovative and collaborative expenditure of public and private funds</b> to accomplish the mission and goals of the PCCY.</p> <p>C. <b>Emphasizing cooperative decision-making, ensure accountability, and provide for flexibility in the design and implementation of service delivery systems.</b> These systems shall:</p> <ol style="list-style-type: none"> <li>1. Provide for a <u>continuum of family-centered, child-focused services</u> through public/private partnerships within the community.</li> <li>2. <u>Minimize duplicate</u> administrative systems.</li> <li>3. <u>Identify and address gaps</u> in services to target populations.</li> <li>4. <u>Provide case management services</u> to children and families with multiple needs.</li> <li>5. <u>Ensure participation of and access</u> by all ethnic groups and geographic regions.</li> <li>6. <u>Ensure the involvement</u> of all appropriate service providers.</li> </ol> <p>D. <b>Providing leadership</b> regarding issues that affect children, youth, and families in Mendocino County through collaboration, cooperation, training, needs assessments, analysis, information dissemination, and advocacy.</p> <p>E. <b>Increasing the accessibility of needed</b></p>	<p>A. <b>To provide a forum for interagency cooperation and coordination</b> in the prevention, detection, treatment, and legal processing of child abuse cases;</p> <p>B. <b>To promote public awareness</b> of the abuse and neglect of children and the resources available for prevention, intervention and treatment;</p> <p>C. <b>To encourage and facilitate training of professionals</b> in the detection, treatment, and prevention of child abuse and neglect;</p> <p>D. <b>To recommend improvements</b> in services to families and victims; and</p> <p>E. <b>To encourage and facilitate community support</b> for child abuse and neglect programs.</p>

PCCY	CAPC
<p><b>services</b>, which are culturally relevant and sensitive, for all our community’s children;</p> <p>F. Working to <b>ensure</b> that services for children are <b>affordable</b> for all families;</p> <p>G. <b>Developing a collaborative, comprehensive, non-duplicative service system</b>, which includes prevention through treatment approaches to meet the needs of children, while being as effective and efficient as possible;</p> <p>H. <b>Creating and enabling implementation of practical and relevant public policies and legislation</b> which directly increase the health, welfare, and educational opportunities for children, youth and families;</p> <p>I. <b>Educating our community</b> concerning the needs of children and the roles community members can play in promoting the health and welfare of our children, youth and families;</p> <p>J. <b>Creating opportunities</b> for individuals and agencies involved with children, youth and families in our community, <b>to meet, share information, and participate</b> in the planning and decisions concerning our future.</p>	

#### Article IV. DUTIES

The duties of the Policy Council on Children & Youth and the Child Abuse Prevention Commission and it’s committees shall include, but are not limited to, the following:

PCCY	CAPC
<p>A. <b>Ensuring collaboration</b>, accountability, and countywide planning for the provision of services to children and youth.</p> <p>B. <b>Identifying those agencies that share significant responsibilities</b> in providing services to children, youth and families.</p> <p>C. <b>Identifying and addressing gaps in services</b> to target populations.</p> <p>D. Developing policies and setting priorities to</p>	<p>A. <b>Promoting public awareness</b> of child abuse and neglect and the resources available for prevention, intervention and treatment through public forums and awareness campaigns.</p> <p>B. <b>Identifying and addressing gaps in services</b> for child abuse and neglect situations through on-going needs assessment.</p>

<p><b>ensure service effectiveness.</b></p> <p>E. Implementing <b>public and private collaborative programs</b> whenever possible.</p> <p>F. Providing for <b>countywide interagency case management to coordinate resources</b>, especially for those children, youth and their families who are using the services of more than one agency concurrently.</p> <p>G. Identifying, coordinating with, and, where feasible, <b>integrating with existing children's services groups and other coordinating bodies.</b></p>	<p>C. Identifying and/or coordinating the provision of <b>training opportunities.</b></p> <p>D. <b>Promoting collaboration</b> and countywide planning for the provision of child abuse and neglect prevention services to children and youth.</p> <p>E. <b>Facilitating the expansion of treatment services</b> to victims of child abuse and neglect and their families in Mendocino County.</p>
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## Article V. MEMBERSHIP

### Per W&I Code 18982. VI. Council Participants

#### A. Composition

The PCCY/ CAPC shall be comprised of the members of the PCCY and the CAPC, serving a dual membership.

