

Marion County Children and Families Commission

Meetings are audio taped for the purpose of having a public record of the proceedings.



DATE: January 28, 2016

TIME: 11:30AM – 1:30PM



Location: Broadway Commons
1300 Broadway Street NE
2nd Floor, Grant Room
Salem, Oregon

11:30 Lunch Provided

11:45 Welcome & Introductions

**Judge Prall
Sheriff Myers**

- Approve Summary Notes for Oct. 22, 2015
- Recognition of Service

11:50 Bylaws Review & Recommendation

**Information and
Action**

Tamra Goettsch

12:00 Youth Resources Action Team (YRAT)

**Information and
Discussion**

Commissioner Carlson

- Youth priorities

12:25 Together Towards Tomorrow

**Information and
Discussion**

Cathy Crocker

- February 2, 2016 7:30 – 8:30 AM
Keizer Civic Center

12:30 Jail Survey

**Information and
Action**

**Sheila Lorange or
Kevin Schultz**

- Next Steps

1:00 CFC Current Activities Update

**Information and
Action**

Tamra Goettsch

- Domestic Violence Report (Alliance for Hope)
- Family Check-Up Follow-Up

1:20 Other – Announcements

- Drug Endangered Report
- Identify May 19 Meeting Location

1:30 Adjourn

Handouts:

- | | | |
|-----------------------------------|-------------------------|--|
| • Agenda | • Summary Notes | • Bylaw Revision Recommendations |
| • Together Towards Tomorrow flyer | • 2016 meeting calendar | • Domestic Violence Report Recommendations |
| • Drug Endangered Qtrly Report | • Alliance for Hope | |

February 2, 2016 ~ 7:30 to 8:30 AM

Together Towards Tomorrow



To guide the shaping of tomorrow, focused presentations will be presented on:

- ♦ Educational Success
- ♦ Economic Development
- ♦ Individual & Family Stability
- ♦ Neighborhood Vitality

Marion County Children and Families Commission

Catalysts for community powered change!

Please join us and learn how our youth and families are faring and what you, as a community member, can do to become a catalyst for community change.

Light breakfast will be served.

Keizer Community Center
930 Chemawa Rd NE
Keizer, OR



Space is limited!

To reserve a seat, contact Cathy Crocker
cecrocke@co.marion.or.us or call 503.588.7975

PAIGE E. CLARKSON
JEAN L. KUNKLE
AMY M. QUEEN
KATIE A. SUVER
ADULT PROSECUTION
TRIAL TEAM SUPERVISORS

VANESSA COGGINS
ADMINISTRATIVE MANAGER

WALTER M. BEGLAU

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CONCETTA SCHWESINGER
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TRIAL TEAM SUPERVISOR

BRENDAN MURPHY
JUVENILE DIVISION
TRIAL TEAM SUPERVISOR

KIMBERLY A. LARSON
VICTIM ASSISTANCE DIRECTOR

DRUG-ENDANGERED CHILDREN PROSECUTOR'S QUARTERLY REPORT July 1, 2015 – September 30, 2015

MISSION: The use, sales, and manufacture of controlled substances around children requires coordination between law enforcement, juvenile courts, and the department of human services to hold the offenders accountable for their actions while improving the well-being of the affected.

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Q1	Q2	Q3
Children taken into protective custody	1,123	851	784	940	858	862	762	666	548	413	107	98	92
Children born drug positive & taken into protective custody	114	83	52	36	12	12	9	11	12	13	2	1	1
Number of DEC cases filed	343	461	604	330	298	161	185	170	127	75	20	11	9
Number of dependencies filed with meth allegations	700	514	535	382	288	233	166	113	132	50	24	18	15

