

## By-laws of the KIDS Network of Santa Barbara County

**SECTION 1: MISSION STATEMENT** - The mission of the KIDS Network is to provide comprehensive, collaborative community services to children, youth and families by

- improving coordination, planning, communications and cooperation among service agencies;
- identifying gaps and overlaps in services;
- providing a forum for clarifying perceptions and expectations among and between county agencies and the community;
- setting priorities for interagency projects;
- implementing collaborative programs, public and private, to better serve children, youth and families; and
- attracting resources from both the public and private sectors to meet children, youth and families' needs.

**SECTION 2: ORGANIZATION** - The KIDS Network shall be comprised of the following organizational components:

- (a) KIDS Network Policy Council
- (b) KIDS Network Advisory Committee

**SECTION 3: DIRECTING BOARD** - The KIDS Network Policy Council shall serve as the Directing Board of the KIDS Network.

(a) **Membership:** The KIDS Network Policy Council shall be composed of the following members from public and private agencies either providing services to children, youth and families, or administering such programs, as follows:

- (1,2) Two members of the Board of Supervisors, (who shall serve as the Chair and Vice-Chair)
- (3) County Administrator
- (4) Administrator of the County Alcohol & Drug Programs
- (5) Director of Alcohol, Drug and Mental Health Services
- (6) Chief Probation Officer
- (7) Director of Social Services
- (8) Director of the Department of Child Support
- (9) Director of Public Health
- (10) Judge/Commissioner of the Juvenile Court
- (11) Presiding Judge of the Juvenile Court
- (12) County Superintendent of Schools
- (13-15) Three Superintendents from school districts, (including at least one from a unified school district), selected by the County School Superintendents' organization to reflect the ethnic composition and geographic regions of the county, and to serve three-year staggered terms.
- (16) District Attorney
- (17) Public Defender

- (18-23) Six representatives from private non-profit corporations whose primary focus of service is to children, youth and families, selected by the non-profit agencies on the KIDS Network Advisory Committee to reflect the ethnic composition and geographic regions of this county, and to serve three-year staggered terms.
- (24) County Sheriff/Coroner (and/or representative from other law enforcement agency)
- (25) Director of Tri-Counties Regional Center
- (26) Director of the Children and Families Commission
- (27) Chair of the Workforce Investment Board's Youth Council
- (28) Chair of the KIDS Network Advisory Committee
- (29) Chair of the County Child Care Planning Council
- (30) Chair of the County Interagency Policy Council
- (31) Coordinator of the County Early Care and Education Office
- (32) Chair of the Council for Family Violence Prevention
- (33) Chair of the Juvenile Justice Coordinating Council
- (34) Chair of the Juvenile Justice/Delinquency Prevention Commission
- (35) President of the 15<sup>th</sup> District PTA
- (36) Director of the County Housing and Redevelopment Agency (or Housing Authority)
- (37) Chair of the County Human Services Commission

(b) **Ex-Officio Members:** This in-active, honorary membership category shall be open to Santa Barbara County's state and federal elected representatives, including our Representative to the U.S. Congress, our State Senator, and our State Assembly persons. These members will be kept informed of Network activities and will be extended an open invitation to all KIDS Network Policy Council meetings.

(c) **Powers and Duties:** The KIDS Network Policy Council is authorized the following powers and duties:

(1) Hold open meetings on a posted schedule and be convened by the Chair or Vice-Chair, who shall both be appointed by the Board of Supervisors.

(2) Establish meeting requirements and rules for conducting the Network's business. Post agendas of all Network meetings and set aside time for public comment.

(3) Have as its primary task to develop goals, objectives and outcome measures to provide for accountability and evaluate the degree of qualitative and quantitative success of the Network and its projects. These goals and objectives shall be developed in accordance with the County of Santa Barbara's Policy on Children, Youth and Families, as adopted by the Board of Supervisors.

(4) Have as its short-term goal to develop a process for achieving a long-term Strategic Plan for children, youth and family services which incorporates existing planning processes addressing the needs of special populations or focused areas

related to children, youth and family issues within the county; and identifies areas of services which would benefit from collaborative programming.

(5) Will have as a long-term objective to develop a process for establishing priorities for committing and directing resources and discretionary funding for interagency projects and programs, in order to carry out its function as the primary advisory body to the Board of Supervisors on matters affecting children, youth and families.

