

**CUMBERLAND COUNTY
CHILDREN’S INTER-AGENCY COORDINATING COUNCIL**

BY-LAWS

ARTICLE I – NAME

This organization shall be known as the Cumberland County Children’s Inter-Agency Coordinating Council (CIACC).

ARTICLE II – PURPOSE

The Cumberland County Children’s Inter-Agency Coordinating Council (CIACC) in collaboration with the Department of Children and Families (DCF) strives to ensure a seamless array of services in the county. The Cumberland CIACC serves as the county mechanism to advise DCF on the development and maintenance of a responsive, accessible, and integrated system of care for youth with behavioral or mental health, intellectual or developmental disability, and/or substance use disorders and their families, through the involvement of parents, youth, child-serving agencies, and community representatives. Through enhanced coordination of system partners, the Cumberland CIACC also identifies service and resource gaps and priorities for resource development.

Population Served:

The Children’s System of Care (CSOC) serves all youth, ages 0 to 21, residing in the State of New Jersey, who have needs related to behavioral or mental health, intellectual or developmental disability, and/or substance use disorders. As the lead coordinating system partner in Cumberland County, the CIACC will support these statewide initiatives or priorities and engage in any work that serves the youth and families of the State of New Jersey or improves upon the Children’s System of Care.

The Council shall:

1. Evaluate local county policies and practices to understand and minimize the impact of local barriers to serving youth with behavioral or mental health, intellectual or developmental disability, and/or substance use disorders in their home community.
2. Identify local strategies and mechanisms to promote the integration and coordination of county, State or other resources serving youth with behavioral or mental health, intellectual or developmental disability, and/or substance use disorders.
3. Assess local systems needs using information received from the Department of Children and Families (DCF), the Contracted Systems Administrator (CSA), any child-serving agency

identified by DCF, and other bodies to make recommendations regarding service and resource development priorities.

4. Identify and inform the Department of Children and Families (DCF) regarding gaps and barriers to local service effectiveness.
5. Serve in an advisory capacity and provide input to State, regional and county entities regarding system performance service need.
6. Participate in Continuous Quality Improvement (CQI) as directed by the Department of Children and Families (DCF), the DCF Office of Quality, and/or CSOC:
 - a) Identify initiatives, policies, or practices that are working well for the CIACC and the youth and families served by its members.
 - b) Identify initiatives, policies, or practices that are proving challenging to the delivery of services to local youth and their families.
 - c) Identify action steps to replicate what is going well or address what is a challenge.
 - d) Identify desired outcomes and means of measurement of progress toward goals.
7. Routinely review data pertinent to service provision. Data sources should include, at a minimum, the CIACC Dashboards and the Rutgers CSOC Data Hub and Portal.
8. Participate in cross-system planning at the local level.
9. Participate in regional or inter-county coordination activities.
10. Participate in the Human Services Advisory Council (HSAC) Needs Assessment process.
11. Participate in Children's System of Care (CSOC) grant-related activities.
12. Encourage the inclusion of family voice that demonstrates outreach and accommodation to youth and families.
13. Participate in a pre-existing planning body such as the Youth Services Advisory Council (YSAC) that addresses needs related to youth involved with the juvenile justice system. The work of this body shall be reported on as a standing agenda item at each meeting of the full CIACC.

ARTICLE III – MEMBERSHIP

1. Membership of the CIACC shall reflect a partnership among county government, community-based organizations, family and youth, informal support agencies providing services, and other stakeholders, if deemed appropriate.
2. The CIACC shall seek youth and family members to attend and participate routinely in meetings so that their perspectives may inform planning for local services. Youth/family members shall ideally be former service recipients.
3. The CIACC shall reflect the ethnic and racial composition of the County population to the maximum extent possible.
4. Members are appointed to the CIACC by the Board of County Commissioners
 - a) Members are appointed for a term of three (3) years with no term limits.
5. Only appointed members of the council shall have a vote.
6. The CIACC shall consist of no less than thirteen (13) members and a maximum of twenty-two (22) voting members.
7. The core composition of the CIACC shall be comprised of representatives from each of the following categories:
 - a) Youth and Family Representatives
 - b) Local System Partners
 - c) Community-based Organizations
 - d) County Planning Entities
 - e) Representatives of State Agencies (ex-officio, non-voting members)
 - f) 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 youth with behavioral or mental health, intellectual or developmental disability, and/or substance use disorders.
8. Members who fail to attend three consecutive meetings without being excused, or failure to attend at least one-half of all meetings in a calendar year, may be cause for removal of the member from the Council. Upon request, the member must produce a letter of intent to remain a member of the council. The decision will be made by the Chairperson to keep or remove the member.

ARTICLE IV – MEETINGS

1. The Cumberland County CIACC will meet a minimum of eight (8) times per year. Six (6) meetings shall be scheduled solely for the utilization of Cumberland County in a bi-monthly schedule beginning in January. A minimum of five (5) of the scheduled meetings shall occur. The remaining three (3) meetings will be made up of Tri-County CIACC meetings (Cumberland, Gloucester, and Salem) held at staggered dates when the Cumberland CIACC is not meeting.
2. Members will be notified at least one week prior to the meeting. A schedule of meetings for the year shall be adopted annually.
3. A quorum is defined as fifty percent plus one (50% + 1), or at least 7 voting members. No official business can be conducted at any scheduled CIACC meeting without a quorum.
4. Electronic transmission, under emergency circumstances from at least fifty percent plus one (50% + 1) of the total Council will be acceptable, with permission from the Chair.
5. The CIACC shall comply with the Open Public Meetings Act.