OPIATE ADDICTION TRENDS AND TREATMENT

Over the last few years, more attention has been given to opiate addiction and the increase in heroin use across the country. Nationwide, between 2002 and 2014, the number of heroin users rose from 404,000 to 914,000.¹ Although scientists have not established a definitive causal link between prescription opiate use and heroin use, prescription opiate use has been established as one of the risk factors of heroin use.² Abuse of prescription opiate medication and heroin is a difficult addiction to treat. However, Medically Assisted Treatment has proven to be an effective tool for patients addicted to opiates. A recent long term study found people engaging in medically assisted treatment using buprenorphine/naloxone were more likely to remain abstinent than people who did not use medically assisted treatment.³

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¹ <https://www.drugabuse.gov/publications/research-reports/relationship-between-prescription-drug-abuse-heroin-use/emphasis-needed-both-prevention-treatment>

² <https://www.drugabuse.gov/publications/research-reports/relationship-between-prescription-drug-heroin-abuse/prescription-opioid-use-risk-factor-heroin-use>

³ <https://www.drugabuse.gov/news-events/nida-notes/2015/11/long-term-follow-up-medication-assisted-treatment-addiction-to-pain-relievers-yields-cause-optimism>

Marion County Children & Families Commission
October 22, 2015 Meeting
11:30 AM Broadway Commons, Salem, Oregon
Summary Notes

Summary Notes by Denise Clark

Commission Members Present: Jaime Arredondo, Cyndi Astley, Walt Beglau, Gladys Blum, Gayle Caldarazzo-Doty, ~~Red Calkins~~, Commissioner Janet Carlson, Marilyn Dedrick, ~~Donald Dedson~~, Faye Fagel, Randy Franke, Terri Frohnmayer, Ron Hays, ~~Levi Herrera-Lopez~~, Chuck Lee, ~~Krina Lee~~, ~~Mathew Lucas~~, ~~Pete McCallum~~, Chief Jerry Moore, Sheriff Jason Myers, Sam Osborn, Allan Pollock, Judge Tracy Prall, ~~Jim Seymour~~, Sam Skillern, Shaney Starr, Stephen Thorsett, and ~~Lyndon Zaitz~~

Guests: Jennifer Anderson, Alliance for Hope Int.; Michael Burkholz, Alliance for Hope Int.; Phillip Blea, MC Behavioral Health; Annette Chrisemer, MCSO; Kaitlynn Chritton, Incite, Inc.; Rosanna Danielian and student Brandi Spradling, Catholic Community Services- Forever Home Youth Council; Jayne Downing, Center for Hope & Safety; Josh Graves, Catholic Community Services; Casey Gwen, Alliance for Hope Int.; Lisa Harnisch, Marion Polk Early Learning Hub; Alison Kelley, Liberty House; Kim Larson, MC Victim Assistance; Jon Reeves, Community Action Agency; Rhonda Rhodes, Oregon Child Development Coalition

Staff: Sarah Cavazos, Denise Clark, Cathy Crocker, Danielle Gonzalez, Tamra Goettsch, and Krista Ulm

Meeting Convened: 11:45 AM

Welcome and Introductions

Judge Prall welcomed everyone and expressed appreciation for the turnout. She noted that in looking at the future of the Children and Families Commission (CFC) most agree it is of high value for the commission to continue to meet and not disband.

Approval of Meeting Summary Notes

Commissioner Carlson made a motion to approve the May 14, 2015 CFC meeting summary notes. Chuck Lee seconded; Motion passed. Randy Franke made a motion to approve the February 17, 2015 and May 19, 2015 Executive Meeting summary notes. Cyndi Astley seconded; motion passed.

Announcements

Tamra Goettsch made an announcement that Tim Sinatra is leaving the area for new employment; relocating in Ashville, North Carolina. He is therefore resigning from the commission. Tamra introduced Danielle Gonzalez, a new Community Services staff member. Tamra distributed a flyer announcing *Judy's Party*, Saturday Oct. 24. This is a fundraiser acknowledging and celebrating the impact Judy Schmidt had on the Silverton community. Marilyn Dedrick noted that the money raised will go to the Silverton Chamber of Commerce and other local non-profits. She said they also want to help kids involved in sports.