The PCCY/CAPC shall be comprised of the following members, as required by the Welfare and Institutions Code [nominating groups are listed when not evident]:

1. Person responsible for management of Alcohol and Drug Programs.
2. Person responsible for management of Family and Children's Services.
3. Person responsible for management of Housing and Redevelopment.
4. Person responsible for management of Mental Health services for children.
5. Person responsible for management of Probation.
6. **Person responsible for management of Public Health Services.**
7. Person responsible for management of Welfare or Public Social Services.
8. The presiding judge of the county's juvenile court.
9. The superintendent of the county office of education.
10. A superintendent of a unified school district within the county.  
[nominated by the Superintendents Council]
11. A prosecuting attorney of the county.
12. A representative of a private nonprofit corporation serving children and youth.  
[nominated by the PCCY/CAPC ]
13. One member of the county board of supervisors.
14. A representative of law enforcement.  
[Sheriff's Office]
15. A representative each of the PCCY/CAPC child abuse committees, inland and coastal, (CAC, MCCAPC).
16. A representative of a local planning agency for the Early Intervention Program.  
[Special Education Local Plan Agency]

17. A representative of the local child care resource and referral agency.  
[North Coast Opportunities]
18. A representative of a community-based group with ties to an ethnic community.  
[Latino Coalition]
19. A representative of a community-based group with ties to an ethnic community.  
[Native American representative, nominated by the PCCY/CAPC]

In addition, the PCCY/CAPC shall have the following members:

20. A representative of the Juvenile Justice and Delinquency Prevention Commission.
21. A representative of an Indian Child Welfare Act Agency. [nominated by the PCCY/CAPC]
22. A representative of the Workforce Investment Board (WIB) Youth Council.
23. An additional representative of a private nonprofit corporation.  
[nominated by the PCCY/CAPC]
24. A representative of rural health clinics in the county.
25. A member of the community at large who shall be a parent.
26. A member of the community at large who shall be from a faith based organization.
27. A member of the community at large.
28. A member of the community at large.

#### **B. Appointments**

Appointments shall be governed by the following:

1. Appointments shall be made by the Mendocino County Board of Supervisors on an as needed basis to fill vacant seats.
2. Terms shall last for the two year period and members will be re-appointed by the Mendocino County Board of Supervisors on a biannual basis, in February of even-numbered years.
3. There shall be no limit to the number of terms an individual may serve in any category.
4. Every effort shall be made to ensure balanced representation including all ethnic groups and geographic regions.
5. Membership shall be for an agency's top policy-maker as specified in the State regulations. A near top individual will be acceptable to the PCCY/CAPC if he/she has the authority to make decisions and commit to actions on behalf of the agency.
6. No member shall fill more than one membership category.
7. A category shall not be filled by more than one person.
8. A majority of the seated membership shall be in the required categories.
9. All members of the PCCY and CAPC shall be concurrently appointed by the Board of Supervisors to serve as members of both the PCCY and CAPC.

#### **C. Nominations**

Nominations shall be governed by the following:

1. Nominations shall be made by the appropriate agency or group and written notification forwarded to the Convener.

2. In the case of a vacancy or reappointment, the Convener will schedule a vote at the next PCCY/CAPC meeting for the PCCY/CAPC to confirm the nomination and forward it to the Board of Supervisors for appointment.
3. In the case of biannual appointments, the Convener will schedule the vote at the January PCCY/CAPC meeting in an even-numbered year, and forward the full slate of PCCY/CAPC members to the Board of Supervisors in February.
4. The PCCY/CAPC may reject a nomination from an agency or group, and decline to confirm it and forward it to the Board of Supervisors for appointment. If this occurs, the PCCY/CAPC shall respond in writing to the nominating agency or group with an explanation as to why the nomination is not being confirmed.

#### **D. Attendance**

Attendance shall be governed by the following:

1. Members shall be expected to attend all meetings of the PCCY/CAPC.
2. Members shall be expected to attend the entire meeting.
3. In the absence of a member who represents a group or agency, for three meetings in a calendar year, s/he may be removed from membership and another nomination sought from the appropriate group or agency.
4. In the absence of a member who is specified in State law for three meetings in a calendar year, a note shall be sent to that individual and to the Board of Supervisors.
5. An Appointed member may send a representative to a PCCY/CAPC meeting in his/her absence. However, that individual does not make up for the member's absence nor may that individual vote on behalf of the member. A voting member can appear at a meeting telephonically as long as the proper noticing has been done in accordance with the Brown Act (remote location notice) and the member is at a location that is ADA accessible.

### **Article VI. OFFICERS**

#### **A. Chairperson**

The officers of the PCCY/CAPC shall include a Chairperson or Co-Chairpersons.

