

ORDINANCE ~~99~~01

AN ORDINANCE OF INDIAN RIVER COUNTY, FLORIDA, AMENDING CHAPTER 103 COMMISSIONS AND BOARDS TO AMEND THE CHILDREN'S SERVICES NETWORK.

WHEREAS, it is in the public interest to promote healthy children in a healthy community in Indian River County; and

WHEREAS, orderly administration dictates a unified system of planning and delivery; and

WHEREAS, experience has shown that the initial ordinance 97-17 designed to promote healthy children can be improved by certain amendments,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF INDIAN RIVER COUNTY, that:

SECTION 1. AMENDMENT.

Chapter 103 of Indian River County Code is amended as set forth in Exhibit "A" of this ordinance.

SECTION 2. SEVERABILITY.

If any section, or any sentence, paragraph, phrase, or word of this ordinance is for any reason held to be unconstitutional, inoperative, or void, such holding shall not affect the remaining portions of this ordinance, and it shall be construed to have been the legislative intent to pass the ordinance without such unconstitutional, invalid or inoperative part.

SECTION 3. EFFECTIVE DATE.

A certified copy of this ordinance, as enacted, shall be filed by the Clerk with the Office of the Secretary of State of the state of Florida within ten days after enactment, and this ordinance shall take effect upon filing with the Secretary of State.

Approved and adopted by the Board of County Commissioners of Indian River County, Florida, on this 9 day of January, 1999.

JANUARY 19, 1999

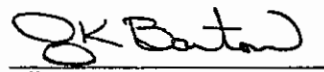
This ordinance was advertised in the Vero Beach Press-Journal on the 8th day of January, 1999, for a public hearing to be held on the 19th day of January, 1999, at which time it was moved for adoption by Commissioner Adams, seconded by Commissioner Ginn, and adopted by the following vote:

Chairman Kenneth R. Macht	Aye
Vice Chairman Fran B. Adams	Aye
Commissioner John W. Tippin	Aye
Commissioner Caroline D. Ginn	Aye
Commissioner Ruth M. Stanbridge	Aye

The Chairman thereupon declared the ordinance duly passed and adopted this 19 day of January, 1999.

BOARD OF COUNTY COMMISSION
INDIAN RIVER COUNTY, FLORIDA

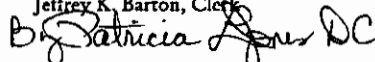
Attest:



Jeffrey K. Barton, Clerk

By 

Kenneth R. Macht, Chairman


Patricia A. Jones, DC

Effective date: This ordinance became effective upon filing with the Department of State which took place on ____ day of _____, 1999.

Indian River Co.	Approved	Date
Admin.		
Legal	TPO	1-15-99
Budget		
Depl.		
Risk Mgr.		

JANUARY 19, 1999

EXHIBIT A

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Current Sections 103.01 - 103.08 are hereby designated Part I of the chapter.

PART II Children's Services Advisory Committee

Section 103.20. Purpose

The purpose of the Children's Services Advisory Committee is to promote healthy children in a healthy community. The term "healthy" encompasses socioeconomic, physical, environmental, educational and behavioral health.

Section 103.21 Objective

- (1) The objective of the Children's Services Advisory Committee is to provide a unified system of planning and delivery within which children's needs can be identified, targeted, evaluated and addressed by the Children's Services Advisory Committee.
- (2) Definition of Child. Any person who has not attained the age of eighteen (18) years, also minor.
- (3) This objective will be met by the Children's Services Advisory Committee through the powers and functions of the Board of County Commissioners as follows:
 - a) Recommended to provide and maintain in the county services for children as the Children's Services Advisory Committee determines are needed for the general well being of the county.
 - b) Collect information and statistical data and conduct research helpful to the Children's Services Advisory Committee and the County in deciding the needs of children in the County.
 - c) Consult, collaborate, and coordinate with other agencies dedicated to the well being of children to the end that duplication of services will be prevented.
 - d) Recommend the allocation of funds to agencies that provide services for the benefit of children in Indian River County.
 - e) Recommend standards for measurable outcomes within the Request for Proposal and monitor the agencies for actual performance on agreed upon standards.
 - f) Recommend to employ, pay and provide benefits for any part-time or full-time position needed to execute the foregoing powers and functions.