Chuck Lee announced that Salem Keizer Education Foundation (SKEF) has brought *Aspire* to the community. This is a program that assists high school students get into college. They are looking for volunteer mentors; a minimum amount of time is needed, only an hour or two a month.

Bylaw Revision- Tamra

Tamra indicated that the draft being distributed was informational only. Changes made include taking out all of the old references to the commission and its responsibilities; it also reflects the work that has been done since May. A small work group needs to be established to refine, and complete, the document.

Concepts for Consideration- Commissioner Carlson

The commissioner thanked everyone for coming and expressed that she is glad to be back on the commission. She indicated that the meetings held since the last CFC meeting have included participants exploring different options for the future of the commission. The results being that the commission wants to target youth 12-18 years. Five focus points for the commission have been identified:

- **Education and Advocacy-** Find, and be a part of, what's happening in the community.
- **Networking-** Fellowship, come together to touch base.
- **Policy Issues-** The CFC can look at the current issues like preparing information for a local legislation such as addressing the legalization of marijuana. The CFC can bring youth issues to these bodies.
- **Practice or Protocol-** Pulling together the organizations that serve youth is a past practice. Perhaps consider a topic, such as domestic violence, to determine how organizations work together to address concerns.
- **Problem Solving-** Formerly, the CFC "Barrier Busting" focused on problems that were brought forward. The commission can identify the individual strengths of the people around the table to develop a resource team. Example- how do we expand housing for low income people? Look to individuals who can help with that. The reentry initiative could help do mock interviews, or help with *Dress for Success*. More behind the scenes work will need to be done so the CFC doesn't get too "scattered."

Issue Brief- Tamra

Tamra referred everyone to the "Youth Issues Discussion" document in their packet. It's been identified that the CFC wants to focus on positive youth development, which falls in the category of family preservation and support; a strong value for the commission. Youth operate within the family, which influences their outcomes. She proposed that family preservation and support be a key area for next year. Commissioner Carlson made a motion that family support be a key issue for the CFC for the coming year. Randy seconded; motion passed.

Concepts for consideration are actions that may be done through county staff or by CFC members and his/her staff. The first step is to identify the issue and then determine what that means to the commission. The CFC will either take the *lead*; choose to be a *follower* (a commission member or an organization themselves taking the lead); or *get out of the way*. The latter being that the CFC cares about the issue, but doesn't have the time, expertise, or knows that someone else is already working on the issue. Commissioner Carlson made a motion to adopt the framework (or structure) presented with staff identifying the issues. Randy seconded the motion; motion passed. Discussion followed.

Cyndi Astley sought clarification asking whether the CFC body would make the decision to decide which way to go or the staff. Answer- it would go through staff to do the analysis and bring it forward with a recommendation. The member would bring forth their resources/information for it to be placed on the agenda.

Ron Hays asked if the issues would be kept in the confines of the 11-18 years category. Answer- the key priority is family support in general and positive youth development.

Sam Skillern noted that not everything the CFC does has to emerge from a programmatic approach. He mused that without the CFC, Broadway Commons wouldn't exist. It's the commission's connections and community leaders coming

together that makes things happen. He doesn't believe that having a quarterly meeting schedule is frequent enough to make those connections. He suggests not worrying so much about programs and staff.

Terri Frohnmayer expressed that she, personally, has to see a result every now and then to validate the commission's existence.

Commissioner Carlson pointed out that those that attended the September 9th meeting came up with what they wanted to see happen with the CFC. She said that Levi Herrera-Lopez pointed out that there is a need for more collaboration between youth services providers.

A small panel was assembled to express what was contributed at the September 9th meeting. Cyndi felt that there is a lot of support for early learning or for those 18 and older; there is a gap in the middle (11-17 yr. olds) age group. She'd like to see a systems approach for positive youth development. The Community Action Agency (CAA) has looked at the "at risk" and homeless youth issues, but they haven't received any federal grants yet.

