



## **Regional Child Abuse and Child Neglect Prevention Council Council Member Reference Guide**

Beginning in 2015, the Ohio Children's Trust Fund (OCTF) established eight regional councils to address child abuse and child neglect prevention services through a process of identifying needs, determining strategies to address those needs, and implementing approved strategies.

The Southwest Ohio Regional Child Abuse and Child Neglect Prevention Council is directed by Jane Dockery, Associate Director of the Applied Policy Research Institute at Wright State University. This regional prevention coordinator, "coordinating entity", is an entity that is competitively selected by the Ohio Children's Trust Fund Board. The coordinating entity is responsible for selecting a non-voting chairperson to lead the council and facilitate the completion of its tasks.

Each council is composed of county prevention specialists appointed by boards of county commissioners and/or the OCTF Board to serve as council members. Council members are appointed as individuals, as opposed to representatives of the organization from which they are employed, and will provide various areas of expertise depending on the council member's professional or personal background. Each council member is expected to possess a holistic awareness and understanding of local child abuse and child neglect prevention efforts including, but not limited to, the local providers/vendors who are implementing prevention programs and services, where gaps exist in prevention program/service provision, and where funds for prevention programs and services can be effectively leveraged.

This document summarizes the roles and responsibilities of the regional prevention councils and workgroups, regional prevention council chairpersons and vice-chairpersons, regional prevention council members, regional prevention council coordinating entities, the Ohio Children's Trust Fund Board and the Trust Fund staff.

### Roles and Responsibilities of Regional Prevention Councils and Workgroups

#### Council and Workgroup Meetings

- The council will convene at least one meeting per quarter. Additional meetings may be called as needed.
- All council meetings are public meetings to be held in person.
- The council is required to establish standing workgroups which must, at minimum, include workgroups for child abuse and child neglect prevention month planning, needs assessment, and prevention plan. Councils may develop additional workgroups as needed. Each council member must self-select into at least one workgroup and attend the meetings of the workgroup. The council will select a chairperson for each workgroup who is responsible for calling the meetings to order.
- Workgroup meetings are open and if a majority of the members of a regional prevention council are participating in the workgroup meeting, then the meeting must be held face-to-face.

## Products of the council

- Needs Assessment: Every five years, beginning in 2016, the council must work with the regional prevention coordinating entity to develop and complete a needs assessment utilizing the criteria and guidelines of the OCTF. Council members are expected to assist the coordinating entity in determining the needs of the region based on quantitative and qualitative data.
- Prevention Plan: Following the submission of the needs assessment, the council, in conjunction with the regional prevention coordinating entity, must develop, approve, and implement a regional child abuse and child neglect prevention plan based on the identified needs of the region and OCTF criteria. Council members are expected to engage in the process of identifying strategies to address the needs of the region in order to ensure that services are appropriate and necessary for all of the counties within the region.
- Services: Implementation of the regional child abuse and child neglect prevention plan will involve selection of a vendor or vendors through a process determined by the council. If utilizing a competitive process, it is strongly preferred that applications for funding are reviewed by some council members. Funding decisions will be made with the best interest of the region, in alignment with the approved prevention plan, and in compliance with OCTF allowable funding requirements.
- Reports: Upon selecting vendors, the council is responsible for reviewing data gathered by the regional prevention coordinating entity on the implementation of the plan and then submitting a progress report quarterly and an annual report of prevention plan activities when completed to the OCTF, following the OCTF guidelines and criteria. The council will participate in the ongoing monitoring of the services and vendors they selected by reviewing data collected by the regional prevention coordinating entity to ensure that outcomes are meeting expectations and that programs are progressing as expected. The council will also work with the regional prevention coordinating entity in submitting a quarterly outreach plan report and an annual April child abuse and child neglect prevention month report to the Trust Fund.

