

ABC COUNTY SYSTEMS OF CARE Sample Community Team Bylaws

NOTE: Blue font indicates information that must be customized for your community.

Article I. Name

A. This organization shall be known as the ABC County Systems of Care (ABC SOC) Community Team.

Article II. Mission

A. The mission of the ABC SOC Community Team is to improve the lives of children and families while upholding the values and principles of SOC and to guide the development of the SOC process for ABC County as a resource for families.

B. Develop a group of providers from multiple resources to assist and empower families with children that are SED (Severely Emotionally Disturbed) and those that have SBI (Severe Behavioral Issues). This is to keep the child intact, in school, at home, in the community, and healthy.

Article III. Purpose

A. A SOC is a "comprehensive spectrum of mental health and other support services which are organized into a coordinated network to meet the multiple and changing needs of children and adolescents with serious emotional disturbance and their families." A SOC involves the cooperation of everyone who has a role serving a child with an emotional or behavioral disorder, including family members, advocates, educators, mental health workers, social services, health services, the juvenile justice system, and community and recreational agencies.

B. Services funded through Oklahoma Systems of Care (SOC) will be closely linked with the ABC SOC Community Team, which will review and have input into budgets, policies and procedures, evaluation of services, and the selection process of project directors. Select task forces and committees will assist funded projects with efforts to integrate and coordinate services. Agencies and individuals commit to work toward sustainment of funding for any services developed.

Article IV. Membership

A. The membership of the ABC SOC Community Team shall consist of the following representing agencies, advocacy groups and family members.

1. Each agency or group identified below shall select the Voting Member and an Alternate Designee. These members, who will act as liaisons for the agencies they represent, should be in a position of authority that permits them to commit the resources of the group or agency. The membership term of these members shall be indefinite and shall be determined by the applicable agency or group.
 1. Parents/Caregivers of children with SED
 2. Department of Human Services (DHS)
 3. Native American District Court
 4. Native American Behavioral Health
 5. Office of Juvenile Affairs (OJA)
 6. Court Appointed Special Advocates (CASA)

7. Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS)
8. Public Schools
9. Representatives of school districts
10. Concerned Community Members
11. Head Start
12. Private providers of mental health services
13. County Health Department
14. Youth Services
15. Faith/Spiritual Community
16. Local Law Enforcement
17. Youth advocating for services

B. Additional member position may be added to the ABC SOC Community Team by the vote of the Community Team.

C. Efforts will be made to encourage non-attending members to increase participation or to assist the ABC SOC Community Team by nominating a representative to replace them that will be able to attend more regularly.

D. Three (3) consecutive absences or absences from more than 50% of regularly scheduled meetings in a single year without sending an alternate may constitute grounds for removal from membership. Removal shall be accomplished by vote of the ABC SOC Community Team.

E. The Chair/Co-Chair shall review vacancies on the ABC SOC Community Team and initiate procedures to fill the vacancy/ies.

Article V. Meetings (Regular, Special, Quorum)

A. At least six (6) regular meetings per year will be held. Meetings may be cancelled or rescheduled by a vote of the Community Team or by agreement of the Chair and Co-Chair.

B. Special meetings may be called at any time by either the Chair or Co-Chair. Also a special meeting will be called if one-third (1/3) of the voting Members request, in writing, a special meeting through the Chair or Co-Chair. In all cases, special meetings shall be limited to a stated purpose which is communicated in advance to all Members.

C. Meetings of the ABC SOC Community Team shall be conducted as open meetings and in conformance with the state's Open Meeting Act.

D. The Annual Meeting of the ABC SOC Community Team shall be held in May in conjunction with a regular business meeting, at which time new officers will be elected.

E. A quorum shall consist of a simple majority of the Members of the ABC SOC Community Team present. A three-fourths (3/4) majority vote of the Members present is needed to approve any business. Each Member shall have one (1) vote in all matters.

F. The use of an Alternate previously accepted by the ABC SOC Community Team is hereby permitted for those Members unable to attend any regular, special or annual meeting. Alternates are encouraged to attend meetings as often as possible. Members are expected to brief their Alternate on matters of importance in advance of a need for the Alternate's service. Alternates may vote in the absence of the Member for that position.

G. A Member to whom some private benefit (direct or indirect) may accrue as a result of any action contemplated by the ABC SOC Community Team shall immediately disclose to the Chair and/or Co-Chair that a conflict may exist and refrain from voting, except as may be requested by the Chair and/or Co-Chair.

