

# **State Executive Council for Children's Services**

## **Executive Committee**

**August 18, 2016  
10:00 AM - 11:30 AM  
Office of Children's Services  
1604 Santa Rosa Rd.  
Richmond, VA 23229**

### **AGENDA**

1. Review/Approval of May 2016 Meeting Minutes
2. Revisions to SEC Bylaws based on House Bill 369 (Membership)
3. General Assembly Requests
  - Private Day educational placements (Appropriation Act, Item 285. M. (i))
  - Funding for education in Medicaid residential placements (Appropriation Act, Item 285. M. (ii))
  - Special Education Wraparound Funds (Commission on Youth request)
4. Upcoming changes to DMAS/Magellan Certificate of Need process – Cindi Jones
5. Elimination of VICAP – Impact of SEC Policy 6.3
6. September SEC meeting agenda
  - Presentation and discussion of recommendations re: General Assembly requests
7. Finance and Audit Committee Update
8. Outcome Committee Update
9. OCS Update
  - YTD expenditure status
  - Initiation of new LEDRS system
  - E-Learning completion
  - Succession planning for OCS Business Manager
  - Transfer of foster care maintenance funds to VDSS

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**State Executive Council (SEC) Executive Committee Meeting  
Hanover Room, 1604 Santa Rosa Road  
Richmond, VA 23229  
May 19, 2016**

**Attending:**

William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources  
The Honorable Richard "Dickie" Bell, Virginia House of Delegates  
Andrew Block, Director, Department of Juvenile Justice (DJJ)  
Cindi Jones, Director, Department of Medical Assistance Services (DMAS)  
Pamela Kestner, Deputy Secretary for Health and Human Resources  
Daniela Lewy, Executive Director, Governor's Children's Cabinet  
Margaret Schultze, Commissioner, Virginia Department of Social Services (VDSS)  
Eric Reynolds, Assistant Attorney General, Office of the Attorney General  
Ellen Melenke, Assistant Attorney General, Office of the Attorney General  
Scott Reiner, Interim Executive Director, Office of Children's Services (OCS)  
Marsha Mucha, Administrative Assistant (OCS)

**Absent:**

The Honorable Robert "Rob" Coleman, Vice Mayor, City of Newport News  
Greg Peters, President and CEO, UMFS

**Guests:**

Janet Areson, Director of Policy Development, Virginia Municipal League  
Kristi Schabo, Program Consultant (OCS)  
Tammy Whitlock, Director, Division of Integrated Care and Complex Services, DMAS

**Call to Order and Approval of Minutes**

Secretary Hazel called the meeting to order at 10:00 a.m. and welcomed everyone. The minutes of the February 18, 2016 meeting were reviewed and approved without objection.

**Collaborative Impact and the Role of the SEC/Children's Cabinet**

Members discussed how to better organize and manage issues related to children. Issues discussed around organization and management included the role of the SEC and Children's Cabinet and frequency/length of SEC meetings.

**Therapeutic Day Treatment**

Members discussed concerns around the use of therapeutic day treatment in schools. It was noted that there are and have been problems related to billing, access and licensing requirements (i.e. paying for services not being delivered and quality of services). DMAS and Magellan have been examining the issue and Magellan has issued a preliminary report with a follow-up meeting scheduled for next week to discuss further. Ms. Whitlock shared some statistics from the preliminary report with Executive Committee members.

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Magellan has been asked to provide specific recommendations to overhaul the program based on what other states have done. Dr. Hazel asked that Executive Committee members along with Delegate O'Bannon be invited to attend that meeting.

A brief presentation on therapeutic day treatment will be made at the June SEC meeting.

#### **CSA and DJJ – Removing Barriers to the Use of Non-Mandated Funds**

Mr. Reiner reported that one of the barriers to use of non-mandated funds is the required match from localities. Budget language that would have directed the SEC to convene a work group to make recommendations to increase the use of CSA non-mandated funds for those involved in the juvenile justice system and/or long-term school suspension/expulsion was not included in the final budget. Mr. Reiner will be meeting next week with DJJ staff to develop a strategy for moving forward to address this barrier.