## Roles and Responsibilities of Regional Prevention Council Chairpersons

- The council chairperson is selected for a three-year term by the regional prevention coordinating entity to serve as the non-voting regional prevention coordinating entity's representative on the council.
  - The Chairperson can be removed by the OCTF or at the request of the regional prevention coordinating entity and with the approval of the Trust Fund.
- The Chairperson serves as facilitator of council meetings.
  - Chairperson does not count towards quorum and does not make motions or otherwise seek to influence council deliberations.
  - Chairperson calls council meetings to order and facilitates the business before the council in the order it is to be acted upon, maintains order during council meetings and calls for votes. The chairperson also ensures that a roll call vote is conducted for votes pertaining to any fiduciary matters before the council. The chairperson ensures adherence to the most recent edition of Robert's Rules of Order.
- Chairperson authenticates by signature the submission of regional child abuse and child neglect prevention plans as well as regional April child abuse and child neglect prevention month plans.
- Council chairperson ensures that a sufficient number of council members self-select into each workgroup so as to facilitate each workgroup's completion of its assigned tasks.

- Chairperson may call upon the vice chairperson to preside during a meeting.
- The chairperson will provide a formal notification to any council member, whose performance may result in their removal from the council, alerting the council member that continued misconduct, incompetence, or neglect of duty may result in their removal from the council.

#### Roles and Responsibilities of Regional Prevention Council Vice-Chairpersons

- The council vice-chairperson is selected by the council from among the members of the council.
- The vice-chairperson shall preside, in accordance with the most recent edition of Robert's Rules of Order, in the event of the absence of the chairperson or upon the request of the chairperson.
  - When they preside over a council meeting, the vice-chairperson becomes a non-voting member and functions in the same capacity as the chairperson.

#### Roles and Responsibilities of Regional Prevention Council Members

- Regional prevention council members appointed by a board of county commissioners (for a two-year term) or by the Ohio Children's Trust Fund Board (for a three-year term) may be reappointed, but may only serve for two consecutive terms.
  - Council members, appointed as individuals, as opposed to representatives of the organization from which they were appointed, bring to council deliberations and decision-making their areas of expertise along with their knowledge of local child abuse and child neglect prevention efforts including, but not limited to, the local providers/vendors who are implementing prevention programs and services, where gaps exist in prevention program/service provision, and where funds for prevention programs and services can be effectively leveraged.
- Council members attend council meetings and vote on council matters. Members cannot send another individual to a council meeting to serve in their capacity (i.e. cannot send an individual to count towards a quorum, vote on their behalf or speak in their capacity).
  - Council members who fail to attend at least three-fifths of the regular and special meetings held by the council during any two-year period may be removed from the council.
- Council members adhere to the most recent edition of Robert's Rules of Order.
- Regional prevention council members self-select into at least one workgroup and attend the meetings of the workgroup.
- Council members assist their regional prevention coordinating entity in conducting needs assessments, assembling the council's regional child abuse and child neglect prevention plan, implementing the regional plan, coordinating county data collection and ensuring timely and accurate reporting to the OCTF.
- Each council member has a fiduciary responsibility for ensuring the integrity of the process by which public monies are spent. As such, the responsibility to determine whether a conflict of interest exists is incumbent upon the council members themselves. If there is any question about conflicts of interest, only the Ohio Ethics Commission possesses the authority to make a binding determination and all questions should be directed to them.

