

**CLAY COUNTY COLLABORATIVE
BYLAWS
AMENDED OCTOBER 4, 2006**

Article 1 Name

Clay County Collaborative (hereafter referred to as the Collaborative).

Article 2 Mailing Address

The Collaborative's mailing address shall be 715 11th St. N., Moorhead, MN 56560.

Article 3 Mission

Our mission is to work in partnership and collaboration to empower and provide opportunities for children and families.

Article 4 Membership

4.1 Eligibility: Any agency, nonprofit organization and/or subdivision of local government that delivers human services to children and families can be a Partner Organization in the Collaborative as well as parent/consumer representatives representing interagency partners and system work groups.

- 4.2 Roles and responsibilities: Each Partner Organization is responsible for:
- o Monitoring the success of their clients engaged in integrated service delivery and for sustained efforts by their own direct service and program staff,
 - o Responding to the recommendations of their program staff regarding changes in procedures which will promote better service,
 - o Working with their Board of Directors regarding changes in agency policy and reporting effectiveness of collaborative efforts, and
 - o Contributing to the Collaborative's integrated fund.

Article 5 Collaborative Structure

5.1 Governance Board

- A. Role: To serve as the legal authority for the Collaborative
- B. Duties and Responsibilities
 1. Oversee the integrated fund,
 2. Determine the integrated fund contributions from each Partner Organization.
 3. Select a fiscal agent,
 4. Authorize the Administrative Group to expend funds and enter into contracts as outlined in work plans submitted by work groups,
 5. Approve the overall direction of the Collaborative programming as proposed by work groups and recommended by the Administrative Group,
 6. Amend Agreement and/or Bylaws by majority vote, and
 7. Enter into contracts for Collaborative and LCTS coordination as deemed necessary.
- C. Membership
The Governance Board shall be composed of a representative and an alternate from the governing board/committee/council/commission of each Partner Organization as well as parent/consumer representatives representing interagency partners and system work groups.
- D. Meetings
The Governance Board shall meet a minimum of once a year at a time and date determined by the Board of Directors.
All meetings of the Collaborative Governance Board shall be conducted in a manner

consistent with Minnesota Open Meeting Law and amendments thereto.

- E. **Quorum**
A quorum of the Governance Board is necessary to conduct business and is defined as: representatives of five (5) of the seven (7) mandated partners. The mandated partners include: a Clay County Commissioner; a Clay County Public Health representative, a Board member of a public school district within Clay County; a Board member of Lakes and Prairies Community Action Partnership, Inc., the federal grantee for the Head Start Program; a Mental Health Professional who services children and families in Clay County; a Clay County Court Services/Department of Corrections representative; and a Clay County Consumer/parent who is a participating partner of the Collaborative.
- F. **Voting**
Each Governance Board member shall have one vote. Proxy voting shall not be permitted. An alternate member, designated by each Partner Organization, when acting in the absence of a Governance Board member, shall have all rights and privileges of a Governance Board member including a vote in the determination of all issues.
- G. **Communication**
The Governance Board shall provide the minutes of its meetings, financial statements, and copy of audits to the Partner Organizations. It shall annually inform participating Partner Organizations about its anticipated revenues and expenses for the coming year in sufficient time for consideration in the budget process by the Partner Organizations.
- H. **Consumer/parent representatives serving on the Governance Board will be provided with a per diem as available.**
- I. **Officers**
At the annual meeting, the Governance Board shall caucus by sector to select representatives and alternates to the Board of Directors. This group of sector representatives shall decide among themselves who will serve in each of the following offices:
Chairperson: Duties of the Chairperson shall be to:
 - o Preside at meetings of the Governance Board,
 - o Preside at meetings of the Board of Directors,
 - o Appoint members to committees,
 - o Present information for Governance Board action,
 - o Execute action necessary to meet the goals and objectives of the Collaborative, and
 - o Sign contracts with independent contractors.Vice Chairperson: Duties of the Vice Chairperson shall be to:
 - o Assume all responsibilities of the Chairperson in his/her absence or inability to fulfill his/her duties.Recorder: Duties of the Recorder shall be to:
 - o Take minutes of all Governance Board and Board of Directors meetings.The Governance Board may establish other offices as deemed necessary.

5.2 Board of Directors.

- A. **Role:** To conduct necessary business on behalf of the Governance Board between their meetings.
- B. **Duties and Responsibilities**
 1. Review the performance of all aspects of the Collaborative structure and make recommendations for amendments to the Agreement or Bylaws to the Governance Board,
 2. Oversee and evaluate the Collaborative Coordinator contract and any other

- contracts with independent contractors,
- 3. Oversee and evaluate the work carried out by the Collaborative Coordinator any other independent contractors,
- 4. Review recommendations from the Administrative Group for changes to the approved work plans, policies, and budget and authorize those changes by majority vote,
- 5. Plan and host the Governance Board meetings, and
- 6. Recommend finalized budgets, work plans, and independent contractor contracts to the Governance Board.

C. Membership

- 1. One representative and one alternate from each sector (education, city, county (or city/county), non-profit, and parents) of the Governance Board, elected by Governance Board members caucusing by sector at the annual meeting.
- 2. Five (four) representatives selected by the Administrative Group representing each sector.
- 3. The Collaborative Coordinator and LCTS Coordinator in ex-officio capacity.

