



CRESTON CLUSTER DECATEGORIZATION PROJECT

Adair, Adams, & Union County

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RULES OF OPERATION

SECTION I: CORE VALUES, PURPOSE, VISION STATEMENT

Core Values

We believe that partnerships bring together concern, caring and support from many parts of our community and enhance our success in helping families help themselves.

Adopted 9/6/01

Purpose

We partner together to enhance and promote:

▶ *Child Safety &*

▶ *Family Stability*

Adopted 9/6/01

Vision Statement

The Adair, Adams and Union County Decat Steering Committee is working to enhance family stability.

Adopted 4/5/01

SECTION II: DECAT GOVERNANCE BOARD COMPOSITION & STRUCTURE

A. Membership

- ◆ The board shall consist of 5 members based on the following configuration:
 - Department of Human Services – 1
 - Juvenile Court Services – 1
 - Adair County Board of Supervisors – 1
 - Adams County Board of Supervisors – 1
 - Union County Board of Supervisors – 1
- ◆ Decategorization Coordinator will attend board meetings and other Decat staff as appropriate.

B. Terms of Office

- ◆ The entities mandated for participation in Decategorization (Department of Human Services, Juvenile Court Services, Adair County, Adams County and Union County) will remain constant (5 members).
- ◆ Members are appointed annually by their respective entity.

C. Officers

- ◆ The Decat Governance Board will consist of two officers – a Chair and a Vice Chair. Officers are elected by the Decat Governance Board. Officer terms are for one year, to be reviewed on an annual basis. Officers may serve up to two (2) consecutive years and are again eligible for re-election to the same office after a lapse of one (1) year. The roles and responsibilities are delineated below.

Chair

- ◆ Convene and facilitate meetings and other meeting of the Board as necessary
- ◆ Work with Decategorization Coordinator to develop agendas and activities for meetings
- ◆ Serve as a moderator and only take sides on an issue or decision by voting in the case of a tie
- ◆ Ensure that the Rules of Operation are upheld
- ◆ Responsible for signing Decategorization contracts
- ◆ May call special meetings of the Governance Board or committees

Vice Chair

- ◆ Assume the responsibilities of the Chair when Chair is absent
 - ◆ Conduct activities as delegated by the Chair
 - ◆ Assist the Chair as needed
- ◆ Secretary functions will be provided by assigned Decategorization staff including recording of minutes, recording motions, recording votes and writing letters for the group as needed

D. Voting Privileges

- ◆ Voting on funding decisions for projects funded with child welfare/juvenile justice funds, both for the current fiscal year as well as carry-over funds, are limited to members representing the five main entities required by legislation – Dept of Human Services, Juvenile Court Services, Adair County, Adams County and Union County.
- ◆ If a Board member represents an agency or organization that will benefit financially from a board decision, they will abstain from voting regarding that matter and the abstention will be reflected in the minutes.

E. Quorum

- ◆ A quorum is required for voting purposes.
- ◆ A quorum represents 60% of the Board or 3 members.

F. Conflict of Interest

- ◆ Governance Board members shall be required to declare a conflict of interest and abstain from voting on any issue relating to budgetary issues or allocation of funding related to their organizations or organizations they are affiliated with.

- ◆ Members may be asked to refrain from discussion and will be asked to refrain from voting on issues where conflict of interest may occur.

G. Removal and Resignation

- ◆ Any member may resign at any time with written notice to the Chair of the Decat Governance Board.
- ◆ Any such resignation shall take effect at the date of receipt of such notice or any later date specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

H. Vacancies

- ◆ Any vacancies caused by death, resignation, removal, disqualification or otherwise, of any member shall be filled by the mandatory entity for which the vacancy occurred.

I. Annual Plan/Annual Report

- ◆ The Decat Governance Board is responsible for the development and submission of an annual child welfare/juvenile justice decategorization services plan to the DHS Des Moines Service Area Manager.
- ◆ The annual plan must comply with the terms outlined in the State of Iowa's Decategorization Administrative Rules.
- ◆ The Decat Governance Board is responsible for the development and submission of an annual progress report to the DHS Des Moines Service Area Manager.
- ◆ The annual progress report must comply with the terms outlined in the State of Iowa's Decategorization Administrative Rules.

K. Schedule of Regular Meetings

- ◆ The Governance Board shall meet at least bi-monthly.

L. Meeting Notices/Agenda/Minutes

- ◆ A written notice and agenda for Governance Board meetings shall be distributed to all Board members at least one week prior to the meeting date.
- ◆ The Chair may call an emergency meeting if immediate action is required. All members will be notified. Required advance notification will be waived for emergency meetings.
- ◆ Emergency matters requiring immediate action may also be done by phone.
- ◆ The Governance Board shall adhere to Iowa statutory requirements for government bodies concerning open meeting and open records as specified in Iowa Code Chapters 21 and 22 respectively.
- ◆ All meetings will maintain attendance sign-in sheets.
- ◆ Minutes of all meetings shall be reviewed at the next Governance Board meeting.

SECTION 3: ADAIR, ADAMS & UNION COUNTY SHARED DECISION-MAKING TEAM COMPOSITION & STRUCTURE

The Shared Decision-Making Team will serve in an advisory capacity to the Decat Governance Board.

A. Membership

- ◆ The Shared Decision-Making Team shall consist of at least 9 members based on the following configuration:
 - Three representatives from each county will be nominated by a Shared Decision-Making Team member, the local interagency group, child abuse prevention council or other community group.
 - One alternate from each county may also be nominated by a Shared Decision-Making Team member, the local interagency group, child abuse prevention council or other community group to represent the county in the event that one of the 3 designated representatives is absent or ineligible to vote.
 - The Shared Decision-Making Team will decide membership of a nominee by majority vote.
- ◆ The Decategorization Coordinator and other Decat staff as appropriate will attend Shared Decision-Making Team meetings.