1. The term of office shall be for a one-year period, January – December.
2. The Chairperson may resign at any time by giving written notice to the PCCY/CAPC.
3. The Chairperson for both the PCCY and the CAPC shall be the same person and shall be elected by the PCCY/CAPC membership to serve as chairperson.
4. The responsibility of the Chairperson is to facilitate the meetings of the PCCY/CAPC and to sign correspondence on behalf of the Commission.
  - When the Chairperson's signature on such correspondence is required prior to the next scheduled meeting of the PCCY/CAPC, or in the absence of a quorum, the Chairperson shall ensure that a copy of the correspondence and an explanation of the request are emailed to the entire PCCY/CAPC membership.
  - The explanation shall instruct PCCY/CAPC members to phone or email any objections they have to the PCCY/CAPC staff support person within a reasonable timeframe.
  - If no objections are received, the Chairperson shall sign the correspondence and the request shall be placed on the agenda for the next PCCY/CAPC meeting as a consent item.

- If the consent item is subsequently pulled for discussion at the meeting, and the membership votes against the Chairperson's signing, the Chairperson shall ensure that a letter is sent to all relevant parties retracting the action taken by the Chairperson.
  - If objections are received by the deadline indicated in the email, the Chairperson shall not sign the correspondence and the item shall be placed on the agenda for the next meeting as a Discussion/Action item instead.
5. In the absence of the Chairperson at a meeting, the Vice-Chairperson shall facilitate the meeting. If both the Chairperson and the Vice-Chairperson are absent, the Commission shall select someone to facilitate that meeting by consensus or by vote.
  6. The Chairperson and the Vice-Chairperson cannot both be from a government agency.

#### **B. Vice-Chairperson**

The officers of the PCCY/CAPC shall include a Vice-Chairperson.

1. The term of office shall be for a one-year period, January – December.
2. The Vice-Chairperson may resign at any time by giving written notice to the PCCY/CAPC.
3. In the event that the Vice-Chairperson resigns, the Chair shall appoint a replacement to fill in for the remainder of Vice-Chairperson's term of office.
4. The responsibility of the Vice-Chairperson is to facilitate the meetings of the PCCY/CAPC and to sign correspondence in the absence of the Chairperson.
5. In the absence of the Chairperson and Vice-Chairperson at a meeting, the PCCY/CAPC shall select someone to facilitate that meeting by consensus or by vote.
6. The Chairperson and the Vice-Chairperson cannot both be from a government agency.

#### **C. Other Officers**

The PCCY/CAPC, by a majority vote, may authorize the creation and appointment of any other officers deemed necessary to Commission business.

#### **D. Nomination and Election of Officers**

1. A nominating committee shall be formed at the September meeting of each year in order to develop a slate of candidates for Chairperson and Vice-Chairperson.
2. The nominating committee shall present the slate of candidates for Chairperson and Vice-Chairperson at the October meeting of each year.
3. Election shall take place at the December meeting of each year.
4. The Chairperson and Vice-Chairperson shall be elected by a majority vote of the PCCY/CAPC.

#### **E. Convener**

State regulations specify the appointment of an executive director, by the county board of supervisors, to convene the PCCY. Since the PCCY and CAPC are joined, the convener shall be the same person for the PCCY/CAPC.

1. The Mendocino County Board of Supervisors appointed the Director of Children and Family System of Care, as the "executive director," referred to as the Convener.

2. The Convener shall be responsible for ensuring the conduct of effective meetings, communication necessary to accomplish goals and tasks, and compliance with the State regulations.
3. The Convener shall develop the PCCY/CAPC agenda, in consultation with the Chairperson and as directed by the PCCY/CAPC.
4. The Convener shall make arrangements for giving notice of meetings, minute-taking, and record-keeping.
5. The Convener shall keep track of membership and attendance and shall carry out the responsibilities of these by-laws, as directed by the PCCY/CAPC.

## **Article VII. MEETINGS**

### **A. Frequency and Time**

The meetings of the PCCY and CAPC shall generally be held a minimum of quarterly, and concurrently, at a time, day, and place determined by the PCCY/CAPC, with standing committees convening monthly as needed. All meetings shall be held in accordance with the provisions of the Ralph M. Brown ACT (Government Code Section 54950 et. seq)

B.

### **C. Minutes**

Minutes shall be recorded of regular meetings of the PCCY/CAPC. These minutes shall be sent to the members, and anyone requesting copies. Copies of the minutes of the previous meeting shall be available at the next regular meeting of the PCCY/CAPC.

### **D. Agenda**

Items to be considered for regular meetings of the PCCY/CAPC shall be sent to the Convener. The agenda for a regular meeting of the PCCY/CAPC shall be sent to members in a timely manner. The agenda shall be posted in according with the provisions set forth in Government Code Section 54954.2. Copies of the agenda shall be available at each regular meeting of the PCCY/CAPC.

