

**ANOKA COUNTY CHILDREN AND FAMILY COLLABORATIVE COUNCIL
BYLAWS**

RECITALS

- (1) In order to achieve the legal requirements and authority granted in Minnesota Statutes §124D.23 and the Minnesota Department of Human Services Local Collaborative Time Study Contract, Anoka County Human Services, Anoka Hennepin School District #11, Centennial School District #12, Columbia Heights School District #13, Forest Lake School District #831, Fridley School District #14, St. Francis School District #15, Spring Lake Park School District #16, and Anoka County Community Action Program, Inc. entered into Family Services Collaborative Agreement in 1994 and have remained partners since that time, currently operating under Anoka County Contract #2012-2148.
- (2) The parties have collaborated to support intervention and prevention activities in order to initiate a seamless web of services inclusive of health, human services and education to assist families in issues around the health, development, educational and family-related needs of children and youth.
- (3) The Anoka County Children and Family Council Collaborative (ACCFC) is funded through the Local Collaborative Time Study, which is a Federal draw down of dollars received into the ACCFC integrated fund by the collaborative members' participating in a county-wide time study. ACCFC partners from Public Health, Corrections, and the seven school districts partner together to drive steady earning.
- (4) The Anoka County Children and Family Council Collaborative wishes to memorialize practices and procedures into Bylaws to govern the day to day activities of the collaborative.

THESE BYLAWS are adopted by the Anoka County Children and Family Council.

1. EXECUTIVE COMMITTEE:

1.1. The Executive Committee consists of the school superintendent or their designee from each School District, the Anoka County Commissioner named to Chair the Anoka County Human Services Committee, the ACCAP Executive Director and the ACCFC Co-Chairs.

1.2. The Executive Committee has the following duties:

- 1.2.1. Provide policy direction to the ACCFC;
- 1.2.2. Review and make recommendations on the budget for the ACCFC;
- 1.2.3. Make decisions and recommendations on ACCFC governance;
- 1.2.4. Support ACCFC collaborative activities within their own entities;
- 1.2.5. Meet at least annually; and
- 1.2.6. Voice the long term, County-wide perspective on ACCFC initiatives.

2. THE COUNCIL

- 2.1. The Council is the governing body of the ACCFC.
- 2.2. The Council shall consist of the following representatives, permitting an alternate for each appointment which shall have the same powers and duties as the representative, however the alternate may only vote when the primary representative is not present.
 - 2.2.1. One representative, at an administrative director level, from each school district appointed by the governing body of that school district;
 - 2.2.2. One representative from ACCAP, appointed by the Anoka County Board of Commissioners upon the recommendation from ACCAP;
 - 2.2.3. One representative from Anoka County Correction, Anoka County Community Health, Anoka County Social Services and Behavioral Health, and Anoka County Economic Assistance;
 - 2.2.4. One Anoka County Commissioner; and
 - 2.2.5. Nine parent and community representatives shall be recommended following a vote of a majority of the council for appointment by the Anoka County Board of Commissioners for staggered three year terms.
- 2.3. Each representative term is three years with a maximum service of four consecutive terms (twelve years). A representative may be reappointed after one year away from the Council.
- 2.4. The Council is co-chaired by one Anoka County Representative and one School District Representative for two year alternating terms.
- 2.5. The position of co-chair is filled following nominations to the position and a majority vote by the Council.
- 2.6. The Council shall appoint one County Representative and one School District Representative for two year alternating terms as vice chair. At the end of the two-year term, the vice chair representative will become the chair representing either the School District or the County.
- 2.7. The Council meetings shall be presided over by the co-chairs.
- 2.8. The Council shall meet at least quarterly.
- 2.9. Minutes shall be taken of each meeting.
- 2.10. Each management, council and executive meeting must have a quorum present;
- 2.11. A quorum shall consist of a simple majority of the voting members.
- 2.12. Operational decisions will be made by a majority vote of all members attending a scheduled meeting.

- 2.13. For the annual budget and plan, a simple majority of all the members must be present and must vote to approve the budget.

