



# **Colusa, Sutter and Yolo Regional Child Support Agency Leadership Advisory Committee**

## **Bylaws**

### **ARTICLE I. NAME OF AGENCY**

The name of the Agency, commencing January 2, 2021, is the COLUSA, SUTTER AND YOLO REGIONAL CHILD SUPPORT AGENCY (also known as the RCSA, or Regional Agency). The Memorandum of Understanding (MOU) that created the Regional Agency also established the County Leadership Advisory Committee.

### **ARTICLE II. AGENCY PURPOSE AND MISSION**

Section 1: PURPOSE: To effectively administer and deliver IV-D Child Support program services to the families of Colusa, Sutter and Yolo counties.

Section 2: MISSION STATEMENT: The Colusa, Sutter and Yolo Regional Child Support Agency works with families to promote self-sufficiency and the well-being of children by establishing parentage and financial support.

### **ARTICLE III. COUNTY LEADERSHIP ADVISORY COMMITTEE PURPOSE**

Section 1: PURPOSE: The Child Support Leadership Advisory Committee (Committee or LAC) provides a forum for ongoing direct communication between the Counties and the Regional Director.

The Child Support Leadership Advisory Committee provides a streamlined process for the Regional Agency and the Counties to collaborate as partners in the development of short and long-term program priorities, advise the Regional Director on annual budget development, provide input on the Regional Director's annual performance evaluation, and perform various other functions specified in the MOU.

### **ARTICLE IV. COUNTY LEADERSHIP ADVISORY COMMITTEE COMPOSITION**

Section 1: COMPOSITION: The MOU that established the Regional Agency defines the composition of the Committee as: two (2) representatives from each of the Counties. One (1) of the two (2) representatives will be the County Administrative Officer (CAO) (or their designee); and one (1) will be a Supervisor (or an alternate Supervisor).



## **Colusa, Sutter and Yolo Regional Child Support Agency Leadership Advisory Committee**

Assignment to the Leadership Advisory Committee is generally a two year term, or until replaced by their appointing authority.

If a person assigned to the Committee ceases to be a member of the Board of Supervisors or the designee of the County Administrator, that individual will be deemed removed from the Committee and will no longer serve as a representative. The vacancy will be filled in a manner similar to the original appointment.

Section 2: STAFF: The Director of the Regional Agency and/or their designee will staff the Leadership Advisory Committee and prepare and maintain minutes of its meetings.

Section 3: CHAIRPERSON: In its discretion, the Committee at any time may elect a Chair and Vice-Chair to lead meetings and perform related duties. The Chair and Vice-Chair will serve one-year terms. If the Committee does not elect a Chair and Vice-Chair, the Director will lead meetings but will not cast votes in any matters requiring a decision.

### **ARTICLE V. VOTING**

Section 1: VOTING: Generally, consistent with its purpose as a collaborative body, the Committee will endeavor to operate by consensus in providing guidance to the Director on matters within its purview. On matters that require Committee action (for example, dispute resolution under Section L of the MOU), each representative member is entitled to one vote.

Section 2: PROXY VOTING: If a representative is unable to attend a Leadership Advisory Committee meeting, the right to vote for that County may be delegated to the other County representative. A written authorization is required and becomes effective when received by the Regional Director.

Section 3: A majority of representatives present either in person, electronically, telephonically or by proxy will be required to pass motions.

Section 4: TIE: If there is a tie in voting, the Committee shall be deemed deadlocked and no action shall result.



## **Colusa, Sutter and Yolo Regional Child Support Agency Leadership Advisory Committee**

### **ARTICLE VI. MEETINGS**

Section 1: All meetings of the Committee shall comply with the Ralph M. Brown Act. The Regional Director will convene the Child Support Leadership Advisory Committee meeting a minimum of one time per year. The Committee will meet at such times and places within one of the three participating Counties, or virtually. The Committee will be noticed by the Regional Director through distribution and posting of an agenda, as discussed below. Meetings can be held in person, telephonically or virtually, subject to compliance with the Brown Act.

Section 3: AGENDA: The Regional Director will create the agenda for all meetings and will distribute the agenda to the representatives prior to each meeting and handle all public posting responsibilities (in coordination with the Clerk of the Board of Supervisors for each participating County, as needed). Items for the agenda may be submitted to the Regional Director by any member of the Committee. Items may also be suggested by non-members, including members of the public. The Regional Director shall determine which items are included on an agenda in consultation with the Chair and Vice-Chair or, if those positions are not filled, the Director shall have sole discretion in such matters.

Section 4: MINUTES: Staff of the Regional Director will prepare minutes of the public portion of each meeting and will distribute copies to each representative. Adopted minutes will be available to the public upon request. Minutes of closed sessions are not required and, if taken, will also be available to the public only in accordance with the Ralph M. Brown Act, Public Records Act, and other applicable laws. The minutes will include a record of the persons present (including the names of representatives, names of staff, and the names of members of the public from whom written or oral presentations were made) and a description of the matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Committee.

All documents, reports, or other materials prepared by, or for, the Committee constitute official government records and must be maintained by the Regional Agency.

Section 5: RESPONSIBILITIES: The responsibilities of the Committee are described in the MOU, relevant sections of which and are provided in the following paragraphs for ease of reference.

Section 6: PROGRAM DEVELOPMENT: The Regional Director will provide information to the Child Support Leadership Advisory Committee regarding prior year performance accomplishments and budget year goals.



## **Colusa, Sutter and Yolo Regional Child Support Agency Leadership Advisory Committee**

Section 7: BUDGET DEVELOPMENT: The child support program allocation for the Regional Agency is distributed by the California Department of Child Support Services (DCSS) and will be issued to YOLO County as the lead county. Any changes to the regional allocation will be shared with the Child Support Leadership Advisory Committee.

### **ARTICLE VII. RESPONSIBILITIES**

Section 1: SELECTION OF A NEW DIRECTOR: When/if assignment of a new Regional Director is required; YOLO County will recruit for the position. At least one representative from each county who participates on the Committee will participate in candidate assessment/review panel and make a recommendation to the Yolo County CAO on the ideal candidate for the Regional Director position.

Section 2: REGIONAL DIRECTORS REVIEW: At the time of his/her regularly scheduled annual review, the Yolo County CAO will invite the Child Support Leadership Advisory Committee's input on their performance of the Regional Director.

The Child Support Leadership Advisory Committee is encouraged to provide regular feedback to the Yolo County CAO regarding staff and/or program performance for all members of the Regional Agency engaged in work in the member counties.

### **ARTICLE VIII. AMENDMENTS**

Section 1: NOTICE Except as otherwise required by law, these bylaws may be amended at any regular meeting of the Leadership Advisory Committee.

Section 2: VOTE Such amendment will require an affirmative vote of a simple majority of the representatives present either in person, telephonically, virtually or by proxy.

Section 3: EFFECTIVE DATE: Unless the effective date is included in the vote, the date of approval by the membership constitutes the new effective date of the bylaws.