Josh Graves, Catholic Community Services (CCS) agrees with Cyndi; they are focusing on the youth 8-18. They would like to see more support for Latino youth. He said Mano a Mano has been a great partner. They attempt to prevent kids from entering the juvenile justice system. They don't have all of the resources, but he feels that with the resources present in this room, it can be done.

Phil Blea, Marion County Behavioral Health, pointed out that Marion County was the first to set up early learning hubs due to the CFC's work through Great Beginnings. He hopes to transition from those hubs and build on the system that serves youth 8-17.

Kaitlynn Chritton, Incite, Inc., indicated that they are funded with federal and state funds and focus on out-of-school youth. The at-risk students in school are underserved and need to be prepared for employment; they need training and development for the work force. Improvement is needed in connecting organizations that serve youth, as well as serving the whole family; the commission could be the overarching support system to help organizations make those connections.

Commissioner Carlson made a motion to move an agenda item from "Information" to "Action." Randy seconded; motion passed. Commissioner Carlson made the motion to reconvene the *Youth Resources Action Team*. The action team would come together around an issue for several months and then move on to another issue. She suggested that the committee sort through issues and come back to the next meeting with a plan. Ron Hays made a friendly amendment to have the action team sunset December 31, 2016. Randy seconded the motion; motion passed.

Faye asked when the team would be established. Answer- people are to let Tamra know that they are interested in being on the action team. Faye Fagel and Sam Skillern indicated that they were interested. Those on the panel will also be on the team: Cyndi Astley, Phil Blea, Kaitlynn Chritton, and Josh Graves.

Focus Group- Commissioner Carlson

Commissioner Carlson introduced Casey Gwinn, author of the book "Cheering for the Children" and president of *Alliance for Hope International*. (Commissioner Carlson indicated that after taking a tour, they decided to do an assessment of this community. They are going to use this body as a focus group.)

Casey works with the Family Justice Center Alliance, which develops multi-agency models. There are 100 centers in the United States made up of Family Justice Centers and domestic violence sites. The goal is for a person to be able to walk into an agency and have multiple resources available to them.

He asked the group what is the framework in which the local agencies integrate? (He said he has observed that the local juvenile justice system is “incredible.”) Cyndi answered that the framework is “topic specific;” those that work in a specific area find each other and work together.

Casey asked what keeps everyone’s relationships together. Tamra answered that Oregon has gone through a change; the state-wide Children and Families Commission system no longer exists. Previously the CFC had enough staff to bring issues and people together and help coordinate efforts. She suggests developing a new infrastructure that still falls back on those relationships.

Chief Jerry Moore spoke to the legal frameworks. Currently there isn’t a good framework for the homeless, and although there are a lot of people doing great things, he feels that the groups are working against each other. He’s observed that the Union Gospel Mission feeds 250 a day, but there are churches that go out and feed them in the park. He feels the ability to feed that population already exists; he recognized that there are “well meaning” people in this community.

Casey noted that there is geography around collaboration; he said that if every church in America followed Salem Alliance Church’s actions, it could change the world. The Broadway Commons building brings people together.

Faye said a strength is the culture that has been established within the individual agencies. For example, she is confident that the Juvenile Department wouldn’t fall apart if she wasn’t the director. The people in her organization know how to do business in this community; she feels this is common within other organizations.

Sam Skillern said that there is not an organizational chart that says how we (the commission member’s affiliation) are organized; they are not concrete and specific. The commission intersects with all of them; it’s a work in progress.

Marilyn Dedrick agreed with Sam. She noted that when the state-wide commission was abolished, the local CFC was recognized as playing an important role that needed to be maintained. There is no longer the staffing available or the regular monthly meetings being held, there are not the folks available to reach other communities. There is however, a culture in this community that this commission has supported.