Article VI. Officers

A. The ABC SOC Community Team shall have three (3) officers: Chair, co-Chair and Secretary. Either one of the Chair positions shall be a *"family member"* or the other shall be a (n) *"agency representative"*. The position of Secretary shall be a *"family member"* or *"agency representative"*.

B. The officers are responsible for setting the agenda for the ABC SOC Community Team meetings and appointing any work groups or task forces deemed necessary by the ABC SOC Community Team.

Article VII. Roles and Duties

A. ABC SOC Community Team members shall use diligence in accomplishing the purpose of the ABC County Systems of Care Community Team by their service on any Community Team work group, team or task force or ongoing committee.

B. Roles

- 1) Work in collaboration with the Oklahoma Federation of Families for Children's Mental Health.
- 1) Maintain the vision of the OSOC State Team to improve the lives of children and families and uphold the values and principles of System of Care, establishing them as the accepted mode in ABC County.
- 2) Assure the involvement and best interest of stakeholders, to include the State Legislature, Federal Government, Parents, Children, Providers and Agencies, Professionals and the Business Communities.
- 3) Serve as the conscience of ABC County where children's mental health issues are concerned.
- 4) Create real sustainability by involving local leaders and organizations, local, state, and federal governments, and family advocacy groups in an unyielding vision for long-term funding.
- 5) Serve as a representative body to the ODMHSAS regarding needs for SOC development in ABC County.
- 7) Provide a forum for the open exchange of information for systemic concerns.
- 8) Hold all local SOC Initiatives accountable for meeting high standards of care including standards for family involvement and cultural competence.

C. Duties

- 1) Manage, implement and develop SOC in ABC County.
- 2) Identify and facilitate the removal of barriers.
- 3) Ensure standards of practice are evidence-based.
- 4) Ensure cooperative agreement funds are expended appropriately within the community.
- 5) Ensure services are making a positive contribution to the well-being of children and their families by monitoring the clinical and functional outcomes of children.
- 6) Develop a strategic plan.
- 7) Work with ODMHSAS to use findings from the national evaluation and from any local evaluation to shape future program direction, decisions about practices and policies that work and the development of a managed care approach as appropriate.
- 8) Work with all child serving agencies and local case review teams to increase the extent to which case management and other services enhance the strengths, resilience, and well-being of the child and the child's family.
- 9) Develop and uphold formal agreements and memoranda of understanding between the collaborating child-serving agencies.

- 10) Ensure that children, youth and families have a voice and identify patterns of common issues to address statewide.
- 11) Appoint a family spokesperson to interact with media in celebrating successes.
- 12) Promote peer to peer support activities.
- 13) Provide verbal and written communication to share resources statewide.
- 14) Provide a grievance procedure (non-personnel).
- 15) Each member will strive to put the good of the whole first and to serve as a liaison to support ABC SOC philosophy within the group or agency s/he represents.

Article VIII. Standing Teams

A. The following Standing Teams will be staffed by at least one member of the ABC SOC Community Team.

1. Executive – Will develop the local structure of the Community Team in order to support the development and implementation of the ABC SOC. Consider and act on grievances pursuant to the Grievance Policy. Develop strategic plans, review budgets, and oversee the requirements of state and federal funding. Review the Bylaws every even-numbered year and report to the OSOCI State Team.
2. Sustainability – Will assist in developing plans to financially grow and sustain ABC County SOC.
3. Barrier Busting – Work in the local community to identify the barriers to high quality System of Care development, finding strategies to solve problems, and communicating successes and further needs to the community.
4. Quality Improvement and Evaluation – Manage the Evaluation and Quality Management of the ABC County Systems of Care and Wraparound implementation including the development of effective local quality improvement systems and informing the state and local audiences of the results of the local and national evaluations.
5. Staff Development – Coordinate the development of a culturally competent workforce to implement Wraparound and the System of Care values and philosophy. Coordinate state and local training and technical assistance plans.
6. Community Involvement – Engage, partner with, educate and support youth and family members, business and government leaders, civic group leaders, leaders from culturally based organizations, faith based organizations and other groups to be involved in all aspects of the Community Team.
7. Referral – Involve representatives of DHS Child Welfare, Office of Juvenile Affairs, Juvenile Bureau, Special Education and other youth services and children's mental health agencies in process of determining eligibility for services in ABC SOC.

B. Standing Team Chairs shall be appointed by the ABC SOC Community Team for a one-year term, upon a recommendation by the Community Team at the annual meeting. Team Members are not subject to a limitation of the number of terms. A member or designee of the ABC SOC Community Team shall sit on each Standing Team. However, all members of the Standing Teams do not need to be members of the ABC SOC Community Team. Local community and family members are encouraged to participate in the Standing Teams. The Executive Team may appoint other team members during the year as the need may arise.

