

**EXHIBIT 1
TO THE
SANTA CLARA COUNTY
CHILD ABUSE COUNCIL
BY LAWS**

POLICIES

AND

PROCEDURES

June, 2006

**CHILD ABUSE COUNCIL OF SANTA CLARA COUNTY PROCEDURES AND
OPERATIONS MANUAL**

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PROCEDURES AND OPERATIONS MANUAL
SECTION I. MEMBERSHIP

A. PROCEDURE FOR FILLING VACANCIES FOR VOTING MEMBERS:

1. Vacancies on the Council can occur through resignation of a member, term expiration, or termination of membership by the Council. Grounds for termination by the Council may include failure to attend four (4) council meetings in one fiscal year or inactivity on a Committee.

2. Procedure for filling vacancies:

a) A vacancy is declared by the Membership Chairperson at July Council meeting, upon the receipt of a letter of resignation, or upon termination of membership. The opening is posted through appropriate channels as prescribed by the Board of Supervisors and applications are accepted for a minimum of 35 days.

b) The Child Abuse Council has requested that the Board of Supervisors refer all interested applicants to the Membership Committee.

c) The Membership Committee reviews the applications and makes its selections based on the requirements as outlined in the Bylaws.

d) At the first Child Abuse Council business meeting following its selection of applicants, the Membership Committee presents its recommendation to the Child Abuse Council for approval. These names are then submitted as recommendations to the Board of Supervisors who will make the appointments.

e) New Council members will be sworn in at the first business meeting following appointment by the Board of Supervisors.

3. Procedure for Resignation

a. Resignations from the Council shall be submitted in writing to the Membership Chair and filed with the Clerk of the Board with a courtesy copy to the appointing Supervisor.

b. Resignations from Committees shall be submitted in writing to the Chairperson of the Committee.

4. The process for termination of membership by the Council is as follows:

a. Attendance records are reviewed regularly by the Membership Committee.

b. A letter of concern is sent to the member after three (3) absences in a one year period by the Membership Committee, with a copy sent to the Executive Committee.

c. After four (4) absences in a one year period, a recommendation for termination is made by the Membership Committee to the Executive Committee. Upon an affirmative vote by the Executive Committee, a transmittal is forwarded to the Board of Supervisors recommending termination.

B. PROCEDURE FOR SELECTING COMMUNITY ADVISORY MEMBERS

1. Procedure for selection of community advisory members:
 - a) Community advisory membership applications may be received by the Council at any time.
 - b) An individual wishing to apply must submit an application to the Membership Committee. The individual must first be approved by the Membership Committee and then submitted to the Council for approval and appointment. They do not need to be approved by the Board of Supervisors.
2. All Council members are expected to recruit new members.
3. A termination in the community advisory membership may be recommended by the Membership Committee and declared by the Executive Committee when a community advisory member has four (4) total absences in a one-year period, or when a community advisory member fails to meet the responsibilities of membership, as specified in the Council's Policies and Procedures, for a three month period, unless the Executive Committee makes a finding that such absences and failures can be based on extenuating and short-termed circumstances.

C. ROLES AND RESPONSIBILITIES OF COMMUNITY ADVISORY MEMBERS

1. Community advisory members are expected to be actively involved with furthering the mission, goals, and objectives of the Council.
2. Community advisory members are required to attend Council meetings.
3. Members shall serve and be active on at least one committee or task force. Those who miss more than four committee meetings in one year may be dropped from the committee and the Council.
4. Resignations from committees shall be submitted in writing to the committee chairperson.
5. Resignation from the Council shall be submitted in writing to the Membership Chairperson.
6. Community advisory members may serve as *Chairperson* of a committee.

D. PROCEDURE FOR SELECTING EMERITUS MEMBERS

Membership status may be granted by vote of the Council upon the recommendation of the Membership Committee. Requests should be directed to the Membership Committee prior to resignation or within 90 days after resignation. Any former Council members who would have been eligible for this status had it existed at the time of his or her resignation may apply at this time for special consideration.

SECTION II. CONDUCTING COUNCIL BUSINESS

A. MEETINGS

1. The Council will meet at 7:30 a.m. on the second Friday of each month unless otherwise noticed. The agenda will be distributed to all members and is available on the Council website.
2. There will be nine regularly scheduled business meetings and one Retreat per year. The minutes for these meetings will be taken by the Clerk of the Board and will serve as a formal record of Council activities. The agenda for all meetings will be set by the Chair of the Council in consultation with the Executive Committee.
3. Special meetings require *coordination* of the Clerk of the Board of Supervisors to authorize the attendance of a deputy clerk.