#### **Process for Responding to General Assembly Requests**

- **Private day educational placements** including utilization of outcome data— Mr. Reiner will be contacting various school and other stakeholders next week to begin a dialogue. Dr. Hazel requested that Mr. Reiner send a memo to him so he can inform Secretary Holton and Dr. Staples in advance.
- **Funding for education in Medicaid residential placements** – Mr. Reiner reported that the General Assembly has asked that this issue be revisited and that they be provided with a more robust set of recommendations. Currently a plan is being developed to review and seek input on the recommendations developed by the workgroup last year before reporting back to the General Assembly.
- **Commission on Youth Request re: Special Education Wraparound Funds** – Mr. Reiner reported that currently data is being collected to help inform recommendations. SLAT will be working on recommendations to present to the SEC to meet this request.

#### **June SEC Meeting Agenda**

Mr. Reiner reported that a number of the items discussed today will be on the June agenda. A presentation on private day placements will also be made at the June meeting.

#### **SEC Finance and Audit Committee Update**

Mr. Reiner reported that the Committee recently met. The Committee will develop a procedure that will establish a process by which administrative action pertaining to locally administered CSA programs are directed and managed by OCS. This may include development of corrective action plans in consultation with localities and/or denial or recovery of state pool funds.

The Committee will also provide oversight and review of the Executive Director's work "post" finding review and will work on developing guiding principles and decision making criteria for these reviews.

#### **CSA Outcome and SEC Outcome Committee Update**

- **Outcomes Dashboard and Report** – Mr. Reiner reported that the dashboard and report is receiving interest from localities and generating questions/discussions.
- **Juvenile Justice Outcomes** – Mr. Reiner reported that the Committee is working with DJJ on a data project. The project will identify CSA children/youth, under the age of 18, who exited the

CSA system in 2015 and were subsequently arrested or rearrested within a one-year time period.

- **Educational Outcomes – VLDS** – Mr. Reiner reported that a representative of the Virginia Longitudinal Data Set (VLDS) made a presentation to the Outcomes Committee. Certain educational data is available through VLDS. After meeting with VLDS, OCS is moving forward with joining their membership.

#### **OCS Update**

Mr. Reiner provided updates on the following:

- **Year-to-date Expenditure Status** – CSA expenditures are \$10M ahead of last year; up about five percent. The majority of the increase (\$8M) is due to an increase in private day educational placements.
- **New Program Consultant** – Mr. Reiner introduced Kristi Schabo the new OCS Program Consultant.
- **E-Learning Development** - Mr. Reiner reported that work is progressing on five eLearning modules being developed for training of LDSS staff on CSA. When completed, the training series will be housed in and accessible through the Knowledge Center.
- **IT Security Policy Development** – In response to the OCS IT Security Audit, OCS has a contract worker developing IT security policy for OCS IT applications.
- **Status of Public Comment on Intent to Develop an SEC Public Participation Policy** – Mr. Reiner reported that, as of today, one public comment has been received. The public comment period ends Monday.

#### **Closed Meeting**

A motion was made by Dickie Bell, seconded by Margaret Schultze and carried that the Executive Committee of the State Executive Council convene in a closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) for consultation with legal counsel concerning hiring of the OCS Executive Director.

#### **Return to Open Meeting**

Secretary Hazel reconvened the meeting in open session. The Executive Committee of the State Executive Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting.

#### **Adjournment**

There being no further business, the meeting adjourned at 11:20 a.m.

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### CSA POOL REIMBURSEMENT REQUEST REPORT COMPARISON (FY13 - FY16)

**Today's Date: August 10, 2016** **Net Total Expenditures of each Fiscal Year.**

Net Total Expenditures include all reports with a status of 1 or greater (All non-pended reports)