Article IX. Bylaws Amendments

A. These bylaws may be amended or repealed by vote of the ABC SOC Community Team, provided that the proposed amendment has been submitted in writing at a previous regular ABC SOC Community Team meeting and circulated to all members of the ABC SOC Community Team prior to the meeting at which a vote is conducted.

Article X. Parliamentary Authority

A. The Chair may use Robert's Rules of Order, Newly Revised, as a general framework in cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the ABC SOC Community Team may adopt.

Article XI. Addenda

A. A set of Addenda shall accompany and complement these bylaws. Such addenda items are guidelines, policies, and other documents adopted by the ABC SOC Community Team for the operation of the Oklahoma SOC. These addenda items may be modified, added to, or deleted by the standard voting procedures of the ABC SOC Community Team without having to amend the bylaws.

Sample 12-Month SOC Budget

Expense		
Salaries	Project Director	38,000.00
	Care Coordinator	28,000.00
	Family Support Provider	24,000.00
Benefits	Project Director	9,500.00
	Care Coordinator	7,000.00
	Family Support Provider	5,000.00
Rent/Utilities/maintenance		7,000.00
Phone/Comm./Cell.		4,000.00
Supplies and equipment		6,000.00
Program Furniture		6,000.00
Travel and Transportation		5,000.00
Staff education and training		4,000.00
Miscellaneous		10,000.00
Flex funds		6,000.00
Training		6,148.80
Total Direct Costs		165,648.80
12% Indirect		19,877.86
Total Costs		185,526.66
Revenue		
SOC Contract Revenue		140,000.00
Medicaid		35,000.00
DMHSAS Fee for Service		
Reimbursement received		25,000.00
Other Revenue		1,000.00
Total Revenue		201,000.00

Budget Definitions:

SALARIES: This section includes the total amount of all salaries and wages paid from this budget. A separate attachment includes a breakdown of the salaries line item by position, FTE and amount for all positions paid from this budget.

FRINGE BENEFITS: This includes the employer's share of payroll taxes, medical insurance including dental and vision, and the employer's contribution to retirement plans.

RENT: This includes the amount paid for rent for office space for the Oklahoma System of Care Community project staff or the fair market value of the space donated for use by the host agency.

UTILITIES: This includes the amount paid for electricity, heating fuel, water and trash service. This amount may be prorated by the host agency.

MAINTENANCE & REPAIRS: This includes the amount to maintain and repair the office space, office equipment, office furniture and other related expenses.

OFFICE & EVALUATION SUPPLIES: This includes the amount for office supplies such as file folders, paper, pens, etc. It also includes the amount for evaluation tools and other related supplies.

OFFICE FURNITURE: This includes the amount for office furniture such as desks, chairs, bookshelves, tables, etc.

OFFICE EQUIPMENT: This includes the amount for equipment such as telephones, calculators, copiers, etc.

COMMUNICATIONS-CELLULAR PHONES & PAGERS: This includes the amount for cellular phones and pagers and their related upkeep.

PROFESSIONAL INSURANCE: This includes liability insurance for all necessary employees at the Oklahoma SOC Community.

VEHICLE EXPENSES: This includes the amount required for maintenance and upkeep of any vehicles owned by the Oklahoma System of Care Community.

STAFF TRAVEL: This includes mileage reimbursements to staff when on Oklahoma System of Care community business such as transporting a family member to a scheduled appointment when there is no other transportation available, using their personal owned vehicles to go to a family's home or other activity with a family, travel to required meetings, etc.

TRAINING/IN-STATE: This includes the costs associated with training provided in-state and includes hotel/motel rooms, mileage reimbursements and per diem.

TRAINING/OUT-OF-STATE: This includes the costs associated with training provided out-of-state and includes hotel/motel rooms, travel to and from the training and per diem.

COMMUNITY DEVELOPMENT/INVOLVEMENT: This includes costs associated with developing the Community Team and encouraging community involvement. These costs may include training for the Community Team and other community members, activities to raise awareness and encourage participation in the Oklahoma SOC Community. Activities to raise awareness and encourage participation could include having booths at various community events, sponsoring a block party, youth activities and family activities.

FLEX FUNDS: See the Flex Funds Guidelines, page 89.

CLIENT TRAVEL: This includes costs associated with consumer and family member travel to various meetings and trainings as approved by the Community Team.

***OTHER EXPENSES NOT INCLUDED ABOVE:** This includes other expenses not included in the above categories but must be explained in detail in the budget narrative.