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4 **Section 103.22 Appointment to the Children's Services Advisory Committee.**
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6 (1) The membership of the Children's Services Advisory Committee shall consist of 13 voting
7 members who must be residents of Indian River county as follows:
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9 a) Six (6) ex-officio voting members. Those members shall be:

10 County Commissioner
11 Judge living in Indian River Designated by Chief Judge
12 Superintendent of Schools
13 Department of Children & Families, Assistant District Administrator for IRC
14 Department of Health - County Health Department Administrator
15 Law Enforcement officer
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17 b) Five (5)-voting members from the community appointed by the Board of County
18 Commissioners, reflecting the geographical and social diversity of the community.
19 Each Commissioner shall appoint one member to represent his/her district.
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21 c) Two (2) at-large members shall be appointed by the Board of County
22 Commissioners.
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24 3) The seven district and at-large members shall have been residents of Indian River County for
25 at least 24 months prior to nomination. Such members shall be appointed for 4-year terms,
26 except that the length of the terms of the initial appointees shall be adjusted to stagger the
27 terms. No at-large member shall serve for more than two consecutive 4-year terms.
28

29 4) Members appointed as District members may be replaced during their term if the
30 Commissioner from the same District requests the Board of County Commissioners to
31 replace that District member.
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33 5) No Designee of principals will be allowed for any member of the Children's Services
34 Advisory Committee
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36 6) One County staff member, assigned by the County Administrator, acting as the Executive
37 Staff Officer to the Children's Services Advisory Committee, shall be a non-voting member.
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39 7) Officers: Officers will include a Chair, appointed by the Board of County Commissioners,
40 Vice Chair, and standing Sub-Committee chairs. Officers excluding the Chair will be
41 elected by the majority vote of the Children's Services Advisory Committee members each
42 January and will assume the duties of their office on the regular meeting on the second
43 Monday of the next meeting each year. The term as an officer, other than a county
44 commissioner, will be for one year, but officers may succeed themselves.
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Revised: 1/28/99

JANUARY 19, 1999

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Section 103.23 Duties of the Children's Services Advisory Committee Members

- 1) Identify and assess the needs of the children in Indian River County and submit to the Board of County Commissioners a written description of:
 - a) The activities, services, and opportunities available to Indian River County children.
 - b) The activities, services, and opportunities that need to be provided to Indian River County's children.
 - c) The anticipated schedule for providing those activities, services, and opportunities.
 - d) The manner in which children will be served, including a description of collaboration and partnerships that will be made with community organizations, state and local educational agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies and organizations.
 - e) The strategy that will be used for interagency coordination and collaboration to maximize existing human and fiscal resources.
 - f) The special outreach efforts that will be undertaken to provide services to promote healthy children.
- 2) Provide orientation to all new Children's Services Advisory Committee members, to allow them to perform their duties and understand the Sunshine Law.
- 3) Based upon Board of County Commissioner's fiscal year, provide an annual written report and presentation in January to the Board of County Commissioners.
- 4) Provide an updated short term and long term plan to the Board of County Commissioners to include but not limited to:
 - a) Programs, services, and activities that meet the objectives of the Children's Services Committee.
 - b) A detailed budget for activities, services, and programs recommended to receive funding from the Board of County Commissioners.

Revised: 1/28/99

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Section 103.24 Sub-Committees:

- 1) The Children's Services Advisory Committee may establish the change of membership in or termination of the existence of any sub-committees. Each committee shall be named and shall have and may exercise such powers as delegated by the Children's Services Advisory Committee through the Board of County Commissioners. Committees may be composed of Children's Services Advisory Committee members and citizens who are Indian River County residents. Only Children's Services Advisory Committee members shall serve as committee chairs. A minimum of three people will serve on each committee.
- 2) There shall be standing sub-committees created by the Children's Services Advisory Committee. The Children's Services Advisory Committee chair shall appoint the committee chairs with the approval of the Children's Services Advisory Committee. Annually Standing Sub-Committees will evaluate their effectiveness and make recommendations to the Children's Services Advisory Committee.
 - a) Nominating Sub-Committee: Potential appointees shall submit resumes to the Board of County Commissioners and the Board will make the selection.
 - b) Community Needs Assessment and Planning Sub-Committee: Identify and assess the needs of children of Indian River County through a needs assessment and asset mapping; submit to the Board of County Commissioners through the Children's Services Advisory Committee a written description of those needs. Provide and update short term and long term plan to the Children's Services Advisory Committee including, but not limited to:
 - i) Programs, services, and activities that meet the objectives of the Children's Services Advisory Board.
 - ii) A detailed budget for activities, services, and programs recommended to receive funding from the Board of County Commissioners.
 - c) Grant Review and Program Sub-Committee: In coordination with the Executive Office Director, review and revise requests for proposal (RFP) based on need determination and set priorities. Submit to Children's Services Advisory Committee for approval. Review and recommend letters of intent submitted by agencies requesting funding. Through Executive Office Director, notify selected grant applicant of second step process. Review final RFPs and make recommendations for funding to Children's Services Advisory Committee, who will then recommend to the Board of County Commissioners for funding. Receive, review and present to Children's Services Advisory Committee members' quarterly (at a minimum) reports from funded