EXPENDITURE DESCRIPTION	NET TOTAL EXPENDS FY13	NET TOTAL EXPENDS FY14	NET TOTAL EXPENDS FY15	NET TOTAL EXPENDS FY16	\$ CHG	% CHG
<b>NUMBER OF REPORTS</b>	1,480	1,487	1,500	1,497	-3	
<b>1. MANDATED SERVICES / RESIDENTIAL / CONGREGATE CARE</b>						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care ; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	3,098,905	2,939,974	3,148,347	2,779,481	-368,865	-11.7%
1b. Foster Care - all others in Licensed Residential Congregate Care	21,188,572	17,477,529	18,146,816	16,574,579	-1,572,237	-8.7%
1c. Residential Congregate Care - CSA Parental Agreements ; DSS Noncustodial Agreements	8,092,300	8,287,908	9,310,594	10,292,517	981,923	10.5%
1d. Non-Mandated Services/Residential/Congregate	1,500,118	1,286,018	1,111,574	970,434	-141,141	-12.7%
1e. Educational Services - Congregate Care	35,029,455	33,306,511	35,749,045	38,361,084	2,612,039	7.3%
- School Referred Residential - Non-Educational Services	0	0	0	0	0	0%
<b>2. OTHER MANDATED SERVICES</b>						
2a. Therapeutic (Treatment) Foster Care - IV-E	21,897,108	22,933,540	26,428,565	28,229,000	1,800,434	6.8%
2a.1 Therapeutic (Treatment) Foster Care	47,066,295	43,065,276	41,326,070	37,346,104	-3,979,965	-9.6%
2a.2 Therapeutic (Treatment) Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	996,373	641,103	417,145	471,959	54,813	13.1%
2b. Specialized Foster Care - IV-E ; Community Based Services	1,099,951	1,493,859	1,663,663	961,524	-702,139	-42.2%
2b.1 Specialized Foster Care	4,341,729	3,842,133	4,009,856	2,519,281	-1,490,575	-37.2%
2c. Family Foster Care - IV-E ; Community Based Services	964,117	978,891	1,215,187	1,765,630	550,442	45.3%

2d.	Family Foster Care Maintenance only	3,895,489	3,129,170	3,803,365	2,512,190	-1,291,175	-33.9%
2e.	Family Foster Care – Children receiving maintenance and basic activities payments; Independent living Stipend/Arrangements	9,747,653	9,659,480	8,676,354	13,273,751	4,597,398	53.0%
2f.	Community - Based Services	25,103,580	27,196,743	28,610,774	31,552,449	2,941,675	10.3%
2f.1	Community Transition Services – Direct Family Services to Transition from Residential to Community	1,631,169	1,879,631	1,494,781	1,593,598	98,817	6.6%
2g.	Alternative Day Placement/ SPED Private Day	92,034,765	98,998,291	109,726,477	123,755,177	14,028,700	12.8%
2h.	Wrap Services for Students with Disabilities	1,767,044	1,585,138	1,605,372	1,676,443	71,071	4.4%
2i.	Psychiatric Hospitals/Crisis Stabilization Units	118,503	4,012	249,245	203,390	-45,855	-18.4%
3.	Non-Mandated Services/Community-Based	3,226,294	3,212,744	3,440,195	3,584,627	144,433	4.2%
	<b>GRAND TOTALS:</b>	<b>282,799,419</b>	<b>281,917,950</b>	<b>300,133,425</b>	<b>318,423,217</b>	<b>18,289,791</b>	<b>6.1%</b>

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# CHILDREN'S SERVICES ACT (CSA) STATE EXECUTIVE COUNCIL BYLAWS

## ARTICLE I: NAME

As authorized in § [2.2-2648.B](#) of the Code of Virginia, the name of this body shall be the State Executive Council, hereafter referred to as the Council.

## ARTICLE II: PURPOSE

The purpose and objectives of the Council shall be to assure collaborative programmatic policy development, fiscal policy development and administrative oversight for the efficient and effective provision of child centered, family focused and community based services to eligible emotionally and behaviorally troubled children/youth and their families in the least restrictive, appropriate environment. Further, the Council assures the Governor and appropriate Cabinet Secretaries are well informed in matters related to the aforementioned areas.