Chuck noted that the Salem-Keizer School District has 40,000 kids. There is a structure; the schools touch many areas. For targeted kids there are mandatory reporting, meals provided, and after school programs. There has been a history of the transportation system supporting after school programs. The faith community meets regularly with the school superintendent. This is all a network in the community.

Jaime Arredondo feels that the framework lacks equal representation of other segments of the community. He observed that there is over representation of minorities in the juvenile system, high drop-out rates, and teen pregnancies. He suggests building the leadership in the community so that there is more diverse representation in the framework.

When Casey was asked how Oregon compares to other states and what has happened to family values, Casey replied that there is no easy, overall answer. The change of the nuclear family in the US, drug use, trauma in the family, poor coping mechanisms, pornography, and the influence of technology, all are changing the way kids and families think.

Casey challenges everyone to think “upstream;” think bigger. You don’t change the culture with a billboard; have a framework to engage people.

Commissioner Carlson identified the Salem Leadership Foundation (SLF) as a framework; it's a network of the faith community. She asked Sam to say a few words regarding the SLF.

Sam believes that Marion County can be the best county in Oregon. People of faith and people of good will can be connected to work together to transform the community. He said neighbors and people helping people, still works. SLF gives a soft challenge (or encouragement) when they go into churches. He said that SLF uses a national model; there are leadership foundations in many cities.

Walt Beglau observed that there is a spiritual DNA; the legal community and the church leadership working together happened through SLF.

Sam noted that SLF encourages churches to go from "congregational cocoons" to making neighborhood changes.

Next Steps: Tamra

Tamra pointed out the CFC's past areas of interest:

The **Family Preservation Action Team** moved from monthly meetings to quarterly meetings. They are working on various issues and are looking at how to support key agencies. The Department of Human Services has been doing a good job looking "outside the box" from what they've done traditionally.

The **Community Resource Network** connects one person who has resources with another in need of those resources. The data base program is currently being re-written to ensure it is functional; once completed it will then be re-launched. In the future, CFC members will be approached to identify needs and the resources they have available.

DrxugSafe is on hold; there are talks with some community partners regarding its future.

Last year's event, **Together Towards Tomorrow**, involved eight different organizations making presentations. Attendees connected with the presenters and their information. Discussion will be held on whether to hold another one of these events in January.

Tamra said that Jim Seymour, Catholic Community Services (CCS), has asked the commission for support. Josh Graves (CCS) introduced Brandi Spradling, a student leader of the "Forever Home Youth Council." Brandi gave a prepared speech regarding the foster care system and her own experience.

Josh said the goal is to not have kids "age out" of the child welfare system. He indicated that there are three areas in which the commission can help:

1. He proposes that the CFC provide a letter of support.
2. CCS needs to obtain a report on how many age out of foster care each month from the Department of Human Services. (They have already received this.)
3. Identify one thing the commission can do each year to help kids in foster care.

CCS is currently operating five Forever Homes with each serving three kids for a total of 15 kids receiving help. These are called Community Homes. Resources provided in these homes come from DHS and private donors. Unfortunately, it's not enough, they need more support. Josh referred everyone to the "Theory of Change" for foster parents document in their packet. Kids are helped by helping the parents, in this case foster parents. CCS needs support for the Community Homes. The letter of support is needed before the first of the year. They are holding an annual event on November 11.

Faye made a motion to have the commission write a letter of support regarding the grant application funding through Senate Bill 632. Chuck Seconded; motion passed. A collective letter from the commission will be written; individual letters are also appreciated. Josh would need to receive these by December 15.

Chuck said he's a table host for the November 11 event.

Tamra asked everyone to please note the calendar dates for future commission meetings.

Meeting Adjourned: 1:29 PM.