INDIRECT COSTS/ADMINISTRATIVE SUPPORT/OVERHEAD: This amount is typically 12% of the total program expenses. This amount covers the administrative costs incurred by the Host Agency.

XYZ LOCAL SYSTEMS OF CARE Sample Strategic Plan

Vision

To eliminate the barriers to effective treatment and support for children who have emotional, behavioral or mental disorders.

Mission

To ensure that each child referred to our Local System of Care—and their family—receives the treatment and support they require to lead successful lives; that the fidelity of the Wraparound services delivered is of the highest order; that the values of SOC are always honored; and that the required services will be sustained into the future.

Values

- 1) Our services will be child centered, family focused and needs driven.
- 2) Our services will be Community-based.
- 3) Our services will be culturally competent for the community and the persons served.

Major Goals for the Next 18 Months

A. Broaden the representation and visibility of the Community Team

WHAT	HOW	WHEN	WHO
Recruit representatives from local foundations, United Way, Wal-Mart, etc.	Personal visits, letters, recruiting luncheons.	July, August, Sept., 2005	Recruitment Committee, appointed by C.T. Chair
Ensure that at least six family members are core members of the CT.	Get referrals from local CMHC, OFF, OJA, Family Support Providers, etc., and recruit promising family members.	Add one family per month for July-December, 2005.	Recruitment Committee, assisted by Family Support Provider.
Develop series of articles & stories for local newspaper about SOC.	Reformat evaluation data into user friendly and easily understood information for presentation to local reporters. Develop success stories from effected families. Identify local newspaper reporter as contact.	Begin collecting data now. Have the first article/story ready by January 2006 and set a goal of one positive article/story per month.	P.R. Committee appointed by the CT Chair; families with success stories, Project Director
Develop a strong Family Voice within local System of Care	Work with OFF to begin developing a Family Support Group that can provide input, success stories, work with families after children graduate from Wraparound Services.	Identify potential support group members in July & August, 2005; plan first meeting for September; one meeting each month thereafter.	CT Chair; Project Director, Family Support Providers, OFF, State Family Advocate.

B. Move Community Team From Collaboration to Integration.

WHAT	HOW	WHEN	WHO
<p>Identify the CT agency personnel who most exemplify the desired attitudes and recognize them.</p>	<p>Agency heads agree upon selection criteria and that criterion is announced to the field. Each CT meeting includes a recognition ceremony with appropriate notice to supervisors.</p>	<p>In place by February, 2006</p>	<p>Community Team with input from State SOC staff.</p>
<p>Identify opportunities for cross training of agency staff.</p>	<p>Agencies look for opportunities to break barriers by cross embedding or swapping staff for brief periods of time, perhaps as part of an orientation or training program for new staff. Also, cross training or joint training shall occur.</p>	<p>In place by February, 2006</p>	<p>Integration Committee, appointed by the CT Chair.</p>
<p>Hold refresher courses in values and techniques of integration.</p>	<p>Mandatory training for all involved staff.</p>	<p>In place by January, 2006.</p>	<p>Community Team, State SOC staff and State Training Coordinator.</p>

C. Develop a Sustainability Plan to Ensure Continuation of SOC into the Future.

WHAT	HOW	WHEN	WHO
<p>Appoint a Sustainability Subcommittee to work on the plan and report back to the CT.</p>	<p>Needs to be volunteers with commitment. Chair should have wide latitude in recruitment.</p>	<p>Committee should be operational by March 2006. TA will be sought from OFF and ODMHSAS SOC staff.</p>	<p>CT Chair, who will make this a top priority.</p>
<p>Work with the State Team to ensure that actions are compatible with overall state plans.</p>	<p>Sustainability Committee Chair will report through CT Chair to State Team.</p>	<p>Monthly, beginning April 2006.</p>	<p>CT Chair, Sustainability Committee Chair, ODMHSAS SOC staff and OFF TA specialist.</p>
<p>Develop the framework for a private/public partnership for future funding and collaboration.</p>	<p>Create opportunities to identify and meet with major funding sources and opinion influencers to discuss the benefits of continuation of SOC.</p>	<p>The first special media event, such as open house, set for late May or early June 2006. Other events to follow on a regular basis.</p>	<p>Sustainability Committee, PR Committee, CT</p>
<p>Identify opportunities for resource development at the community level, such as local foundations, large populations of federal or state employees (who can donate funds through their own pay roll campaigns), United Way, wealthy families attuned to children's issues, etc.</p>	<p>Brainstorming</p>	<p>July, 2006</p>	<p>CT, PR Committee and Sustainability Committee with assistance from ODMHSAS SOC staff and OFF.</p>