B. COMMITTEES

1. Committee meetings must follow the same procedures as Child Abuse Council meetings. Agendas must be noticed and agendas distributed in advance to the Committee members, adhered to during the meeting, and a quorum must be present to conduct business.
2. Committee minutes shall be submitted to the Clerk of the Board to serve as an official record and be sent to all committee members. (Note exceptions to this for Allocations Committee in Section IV, 2 "Allocations Committee").

C. DECISION MAKING

1. The voting members of the Council make overall decisions concerning the goals and directions of the Council with input from community advisors and emeritus members. Priority areas for each year are established at the annual retreat. These focus areas are formally adopted at the following business meeting.
2. Committee activities are governed by the goals set by the Council and the overall mission of the Council. Goals set by the Council that do not fit under any of the standing committees may require the formation of a task force, focus-limited by definition, to carry out a specific objective or project.
3. Each committee handles the decisions relevant to its activities and expenses. Each shall report to the Council regularly on its progress towards its goals. Committee may make recommendations to the Council concerning actions or positions relevant to its particular purposes. A written report of expenses shall be submitted to the Council at the end of the year.

SECTION III. FINANCIAL PROCEDURES

A. SOURCES OF FUNDS

1. AB1733/2779 (Child Abuse Prevention, Intervention and Treatment)
These funds, known as CAPIT, are allocated by California law to each county for the prevention and treatment of child abuse. Non-profit agencies are eligible to receive these funds. Priorities for services are established in AB2779.
2. AB 2994 (Children's Trust Fund)
These funds, known as Children's Trust Fund (CTF), are generated by a surcharge on the sale of birth certificates in Santa Clara County. These funds may be allocated to private, non-profit agencies only.
3. Council Operating funds.

The Child Abuse Council receives its operating funds from two sources:

a) Children's Trust Fund

Ten percent (10%) of the CTF money is allocated by the Board of Supervisors to the Council to be used for coordination purposes. This money is known as the "Set Aside Account".

- b) State Funds – CAPIT funds are allocated to fund activities intended to strengthen the Council in accordance with the three (3) year county plan for child abuse prevention programs. These funds may not accrue from year to year.

c) Self-Generated Funds

The Council may generate funds *for* its activities, such as the annual symposium or other training events. These discretionary funds are placed in the "246 Account" and may be used to defray Council and Committee expenses. Any unspent money in the 246 Account can be "rolled over" at the end of the fiscal year.

B. ALLOCATION OF FUNDS:

1. CAPIT State Funds AB 1733 and AB2779 and County Children's Trust Fund AB 2994 are allocated to non-profit agencies in the county for programs related to prevention of child abuse.
2. Allocation of Operating Funds is established by the Council's three (3) year plan and annual budgetary process. See section D for budget process.

C. DISBURSEMENT OF FUNDS

Disbursement of all Council monies is made in accordance with the Social Services Agency fiscal policies and procedures.

D. BUDGET PROCESS for Operating Funds

1. Child Abuse Council Budget

- a) The Treasurer calls for detailed budgets to be submitted by Committees-on or before the May CAC Meeting. (See Committee Budget Process). The annual detailed budget must reflect the Committee work plan as approved by the Executive Committee. The Committee budgets and work plans will be submitted to the full Council for approval at the June meeting.
- b) The Executive Committee reviews the budget requests and recommends to the Council the budget for the coming fiscal year. This recommended budget should be distributed to all members at least 7 days in advance of the June CAC Meeting, and adopted as amended at that meeting.

2. Undisbursed Funds

- a) The Executive Committee will review committee budgets after six months and recommend the reallocation of any unused funds in the original budget with a final approval by vote of the Council.