2016 Meeting Dates

FULL COMMISSION MEETINGS

*All meetings run 11:30am – 1:30pm in the
Grant Room, 2nd Floor, Broadway Commons, 1300 Broadway Street NE, Salem
(quarterly, the 3rd Thursday of the month)*

Regular Commission Meeting
January 28, 2016

Breakfast Meeting- “Together Towards Tomorrow”
(7:30 – 8:30 AM)
February 2, 2016

Regular Commission Meeting
March 17, 2016

Regular Commission Meeting – Location TBD
May 19, 2016

Regular Commission Meeting
July 21, 2016

Regular Commission Meeting
September 15, 2016

Regular Commission Meeting
November 17, 2016

MARION COUNTY CHILDREN AND FAMILIES COMMISSION BYLAWS

1. Name.

This organization will be known as the Marion County Children and Families Commission (hereinafter referred to as the “Commission”).

2. Mission.

To catalyze local leaders and champions to improve community wellness, enhance educational achievement, and identify opportunities that allow children, youth, and families to thrive.

3. Purpose.

To mobilize the community to address policy and systemic issues that hinder prosperous conditions for children, youth, families and communities.

The Commission is subject to the laws applicable to public bodies.

4. Goals.

The Commission will focus on prevention and intervention efforts that target youth, ages 11 to 18 and family support through:

- a. Strengthening families
- b. Enhancing neighborhood vitality
- c. Promoting student success
- d. Promoting workforce readiness

5. Process.

Issues that align with the Commission’s mission, purpose, and goals may be brought forward and presented on Commission meeting agendas. The Community Services Department (CSD) staff team will research issues and ensure they align with the Commission’s goals. CSD shall develop recommendations for the Commission’s consideration. CSD shall analyze issues through a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, identify manageable goals, assess available resources, and identify action steps needed to move forward.

6. Membership.

- a. **Appointment.** The Commission shall be comprised of at least 11 members, who shall be appointed by the Marion County Board of Commissioners and serve at the board of commissioners’ pleasure. Members shall have staggered terms and be appointed for terms of four years. The Commission through its Steering Committee may recommend to the board of commissioners proposed members for appointment to the Commission through a process determined by the Chair or Co-Chairs.
- b. **Representation.** Members will reflect the county’s diverse populations and expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age as well as sub-sectors of these populations. Members shall include persons who have knowledge of the issues relating to children and families, including education, municipal government, and the court system. Membership shall also reflect the geographic areas of Marion County.

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- c. **Duties/expectations of Members.** Members commit to being catalysts who strengthen families, help youth succeed, and promote community wellness. Members shall mobilize, leverage, and contribute resources for specific Commission projects, as well as engage their organizations to help achieve the community-wide strategic goals established by the Commission on behalf of the county. Members are expected to be knowledgeable about the essential matters confronting the Commission, including policy guidelines.

Members shall actively participate in the affairs of the Commission and maintain regular attendance of Commission and sub-committee meetings. Members are responsible for carrying out assignments. Members unable to attend scheduled meetings shall notify staff prior to the meeting.

In addition, commission members shall fulfill or delegate to the Children and Families Commission Steering Committee the following responsibilities:

- (1) Promote the mission of the Commission;
- (2) Set policy for the operations of the Commission;
- (3) Establish measurable standards of performance for Commission initiatives and projects;
- (4) Establish an ongoing planning process of identification and achievement of Commission objectives;
- (5) Approve the the budget and/or grant submissions;
- (6) Receive and review periodic reports, financial reports, outcome achievement, and operational status;
- (7) Orient new members;
- (8) Conduct an evaluation of Commission activities; and
- (9) Develop the cultural competency of Marion County's services for children and families.

