

**OHIO CHILD WELFARE TRAINING PROGRAM
STATEWIDE STEERING COMMITTEE BY-LAWS**

ARTICLE I: BY-LAWS

This document shall be known as the By-Laws of the Ohio Child Welfare Training Program Statewide Steering Committee (Statewide OCWTP Steering Committee).

ARTICLE II: PURPOSE

Pursuant to Sub. House Bill 448 (Child Protection Accountability Bill), of the Ohio General Assembly, the purpose of the Ohio Child Welfare Training Program (OCWTP) is to provide competency-based training required by law for Public Children Service Agency (PCSA) caseworkers and supervisors, and other populations as required to meet state and county child welfare goals and outcomes. The purpose of the OCWTP Statewide Steering Committee is program oversight and evaluation, strategic program planning, and governance of developmental activities and operations for the OCWTP.

ARTICLE III: MISSION STATEMENT

The Ohio Child Welfare Training Program mission is to promote the delivery of high quality, culturally responsive, family-centered services to children who have experienced, or are at risk of abuse, neglect, or dependency, and their families. We provide competency-based training primarily to the public agency professionals, caregivers, and adoptive parents who serve them. We collaborate with other service providers to promote the delivery of competency-based training. We advocate for public policy and practice standards that reflect best child welfare practice.

The mission of the OCWTP Statewide Steering Committee is to provide the program oversight and evaluation, strategic and program planning, and governance of developmental activities and operations necessary for the OCWTP to achieve its mission.

ARTICLE IV: MEMBERSHIP

Section 1: Members, Appointed

The OCWTP Statewide Steering Committee shall consist of up to 17 members appointed by the Director of the Ohio Department of Job and Family Services (ODJFS). The members shall include: 1) employees of ODJFS; 2) representatives of the eight OCWTP Regional Training Centers; 3) a representative of an organization that represents the interests of PCSAs; 4) a representative of the contracted State Training Coordinator; 5) two additional employees of PCSAs and 6) 2 caregivers (effective March 10 2010).

Section 2: Members, Advisory

Advisory members may be appointed to the OCWTP Statewide Steering Committee. Advisory members shall be selected by a 3/4 vote of OCWTP Statewide Steering Committee members. Advisory members will have voice but no vote. Advisory members will serve for a biennium or at the pleasure of the Steering Committee.

Section 3: Officers

Co-chairs of the OCWTP Statewide Steering Committee shall be: 1) the OCWTP Statewide Steering Committee member who is the representative of the organization that represents the interests of PCSAs, and 2) a Steering Committee member who is the employee of ODJFS with contract management responsibility for the OCWTP. The Co-chairs shall appoint another voting member to serve as Vice-Chair.

The Co-chairs shall preside at all meetings of the OCWTP Statewide Steering Committee. They will have and exercise general charge and supervision of the affairs of the OCWTP Statewide Steering Committee. At the request of the Co-chairs, or in the absence of the Co-chairs, the Vice chair shall perform the duties and possess and exercise the power of the Chair.

Section 4: OCWTP Statewide Steering Committee Staffing

Staff of the contracted State Training Coordinator will be responsible for secretary duties. State Training Coordinator staff shall have charge of such books, documents, and papers as customary for the office. State Training Coordinator staff will attend and maintain minutes for all OCWTP Statewide Steering Committee meetings, and will have voice to describe and discuss developmental and administrative issues.

Section 5: Committees

The OCWTP Statewide Steering Committee may appoint ad hoc and standing subcommittees by majority vote for purposes it determines to be necessary. Subcommittees shall be discontinued at the pleasure of the OCWTP Statewide Steering Committee. Subcommittee chairs shall be appointed by the OCWTP Statewide Steering Committee, or their selection may be delegated to subcommittee members. Subcommittees may include as members persons who are not members of the OCWTP Statewide Steering Committee, but who have content knowledge and expertise that can further the achievement of the subcommittee goals.

Section 6: Terms

All OCWTP Statewide Steering Committee members are appointed by the Director of ODJFS in accordance with ORC Section 5153.67. Steering Committee membership is based upon employment position as identified in ORC Section 5153.67. Accordingly, term of membership is continuous and indefinite, and dependent upon maintenance of employment in qualifying jobs and positions. The Director of ODJFS may terminate OCWTP Statewide Steering Committee membership for due cause.

ARTICLE V: MEETINGS OF THE OCWTP STATEWIDE STEERING COMMITTEE

Section 1: Quorum

Fifty percent plus one of the appointed members of the OCWTP Statewide Steering Committee shall constitute a quorum.

Section 2: Regular Meetings

The OCWTP Statewide Steering Committee shall schedule a meeting at least once a month. Co-chairs may cancel or postpone monthly meetings if necessary, but no fewer than ten (10) meetings will be held each calendar year.