3. Committee and Task Force Budget Process

- a) Timeline:
 - 1) March: Committees will discuss their work plan and budget requests during the Retreat.
 - 2) April: All Committees will discuss, develop and finalize their work plan and budget for the following year.
 - 3) May: At the May Executive Meeting, each Committee presents their budget and work plan for the Executive Committee's review.
 - 4) June: At the June Council Meeting, the Executive Committee recommends the Committee's work plans and budgets to the Council. The Council votes to approve the budget and work plan.
- b) The costs of the activities are estimated. If any activities are projected to bring-in revenue, that should be stated.
- a) A Committee or task force may decide to contract with a professional to coordinate an activity or produce a product or event. All contracts are made using Santa Clara County Service agreements, (see section E, p. 11 for details).
- b) *Budget Development Process:* A detailed budget will be submitted to the Executive Committee prior to the end of the fiscal year. This will include any activities, such as training, which the Committee/task force may wish to sponsor. Each activity has a line item in the budget. Once the Committee or task force has a budget approved it may spend the money as needed without further approval by the Council. Council approval will be necessary if the Committee or task force requires more funds than were budgeted to it.
- c) On a quarterly basis, the Chair or a Committee representative shall report the

status of their budget and work plan to the Executive Committee. It is the responsibility of the Committee or task force to monitor its own expenditures. The Committee chairperson may either keep that record, or may delegate it to a Committee member.

- f) All activities and expenditures by a Committee will be approved by a majority vote of the members and will be reported in the Committee minutes. For instance, if a Committee decides to print flyers, that will be reflected in the minutes of the meeting. This ensures that funds are used only for Committee approved activities.
- g) If a Committee has questions about financial procedures or its own funds, the Committee will consult the Treasurer.
- h) If a Committee does not use its entire budget, unexpended funds revert to the Council at fiscal year-end.

E. PROCEDURES FOR USING COUNCIL FUNDS

1. ***Committee recommendations.***

A committee may recommend the use of funds for a specific purpose but the Council votes on and records in their minutes the approval of the use of funds. Procedures to purchase services, materials or supplies are determined by the amount of each purchase.

2. ***Reimbursement to Council member for purchases not exceeding \$200***

It is SSA policy that all purchases will be invoiced directly by a vendor, with the exception of a purchase or combination of purchases equal to or less than \$200. In this case, a member can pay for the item and request reimbursement, following procedures described below. Council members will not pay for any purchase or combination of purchases exceeding \$200.

- a. The member will submit an invoice (**in a form approved by the Council**) with original receipt(s) and packing slip(s), if applicable, to **Committee Chair** for review and approval. [The packing slip shows that materials/supplies have been received.] **The Committee Chair will forward the signed invoice to the Administrative Assistant (AA).** The AA will: 1) complete the Request for Payment/Reimbursement to be attached to the invoice plus support documents, and 2) forward the Request for Payment and invoice to the **Treasurer** for review and approval. The Request for Payment is not an invoice and therefore cannot substitute as such. An invoice should include reasons and amount for reimbursement, name and address of the member requesting reimbursement. For members who are also county employees, home address is required.
- b. **The Treasurer will forward the Request for Payment to the Contracts Administrator (CA) for approval and processing.**

- c. **Exception:** If a purchase exceeds \$200 and the vendor requires payment at the time of purchase, the requestor (Council member) has two choices: pay for purchase and obtain reimbursement or obtain a check from SSA for payment. Either choice will require prior approval. A price quote from the vendor, with the Committee Chair's and CA approval must be obtained prior to purchase.
- 1 Option 1: Council member to pay for purchase and request reimbursement
Approval should include the Chair's signature, the notation "approved" and current date on the quote. The Committee Chair will fax the approved quote and the Chair's memo including the requestor's name, address and reasons why the requestor needs to pay at time of purchase (example: rush order and purchase cannot wait) to the CA for development of a Direct Pay. Allow a week for approval of the Direct Pay. Purchase can be made after the Direct Pay has been approved.
 - 2 Option 2: Council member requests advance payment from SSA to pay for purchase
Committee Chair will fax the approved quote, the Chair's request for advance payment with the Treasurer's signature to the CA. The request for advance payment must include reasons for advance payment (example: vendor requests payment at time of purchase), the vendor's name and address, and a W-9 completed by the vendor. The check will not be issued without the completed W-9. Allow two weeks for the check to be processed. The CA will inform the requestor when the check is ready for pick up. The requestor must submit the original receipt to the CA as part of audit requirements.

1. **Purchases not exceeding \$2,500 per vendor**

- a. Quote and W-9 (Request for taxpayer identification and certification)
Before a purchase is made, a quote from a vendor must be obtained and **approved by Committee Chair. Approval should include the Chair's signature, the notation "approved" and current date on the quote. The approved quote** will be faxed to the Contracts Administrator (CA) for the development of a Direct Pay. The Direct Pay is a request to purchase services, supplies or materials up to \$2,500. A completed W-9 is required for a new vendor when a purchase exceeds \$200. SSA will not process payment request without a W-9.
- b. Development of a direct pay
The CA will develop a direct pay and submit it for SSA approval. Approval takes a week.
- c. Receipt of service, supplies, or materials
Invoice must be submitted after service has been delivered. The packing slip must be retained, if orders were mailed either through UPS or post office.