D. Meetings will be held as needed but a minimum of four times per year.

E. Consumer/parent representatives serving on the Board of Directors will be provided with a per diem as available.

5.3 Administrative Group

A. Role: To oversee the overall work of the Collaborative and exercise expenditure authority.

B. Duties and Responsibilities

- 1. Develop an operating budget subject to final approval of the Governance Board
- 2. Approve work plans submitted by work groups subject to final approval of the Governance Board,
- 3. Expend funds as outlined in the approved operating budget,
- 4. Enter into contracts as outlined in approved work plans,
- 5. Authorize the establishment of work groups as needed to address identified gaps in services,
- 6. Oversee the expenditure of funds and work conducted by work groups,
- 7. Recommend changes in approved budget, work plans, and policy to the Board of Directors,
- 8. Remove barriers to collaboration, service integration, and systems change within their organizations, and
- 9. Annually caucus by sector (education, county, city (or city/county), non-profit and consumer/parents) to select five (or four) representatives to serve on the Board of Directors.

C. Membership

The Administrative Group shall be composed of agency directors, administrators or executive directors/officers of Partner Organizations as well as parent/consumer representatives.

D. Voting

Each Administrative Group member shall have one vote. A simple majority of members present shall be able to approve any business on the day's agenda.

E. Officers

Sector representatives shall annually select from their ranks a Chairperson and a Vice

Chairperson.

1. Chairperson: Duties of the Chairperson shall be to:
 - o Set the meeting agenda in cooperation with the Collaborative Coordinator,
 - o Facilitate all meetings of the Administrative Group,
 - o Sign any contracts entered into by work groups as approved in work plans by the Governance Board,
 - o Sign the Collaborative Coordinator's invoice for contract fee payment,
 - o Appoint committee members as necessary, and
 - o Audit the petty cash used to pay parent stipends at least twice per fiscal year.
 2. Vice Chairperson: Duties of the Vice Chairperson shall be to:
 - o Assume all responsibilities of the Chairperson in his/her absence or inability to fulfill his/her duties.
 3. The Administrative Group may establish other offices as it deems necessary.
- F. Meetings will be held as often as necessary to conduct the business of the Collaborative, a minimum of six times per year.
- G. Consumer/parent representatives serving on the Administrative Group will be provided with a per diem as available.

5.4 Work Groups

- A. Role: To work with families to design and fund programming which fills identified gaps in services and/or leads to systems change that benefits children and their families.
- B. Duties and Responsibilities
 1. Plan, implement, supervise, and evaluate Collaborative projects and project staff,
 2. Discuss system coordination,
 3. Recommend changes to system delivery and design, assessment of systems of care and where appropriate, implementation of legislative/regulatory requirements,
 4. Advise the Administrative Group, the Governance Board, and policy makers about the need to remove barriers to collaborative service integration and coordination,
 5. Work effectively with parents to recruit, support and orient parents to serve on Collaborative work groups and boards,
 6. Support the work of the Planning and Evaluation Committee and the Parent Involvement Committee,
 7. Identify gaps in service and design programming to fill the gaps and/or recommend to the Administrative Group how the gaps might be filled by Partner Organizations,
- C. Membership
 1. Direct service staff and managers
 2. Members with experience in recruiting and supporting volunteers
 3. Administrative Group members
 4. Consumers/parents representing children in the targeted population served by a system of care, a project, and/or interagency groups, (i.e. IEIC, LAC, CTIC)
- D. Meetings of the Work Groups shall be held as needed.
- E. Consumer/parent representatives serving on the work groups will be provided with a per diem as available.

- 5.5 Collaborative Coordinator
- A. Role: to provide day-to-day management of the Collaborative's activities.
 - B. The Coordinator shall be an independent contractor selected by the Board of Directors and approved by the Governance Board.

Article 6 Collaboration with Ongoing Projects and Initiatives

- 6.1 The Clay County Collaborative shall seek to improve coordination with existing Collaboratives and/or future initiatives that may be related to its mission within the County.
- 6.2 Partner organizations in the Clay County Collaborative shall work to facilitate the sharing of consumer information when necessary in a manner that is consistent with all relevant data privacy regulations.
- 6.3 A commitment to the Local Collaborative Time Study Formal Agreement for the following calendar year shall be secured by June 30th of each year.
- 6.4 The Collaborative will share any liability bestowed upon the Social Services Agency as a result of making IV-E Candidacy eligibility determinations.

Article 7 Amendments to the Bylaws

- 7.1 Amendments to the Bylaws may be proposed in writing with no less than thirty (30) days notice to all Partner Organizations.
- 7.2 Amendments to the Bylaws will require an affirmative vote of the majority of the members voting at the Governance Board meeting or in writing via the mail or email prior to the Governance Board meeting.
- 7.3 Amended Bylaws take effect after this vote.

Article 8 Annual Meeting and Fiscal Year

- 8.1 The time and date of the annual meeting of the Governance Board shall be held in the 4th quarter of the fiscal year and be set by the Board of Directors.
- 8.2 The Collaborative fiscal year will be July 1 – June 30th.

Article 9 Financial matters

- 9.1 Partnership fees
 - A. Partner Organizations except for Clay County will commit a minimum of \$100 annually. Clay County will commit a minimum of \$250 annually. Consumers/Parents have no financial obligation to the integrated fund.
 - B. Partnership fees should be received in the first (1st) quarter of the fiscal year.
- 9.2 Grant funds
Collaborative grant funds may be allocated to Partner Organizations by the Governance Board for the purpose of carrying out approved Collaborative projects and programs.
- 9.3 Other funding
Any funding received by the Collaborative for which expenditure guidelines have not been clearly identified must be approved by a quorum of the Governance Board
- 9.4 Fiscal host
 - A. The Governance Board shall designate a Partner Organization to serve as fiscal host for the Collaborative.
 - B. The fiscal host shall be responsible for the safekeeping of Collaborative funds.
 - C. The fiscal host shall ensure the accountability of all funds and the accurate reporting of all receipts and disbursements.
- 9.5 All sales and purchases made by the Collaborative shall be in conformance with the procurement procedures and practices applied by the fiscal agent and shall be approved for payment if within the approved budget parameters.