(6) Will review and assess the needs of children, youth and families in light of their relevance to the county's Family Policy and Strategic Plan, and make recommendations to the Board of Supervisors on funding and grant recommendations as may be appropriate.

(7) Plan and direct activities of the Network and communicate plans and activities to the Network's Advisory Committee, the Board of Supervisors and the general public.

(8) Appoint task forces or committees, incorporating existing planning groups as appropriate, to study and recommend solutions on proposed interagency projects, and receive and respond to the recommendations.

(9) Serve as the Board-appointed advisory body responsible for needs assessments, planning and priority setting for special funds or programs such as the Family Preservation and Support Program (FPSP) or the Child Abuse Prevention Council (CAPC).

(d) **Executive Committee:** A five-member Executive Committee will be composed of the Chair and Vice-Chair (both of whom will be members of the Board of Supervisors), the elected Chair of the Advisory Committee, and two others to be elected by the Policy Council.

(1) The primary responsibility of the Chair and Vice-Chair, acting individually, will be to preside over all Policy Council meetings and facilitate meeting discussion.

(2) The primary responsibility of the Executive Committee will be to select and generally supervise the KIDS Network Coordinator.

(3) The Executive Committee may meet as necessary to review specific activities of, or issues involving, the Policy Council.

**SECTION 4: ADVISORY COMMITTEE** - The KIDS Network Advisory Committee shall serve in an advisory capacity to provide broad community input to the members of the Policy Council.

(a) **Membership:** The Advisory Committee will be composed of persons and agencies designated by the Policy Council, who are involved in, or with an interest in, providing collaborative services to children, youth and families in Santa Barbara County; this membership to reflect to the greatest extent possible, the ethnic and geographic diversity of this county. The membership

shall include but not be limited to a representative from the following groups:

- (1) Community Action Commission
- (2) Human Services Commissions
- (3) Coordinating Councils
- (4) Private Non-Profit Corporations
- (5) Community-based Organizations
- (6) Advisory Boards (to the Board of Supervisors)
- (7) Gang Prevention Programs
- (8) Appointees (from public agencies and schools)
- (9) Children, Youth and Family Advocacy Groups
- (10) Associations for Children, Youth and Families
- (11) Community/Neighborhood Organizations
- (12) City-appointed Non-elected Representatives
- (13) Members-at-large

(b) **Duties and Powers:** The Advisory Committee is authorized the following duties and powers:

(1) Hold open meetings no less than quarterly, and be convened by an elected Chair and Vice-Chair, (the Chair to serve also as a member of the Executive Committee of the Policy Council). Members of the public may attend the open meetings, but only members of the Advisory Committee may vote.

(2) Establish its own meeting schedule and rules for conducting the Advisory Committee's business.

(3) Serve as a forum to provide input from the community to the members of the Policy Council, with the goal of bringing increased awareness of problems and community-based issues of children, youth and families to the attention of the Policy Council.

(4) Designate members of the Advisory Committee to serve on task forces and committees to study and recommend solutions to the Policy Council on potential interagency projects.

(5) Empower the elected Chair of the Advisory Committee to act as the spokesperson for the Advisory Committee at all Policy Council meetings, to report on the results of task forces and committees, and make recommendations on behalf of the Advisory Committee.

(c) **Term limits:** The Advisory Committee Chair and Vice-Chair terms of elected office shall be for two years and they may serve up to two consecutive terms.

**SECTION 5: NETWORK STAFFING** - The activities of the KIDS Network will be administered by the Network Coordinator with clerical support. The Coordinator shall be selected by the KIDS Network Policy Council Executive Committee and the Department of Social Services Director shall be deemed the appointing authority for the position, which will be based in this department. The KIDS Network Coordinator will receive direction and general supervision from the KIDS Network Policy Council Executive Committee.

SECTION 6: **FUNDING** - Funding for the staff and KIDS Network activities will be provided through a combination of county departmental budgets, grant funds, outside revenue sources, and in-kind contributions from community-based organizations, agencies and individuals.

SECTION 7: **EXPENSE REIMBURSEMENT** - Non-county employees participating in various organizational components of the KIDS Network shall receive no expense reimbursement by the KIDS Network except as may be authorized by the Policy Council.

(As approved by voice vote of the KIDS Network, 05/01/02)