- d. Submittal of an invoice by vendor
- The vendor will submit the original invoice to Committee Chair for review and approval. Faxed copy will not be accepted. Committee Chair will forward the signed invoice to the AA.
 - The AA will complete the Request for Payment/Reimbursement for the invoice. [One Request maybe submitted for multi-invoices of the same committee since each committee has its own Request form.] The Request for Payment/Reimbursement attached to the invoice, original receipt or packing slip will be **forwarded to the Treasurer for review and approval. The Treasurer will forward the approved Request to the CA for approval and processing.**

4. It takes at least three weeks for a check to be processed.

5. ***Purchases exceeding \$2,500 per vendor***
Professional Services Agreement

a. **Purpose**

Professional Services agreements may be used to contract for the services of professionals to carry out the work of the Council or its committees. A service agreement is a contract to perform specified activities in return for pay. The terms of the agreement are worked out between the committee, usually the Committee Chairperson, and the Contracts Administrator. A service agreement is not valid unless it has been approved by appropriate County departments. Services cannot begin before the start date. See attached flow chart.

b. **Development of a Request for Qualifications (RFQ)**

The Request for Qualifications (RFQ) is used to solicit the services of a consultant who must possess specific qualifications and experiences required to perform the service. The AA will assist the Chair in the development an RFQ and post it on the Council website. The RFQ should include the following provisions:

- 1 Deadline: 2-3 weeks from the posting date;
- 2 Term of the contract: time frame of proposed services or event;
- 3 Qualifications and experiences required;
- 4 References
- 5 Scope of services: description of proposed event or services including location and number of participants, if known – require applicants to submit a work plan;
- 6 Reporting responsibilities: committee responsible for overseeing and evaluating the contractor;
- 7 Payment terms – require applicants to submit a budget;
- 8 Compliance with county contracting principles;

- 9 Compliance with county Insurance requirements: General Liability coverage is required for any contract exceeding \$10,000; Worker's Compensation is required if a contractor has employees working under the contract.

c. Selection of Consultants

- The Committee or assigned reviewers review the Statement of Qualifications/Experiences and work plan;
- Check references. The committee may also ask other Council members for any pertinent information about the applicants;
- Selection of consultants are completed through votes and recorded in minutes;
- Document email reasons for accepting/rejecting a proposal, names and addresses/phone numbers of all those who applied to the Contracts Administrator;
- All applicants who submitted proposals shall be notified of the results.

d. Development of a Professional Services Agreement

The committee refers the consultant to the contracts administrator (CA) for developing the professional services agreement. The committee will need to provide the CA with the following information in detail:

- 1 Scope of services and expected outcomes
- 2 Terms of the contract (specific dates for events) and payment amount (reimbursements for traveling and hotel will be specific if consultants are out of town, reimbursements for meals and mileage follow county regulations).
- 3 Deliverables, milestones, time line for performance
- 4 Performance standard: how will consultant be monitored and evaluated
- 5 How income, if any, is to be handled
- 6 How the event or activity is to be evaluated
- 7 What wrap-up activities are required
- 8 Payment schedule: monthly, hourly. Last payment should be contingent upon evaluation of event, etc.

6. Conflict of Interest

An individual or a member of their immediate family who is a member of the Council, either voting, community advisory or emeritus member, may not receive funds from the Council. Council members shall follow all rules and regulations relating to Conflict of Interest as outlined in state and local regulations, e.g. Government Code 1091 and 87100.

7. Procedures for Professional Services Agreements (see attached flow chart)

8. Procedures for Direct Pay up to \$2,500 (see attached flow chart)

PROCEDURES FOR PROFESSIONAL SERVICES AGREEMENT

Procedures To Purchase Supplies/Materials Through Direct Pay (\$200 to \$2,500)

F. Procedure for Addressing Revenue Overage

In the event that the Santa Clara County Child Abuse Council (SCCCAC) experiences an overage in revenue through the Children's Trust Fund, the Executive Committee may initiate the following selection process to disburse the overage funds. An overage is defined any amount in excess of both the projected (annual projected funds based on average monthly receipts) and committed funds (budgeted expenditures for contracts and the Council) during the fiscal year plus no less than 10% of the CAPIT allocation as the funding reserve.