3. THE MANAGEMENT COMMITTEE

- 3.1. The Management Committee shall consist of the co-chairs of the Council, the vice chairs and one community representative designated by the Council.
- 3.2. The vice-chairs are not voting members for the Management Committee.
- 3.3. The chair of the standing committees shall attend the Management Committee meetings if requested by the members of the Management Committee.
- 3.4. The ACCFC Coordinator shall facilitate the Management Committee.
- 3.5. Operational decisions will be made by a majority vote of the members attending the Management Committee.
- 3.6. A quorum must be present for voting by the Management Committee.
- 3.7. A simple majority constitutes a quorum.
- 3.8. Minutes shall be taken at every meeting.
- 3.9. The Management Committee may approve expenditures up to \$1,000 with information to the Council at the next regularly scheduled Council meeting.

4. COLLABORATIVE COORDINATOR DUTIES

- 4.1. Acts as the spokesperson for ACCFC.
- 4.2. Provide leadership to the Collaborative
- 4.3. Operate within the mission, vision, goals and intent of the collaborative.
 - 4.3.1. Build Relationships
 - 4.3.2. Engage collaborative members, committees, partners and funders
 - 4.3.3. Communicate about funding and training opportunities
 - 4.3.4. Develop and implement operational plans, policies, and goals
 - 4.3.5. Direct and oversee short and long term strategic plans
- 4.4. Develop, maintain, and support a strong Council and encourage Council involvement
 - 4.4.1. Recommend changes to policies and procedures to improve the ACCFC
 - 4.4.2. Inform the Council of all activities, needs, and developments
 - 4.4.3. Ensure all new Council members receive information necessary for the ACCFC.
- 4.5. Execute Council-approved policies.

- 4.6. Manage, facilitate and attend all Executive, Council and committee meetings
- 4.7. Assists Co-Chairs as directed
- 4.8. Work with the board to create, manage, and implement the annual budget
- 4.9. Ensure compliance with all legislation, regulations and guidelines.
- 4.10. Maintain an effective and cost efficient office environment
- 4.11. Submit all information, reports and records as requested or required by law or regulation
- 4.12. Coordinate, support and attend functions to include ACCFC yearly events and Community Asset Fund events
- 4.13. Maintain ACCFC web page
- 4.14. Oversee contracts, resource management and development
- 4.15. Oversee the administration of the yearly partnership grant.
 - 4.15.1. Prepare documents to release grant.
 - 4.15.2. Work with RFP Committee to review grants.
 - 4.15.3. Track and manage project spending and amounts and schedules for pay-outs.
 - 4.15.4. Compile final evaluations from grant recipients as required.
 - 4.15.5. Compile all necessary documentation for the partnership grants.
- 4.16. Maintain awareness of the financial, statistical, and accounting records
- 4.17. Deliver fiscal report at Council, Executive and Management Committee meetings.
- 4.18. Coordinate collection of necessary data from partners.
- 4.19. Ensure that operating expenses remain within budget
- 4.20. Manage School District Site Funds
- 4.21. Manage the In-Kind Contributions from partners..
- 4.22. Oversee project evaluation, data collection and program reporting.
- 4.23. Attend DHS collaborative meetings.
- 4.24. Coordinate and oversee the Local Collaborative Time Study
 - 4.24.1. Manage the general LCTS

- 4.24.2. Complete quarterly database updates and other reports as required
- 4.24.3. Manage random moments.
- 4.24.4. Manage LCTS spending processes
- 4.24.5. Oversee all aspects of the operation of the time study earning portion of LCTS.

5. SCHOOL DISTRICT SITE FUNDS

5.1. Annually, the ACCFC Council budgets specific funds to be utilized as School District Site Funds to be distributed to the 7 school districts that are part of the Collaborative Agreement to be used to improve family and educational functioning for children ages Pre-K through 18 years of age with a priority for use to meet basic needs.