## ARTICLE III: MEMBERSHIP

### Section 1

As set forth in § [2.2-2648.B](#) of the Code of Virginia, the members of the state executive council shall consist of one member of the House of Delegates to be appointed by the Speaker of the House and one member of the Senate to be appointed by the Senate Committee on Rules; the Commissioners of Health, of Behavioral Health and Developmental Services, and of Social Services; the Superintendent of Public Instruction; the Executive Secretary of the Virginia Supreme Court; the Director of the Department of Juvenile Justice; the Director of the Department of Medical Assistance Services; a juvenile and domestic relations district court judge, to be appointed by the Governor and serve as an ex officio nonvoting member; [the chairman of the state and local advisory team established in § 2.2-5201](#); five local government representatives chosen from members of a county board of supervisors or a city council and a county administrator or city manager, to be appointed by the Governor; two private provider representatives from facilities that maintain membership in an association of providers for children's or family services and receives funding as authorized by the Children's Services Act (§ 2.2-5200 et seq.), to be appointed by the Governor, who may appoint from nominees recommended by the Virginia Coalition of Private Provider Associations; [a representative who has previously received services through the Children's Services Act, to be appointed by the Governor with recommendations from entities including the Departments of Education and Social Services and the Virginia Chapter of the National Alliance on Mental Illness](#); and two parent representatives.

## **Section 2**

The juvenile and domestic relations district court judge, local officials, private providers and parent representatives shall be appointed by the Governor. The member from the House of Delegates shall be appointed by the Speaker of the House and the member from the Senate by the Senate Committee on Rules. All Governor's appointments shall be for a term not to exceed three years and limited to no more than two consecutive terms, beginning with appointments after July 1, 2009. The parent representatives shall not be employees of any public or private program which serves children and families.

## **Section 3**

State agency heads may designate their chief deputies as alternates, hereafter referred to as delegates, with full authority to speak on behalf of the agency head and to commit agency resources. Such delegation shall be accomplished in written format and provided to the Council Chair. Delegates shall not be members of the State and Local Advisory Team.

## **ARTICLE IV: ATTENDANCE**

Members/delegates are expected to attend all regularly scheduled meetings of the Council.

In the event neither an agency head nor their chief deputy can attend the meeting, an alternate representative vested with the same decision-making authority, including the commitment of agency-wide resources, may be designated to represent the member for that meeting. The alternate may vote only with a written designation of the member/delegate. Alternates may not be members of the State and Local Advisory Team. The use of alternates is expected to be minimal.

## **ARTICLE V: MEETINGS**

### **Section 1**

Pursuant to § 2.2-2648 of the Code of Virginia, the council shall meet, at a minimum, quarterly.

### **Section 2**

The Chair may convene special meetings with appropriate notification to all members.

### **Section 3**

A quorum, consisting of ~~nine~~ **ten** of the ~~seventeen~~ **nineteen** voting members or their designated delegates/alternates shall be present to conduct any official business. Roberts Rules of Order shall guide the transaction of business. The members representing the House of Delegates and the Senate shall not be included for the purposes of constituting a quorum. In the event of a tie vote, the Chair shall serve as tie-breaker.

### **Section 4**

The agenda for each meeting shall be finalized by the Chair in consultation with the Director of the Office of Children's Services.

All items requiring action shall be identified by the Chair for inclusion on the formal, written agenda.

At each meeting, members shall be afforded the opportunity to request items for inclusion on the next meeting's agenda as well as time for comments and announcements.

Additionally, each meeting shall include a public comment period with each public comment limited to five (5) minutes and the total comment period limited to 30 minutes. On a motion of Council, the period may be expanded.

No action shall be taken as a result of comments during the above referenced announcement and public comment period but rather action shall be deferred until the following meeting. On a motion of Council, this restriction may be waived.

## **ARTICLE VI: OFFICERS**

### **Section 1**

Pursuant to [§ 2.2-2648.C](#), Code of Virginia, the Secretary of Health and Human Resources, or a designated deputy, shall serve as chair and will convene Council.

Secretarial responsibilities shall be assumed by an administrative assistant from the Office of Children's Services.

## **ARTICLE VII: DUTIES OF THE OFFICERS**

### **Section 1**

The powers and duties of the Chair shall be to:

- Serve as the leader of the organization.

- Advise the Governor and the appropriate Cabinet Secretaries on behalf of the Council.
- Respond to legislative requests and address legislative committees on behalf of Council.
- Call and preside at meetings.
- Prepare an agenda, in collaboration with the Office of Children's Service Director, for each meeting.

**Section 2**

In the absence of the Secretary of Health and Human Resources or a designated Deputy Secretary, the Director of the Office of Children's Services shall serve as convener of the Council.