1. Children's Trust Fund Revenue will be reviewed quarterly by the Executive Committee to assess for any overages and any anticipated overage.
2. If the overage amount for the fiscal year exceeds \$100,000.00, then the Executive Committee will initiate the overage selection process at its next meeting. The Executive Committee may initiate the overage selection process for any amount less than \$100,000.00. Upon initiating the overage selection process, a funding announcement will be released within 30 days setting forth the criteria for funding and process for applying. Funding will only be awarded to those agencies not currently receiving funds from the CAC Allocations process. Priority will be given to pilot programs or those in need of technical assistance funds. The program should address either primary or secondary prevention of child abuse. **(Please see Attachment 1 for definitions, attached hereto and incorporated herein)**
3. A Small Grants Committee to review proposals will be appointed by the Executive Committee. This committee will consist of the Allocations Chair and a minimum of one voting member of the Council. The remainder of the Committee will be made up of voting and community advisory members that are free from conflict of interest. **(Please see Attachment 1 for definition)**
4. The award amount limits will be determined by the amount of the overage. This amount will be determined by the Small Grants Committee.
5. After the funding announcement is released, qualifying agencies will need to submit a letter of intent which will include a concept paper based on the criteria and specified time frame established in the funding announcement. The Committee will select those agencies that qualify to submit a full proposal for review.
6. Grant awards are for one year only with no guarantee of future funding.

Committee Role

When an overage in revenue has been determined, the Executive Committee will meet and establish the Letter of Intent (LOI), the funding calendar and award amounts. The Treasurer will be charged with posting the Letter (LOI) through the County as well as Compasspoint in order to attract smaller agencies. The LOI's will be reviewed by the Treasurer. The full Executive Committee will appoint a committee that is deemed conflict free based on the LOI's. The Small Grants Committee will then meet to review the LOI's submitted and develop the full proposal format. This format will be approved by the Executive Committee. The committee will review the LOI's and invite agencies to send in a full proposal. The full proposals will be reviewed and final recommendations made to the full CAC for approval. This process should take no more than 3 months to complete. The committee will then be disbanded upon completion of the process.

Please note that the LOI and Full Proposal Formats, once established, will only need to be reviewed by the Small grants Committee as needed*

SECTION IV. COMMITTEES

A. STRUCTURE OF COMMITTEES

Committees are the life blood of the Council in that the basic work of the Council, e.g., ascertaining community needs, raising community awareness and conducting training, are carried out by committees. There is no limitation on the size of each committee, with the exception of the Executive Committee. Committees are subject to Brown Act requirements. There are two types of committees: Standing and Operational.

B. COMMITTEE MEMBERSHIP

1. Each member, both voting and community advisory, is required to serve actively on at least one committee. At the beginning of each fiscal year, members select which committee(s) they will serve on that year. It is important to establish the committee membership in order to meet quorum requirements for meetings.
2. Committees are encouraged to recruit members for their committee who are not members of the Council. These persons from the community may also vote on committee business.
3. If a committee member wishes to resign from that committee but not from the Council, he/she should send a letter of resignation to the committee chairperson, who should then submit that information to the Membership Committee.

C. SELECTION AND RESPONSIBILITIES OF COMMITTEE CHAIRS

1. Committee chairs may be voting, community advisory or *Emeritus* members of the Council. Committee chairs will be selected *by the committee members* and presented to the Council at the June meeting each year. If no chair has been selected by that time, the Executive Committee will appoint a chair by the July meeting.
2. The Chairperson of each committee will have the responsibility to see that the following activities are properly executed:
 - a) Meet with previous chairperson to learn of work in hand, future plans, and the budget;
 - b) Prepare agenda, minutes and conduct meeting in accordance with the Brown Act and submit to the Administrative Assistant and the Clerk of the Board.
 - c) Arrange for substitute chairperson in case of absences;
 - d) Keep a record of committee expenditures relevant to the budget;
 - e) Execute Service Agreement procedures in conjunction with the Contracts Administrator;
 - f) Evaluate Service Agreement holders;
 - g) Make reports of committee activities to the Council and to the Executive Committee;
 - h) Consult with the Chairperson, Treasurer, *Contracts Administrator*, Clerk of the Board as may be necessary;
 - i) Orient new committee members to the committee and Council as may be necessary;

- j) Provide up-dated rosters to Chairperson of Membership Committee and Clerk of the Board;
- k) Inform Chairperson of the Membership Committee when a member becomes inactive or resigns from the committee;
- l) In general, it is the responsibility of the committee chairpersons to *ensure* that the committee's efforts work toward fulfilling the mission, goals, and objectives of the Council.
- m) Submit annual budget and work plan for May Executive Committee meeting and Council approval in June.