- 5.1.1. Funds may be used for basic needs, such as purchasing over the counter or prescription medications for children/families; secure housing by payment of rent, utilities or deposits; purchase food; purchase clothing; or meet short-term transportation needs. Funds may be used for “Holiday Baskets” or gifts. Funds may be used to help with the cost of mental health or therapeutic interventions for the child or family.
- 5.1.2. Funds may be used for parent and family support to bring families into the school setting to participate in support and education activities. Examples of these activities may be: transportation to school conferences, speakers on specific topics, aid with costs of camp, transportation to appointment’s, Family Fun Night activities for non-English speaking families, and food for events.
- 5.1.3. Funds may be used for school programs, such as “capacity building projects” promoting academic achievement, parent involvement and/or parent engagement, or community/school support efforts that involve collaboration between two or more partners. For example: groups for children that address social skills or academic skills (such as homework clubs), or partnerships with community entities (such as faith communities) to address school supply or winter clothing needs for children.

5.2. The budgeted funds are determined by the following formula:

- 5.2.1. Free and Reduced Lunches (FRL) x \$3.00 = A
- 5.2.2. Total District Population – FRL = B
- 5.2.3. A + B = School District Site Fund Dollars
- 5.2.4. The Management Committee reviews and recommends approval, the Council finally approves distribution of funds.

5.3. Districts submit written requests for funds by July 30th of that year.

- 5.3.1. Funds are utilized between August 1 and July 31 of the following year.
 - 5.3.1.1. No carry over of funds
 - 5.3.1.2. All unused funds must be returned by September 1st

5.4. Districts may utilize the funds to purchase gift cards according to the policy below:

- 5.4.1. Schools can keep a maximum of \$500 total (in no more than \$25 increments) on hand in gift cards purchased by the ACCFC’s School District Site Funds.
- 5.4.2. If a School District allows and has a reasonable policy on gift card usage and tracking, ACCFC School District Site Funding can be used to purchase gift cards.

- 5.4.3. If a School District allows gift card usage, but does not have a reasonable policy on usage and tracking, ACCFC policy will act as the default policy.
- 5.4.4. If a School District has a policy that does not allow gift card usage, ACCFC School Site Funds cannot be used to purchase gift cards.
- 5.4.5. Each school district must submit a copy of their district policy, along with their letter of request for funds, so that it can be reviewed in advance.
- 5.4.6. A reasonable policy on usage and tracking would include: guidelines on specific accounting for each gift card, signatures from recipients of gift cards, proper secure storage, regular reconciliation of gift cards and criteria regarding card purchase and eligibility.

5.5. Reporting and Documentation of school district site funds is required:

- 5.5.1. Council representatives at each school district must complete mid-year and year-end reports detailing use of funds. Receipts should be kept on file.
- 5.5.2. August – December Expenditure Reporting are due on the last day of January each year.
- 5.5.3. All records and support documentation are auditable files and must be kept for seven (7) years. for the Site Funds used during that school year.
- 5.5.4. Should DHS or the Federal government wish to audit the process, districts will be responsible to show proof of how their funds were specifically spent.

6. GENERAL PROVISIONS

- 6.1. All of the ACCFC meetings will be conducted in accordance with the Minnesota open meeting law, Minn. Stat. §471.705.
- 6.2. The ACCFC Management Committee, Council and Executive Board shall comply with Roberts Rules of Order for all meetings.
- 6.3. The ACCFC will comply with the Minnesota government data practices act, Minn. Stat. Chap. 13.
- 6.4. The ACCFC will carry on its business in a manner complying with all laws and regulations regarding nondiscrimination; and no person will be discriminated against because of race, color, creed, religion, sex, national origin, marital status, public assistance status, disability, sexual orientation, or age.
- 6.5. If any term contained in the Partnership Agreement with Anoka County conflicts with these Bylaws, the Partnership Agreement term prevails

7. SUBCOMMITTEES/COMMUNITY ASSET FUNDS: The ACCFC Council may create or discontinue standing subcommittees as deemed necessary and in compliance with the mission, vision and goals of the ACCFC.