### **E. Public Testimony**

The meetings of the PCCY/CAPC are open public forums. The PCCY/CAPC shall invite public testimony at its regular meetings.

## **Article VIII. COMMITTEES**

Membership of committees and working groups need not be from the PCCY/CAPC but may be representatives of the agencies or members of the community.

### **A. Ad-Hoc Committees**

The PCCY/CAPC, by majority vote, may establish time-limited, ad-hoc committees to perform tasks in support of the business of the PCCY/CAPC.

### **B. Standing Committees**

1. In accordance with the intent of the State and the goals of the PCCY/CAPC, the PCCY/CAPC shall establish committees as necessary to address topics and tasks which



focus on children, youth and families, and topics and tasks which focus on the prevention of child abuse and neglect.

2. Standing Committees shall include, but are not limited to:
  - a. The Children's Action Committee / Childhood Trauma Action Team
  - b. The Children's Health Committee
  - c. The Mendocino Coast Child Abuse Prevention Coordinating Council (aka Advocates Supporting Coast Kids)
3. Standing Committees shall be governed as follows:
  - a. The PCCY/CAPC may determine the need for a committee and, by majority vote, shall establish the committee.
  - b. Selection of a committee chairperson may be by the committee, with approval by the PCCY/CAPC, or by the PCCY/CAPC.
  - c. Every committee shall have a designated liaison who is a PCCY/CAPC member.
  - d. Each committee, subject to acceptance and adoption by the PCCY/CAPC, shall develop an official purpose/definition.
  - e. Committees shall provide reports/notes/summaries to the PCCY/CAPC regularly.
  - f. A committee chair, or PCCY/CAPC liaison, shall submit specific agenda items to the Convener when a committee needs input from the PCCY/CAPC, wants to check in on a project, or requests action of the PCCY/CAPC.

#### **C. Affiliated Committees**

1. In accordance with the intent of the State and the goals of the PCCY/CAPC, the PCCY/CAPC shall identify other councils and advisory or working groups which are focused on children youth and families or the prevention of child abuse and neglect, and shall seek to coordinate mutual deliberations and actions, and shall seek to integrate memberships and support the efforts of these councils and groups whenever possible.
2. PCCY/CAPC shall develop, adopt, and sustain operating agreements and policies to govern interagency collaboration.

### **Article IX. TASKS**

#### **A. Annual Goals**

The PCCY/CAPC shall develop and implement annual goals that address the prevention of child abuse and neglect in the County.

#### **B. Annual Report**

The PCCY/CAPC and its committees shall provide a report to the Board of Supervisors in April of each year. This report shall cover the accomplishments of the PCCY/CAPC and its committees, outcomes of public meetings, and recommendations.

#### **C. Status Report on Children and Youth**

The Status Report on Children and Youth shall be created as a collaborative effort with other groups in the County who are keeping data on the well-being of our County's children and

youth as a PCCY/CAPC link on the County's website. The Status Report on Children & Youth shall be updated at one quarterly meeting every two years on odd numbered years.

#### D. Needs Assessment

The PCCY/CAPC and its committees shall work to perform on-going needs assessment regarding the prevention of child abuse and neglect in Mendocino County.

#### E. Fiscal Responsibility

The PCCY/CAPC is responsible for the oversight of the expenditure of the Children's Trust Fund and Office of Child Abuse Prevention funds by making recommendations to the Board of Supervisors for the expenditures of funds, including funding processes and priorities.

	<b>Children's Trust Fund</b>	<b>OCAP Funds</b>
<b>Fund description</b>	The CTF consists of fees from birth certificates, grants, gifts or bequests from private sources and Kids Plate. (W&I Code 18285 (e)(1)); and any funds transferred to the CTF per Penal Code 294.	Three blended state and federal funds, issued by the California Department of Social Services, Office of Child Abuse Prevention (OCAP), through counties: <ul style="list-style-type: none"> <li>• Community Based Grants for the Prevention of Child Abuse and Neglect (CBCAP)</li> <li>• Child Abuse Prevention, Intervention &amp; Treatment (CAPIT)</li> <li>• Promoting Safe and Stable Families(PSSF)</li> </ul>
<b>Intent of Funding</b>	<ul style="list-style-type: none"> <li>• To fund child abuse prevention coordinating councils per W&amp;I Code 18983.</li> <li>• To fund programs operated by private nonprofit organizations or public institutions of higher education with recognized expertise in fields related to child welfare. (W&amp;I Code 18967)</li> </ul>	<ul style="list-style-type: none"> <li>• To fund programs that are community-based and family-centered and provide family resource and support services and child abuse and neglect prevention services in support of the County's current System Improvement Plan's unmet needs assessment.</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• Set criteria, within general intent of funding, for determining which</li> </ul>	PCCY/CAPC provides input to the County: <ul style="list-style-type: none"> <li>• On the development of local</li> </ul>

