

# **JEFFERSON COUNTY INTERAGENCY OVERSIGHT GROUP (IOG)**

## **BYLAWS**

### **I. NAME**

The name of this organization shall be called the Jefferson County Interagency Oversight Group (IOG).

### **II. MISSION**

The mission of the IOG is:

To promote the welfare of children and families through the development of sustainable partnerships that provide integrated, quality services that are individualized, strength-based, family centered and culturally sensitive.

### **III. PURPOSE**

- A. To establish a collaborative approach to the delivery of services which will increase the quality, appropriateness and effectiveness of services and achieve better outcomes.
- B. To address risk-sharing, resource-pooling, performance expectations, outcome monitoring and staff training.
- C. To allow the organizations providing treatment and services to provide appropriate services to children and families within existing consolidated resources.
- D. To facilitate and promote the integration of the individualized service and support teams which coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services.
- E. To reduce duplication and eliminate fragmentation of services provided to children and families.
- F. To develop cost sharing protocols among service providers.
- G. To oversee the spending of incentive and pooled funds.
- H. To assess and make recommendations regarding the technology needs involved in collaborative management.
- I. To review, on an ongoing basis, the effectiveness of programs and to make recommendations consistent with the mission.
- J. To comply with Colorado's HB 1451 regarding the Collaborative Management of Multi-Agency Services Provided to Children and Families.

#### **IV. MEMBERS**

- A. Voting members of the IOG shall consist of representatives from the following organizations as nominated by those organizations and appointed by the IOG.
  - 1. Jefferson County Department of Human Services
  - 2. The First Judicial District, including Probation
  - 3. Jefferson County Department of Health and Environment
  - 4. Jefferson County School District
  - 5. Jefferson Center for Mental Health
  - 6. Foothills Behavioral Health, LLC
  - 7. Division of Youth Corrections/SB 94
  - 8. Developmental Disabilities Resource Center
  - 9. Jefferson County Chapter of the Federation of Families for Children's Mental Health, Colorado Chapter in partnership with the Jefferson County Family Support Network.
- B. Voting members of the IOG shall be replaced if the member resigns from the board. Any member may resign at any time by giving written notice to one of the chairpersons or to the secretary of the IOG. Such resignation shall take effect at the time accepted or specified therein, whichever is first to occur. Members must find and nominate an appropriate individual from within their current organization to serve as a replacement if they must discontinue service.
- C. At the discretion of the IOG, voting members missing three consecutive regular monthly meetings or four meetings within the calendar year may be replaced.
- D. Each organization may designate an alternate, who shall have the authority to vote in all matters upon the absence of that organization's regular member. Alternate members may hold office. Members will communicate with their alternates in order for the alternate to actively participate on the IOG.
- E. Other voting and non-voting members may be included in the IOG by consensus.
- F. Responsibilities of Members will include:
  - 1. Attend and actively participate in regularly scheduled meetings;
  - 2. Represent an organization while simultaneously viewing services to families and children on a systems-level;
  - 3. Approve the contribution of time, resources, and/or funding to solve problems;
  - 4. Serve at least a 1 year term of office as an IOG member;
  - 5. Find and nominate an appropriate individual from within their current organization to serve as a replacement if they must discontinue service.
  - 6. Assume personal responsibility to read reports, make recommendations and manage conflict;
  - 7. Comply with the Memorandum of Understanding Pursuant to House Bill 04-1451 and other documents and agreements pertaining to House Bill 1451;

8. Commit to problem solving and decision making through consensus, realizing that voting is only resorted to when an intractable impasse is reached.
9. Attend State Collaborative Management Meetings whenever possible with someone from the Jefferson County Department of Human Services who will be a standing member of this group.

## **V. OFFICERS**

- A. The IOG shall elect by majority vote from among their members Co-Chairs, a Treasurer and a Secretary at the *July 2006* meeting and each September following the first year. The Co-Chairs may not be from the same organization. An individual may not hold more than one office at a time. Officers shall assume office upon election and serve for one year or until their successors are elected. Officers may be re-elected to serve an unlimited number of additional terms. At least one elected officer will attend the State Collaborative Management Meetings with a Jefferson County Department of Human Services member of the IOG.
- B. Duties of each of the officers are:
  1. Chairs: The Chairs shall preside over all meetings of the IOG and shall be the official spokesperson for the IOG. The Chairs will call the results of consensus decision making and any votes which may occur. The Chairs will keep members informed of matters pertinent to the IOG and will set the agenda for all meetings. The Chairs will represent the interests of the IOG regarding authorization of funds and will act as the liaison between the IOG and the Department of Human Services' budget office.
  2. Treasurer: The Treasurer will prepare a budget, present it to the IOG for approval and keep track of all monies spent. The Treasurer will get the appropriate signatures for expenses being paid and will make quarterly reports to the IOG regarding the financial status of the collaborative.
  3. Secretary: The Secretary will take minutes of the meetings including the names of all members present at the meeting, distribute such at least four business days preceding the regularly scheduled meeting, make any corrections to the minutes as directed by the IOG and will be the person through which all correspondence is funneled. The Secretary will assist the other Officers as requested.
- C. Removal and Resignation
  1. Any officer may be removed by a majority vote of the IOG.
  2. Any officer may resign by giving written notice to the IOG.
  3. A vacancy in any office shall be filled by the IOG for the unexpired portion of the term.