D. STANDING COMMITTEES

1. EXECUTIVE COMMITTEE

A. Responsibilities of the Executive Committee:

The Executive Committee shall be responsible for the administrative needs of the Council including , but not limited to, the following:

- Minutes of Executive Committee meetings;
- Mailings by the Council and to the Council, not including publicity or mailings generated by a committee;
- Point of liaison with the County as a whole which includes correspondence and phone calls;
- Making arrangements for an annual retreat (place, food, facilitator, etc.)
- Ensuring that the *Policies and Procedures* are current;
- Being of assistance to the Chairperson as may be needed;
- Setting the agenda for Council meetings and assisting the Chairperson as needed in developing agenda for business meetings.
- *Acting as liaison with the Greater Bay Area Child Abuse Council (GBACAC)*

B. The Executive Committee shall monitor the Council activities as they relate to carrying out the priorities for focus as defined during the retreat. Committee chairpersons shall report on activities of their committees to the Executive Committee as needed, and the Executive Committee will assist a committee in achieving its objectives if necessary.

C. The Executive Committee shall monitor the Council's adherence to the mission statement. It shall be a forum for discussions of future directions of the Council in terms of emerging needs of the county.

C. The Executive Committee will assist the Chairperson as needed in the preparation of an annual report to the Board of Supervisors.

E. The Executive Committee will submit a budget to the Treasurer to cover the expenses of the retreat and the administrative functions. This will not include the services of the Clerk of the Board's Office. The finances of the Executive Committee will be subject to the same budget and financial procedures as govern any other committee.

F. The Executive Committee may request \$500 to be spent without prior authorization for emergency situations due to the length of time between meetings for business. If an expenditure is so made, it must be reported to the Council at the earliest opportunity.

G. The Executive Committee will assist the Treasurer as may be needed in the oversight of the financial affairs of the Council.

H. The Executive Committee shall carry out functions delegated to them by majority vote of the Council.

2. ALLOCATIONS COMMITTEE:

A. Membership:

1. The Chairperson of the Allocations Committee is appointed by and reports to the Executive Committee of the Council. The Chairperson must be free of conflict of interest. (See attached Conflict of Interest Statement, Attachment 1)
2. Additional members of the committee will be selected from voting and community advisory membership of the Council and from the community at large, and approved by the Council. To avoid conflict of interest, this process will take place after "Letters of Intent" from applying agencies have been received. To also assure a "conflict" free committee, a list of potential members will be submitted, and nominations are requested at that Council meeting. The final recommendations will be voted on at the Council's *next regular* meeting.
3. All committee members will demonstrate an interest in child abuse issues and programs.
4. All committee members must have sufficient time to read all materials and attend all committee meetings and workshops. Their term will coincide with the duration of the funding cycle.
5. The Contracts Monitor and Administrator *are* not members of the committee but assists the committee in its work and insures that all fiduciary and other obligatory responsibilities are being met per county and state requirements.

B. Council responsibilities relevant to allocations:

1. The Council approves the priorities for funding based on state requirements, the mission statement, its current goals and the needs of the community.
2. The Council appoints the full committee by majority vote at a regular meeting prior to the scheduled funding cycle.
3. Any policy or procedure changes are recommended by the committee for approval by the Council.
4. In all other actions of the committee, the Council serves only in an advisory capacity.