**ARTICLE VIII: ORGANIZATION**

**Section 1**

Duties and Responsibilities of the Council, as defined in § 2.2-2648. D of the Code of Virginia, relate to approval of policy and administrative oversight for the Children's Services Act (CSA) and include:

- Hiring and supervising a director of the Office of Children's Services (OCS).
- Appointing members of the State and Local Advisory Team.
- Providing for the establishment of interagency programmatic and fiscal policies developed by the OCS.
- Overseeing the administration of state policies governing state pool and trust funds.
- Providing for the administration of necessary functions to support the work of the OCS.
- Reviewing and taking appropriate action on issues brought before it by the OCS.
- Overseeing coordination of early intervention programs to promote comprehensive coordinated service delivery.
- Advising the Governor and appropriate Cabinet Secretaries on behalf of Council.

- Biennially publishing and disseminating a state progress report.

Additionally, the Council is solely responsible for appointment of work groups, tasks assigned and general timeframes in which the requested product will be brought before the Council for consideration.

## **Section 2**

The Office of Children's Services (OCS) is established having the following powers and duties:

- Serves as the administrative entity of the state executive council ensuring that the decisions of the council are implemented §2.2-2649.

The director of the Office of Children's Services is authorized to:

- Develop and recommend to the Council programs and fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
- Develop and recommend to the Council state interagency policies governing the use, distribution and monitoring of moneys in the state pool of funds and the state trust fund;
- Develop and provide for the consistent oversight for program administration and compliance with state policies and procedures;
- Provide for training and technical assistance to localities in the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;
- Serve as liaison to the participating state agencies that administratively support the Office and that provide other necessary services; and
- Hire appropriate staff as approved by the state executive council.
- Implement in collaboration with participating state agencies, policies, guidelines and procedures adopted by Council.
- Consult regularly with the Virginia Municipal League and the Virginia Association of Counties on the implementation and operation of CSA.
- Perform other duties and responsibilities as defined in Code of Virginia § 2.2-2649.

### **Section 3**

The State and Local Advisory Team is appointed by and responsible to the State Executive Council. As set forth in [§ 2.2-5202](#) of the Code of Virginia, duties and responsibilities include:

1. Advising the state executive council on state interagency program and fiscal policies which promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
2. Advising state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;
3. Advising the state executive council on the effects of proposed policies, regulations and guidelines.

The State and Local Advisory Team shall develop bylaws to be formally approved by Council.

Furthermore, the State and Local Advisory Team shall develop an annual work plan to be submitted to Council for review and action. Support for accomplishing the work plan shall be provided by the state agencies represented on the State and Local Advisory Team with approval of their respective Council members.

### **ARTICLE IX: AMENDMENTS**

Any proposed amendment to these bylaws, other than those related to General Assembly action, shall be submitted to the membership of the Council not less than fourteen calendar days prior to the meeting at which action is to be considered. Any amendment shall become a part of these bylaws by a majority vote of those present at a regularly scheduled Council meeting.

ADOPTED-OCTOBER 30, 1998

REVISED 5/00 Based On House Bill 1510 (2000 Session)

REVISED 7/03 Based on House Bill 1955 and related (2003 Session)

REVISED 07/09 Based on Senate Bill 1179 (2009 Session)

REVISED 07/10 Based on Senate Bill 286 (2010 Session)

REVISED 2/13 Based on Senate Bill 396 and related (2012 Session)

REVISED 7/15 Based on Senate Bill 850 (2015 Session)

[REVISED 9/16 Based on House Bill 369 \(2016 Session\)](#)

**BYLAWS**  
**State and Local Advisory Team for the Children's Services Act**

ARTICLE I – Name

The name of this entity shall be the “State and Local Advisory Team” hereinafter referred to as the “team”.

ARTICLE II – Purpose and Powers

The team was created by the 1992 General Assembly of the Commonwealth of Virginia as the State Management Team as set forth in Chapter 46 Section 2.1-747 of the Code of Virginia of 1950. The 2000 General Assembly renamed the team as the State and Local Advisory Team and modified its duties. Its activities shall be in all respects conducted in accordance with Virginia law and regulations.

In accordance with Section 2.2-5201 of the Code of Virginia the team has developed bylaws to govern its operations which have been approved by the State Executive Council, hereinafter referred to as the “council.”

