BY-LAWS
ROANOKE INTERAGENCY COUNCIL

ARTICLE I—NAME

The name of this Council shall be the Roanoke Interagency Council, hereinafter referred to as the "Council."

ARTICLE II—PURPOSE

The purpose of this Council shall be to create, maintain, and manage a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of at-risk youth and their families.

ARTICLE III—MEMBERSHIP

Section 1. Conditions and standards relating to membership are determined by state law and by local ordinance enacted in accordance with state law, which provide as follows:

A. The membership of the Council shall consist of no less than eight (8) persons, approved and appointed by the City Council of the City of Roanoke. In its appointments the City Council shall include the Director of Human Services / Social Services, an elected or appointed local government representative, and the local agency heads (or their designees) of the Community Services Board, the Juvenile Court Services Unit, the Department of Health, and the Roanoke City Schools. In addition, the Council should include one parent (who may be an employee of any public or private program which receives funds from any locality's CSA pool funds or is represented on a community policy and management team, provided that they do not as part of their employment interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children) and one representative of a private organization or association of providers for children or family services. Each member of the Council shall have the authority to name one or more alternates, who may attend meetings, exercising the authority of that member to vote during the meeting. Alternates should be named in writing by the member, then approved and accepted by a majority of the Council members present and voting. A person shall serve as an alternate until such time as a new alternate is named. Alternates may attend any and all Council meetings but may vote only in the absence of the alternate's Council member.

B. Members of Council who are not the head of a member agency or their designee shall be appointed for a term of two years from the first day of July of the year of the appointment. The Secretary of the Council shall ensure that City Council is notified when a member's term is about to expire, making certain that the member is reappointed or a new member is appointed to fill that position on the Council.

C. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.

D. Any member of Council may be removed by the Roanoke City Council for cause after being given a written statement of the cause(s) and an opportunity to be heard thereon.

E. The failure of a member or the member's alternate to attend fifty percent (50%) of the regularly scheduled meetings of the Council held within any calendar year shall automatically constitute cause for removal, provided, however, that the same requirements of notice from City Council and opportunity for hearing shall apply. In the case of a member agency representative, their immediate supervisor, Board, and when necessary the state Management Team, will be notified to assure the prescribed representation on the Council.

Section 2. In accordance with Section 2.2-5205 of the Code of Virginia, any person serving on the Council who does not represent a public agency shall file a statement of economic interests as set out in Section 2.2-3117 of the Code of Virginia state and local government Conflict of Interest Act. Persons representing public agencies shall file such statements if required to do so pursuant to the Conflict of Interest Act.

ARTICLE IV—POWERS AND DUTIES

The Council, as an agent of the City of Roanoke, and as a creation of state law, having been mandated by the General Assembly, shall be subject to the state and local laws and regulations established to regulate its functioning, and shall have the general powers and duties of a Community Policy and Management Team, as outlined in Section 2.2-5206 of the Code of Virginia. The powers and duties are:

A. To develop interagency policies and procedures to govern the provision of services to children and families in its community;
B. To develop interagency fiscal policies governing access to the state pool of funds by the eligible populations, including immediate access to funds for emergency services and shelter care;
C. To establish policies assessing the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for

appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay;

D. To coordinate long-range, community-wide planning which ensures the development of resources and services needed by children and families in its community, including consultation on the development of a community-based systems established under Section 16.1-309.3 of the Code of Virginia (195) as amended;

E. To establish policies governing referrals and reviews of children and families to the Family Assessment and Planning Teams and a process to review the teams' recommendations and requests for funding;

F. To establish quality assurance and accountability procedures for program utilization and funds management;

G. To establish procedures for obtaining bids on the development of new services;

H. To manage funds in the interagency budget allocated to the community from the state pool of funds, the trust fund, and any other source;

I. To authorize and monitor the expenditure of funds by each Family Assessment and Planning Team;

J. To have authority to submit grant proposals which benefit its community to the state trust fund and to enter into contracts for the provision or operation of services upon approval of the City Council of the City of Roanoke;

K. To serve as its community's liaison to the state Management Team, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system, including consideration of realignment of geographical boundaries for providing human services;

L. To collect and provide uniform data to the State Executive Council on, but not limited to, expenditures, number of youth serviced in specific CSA activities, length of stay for residents in core licensed residential facilities, and proportion of youth placed in treatment settings suggested by a uniform assessment instrument for CSA-funded services; and

M. To administer funds pursuant to Section 16.1-309.3 of the Code of Virginia (1950) as amended, which is part of the Virginia Juvenile Community Crime Control Act.

N. To have authority, upon approval of the participating governing bodies, to enter into a contract with another community policy and management team to purchase coordination services provided that funds described as the state pool of funds under § 2.2-5211 are not used.

O. Submit to the Department of Behavioral Health & Developmental Services information on children under the age of 14 and adolescents aged 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to Article 2 (§ 37.2-403 et seq.) of Chapter 4 of Title 37.2, exclusive of group homes, was sought but unable to be obtained by reporting entities. Such information shall be gathered from the family assessment and planning team or participating community agencies authorized in §2.2-5207. Information to be submitted shall include the child's or adolescent's date of birth,

date admission was attempted, and the reason the patient could not be admitted into the hospital or facility.