1 agencies. Conduct program evaluations throughout the funding period, schedule and
2 attend site visits to funded program.

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4 d) Other Sub-Committees deemed necessary to fulfill the duties of the Children's
5 Services Advisory Committee may be established by the Children's Services Advisory
6 Committee Chair, with the expressed consent of the Board of County Commissioners.

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8 **Section 103.25 Meetings**

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10 1) The Children's Services Advisory Committee will meet at least quarterly or as called by the
11 Chair.

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13 a) All members are expected to attend all meetings. If a member's annual attendance drops
14 below the 75% mark the Executive Office Director shall submit a report to the Board
15 County of Commissioners for their consideration of possible removal from Children's
16 Services Advisory Committee.

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18 b) Members of the Children's Services Advisory Committee shall serve without
19 compensation.

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21 2) The fiscal year of the Children's Services Advisory Committee will be the same as the Indian
22 River County Board of Commissioners.

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25 **Section 103.26 Funding**

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27 The Board of County Commissioners shall provide an assigned millage of up to 0.125 to the
28 Children's Services Advisory Committee.

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31 **Section 103.27 Distribution of Funds**

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33 1) The application process will be in the form of a Request for Proposal. Each completed
34 application shall contain expected results stated in required measurable terms for review by
35 the Children's Services Advisory Committee and a copy of the most recent financial audit.
36 Governmental agencies are excluded from the financial audit requirement.

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39 2) Prior to budget hearings, the Children's Services Advisory Committee shall submit a line item
40 request, by program, to the Board of County Commissioners for funding consideration. This
41 total request will be within the boundaries of the aggregate funding allocated for children's
42 services by the Board of County Commissioners.

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45 **Section 103.28 Cooperative Agreements**

Revised: 1/28/99

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 2 The Children's Services Advisory Committee, through the Board of County Commissioners, may
 3 enter into agreements with approved agencies to facilitate the achievements of the Children's
 4 Services Advisory Committee objective.
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8 **Section 103.29 Bookkeeping and Audit**
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10 Any agency funded through the process set forth in Part II of this chapter shall be required to keep
 11 adequate records reflecting the use of funds and services provided. These records shall be made
 12 available to the Children's Services Advisory Committee or Board of County Commissioners
 13 upon reasonable demand. The Executive Office Director shall, at a minimum; review said records
 14 quarterly and prepare written reports for the Children's Services Advisory Committee. All
 15 agencies must provide the Children's Services Advisory Committee with an audit based upon
 16 standard accounting procedures.
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19 **Section 103.30 Function of Executive Staff Officer**
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21 The Executive Office of the County will provide all services needed to complete reports and
 22 activities required to meet the objectives of the Children's Services Advisory Committee. These
 23 activities will include, but are not limited to, secretarial support for the Children's Services
 24 Advisory Committee meetings and be the official record repository for said records, keeping other
 25 records, monitoring agencies receiving funds, writing appropriate grants, producing written
 26 materials, reviewing applications for funding, reporting to the Children's Services Advisory
 27 Committee, preparing annual budgets, writing and presenting annual reports. The office of the
 28 Executive Staff Officer shall consist of a Director and adequate staff to perform all duties
 29 assigned by the Children's Services Advisory Committee.
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31 **Section 103.31 Procedures Handbook**
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33 The procedure handbook shall be adopted by the Board of County Commissioners by resolution,
 34 which sets out the operating procedures of the Children's Services Advisory Committee.
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Revised: 1/28/99

COPY OF ORDINANCE, EXHIBIT AND GUIDE IS ON FILE IN
 THE OFFICE OF THE CLERK TO THE BOARD

JANUARY 19, 1999