Section 3: Special Meetings

Although special meetings are discouraged due to travel distances of many members, special meetings may be held at any time upon the call of the Co-chairs. A minimum of four days notice must be given for special meetings.

Section 4: Minutes, Reports, Agendas, Notices, Roster

The minutes of all OCWTP Statewide Steering Committee meetings shall be kept by staff of the State Training Coordinator. With respect to each meeting, there shall be shown the date, the names of the members present, a summary of the things said and done, and a record of each vote taken. Adoption of any policies, rules, and resolutions shall be recorded in the minutes in bold.

Staff of the State Training Coordinator shall be responsible for publishing and distributing minutes of all OCWTP Statewide Steering Committee meetings to Steering Committee members. State Training Coordinator staff shall also be responsible for publishing and updating a roster of members, issuing notices and agendas for all meetings, scheduling and making arrangements for regular and special meetings, preparing or editing Steering Committee reports, and providing other necessary administrative services for the OCWTP Statewide Steering Committee.

Subcommittee minutes shall be kept by subcommittee members. Subcommittee minutes shall be provided to the State Training Coordinator for archiving, but not distributed to OCWTP Statewide Steering Committee members as a matter of course. Minutes of any subcommittee shall be available to any member of the OCWTP Statewide Steering Committee upon request. Minutes shall be posted electronically for all OCWTP Statewide Steering Committee members to access.

Subcommittee reports shall be presented to the OCWTP Statewide Steering Committee members during regular meetings. Copies of subcommittee reports and resources shall be posted electronically

Section 5: Voting and Voice

a) Voice

The Co-chairs and/or by majority vote of the OCWTP Statewide Steering Committee shall have the authority to recognize non-Steering Committee attendees for discussion of any issue before the OCWTP Statewide Steering Committee.

b) Voting

Voting shall be by OCWTP Statewide Steering Committee members or appropriate designees. Majority vote rules. A majority vote shall be 50 percent plus one vote of any appropriately constituted quorum of OCWTP Statewide Steering Committee members.

c) Absentee Voting

There shall be no absentee votes. All votes shall be taken during OCWTP Statewide Steering Committee meetings.

d) Designated Representatives

OCWTP Statewide Steering Committee members may designate another staff member from their employing organization to attend in their absence and represent them at an OCWTP Statewide Steering Committee meeting. Designated representatives shall have both voice and vote at OCWTP Statewide Steering Committee meetings.

ARTICLE VI: GOVERNING RULES

OCWTP Statewide Steering Committee meetings shall be guided by "Roberts Rules of Order", newly revised, unless otherwise indicated in the body of this document.

ARTICLE VII: ROLES AND RESPONSIBILITIES OF MEMBERS.

The Role and Responsibility of the OCWTP Statewide Steering Committee is to plan the OCWTP's activities, facilitate the coordination of the delivery of OCWTP services, govern the operations of the OCWTP, and monitor and evaluate OCWTP activities to assure it achieves its legislated purpose of ensuring that the OCWTP is a competency-based training system that satisfies the training requirements for public children services agency caseworkers and supervisors, and other populations as required to meet state and county child welfare goals and outcomes.

Specifically, OCWTP Statewide Steering Committee members will:

- Participate in dialogue, negotiation, and collaborative decision making and attempt to reach consensus to assure that all OCWTP Statewide Steering Committee actions and decisions promote achievement of the mission, goals, and objectives of the OCWTP.
- Accurately represent and advocate for the needs and interests of the constituent groups they represent;
- Provide relevant, accurate, and timely information to assure that Steering Committee decisions address the needs and best interests of constituents;
- Review information about fiscal resources available from ODJFS to the OCWTP, and recommend funding strategies and additional resources;
- Make recommendations to:
 - 1) promote the development of needed training resources;
 - 2) modify or revise existing programs or resources;
 - 3) change staffing patterns, or management and administration of the OCWTP; and,
 - 4) provide sufficient fiscal resources to assure continuous high quality programming that: a) is competency-based, evidence-based or evidence suggested b) satisfies the training requirements of the public children service agency caseworkers and supervisors, and other populations as required to meet state and county child

welfare goals and outcomes; and, c) adequately addresses high priority training needs.

- Collaborate with ODJFS to assure the integration and coordination of OCWTP training activities with other ODJFS initiatives and outcomes;
- Participate as members and/or chairpersons of subcommittees and work teams;
- Develop, record, and maintain a compendium of operational policies and procedures to guide the operations of the OCWTP.
- Promote and facilitate ongoing research and evaluation of the OCWTP to assure its continuing relevance and quality.

ARTICLE VIII: AMENDING OF BY-LAWS

Any article or section of these By-Laws may be amended or revoked by a three-fourths majority vote of a quorum of members present at any regular meeting of the OCWTP Statewide Steering Committee, unless prohibited by law. All OCWTP Statewide Steering Committee members must be notified, in writing, at least 30 days prior to any meeting during which the by-laws will be discussed or amended.