C. Procedures of the Allocations Committee

1. The Chairperson is a critical link in the process of conducting the business of the Committee. The Chair must insure that the philosophy of the Council and its goals as established are maintained throughout the committee's term. The Chair will hold an orientation meeting for the new members of the committee.
2. The Allocations Committee will schedule an executive session to review applications.
3. Committee deliberation regarding funding recommendation is confidential and open to Allocations Committee members only. The Contracts Monitor *and* Administrator will be present at all meetings to serve as a resource only, and will take no part in the deliberations or vote.
4. All official correspondence of the Allocations Committee (e. g. information about the process, instructions to applying agencies, announcements of decisions etc.) *shall* be written on Child Abuse Council letterhead and signed by the chair of the Allocations Committee, or their appointed representative.
5. The committee will make recommendations for the *funding* priorities guidelines, to be approved by the Child Abuse Council during the appropriate scheduled funding cycle.
6. The committee will insure that knowledge of the availability of funds is widely circulated throughout the non-profit community and via the office of each member of the Board of Supervisors *prior to the funding cycle*, and that the instructions for applying are available for all those wishing to initiate the application process.
7. The committee, working with Social Services Agency staff, will present a bidders workshop prior to submission of full proposals. Attendance is **mandatory** for any agency planning to submit these documents (*unless a waiver is received by the Contracts Administrator*), and for all committee members.
8. All required documents must follow the application instructions.
9. Agencies may **not** have any telephone or verbal communications related to the Allocations or Appeals process with the Contracts Monitor, Administrator and/or Allocation Committee members. All inquiries must be raised at the bidders workshop or put in writing and addressed to the Allocations Chairperson.

D. Selection Process

1. The members of the Allocations Committee will individually review proposals and score them independently on the evaluation sheet which is enclosed in the RFP packets.
2. The Allocations Committee will meet as a group of the whole to compile the evaluation sheets and determine their recommendations.
3. Selection process will be set forth in the RFP/Proposal instructions.

3. MEMBERSHIP COMMITTEE:

A. Responsibilities

1. The Membership Committee is responsible for preparing procedure and materials for new member orientation. They will provide annual orientations and assign mentors for each new member. All members are encouraged to act as mentors for new members.
2. The Membership Committee will keep committee membership lists and monitor attendance and activity of Council members at Council meetings. The Membership Committee will bring to the attention of the Executive Committee those members who are not attending Council meetings. Those persons whose lack of attendance at committee meetings jeopardizes their membership will be brought to the attention of the Membership Committee by the Chair of that committee. The Membership Committee will then take appropriate action.

4. NOMINATING COMMITTEE

A. Purpose: The Nominating Committee submits a slate of officers for a vote of the Council voting membership for the following Executive Committee positions: Chairperson, Administrative Vice-Chair, Program Vice-Chair and Treasurer.

B. Structure and Procedures:

1. The Nominating Committee will be selected by the Executive Committee in January and serve until June each year.
2. One member of the Nominating Committee will be selected by the Council Chairperson to chair the Committee.
3. In an effort to promote leadership and ensure as smooth a transition as possible for new officers assuming greater responsibility each year, the Nominating Committee will first contact the current officers of the Child Abuse Council to determine their interest in assuming an officer position during the next fiscal year.
4. The Nominating Committee will notify Council membership in February that the process for perspective candidates has commenced. All will be encouraged to self-submit or submit the names of others.
5. All perspective candidates will be interviewed after submitting a vitae/resume and application to the Nominating Committee. The Nominating Committee will begin interviewing and selecting candidates for Council officers in February and March. The names will be distributed to all members not less than 10 days prior to the May business meeting each year.
6. At the time the slate of officers is presented to the Council, the Chairperson of the Council will call for any additional nominations from the floor. A nomination does not need to be seconded; it is simply accepted by the Chair. All nominations must have the permission of the person nominated.

7. No less than ten (10) days prior to the June meeting, a final slate of candidates will be presented to the full Council. If more than one candidate is nominated for an office, a public vote will be taken for each office. If there are no additional candidates for each office, the Council may vote on the slate presented as a whole.
8. If vacancies occur among the officers, the Nominating Committee will be consulted by the Chairperson of the Council in filling those vacancies.

E. OPERATIONAL COMMITTEES

1. INTERAGENCY COLLABORATION COMMITTEE

Purpose:

- A. To improve cooperation and collaboration between agencies, both public and private, by removing barriers, improving communication or whatever else may appear necessary to ensure that children and their families receive services that fit their needs most appropriately.
- B. To provide Council with information regarding other commissions, committees, etc., who are engaged in similar activities or working on similar issues to those of the Council.

2. LEGISLATION AND POLICY COMMITTEE

Purpose: The legislation and policy committee is responsible for researching proposed legislation pertinent to child abuse and provide information to the Council and to making recommendations to the Legislative Committee of the Board of Supervisors and take other action as approved by both Council and Board of Supervisors.