7. **Termination.**

- a. **Resignation.** Resignations by members shall be submitted in writing to the director of the Community Services Department and announced at the next regularly scheduled meeting. Department staff will notify the board of commissioners and Commission officers.
- b. **Removal by Board of Commissioners.** All Commission members serve at the pleasure of the board of commissioners. The board of commissioners may remove a Commission member on its own motion or upon the recommendation of the Commission through its Steering Committee.
- c. **Reasons for dismissal.** The board of commissioners may remove a member when it determines that it is in the interest of the Commission or the county to do so.
- d. **Removal by Commission.** If the Commission through its Steering Committee

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determines a member should be removed for attendance or other reasons, the Chair or Co-Chairs shall report that recommendation to the board of commissioners for its consideration.

8. **Attendance.**

All Commission members are expected to attend a minimum of 80 percent of Commission meetings. If a Commission member's attendance drops below 80 percent between July 1 of one year and June 30 of the next year, the Commission Chair or Co-Chair may discuss with the member whether that member wishes to continue membership. At the discretion of the Chair or Co-Chairs, a member may be granted a leave of absence.

9. **Officers.**

- a. **Officer appointments.** The members of the Commission shall elect Co-Chairs, or a Chair and Vice-Chair, who shall serve at the pleasure of the board of commissioners. The term in office will be two years. Officers may be re-elected by the Commission for subsequent terms.
- b. **Chair or Co-Chair responsibilities.** The Chair or Co-Chairs will act as leaders of convened meetings and as the parliamentarian. The Chair or Co-Chairs will enforce Commission directives, guidelines and membership rules and will guide the conduct of public meetings. The Chair or Co-Chairs will set agendas pursuant to section 10.j. and may call special meetings pursuant to section 10.d. The Chair or Co-Chairs are the official representatives of the Commission and shall be the official spokespersons to the media. The Chair or Co-Chairs will call meetings, preside at meetings, make appointments to committees, and make assignments as necessary to carry out the purposes of the Commission. In the event that the Chair and Vice Chair or Co-Chairs are not available to preside at a meeting, they have the discretion to name a Commission member to fulfill this duty. The Chair or Co-Chairs will be ex-officio members of all committees.
- c. **Vice-Chair responsibilities.** In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities.
- d. **Vacancies or removal of officers.** The board of commissioners may remove an officer on its own motion or upon the recommendation of the Commission when it determines that it is in the interest of the Commission or the county to do so.

10. **Meetings.**

- a. **Public meetings laws.** The Commission is a public body subject to the public meetings and records laws as stated in ORS Chapter 192.630. All meetings will be open to the public.
- b. **Regular meetings.** The Commission will establish a schedule of regular meetings. Regular meetings may be canceled or changed to another specific place, date and time provided that actual notice is given.

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- c. **Notice.** The Commission will provide for and give public notice, reasonably calculated to give actual notice, to Commission members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes the potential of the public to be aware of the proceedings and to participate.
- d. **Special meetings.** The Commission Chair or Co-Chairs may call special board meetings by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. When possible, notice should be provided as soon as possible to encourage public participation.
- e. **Place of meetings.** Commission meetings are held at locations within Marion County in compliance with Oregon Public Meetings Law (ORS 192.630). Generally, meetings are held at Broadway Commons at 1300 Broadway Street NE in the 2nd floor Grant Room unless otherwise noted. Members may attend either in person or by teleconference so long as persons in attendance and on the telephone can both hear and communicate with each other.
- f. **Quorum.** The majority of the appointed, voting membership of the Commission will constitute a quorum for the transaction of all business at meetings.
- g. **Decision-making procedure.** For routine actions, the Commission may use a standard, voting process such as described in Robert's Rules of Order. For major decisions, the Commission will use a consensus-based decision-making process:
 - (1) Consensus means general support for a decision taken as a whole, but does not mean 100% agreement on every aspect of every issue.
 - (2) Majority is defined as a majority of the appointed membership.
 - (3) There will be no voting by proxy.
- h. **Minutes.** The Community Services Department staff will prepare meeting minutes. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. All conflicts of interest will be noted in minutes. Minutes will be distributed to the membership at least one week prior to the next regular meeting. Minutes will also be posted on the Community Services Department website.
- i. Summary notes are an alternative mechanism for recording the actions and discussions held during an established meeting. It will contain a general summary of discussions

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held and note any action to be taken. When a vote is taken, a list of those who voted “no” or “abstained” will be captured.