ARTICLE V – OFFICERS

1. The officers of the CIACC are the Chairperson and Vice-Chairperson or two equal Co-Chairpersons in place of a Chair and Vice-Chair.
2. The duties of the Chairperson shall be:
 - a) To call and preside at all meetings of the CIACC and the Executive Committee. The Chairperson shall be responsible for the administration of the business of the CIACC with the approval of the members. The Chair shall be an ex-officio member of all committees, subcommittees and task forces except the nominating committee and designates the Chairpersons thereof. The Chair shall have the authority to call meetings of any committee on one (1) week's notice.
3. The duties of the Vice-Chairperson shall be:
 - a) The Vice-Chair shall have such duties and possess such authority as may be delegated to the Vice-Chair by the Chair.
4. CIACC Coordinator: The CIACC Coordinator will be responsible for keeping minutes of the meetings and ensuring that needed communication occurs among CIACC members. The CIACC Coordinator will also see to the provision of technical assistance for Continuous Quality Improvement, grant writing, and/or other needs as they arise. The Coordinator, and/or their designee shall attend the regular Statewide CIACC Conveners' Meeting and other statewide meetings as deemed appropriate by CSOC.

5. Leadership Terms: The Executive Officers: Chair and Vice-Chair shall be elected by the body of Cumberland CIACC at large to serve a term of three years. Each officer may be re-elected for an additional three-year (3) term. If an officer resigns prior to the completion of their term the Cumberland 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 re-elected to serve one (1) additional term. Anyone who has served as an officer may be re-nominated and re-elected after serving a one-year hiatus.
6. Elections will occur in November. If an officer resigns, then an election will occur at the next Cumberland CIACC meeting.
7. 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.

ARTICLE VI – COMMITTEES

1. Each Committee Chairperson must be an appointed voting member of the CIACC.
2. **Executive Committee:** The Executive Committee will consist of the Cumberland CIACC Chair, Vice-Chair, CIACC Coordinator, CIACC Convener, standing committee Chairs, and a representative (if available) from the youth and family membership category.
 - a) 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.
3. **Educational Partnerships Subcommittee:** The Educational Partnerships Subcommittee will meet at minimum on a quarterly basis. The goal of the EP is to foster relationships with and provide, at a minimum, two (2) trainings and/or presentations to local school personnel per calendar year, in order to enhance access to CSOC services for all youth. The work of the EP shall be reported on as a standing agenda item at each meeting of the full CIACC. Additionally, the EP shall ensure that requests for presentations by local stakeholders are fulfilled in a timely manner. Requests may be received by the Contracted System Administrator (CSA), the Children's System of Care, or other stakeholders outside of schools and then forwarded to the CIACC.
4. **Intellectual/Developmental Disabilities Subcommittee:** The I/DD Subcommittee will meet at minimum on a quarterly basis. The subcommittee will serve as a planning body that addresses needs related to youth with I/DD challenges. The Subcommittee will seek to advocate, educate and assess I/DD needs in Cumberland County. The work of the I/DD shall be reported on as a standing agenda item at each meeting of the full CIACC.

5. **Youth and Family Engagement Subcommittee:** The Youth and Family Engagement Subcommittee will meet at minimum on a quarterly basis. The goal of the subcommittee will be to encourage and facilitate opportunities for the inclusion of youth and family voice to gain a better understanding of access and impact of services in the county. The subcommittee shall be reported on as a standing agenda item at each meeting of the full CIACC.
6. **Nominating Committee (Ad Hoc):** The Committee will recommend a slate of officers to the full Council. The slate will include only those who are voting members of the Cumberland CIACC.
7. **Ad Hoc Subcommittees:** The Cumberland CIACC Chair will also appoint Ad Hoc subcommittees as needed. The duration of these subcommittees may be on a standing basis or time limited as determined by the large CIACC body and/or subcommittee members and may be related to plans recorded in annual reports or related to Continuous Quality Improvement activities. The work of these subcommittees shall be reported on as a standing agenda item at each meeting of the full CIACC when an Ad Hoc Subcommittee is in session.

ARTICLE VIII – PLANNING

An annual report, reflective of the past year’s activities, trends, and recommendations, as well as plans and priorities for the upcoming year of the full CIACC body and all subcommittees, shall be provided to the DCF CIACC Program Lead, using the template created by CSOC. The annual report shall be submitted to the DCF CIACC Program Lead within thirty (30) days of the end of the annual contract period.

ARTICLE IX – REGIONAL OR INTER-COUNTY COORDINATION

The Cumberland CIACC will participate in the Tri-County CIACC (Cumberland, Gloucester, and Salem), Southern Region Children’s Coordinating Council (SRCCC), Cumberland Human Services Advisory Council (HSAC), and Cumberland Youth Services Advisory Council (YSAC) meetings.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, shall govern the Council, unless in conflict, with these By-Laws and the State Rules and Regulations.

ARTICLE XI – AMENDMENTS AND RATIFICATION OF BY-LAWS

1. Proposed amendments to these By-Laws must be given to all members in writing at least one week before the regular meeting at which action may be taken. Fifty percent plus one (50% + 1)

of the council is required to amend these By-Laws. The By-Laws must be approved by the Executive Committee prior to being voted on by the full council. The By-Laws will be reviewed as needed.

2. In order to remain in compliance with State regulations, regardless of change, the CIACC By-Laws shall be ratified by the council on an annual basis. This shall occur at the November meeting annually.