B. Structure and Procedures:

1. The Council may not advocate for legislation contrary to position taken by Board of Supervisors but may make recommendation to Board regarding issues on which they have not taken a stand. It will be necessary to work closely with the Legislative Committee of the Board of Supervisors to make sure that our efforts are in harmony.
2. Although individual members of the committee may act in any way they choose on any issue, only issues directly related to child abuse will be addressed by the Council and any individual member may not represent, or give the appearance of representing, the Council on any issue not agreed upon by the Council as a whole, and approved by the Board of Supervisors Legislative Committee.
3. The Committee may arrange presentations or focus groups on pending issues, emerging issues and/or candidate forums pertaining to family and children's issues.

3. PUBLIC AWARENESS COMMITTEE

A. Purpose: The Public Awareness Committee is responsible for raising community awareness of child abuse issues. This may be accomplished through the use of community meetings, with issue-oriented training for either the public or professionals in the field, the use of print or electronic media, or whatever method is appropriate to the task.

B. Structure and procedures:

1. The committee may hire a producer for one or several events by using an open bid procedure and a service agreement.
2. The committee may participate in community events hosted in conjunction with the Social Services Agency and the Children's Trust Fund.
3. The committee may wish to cosponsor events in order to gain visibility for the Council and support its priorities.
4. Blue Ribbon Statewide Campaign: The Blue Ribbon Task Force was created to take part in a state-wide effort to raise community awareness of the issue of child abuse. It will handle the administrative chores of raising funds for this effort, of handling merchandise associated with this campaign, and of gathering volunteers to help with the distribution of information and goods.

4. SYMPOSIUM COMMITTEE

A. Purpose: The Symposium Committee plans and produces a training event for professionals and community members of Santa Clara County. The emphasis of the Symposium is determined by the priorities that the Council sets during its retreat. A nominal fee may be charged for the Symposium, so that as many persons as possible may take advantage of the training.

B. Structure and Procedures:

1. The Chairperson of the committee is selected at the beginning of the fiscal year.
2. Responsibilities of the committee include:
 - Finding a site
 - Determining the number and subjects of the modules
 - Securing the speakers
 - Sending flyers
 - Producing and mailing a brochure/registration form
 - Organizing the day
 - Tabulating the evaluations
 - Keeping financial books on the event
 - Turning receipts over to the Council

These responsibilities may be shared with an event producer who is hired through an open bid process leading to a service agreement.

3. Receipts from a symposium are used as seed money for the next year's Symposium. The committee must submit a budget at the end of the fiscal year for the following year as do all other committees. Money raised through a Symposium belongs to the Council, not the committee. The Symposium Committee's proposed budget becomes part of the total Council budget and is approved at the June Council meeting.

5. STUDENT EDUCATIONAL NEEDS COMMITTEE
Purpose: To identify and address education issues related to children in Santa Clara County and to assist in collaboration among service providers.

6. CHILDREN OF COLOR TASK FORCE
Purpose: To address the issue of the disproportionate representation of Children of Color in the Child Welfare system through the identification of practices and barriers to services and recommendations to achieve the equitable representation of children in that system.

ATTACHEMENT 1 TO THE CHILD ABUSE COUNCIL POLICIES AND PROCEDURES

Definitions of Prevention

Primary Prevention: Primary Prevention may be defined as community education that enhances the general well-being of children and their families. These educational services are designed to enrich the lives of families, to provide information and skills to improve family functioning, and to prevent the types of stress and problems that might lead to child abuse or neglect.

Secondary Prevention: Secondary Prevention may be defined as those services designed to identify and assist high-risk families to prevent abuse or neglect. High-risk families are those families exhibiting the symptoms of potentially abusive or neglectful behavior or under the types of stress associated with abuse or neglect. Secondary prevention can include training mandated reporters in child abuse identification and reporting.

Conflict of Interest Statement

No one may be a member of the Small Grants Committee if he/she is affiliated with any agency or organization having any current or projected financial interest, either direct or indirect in the actions taken by the Small Grants Committee.

"Financial Interest", as used above, is defined as a reasonable expectation that monies recommended by the actions of the Small Grants Committee could be awarded directly to the member's agency or indirectly to the member's agency through its affiliation with another organization that may receive funding as a result of a Small Grants Committee recommendation.

This membership requirement is intended to avoid real or perceived conflicts of interest in a Small Grants Committee matter. If a question arises regarding whether a member has an affiliation with a particular agency, the issue will be resolved by County Counsel.