- j. **Agendas.** Commission members and department staff may request that items be placed on a meeting agenda by contacting the Chair or Co-Chairs or Community Services Department Director. The Chair or Co-Chairs will set meeting agendas in consultation with the Steering Committee and the director. The agenda will be distributed to members at least one week prior to a regular meeting.

11. Action Forums (committees and consortia).

- a. **Appointment.** The Chair or Co-Chairs will appoint members and leaders to action forums. The Commission will approve the charter of each consortium. Action forums will report their information, progress and/or recommendations to the Commission.
- b. **Steering Committee.** The Steering Committee will consist of the Commission officers and such additional members as appointed by the Chair or Co-Chairs. The purpose of the Steering Committee shall be to:
 - (1) Establish meeting agendas in consultation with the Chair or Co-Chairs;
 - (2) Review progress and oversee implementation of the Commission’s strategic plan;
 - (3) Assess and take action regarding relevant emergent issues;
 - (4) Recommend creation of special committees or action teams and set the level of decision-making authority;
 - (5) Provide overall direction for subcommittees and action teams;
 - (6) Review recommendations from subcommittees and action teams and propose implementation strategies to the Commission;
 - (7) Mediate differences between committees or action teams and between Commission members;
 - (8) Oversee the budget process; and
 - (9) Make recommendations to the Board of Commissioners relating to proposed appointments of members to the Commission or removal of members from the Commission.
- c. **Subcommittees:** The Commission may authorize the Chair or Co-Chair to create subcommittees, action teams, or other consortia to deal with specific problems or issues or to accomplish specific tasks. Leadership and membership appointments and consortia will be reported and reviewed by the Commission. All subcommittees and action teams are required to report their accomplishments and recommendations to the Commission.

12. Relationship between Commission and Community Services Department.

- a. **Generally.** The Marion County Community Services Department staff members will provide administrative support to the Commission.
- b. **Director.** The Community Services Department director will serve as the principal liaison between department staff and the Commission Chair or Co-Chairs.
- c. **Operations.** Commission members and staff will work together on projects that implement the goal areas specified in Section 4 of these Bylaws.

MARION COUNTY CHILDREN AND FAMILIES COMMISSION BYLAWS

13. Conflicts of Interest.

- a. **Declaration.** Commission members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- b. **Potential conflict defined.** A potential conflict of interest exists when a Commission member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Commission member may participate in an action after declaring the potential conflict and announcing its nature.
- c. **Actual conflict defined.** (ORS 244 (1)) An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Commission member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action on the subject under consideration.

14. Amendment to Bylaws.

- a. **Initiated by Commission.** The Commission may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Commission shall be forwarded to the board of commissioners for its approval. In accordance with Administrative Policy B-17, bylaws will be submitted to the board of commissioners by the Commission every three years for review and approval.
- b. **Initiated by Board of Commissioners.** The board of commissioners may initiate changes to the bylaws. These changes will be submitted to the Commission for review and consultation prior to the board of commissioners' adoption.
- c. **Distribution.** Upon the board of commissioners' approval of bylaw amendments, the Community Services Department will make any required revisions to the bylaws and distribute them to the Commission's membership.

15. Community Relations/Public Input.

All members of the public are encouraged and welcome to attend Commission meetings. Public comment on relevant agenda items will be accepted verbally or in writing at each meeting. Anyone who wishes to voice an opinion or present information or concerns to the Commission should contact either the Chair, the Vice-Chair, the Co-Chairs, or staff of the Community Services Department.

**MARION COUNTY
CHILDREN AND FAMILIES COMMISSION
BYLAWS**

ADOPTED BY COMMISSION this _____ day of _____ 2016.

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____