	<p>programs and projects to fund, and for prioritizing proposals (W&amp;I Code 18967).</p> <ul style="list-style-type: none"> <li>• Recommend the distribution and spending of the funds to the Board of Supervisors (BOS) for their approval.</li> <li>• Distribute a percentage split of available funds according to geographic service delivery areas to the Child Abuse Prevention Commissions (CAPCs): the Children's Action Committee and the Mendocino Coast Child Abuse Prevention Council.</li> <li>• Reserve \$3,000.00 for education, training, and child abuse and prevention purposes county wide.</li> <li>• CAPCs can sub-contract for child abuse and prevention activities with other organizations.</li> <li>• All non profit proposals to utilize the \$3,000.00 reserve are required to be submitted prior to the first meeting of the calendar year to PCCY/CAPC, unless otherwise specified.</li> <li>• PCCY/CAPC membership reviews and selects proposal(s) for recommendation to the BOS.</li> </ul>	<p>priorities for the use of OCAP funds within the general intent of funding, including:</p> <ul style="list-style-type: none"> <li>• The review and approval of a Three-Year Plan that requires Board &amp; State Approval</li> <li>• The review and approval of the County's Annual Update before submission to the State.</li> <li>• The review and approval of an RFP process that is consistent with the Three-Year Plan.</li> <li>• The review and selection of recipients for the OCAP funds.</li> <li>• Recommendations to the Board of Supervisors (BOS) (W&amp;I Code 18961(b))</li> </ul>
<b>Spending Procedure</b>	<ul style="list-style-type: none"> <li>• Once approved by the Board of Supervisors, the County enters into</li> </ul>	<ul style="list-style-type: none"> <li>• Once approved by the Board of Supervisors, the County enters into contracts with the recipients</li> </ul>

	contracts with the recipients of CTF funds, receives, reviews and processes their itemized invoices.	of OCAP funds, receives, reviews and processes their itemized invoices.
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## **Article X. PARLIAMENTARY RULES**

### **A. Conduct of Meetings**

The meetings of the PCCY/CAPC shall be conducted in accordance with relaxed Robert's Rules of Order and the Brown Act.

### **B. Quorum**

A quorum shall be a simple majority of **voting** members present at the meeting. No decisions requiring votes of the PCCY/CAPC shall be conducted without a quorum present.

## **Article XI. ADOPTION AND AMENDMENT**

### **A. Adoption**

These By-Laws shall become effective immediately upon approval by the majority of the total membership of the PCCY/CAPC and approval by the Board of Supervisors.

### **B. Amendment**

These By-Laws are subject to amendment in accordance with Robert's Rules of Order. The By-Laws may be amended by a two-thirds (2/3) vote of a quorum of the PCCY/CAPC and subsequent approval by the Board of Supervisors, provided that 15 days prior to the PCCY/CAPC meeting, the full PCCY/CAPC is notified of the language of such change(s), and of the time, date and place of the intended voting on such change(s).

## **HISTORY**

In accordance with the California Welfare and Institutions Code, Section 18986.10-18986.15, the Board of Supervisors in Mendocino County established an Interagency Children's Services Coordination Council in April of 1992. In February of 1999 the Board of Supervisors approved the By-Laws and the changing of the name to the Policy Council on Children and Youth (PCCY). To conform to Welfare and Institution Code 18982, which establishes child abuse prevention coordinating councils, the PCCY passed a motion on January 25, 2002, to form a separate, linked commission, consisting of the entire membership of the PCCY, to be named the PCCY Child Abuse Prevention Commission. By utilizing dual membership for the PCCY and the new PCCY Child Abuse Prevention, efforts are closely coordinated without utilizing additional resources and time.

The PCCY/CAPC, under the direction of the Board of Supervisors, has provided planning and recommendations for the allocation of the funds from the Children's Trust Fund since 1994. PCCY/CAPC makes recommendations to the Board of Supervisors about the use of funds from California Department of Social Services/Office of Child Abuse Prevention, that include Promoting Safe and Stable Families (PSSF), Child Abuse Prevention, Intervention & Treatment (CAPIT), Community Based Grants for the Prevention of Child Abuse and Neglect (CBCAP), and for the use of County Children's Trust Fund.