## Roles and Responsibilities of Regional Prevention Council Coordinating Entities

- Regional Prevention Council Coordinating Entities are OCTF Board competitively selected entities that direct and facilitate each child abuse and child neglect regional prevention council.
- Coordinating entities serve as the administrative agent for the regional prevention council. The procurement and legal processes of the coordinating entity apply to the Council.
- Coordinating entities select a representative to serve as non-voting chairperson of the regional prevention council from among the county prevention specialists that have been appointed to and are serving on the regional prevention council.
  - Regional prevention coordinating entities can request OCTF approval of removing the chairperson.
- Coordinating entities perform budgetary, procurement, and other related management functions of the council and council workgroups.
- Coordinating entities perform administrative functions of the council and council workgroups which include, but are not limited to:
  - Ensuring a quorum of members are present for meetings;
  - Ensuring adherence to the most recent edition of Roberts' Rules of Order;
  - Planning, convening and facilitating council meetings and council workgroup meetings;
  - Creating and disseminating council and council workgroup meeting minutes, notices and agendas as well as the retaining of these items for a period of seven years;
  - Creating and maintaining council and council workgroup members rosters;
  - Orienting new Council members
- Coordinating entities conduct a comprehensive needs assessment to ascertain the child abuse and child neglect prevention programming and services that are needed in the region. Following the initial needs assessment, the coordinating entity will conduct, or subcontract, a comprehensive needs assessment every five years.
- Coordinating entities work with their county prevention specialists to assemble the regional child abuse and child neglect prevention plan based on OCTF Board guidelines.
- Coordinating entities implement the regional prevention plan, including contracting with providers, as well as monitoring the fulfillment of prevention deliverables and the achievement of prevention outcomes, coordinating county data collection, and ensuring timely and accurate reporting to the OCTF Board.
- Coordinating entities comply with OCTF Board guidance for assembling and implementing the regional prevention plan.
- Coordinating entities comply with applicable federal and state laws as detailed within the grant agreement with the OCTF when selecting the service providers/vendors that will be responsible for delivering the child abuse and child neglect prevention programs and activities contained within the prevention plan.
- Coordinating entities collaborate with their council to develop and implement a regional child abuse and child neglect prevention outreach plan.
- Coordinating entities collaborate with their council to develop and implement regional April child abuse and child neglect prevention month activities.
- Coordinating entities serve as regional prevention council liaison to the OCTF, participating in regular calls with OCTF staff, and providing progress updates as well as any information requested by the OCTF.
- In conjunction with the OCTF, coordinating entities provide quarterly progress report updates to each board of county commissioners within their region.

- Coordinating entities maintain regular communication with all council members to ensure sustained engagement of council members.
  - If after 6 months of having 3 or more attempted communications with a council member, there is no response or participation from the council member, the coordinating entity will notify the Trust Fund to have joint conversations with the appointing authority.
- Regional prevention coordinating entities are responsible for actively recruiting any individuals that it wishes the OCTF Board to appoint to their council. They are also responsible for relaying completed applications for any such individuals to the Trust Fund as well as for orienting new OCTF appointed members.

#### Roles and Responsibilities of Ohio Children’s Trust Fund Board

- The OCTF Board establishes the mission of the Trust Fund.
- The Board advocates for the child abuse and child neglect prevention regions as well as seeks funding opportunities that will strengthen them.
- The Trust Fund Board ensures non-duplication of services with state funds as well as adherence to funding requirements.
- The OCTF Board appoints individuals, either recommended or approved by regional prevention coordinating entities, for membership on councils.
- The Trust Fund Board provides criteria and guidelines for the comprehensive regional needs assessments, the regional child abuse and child neglect prevention plans, regional April child abuse and child neglect prevention month plans as well as progress and annual reports pertaining to the implementation of the above mentioned plans. The OCTF Board also provides content for the April child abuse and child neglect prevention month plans.
- The Board approves regional prevention plan strategies and budgets and approves regional prevention coordinating entity budgets.
- The Trust Fund Board provides guidance pertaining to allowable and unallowable expenditures.
- The Board ensures statewide consistency and messaging by requiring OCTF ownership of creative materials developed as part of regional child abuse and child neglect prevention plans, regional April child abuse and child neglect prevention month plans as well as regional, outreach plans.

#### Roles and Responsibilities of the Ohio Children’s Trust Fund

- The OCTF contracts with the competitively selected regional prevention coordinating entity that directs each child abuse and child neglect regional prevention council.
- The Trust Fund seeks out and applies for funding opportunities that will strengthen and enhance child abuse and child neglect prevention regions.
- For instances where a regional prevention coordinating entity is unable to continue and/or is not fulfilling its statutory obligations, the OCTF serves as coordinating entity on a temporary basis until such time as a new coordinating entity is competitively selected.
- The Trust Fund provides technical assistance to regional prevention councils as well as regional prevention coordinating entities.
- The OCTF serves as liaison between the OCTF Board and the coordinating entity and the council.

- The Trust Fund facilitates communication and collaboration across the child abuse and child neglect prevention regions through multiple avenues including, but not limited to, convening quarterly networking meetings where the OCTF and the regions can provide updates on strategies being implemented, best practices being utilized, challenges encountered and successes achieved.
- The Trust Fund assists regional prevention coordinating entities in accessing state resources and information.

I have RECEIVED, READ, and UNDERSTOOD the Ohio Children’s Trust Fund’s Council Member Reference Guide:

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Signature

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Date

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Printed Name

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County of appointment/Position on Council