Specifically, the team was established to better serve the needs of troubled and at-risk youths and their families by advising the council on managing cooperative efforts at the state level and providing support to community efforts. Pursuant to Section 2.2-5202, the team may:

1. Advise the council on state interagency program policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
2. Advise the council on state interagency fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
3. Advise state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families; and
4. Advise the council on the effects of proposed policies, regulations and guidelines.

ARTICLE III – Membership and Terms

The team shall be appointed by and be responsible to the council as set forth in Section 2.2-5201, Code of Virginia. The team shall include one representative from each of the following state agencies: the Department of Health, Department of Juvenile Justice, Department of Social Services, Department of Behavioral Health and Developmental Services, the Department of Medical Assistance Services and the Department of Education. The team shall also include a

parent representative who is not an employee of any public or private program ~~which that~~ serves children and families and who has a child who has received services that are within the purview of the CSA; a representative of a private organization or association of providers for children's or family services; a local Children's Services Act coordinator or program manager; a juvenile and domestic relations district court judge; a representative who has previously received services through the Children's Services Act, to be appointed by the Governor with recommendations from entities including the Departments of Education and Social Services and the Virginia Chapter of the National Alliance on Mental Illness; and one member from each of five different geographical areas of the Commonwealth who is representative of one of the different participants of community policy and management teams. The non-state agency representatives shall be recommended by the statewide associations and/or organizations that represent families, private providers, CSA Coordinators, juvenile and domestic relations district court judges, and directors of the local child-serving agencies (social services, schools, court service units, community service boards, and health). Each organization and/or association may recommend up to two alternates. The primary representative shall have primary responsibility for full participation. The non-state agency members shall serve staggered terms of not more than three years, such terms to be determined by the council. Each alternate shall also be appointed by the council and shall serve the same term as the member.

Any person serving on the team who does not represent a public agency shall file a statement of economic interests as set out in Section 2.2-3117 of the State and Local Government Conflict of Interests Act (Section 2.2-3100 et seq.). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

#### ARTICLE IV – Duties of Membership

The state agencies represented on the team shall provide administrative support for the team in the development and implementation of the collaborative system of services and funding authorized by Chapter ~~46 52~~ of the Code of Virginia, ~~1950, as amended~~. This support shall include, but not be limited to, the provision of timely fiscal information, data for client- and service-tracking, and assistance in training local agency personnel on the system of services and funding established in the aforementioned chapter.

Official positions regarding team policy and procedure shall be established and approved by a majority vote of the team. Team members should be cognizant of these positions and reflect them when appropriate while representing the team at public meetings and functions.

#### ARTICLE V – Officers

The team shall annually elect a chair from among the local government representatives, including the members who are representatives of one of the different participants of community policy and management teams and the local children's services act coordinator or program manager. The chair shall be responsible for convening the team and presiding over all team meetings, setting the agenda, making assignments, and serving as a voting member of principal ~~liaison to~~ the council. The team shall also annually elect a vice-chair. In the absence of the chair,

the vice-chair will assume the role of the chair with all powers and responsibilities. The Executive Director of the Office of Children's Services (OCS) is responsible to arrange for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the team.

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## ARTICLE VI – Election of Officers

A nominating committee for the selection of officers for the next fiscal year shall be appointed by the chair no later than the ~~penultimate April~~ meeting of the team in any given fiscal year. It shall be the duty of the nominating committee to nominate candidates for the offices of chair and vice-chair and to report these nominations no later than the ~~May-final~~ meeting of the team in any fiscal year. Election of officers shall occur at the ~~final~~ meeting held in the fiscal year. Prior to the election additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers shall assume office July 1. In the event that appointments to the team are delayed, the team may modify this schedule and may appoint an interim chair.

The term of office shall be for one year. Officers shall serve until such time as their term expires or a successor is elected, whichever last occurs. No officer 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.

In the event a vacancy occurs in one of the elected offices, the vacancy shall be filled by a special election for the unexpired term by majority vote of all team members present at the first meeting following the announcement of the vacancy or as soon thereafter as possible.

## ARTICLE VII – Meetings

A meeting of the team occurs when a majority of the team membership sits as a body or as an informal assemblage, wherever held. Minutes shall be taken of all meetings.

All meetings shall be conducted in an orderly manner subject to the rulings of the presiding officer.