- 7.1. Each subcommittee's members shall be appointed by the ACCFC Council.

7.2. Members of the subcommittee do not need to be members of the Council or Executive Committee.

7.3. Subcommittee members shall serve a three-year term with a maximum service of four consecutive terms (twelve years). A representative may be reappointed after one year away from the subcommittee.

7.4. Each subcommittee shall have a chair(s);

7.5. Each subcommittee shall provide progress reports to the Management Committee, Council, and Executive Committee as directed but not less than annually;

7.6. The Council may provide for an operating budget for standing subcommittees.

7.7. The Council may establish ongoing funding opportunities for projects shown to be particularly effective in meeting the goals and missions of the ACCFC.

7.8. A conversion from a grant project idea to a Community Asset Fund shall only occur for those projects determined to be most effective that do not have the ability to sustain the funding without assistance from the Council.

8. FUNDING

8.1. The ACCFC is funded through the Local Collaborative Time Study. ACCFC partners from Public Health, Corrections, and the seven school districts participate in the LCTS and funds generated from random moments are pooled together to create the budget for the ACCFC.

8.2. The Council shall decide whether the ACCFC participates in the LCTCS as a stand-alone entity or as part of a pool.

8.3. Anoka County shall act as the fiscal agent. If another agency wishes to perform duties as fiscal agent, the duties can be changed upon a majority vote of council representatives.

9. GRANTS: The ACCFC may establish grant awards and criteria to determine how grants are awarded within the mission, vision and goals of the ACCFC.

9.1. The Council, following recommendations from the Management Committee shall establish an annual budget for grant opportunities;

9.2. All Grant opportunities must include the requirement of collaboration across fields and plans for sustainability.

9.3. The ACCFC may appoint a committee to judge the grant applications and make recommendations to the Council on awarding the grants.

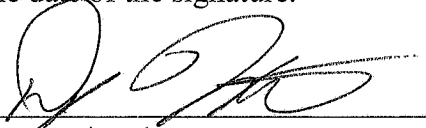
9.3.1. The grant evaluation committee shall be independently selected and appointed by the Management Committee with a report to the Council;

- 9.3.2. The grant evaluation committee will review and rate each proposal on criteria established by the Management Committee with approval by the Council. Scores received through the evaluation process are not the sole basis for decisions. The grant evaluation committee shall consider the following:
 - 9.3.2.1. Agency Capacity
 - 9.3.2.2. Service Design
 - 9.3.2.3. Cost and Revenue Proposal
- 9.3.3. The evaluation committee may choose to award applicant less than the amount requested on the application. Successful applicants may be asked to further define and or refine the services proposed.
- 9.3.4. The grant committee shall make recommendations to the Management Committee and the Council. The ACCFC reserves the right to select or reject any proposal. The Council Members will have the final decision and at its sole discretion may select the proposals that are in the best interest of the ACCFC planning service area and persons served.
- 9.4. Both successful and non-successful applicants will be notified by the ACCFC, as indicated in the Procurement Schedule.
- 9.5. All grant awards must be utilized within the time frame of the grant and if grant funds are not utilized within 30 days following the end of the grant period, the grant funds shall be returned to the general budget.
- 9.6. Based on recommendation of the Management Committee, and upon approval of the Council, grants that have proven to be effective and valuable to the mission of the ACCFC, and are not sustainable, may be reviewed for conversion to the Community Asset Fund pool, if assets are available.

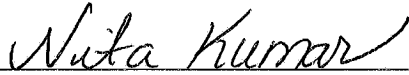
10. CONFLICT OF INTEREST

- 10.1. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a committee member or staff having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- 10.2. A committee member or staff who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such member shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- 10.3. A committee member or staff who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

These Bylaws having been approved by a majority of the ACCFC Council are adopted and effective as of the date of the signature.

By: 
Dylan Warkentin
ACCFC Co-Chair, County

Dated: 9-14-17

By: 
Nita Kumar
ACCFC Co-Chair, School District

Dated: 9/14/17