B. Terms of Office

- ◆ Terms of office shall be 3 years. At the completion of two consecutive terms members are ineligible as voting members for one year. In the event a member is appointed to fill an unexpired term he/she shall complete the term and be eligible for two consecutive terms. All terms shall be staggered.

C. Officers

- ◆ The Shared Decision-Making Team will consist of two officers – a Chair and a Vice Chair. Officers are elected by the Shared Decision-Making Team. Officer terms are for one year, to be reviewed on an annual basis. Officers may serve up to two (2) consecutive years and are again eligible for re-election to the same office after a lapse of one (1) year. The roles and responsibilities are delineated below.

Chair

- ◆ Convene and facilitate meetings and other meeting of the Team as necessary.
- ◆ Work with the Decategorization Coordinator or designated Decat staff to develop agendas and activities for meetings.
- ◆ Serve as a moderator and only take sides on an issue or decision by voting in the case of a tie.
- ◆ Ensure that the Rules of Operation are upheld.
- ◆ May call special meetings of the Shared Decision-Making Team or committees.

- ◆ Appoint a representative from each county to be responsible for reserving meeting space when the meeting is held in their respective county.

Vice Chair

- ◆ Assume the responsibilities of the Chair when Chair is absent.
- ◆ Conduct activities as delegated by the Chair.
- ◆ Assist the Chair as needed.

Secretary

- ◆ Secretary functions will be provided by assigned Decategorization staff including recording of minutes, recording motions, recording votes and writing letters for the group as needed

C. Voting Privileges

- ◆ Each of the 3 designated representatives from each county has voting privileges.
- ◆ The designated alternate from each county has voting privileges only when their respective county does not have 3 designated representatives present or eligible to vote.
- ◆ If a Team member represents an agency or organization that will benefit financially from a team decision, they will abstain from voting regarding that matter and the abstention will be reflected in the minutes.

D. Quorum

- ◆ A quorum is required for voting purposes.
- ◆ A quorum represents 40% of the Team or 4 members.
- ◆ There must be a minimum of one representative from each county present.
- ◆ Quorum may be met by phone, conference call, or webinar.

E. Conflict of Interest

- ◆ Shared Decision-Making Team members shall be required to declare a conflict of interest and abstain from voting on any issue relating to budgetary issues or allocation of funding related to their organizations or organizations they are affiliated with.
- ◆ Members may be asked to refrain from discussion and will be asked to refrain from voting on issues where conflict of interest may occur.
- ◆ All members will be required to sign a *Conflict of Interest Statement* annually at the organizational meeting.

F. Removal and Resignation

- ◆ Any member may resign at any time with written notice to the Decat Coordinator.
- ◆ If a member misses three (3) consecutive meetings or more than 50% of total meetings for the year, the Decat Coordinator will contact the member to discuss their continued role on the Shared Decision-Making Team. If the member does not wish to continue a replacement will be sought.

- ◆ Any such resignation shall take effect at the date of receipt of such notice or any later date specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

G. Vacancies

- ◆ Any vacancies caused by death, resignation, removal, disqualification or otherwise, of any member shall be filled by the county for which the vacancy occurred.

H. Schedule of Regular Meetings

- ◆ The Shared Decision-Making Team shall meet monthly.
- ◆ An annual organizational meeting will be held every July.

I. Meeting Notices/Agenda/Minutes

- ◆ A written notice and agenda for the Shared Decision-Making Team meetings shall be distributed to all Team members at least one week prior to the meeting date.
- ◆ The Chair may call an emergency meeting if immediate action is required. All members will be notified. Required advance notice will be waived for emergency meetings.
- ◆ Emergency matters requiring immediate action may also be done by phone, conference call, or webinar.
- ◆ Minutes of the previous meeting shall be reviewed and approved at the next Shared Decision-Making Team meeting.

SECTION 4: FUNDING REQUESTS

When/if funds are available a Request for Decat Funds (RFDF) application will be distributed including instructions & application requirements. The instructions will include any priority areas as identified & recommended by the Shared Decision-Making Team & approved by the Governance Board.

Applicants will be given a funding request form to be completed & submitted to the Decat Coordinator. Requests must be submitted per the RFDF application instructions on the form provided. The Decat Coordinator will share the application with the Shared Decision-Making Team, or Executive Committee when necessary, & provide their recommendation to the Governance Board for final approval.

Funding requests made throughout the fiscal year must be submitted by the 1st of each month to the Decat Coordinator. Requests must be submitted per the application instructions on the form provided. The Decat Coordinator will share the application with the Shared Decision-Making Team, or Executive Committee when necessary, & provide their recommendation to the Governance Board for final approval.

The Decat Governance Board has final funding approval pursuant to Iowa Code 153.13(7).

SECTION 5: AMENDMENTS

The Creston Cluster Decategorization Project Rules of Operation may be amended, modified or rescinded by a majority vote at a Governance Board meeting.

SECTION 6: APPEALS

- ◆ Appeals regarding funding decisions made by the Governance Board shall be submitted in writing to the Decat Coordinator, who will in turn refer it to Governance Board Chair.
- ◆ Response to appeals will be provided within 45 working days of receipt of appeal.
- ◆ The decision of the Governance Board regarding any appeals is final.

SECTION 7: EXOFFICIO STATUS

- ◆ Outgoing members shall be granted exofficio status based upon recommendation and approval by Board members
- ◆ Exofficio members will provide consultation and expertise regarding child welfare/juvenile justice issues. Exofficio members will not have voting privileges.