## **VI. MEETINGS**

- A. Regular meetings shall be held monthly at a date, time and location to be announced. The Chairs may call special meetings at any time.

- B. IOG members are expected to attend all meetings.
- C. There must be a quorum for a meeting to be held. A quorum for any meeting shall be two-thirds of the total organization membership (9) of the voting members or alternates. No official business can be conducted without a quorum.
- D. Any action by those present, provided there is a quorum, constitutes an action of the board. In the event a quorum is not present at any meeting, the members may adjourn and reschedule the meeting at a later date.
- E. Decisions will be made by consensus. Consensus means that all voting members can live with and support a decision. Voting is only resorted to when an intractable impasse is reached.
- F. Voting may take place electronically as long as all organizations either vote or respond that they are abstaining. If all members do not respond in one of those two ways then the vote will go back to an official meeting of the IOG.
- G. When there are multiple representatives of an organization on the IOG, those members need to agree on the one vote for that organization. If they can not agree, they will abstain.
- H. In the absence of a rule governing a point of procedure, the rule of procedure set forth in the most recent edition of “Roberts Rules of Order” shall govern.
- I. All meetings are open to the public to observe.
- J. Executive sessions may be called by a majority vote of the membership present at any meeting for the purpose of discussing privileged information.
- K. All records of meetings shall be recorded and open to the public at all reasonable times. Exceptions are permitted where a specific determination is made by the IOG that there is a legitimate public purpose achieved by withholding a document concerning legal, personnel, or proprietary information, as set forth in the Colorado Open Meetings Law and Colorado Open Records Act.

**VII. FISCAL**

- A. The IOG will develop a budget based on incentive and pooled funding.
- B. The IOG will be responsible for the development of recommendations of policies and procedures that will delineate how funding decisions will be determined including the criteria for contracts and how these entities will be monitored and held accountable for funding received. In the event that the IOG disbands, the IOG will meet to discuss how to disburse any unappropriated funds.
- C. The Jefferson County IOG, as specified below has final decision making authority on all fiscal matters concerning C.R.S. § 24-1.9-102 (H.B. 1451).
- D. The IOG shall not recommend any program or policy that would require an agency to overspend their budget.

**VIII. SUB-COMMITTEES**

Sub-committees may be appointed by the IOG from time to time to work on special projects and report their findings at regular meetings. Upon completion of the assigned task, the board shall dissolve such committees.

**IX. CONFLICT OF INTERESTS**

- A. A conflict of interest occurs when any IOG's member or organization's private, personal relationships, or interests diverge so that an independent observer may reasonably question whether the person's actions or decisions are determined by personal benefit, gain, or advantage.
- B. IOG members shall not use their membership for private gain, and shall act impartially and not give preferential treatment to any private organization or individual.
- C. An IOG member who has a personal or private interest in a matter proposed or pending shall disclose such interest to the IOG, shall not vote on the item, and shall not attempt to influence the decisions of the other members voting on the matter.
- D. If a member's organization is requesting funds, such member will abstain from voting.

**X. AMENDMENTS**

These bylaws may be approved or amended in whole or in part by a 2/3 vote of the Jefferson County IOG voting members during a regularly scheduled meeting provided any proposed changes to the bylaws are distributed in written form to all members at least ten days prior to the meeting at which action is to be taken on the proposed changes.

**XI. VERIFICATION**

The undersigned IOG members verify that the foregoing document is a true and accurate copy of the bylaws of the IOG which were approved at a meeting of the IOG held on the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

THE JEFFERSON COUNTY INTERAGENCY OVERSIGHT GROUP.

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Treasurer

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Voting Member

By: \_\_\_\_\_  
Voting Member

By: \_\_\_\_\_  
Voting Member

By: \_\_\_\_\_  
Voting Member

By: \_\_\_\_\_  
Voting Member