An annual meeting schedule for the coming year shall be set ~~in~~ at the final meeting of any fiscal month of July of each year.

Regular meetings of the team and executive committee shall be held as described or published on the Commonwealth Calendar, and at a time and location convenient to members.

Regular meetings of the team and executive committee are open to the public and all interested parties.

Special meetings shall be convened at the discretion of the chair as the need arises, and at the written request of at least two members of the team.

The presence of a majority of the team membership shall constitute a quorum. When less than a quorum is present, meetings may be held for purposes of information sharing, determining team business, etc., but in no instance may any voting take place with less than a quorum present.

All decisions regarding the establishment and implementation of team policy and procedure, including all motions presented and acted upon, will be accomplished by a majority vote of the membership as so signified by the chair, and recorded by the Executive Director of OCS.

Members or designated alternates must be present to record their vote. Each state agency member and non-state agency member shall have one vote by the primary member or designated alternate. All questions of parliamentary procedure and voting on all motions and amendments shall be governed by the guidelines as set forth in the latest edition of Robert's Rules of Order.

Individual members will endeavor to attend all officially called or scheduled meetings of the team, and when unable to be present shall be represented by their designated alternate, who shall act with all the authority of the appointed member, including the right to vote on all matters coming before the team.

All notice of meetings and minutes will be distributed to the membership prior to the convening of the following or subsequent meeting.

#### ARTICLE VIII – Executive Committee, Purpose, Function and Membership

The executive committee shall be composed of the chair and vice-chair. The Executive Director of OCS shall serve in an ex-officio capacity. The immediate past chair may serve as ex-officio, by action of the team.

The meetings of the executive committee will be open to the public and published as appropriate. Team members are invited to attend executive committee meetings.

The purpose of the committee shall be to enhance the efficiency and effectiveness of the work of the team by:

1. Establishing the agenda, scheduling the meetings of the team and managing the flow of the team and distribution of work;
2. Monitoring the progress of team committees on assigned tasks and integrating the work of various team committees through coordination with team committee chairs;
3. Serving as a facilitator by reviewing and making recommendations on options to resolve a lack of consensus on issues under consideration by the team;
4. Assuring representation of the team at all meetings of the council; and
5. Representing the team in matters that cannot be addressed at regular meetings of the team. This responsibility shall not extend beyond existing policies, procedures or decisions previously made or established by the team.

#### ARTICLE IX – Committees

Committees may be formed by the chair as required, after appropriate consultation with the team membership. The team shall appoint a committee chair and an acceptable number of committee members. Each committee may be dissolved at the discretion of the team chair once its appointed task is completed.

#### ARTICLE X – Notice and Waiver of Notice

Any notice required to be given by these Bylaws may be given by electronic mail, mailing or delivering the same to the person entitled thereto at his or her address recorded with the Executive Director of OCS and such notice shall be deemed to have been given at the time of such mailing or delivery. Any notice required by these Bylaws to be given may be waived by the person entitled to such notice.

ARTICLE XI – Amendments

These Bylaws may be amended at any regular meeting of the team by an affirmative vote of a majority of the team members, provided that the membership is notified in writing of any proposed amendment to said Bylaws prior to the convening of the meeting when such amendment is discussed and acted upon. The Bylaws shall be revised by the team or an appointed subcommittee of the team as required but no less than once every two years from the date of their adoption, and provided that all amendments to these Bylaws must be approved by the council.

ARTICLE XII – Severability

It is hereby declared to be the intention of the team that the articles, paragraphs, sentences, clauses and phrases of these Bylaws are severable; and if any phrase, clause, sentence, paragraph or article of these Bylaws shall be determined by an administrative agency or court of competent jurisdiction to be in violation of the laws of the Commonwealth of Virginia or the United States of America, of no effect, but the remaining phrases, clauses, sentences, paragraphs and articles shall remain in full effect.

The foregoing Bylaws of the State and Local Advisory Team for the Children's Services Act were duly adopted by the State and Local Advisory Team on August 4, 2016 and approved by the State Executive Council on September 15, 2016.

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Chair, State Executive Council

\_\_\_\_\_  
Chair, State and Local Advisory Team

Date: \_\_\_\_\_

Date: \_\_\_\_\_