P. Establish policies for providing intensive care coordination services for children who are at-risk of entering, or are placed in, residential care through the Comprehensive Services Act program, consistent with guidelines developed pursuant to subdivision D 22 of § 2.2-2648." COV § 2.2-5206

ARTICLE V—OFFICERS OF THE COUNCIL AND THEIR DUTIES

Section 1. The officers of the Council shall be a Chairman, Vice-Chairman, and Secretary. The Director of Human Services / Social Services will the standing Chairman of the Council. The Vice-Chairman and the Secretary/Treasurer will be elected by the Council and serve at the pleasure of the Council.

Section 2. The duties of the Chairman shall be:

A. To preside at all meetings of the Council and Executive Committee;
B. To appoint committees necessary for operation of the council
C. To supervise the work of the CSA Coordinator;
D. To perform any other duties determined by the Council; and
E. To review, evaluate, and report on all fiscal, service, and evaluation reports to the state Management Team and the City Council of the City of Roanoke.

Section 3. The Vice-Chairman shall, in the absence of the Chairman, perform the duties of the Chairman and any other duties assigned by the Council.

Section 4. The Secretary shall assure that accurate records of all meetings of the Board and Executive Committee are maintained. This shall be done by the Secretary signing the minutes of the Council meetings subsequent to the approval of the minutes by the Council. The Secretary shall perform other duties as requested by the Council. In the absence of the Chairman and Vice-Chairman, the Secretary or other designee shall preside at meetings.

ARTICLE VI—OFFICERS' NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

Section 1. The Council shall elect its Vice-Chairman and Secretary at the last meeting held in the fiscal year.

Section 2. The term of office shall be for one (1) year. No elected officers may serve more than two consecutive terms in the same office. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

Section 3. Any vacancy occurring among the officers shall be filled by the Council.

ARTICLE VII—MEETINGS

Section 1. Regular bimonthly meetings shall be held at a time to be determined by the Council. The Council shall determine CSA staff and other appropriate persons who will attend Executive Session.

Section 2. Special meetings of the Council may be called either by the Chairman or upon written request of three members to the Chairman.

Section 3. The quorum for all Council meetings shall be fifty percent (50%) of its members including the officers.

Section 4. The Executive Committee shall meet at the discretion of the Chairman.

Section 5. The quorum for all Executive Committee meetings shall be a majority of the committee.

Section 6. The CSA Coordinator shall be responsible for preparing the meeting agenda and shall assure that notices of meetings are distributed to members.

ARTICLE IX—STANDING COMMITTEES

There shall be the following standing committees which shall have duties as specified in the Policies and Procedures Manual of the Council:

A. Utilization Management: This committee shall develop a process to review, at least quarterly, the data on the services purchased, including the cost of the services to ensure the adequacy of services, progress towards achieving goals and objectives of the Council, and to assure that community needs of at-risk youth and their families are being met. This committee shall meet quarterly to ensure the Council's Utilization Management Plan is being followed properly in the provision of services under CSA.

B. Long-Range Planning Committee: This committee shall develop long-range plans in accordance with state regulations to address the needs of the City of Roanoke and other CPMTs where appropriate. This committee shall regularly review programs to identify unmet needs and develop strategies to assure that community needs of at-risk youth and their families are being met.

The committee will integrate the planning activities of its member agencies in order to coordinate the development of community-wide goals, objectives, strategies, and resources. These will be based on an analysis of the current service delivery system, including services purchased outside of the community, the range of services provided, and an assessment of the strengths and needs of the existing system. The Council will collect and utilize input from the community and will coordinate planning and service delivery.

C. Operations Committee: This committee shall review the By-Laws, Policies, and Procedures at least annually to assure their effectiveness within the context of the Council's mission. This committee, in conjunction with the Chairman of the Council, shall review meeting attendance and ensure that vacancies are filled and appointments are made. This committee shall also ensure that FAP Team membership and composition is in accordance with the law. This committee shall nominate Council officers for annual terms and those members of Council who are not the head of a member agency or their designee for two year terms.

D. Finance Committee:
This committee shall develop a process to monitor, at least quarterly, the expenditures being made on services purchased, and to ensure that those expenditure amounts are reasonably in accordance with the monthly target amounts set at the outset of each fiscal year. The committee shall recommend to the Council steps to be taken that are intended to ensure that expenditures occur in fidelity to the goals and objectives of the Council.

E. Best Practices Committee
This committee, which shall meet at least quarterly, will review the FAPT and RIC policies, procedures, and practices, to ensure that they are in accord with the Purpose of RIC, per Article II of these By-Laws: "To create, maintain, and manage a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of at-risk youth and their families." This committee will develop policies, procedures, and practices that are in accord with the Purpose, and that are informed by the guidance outlined in the Virginia Children's Practice Model, the CSA Family Engagement Policy, and the philosophies of systems of care and wraparound. The primary objective of this committee is to ensure that the needs of all at-risk youth are met in their own homes and communities, whenever possible.

ARTICLE X

Roberts' Rules of Order, Newly Revised, shall be used as a guide in conducting Council business. All issues of parliamentary procedure shall be referred to the Chairman or to

the Officer presiding in the absence of the Chairman, whose decisions shall be final and binding.

ARTICLE XI

The terms and provisions of these By-Laws which are within the control and discretion of this Council may be amended at any regular meeting of the Council by a two-thirds vote of those present and voting, after notice of any proposed amendment has been submitted to all members in writing and received by them two weeks prior to the meetings. Those terms and provisions which are mandated by state or local laws or regulations and are beyond the control and discretion of the Council shall automatically be altered as such laws or regulations are modified by the appropriate authority.