

**CHILDREN AND FAMILIES COMMISSION  
for  
SAN BERNARDINO COUNTY  
BYLAWS**

**ARTICLE I**

**Name and Authority**

Section 1. The name of the organization is the Children and Families Commission for San Bernardino County, hereinafter referred to as "Commission". The principal location of the offices of the Commission is San Bernardino County, at a location to be determined by the Commission.

Section 2. The Commission is established by the California Children and Families First Act of 1998, specifically, California Health and Safety Code Sections 130140 and 130140.1, and Chapter 29 to Division 2 of Title 1 of the San Bernardino County Code.

Section 3. The Commission shall file appropriate forms (roster of public entities) with the California Secretary of State.

**ARTICLE II**

**Purpose and Intent**

Section 1. (Purpose) The Children and Families Commission for San Bernardino County is created for the purposes of promoting, supporting and improving the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, childcare, social services, health care, and research.

Section 2. (Intent) The Commission's intent is to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal family functioning and early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this act to emphasize local decision-making and to integrate services in the areas of child care, health care, early intervention programs and parent education for children and parents of children prenatal to five years of age.

## ARTICLE III

### Powers and Duties

Section 1. (Dissemination of Materials) Provide for countywide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

Section 2. (Strategic Plan) Adopt a strategic plan for the integration of a comprehensive countywide program promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in San Bernardino County. The plan shall, at a minimum, address the following matters:

Parental education and support service in all areas required for, and relevant to, informed and healthy parenting.

The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance to ensure appropriate child care for all households.

The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of a prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

The Commission shall conduct at least one public hearing on its proposed strategic plan before it is adopted. The Commission shall, on at least an annual basis, periodically review its adopted strategic plan and revise it as may be necessary or appropriate.

Section 3. (Outcome Measures) Define the results to be achieved by the adopted strategic plan, and collect and analyze data to measure progress toward attaining such results.

Section 4. (Provide for Research) Provide for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and the establishment and monitoring of funded projects and / or programs.

Section 5. (Solicit Input) Solicit input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitate the exchange of information between such individuals and entities, and assist in the coordination of the services provided by public and private agencies to deal more effectively with early childhood development.

Section 6. (Provide Technical Assistance) Provide technical assistance to individuals and agencies providing early child development services within San Bernardino County.

Section 7. (Enter into Contracts) Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the California Children and Families First Act of 1998.

Section 8. (Monitor, Review and Evaluate Funded Programs) Monitor, review, and evaluate at least annually, programs that receive funds from the Children and Families Commission for San Bernardino County Trust Fund.

Section 9. (Apply for Grants) Apply for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state, or any agency or political subdivision thereof, or from the federal government or any agency instrumentality thereof, in furtherance of a statewide program of early childhood development.

Section 10. (Advise State Commission, Governor and Legislature) Make recommendations to the California Children and Families State Commission, Governor and the Legislature for changes in state guidelines, state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

#### ARTICLE IV

##### Commissioners

Section 1. (Number) The Children and Families Commission for San Bernardino County shall consist of seven (7) voting members.

Section 2. (Selection) Members of the Commission shall be appointed by the San Bernardino County Board of Supervisors.

Section 3. (Qualifications) The Commission shall consist of one member of the Board of Supervisors, the Assistant Executive Officer for Human Services and the Director of Public Health or Health Officer and four members appointed by the Board of Supervisors, pursuant to San Bernardino County Code Section 12.2903.

Section 4. (Terms of Office) The members of the Commission shall serve for two (2) years, except for the Assistant Executive Officer for Human Services and the Public Health Director or Health Officer who shall each serve for the duration of their employment in that position. The members of the Commission shall serve at the pleasure of the Board of Supervisors.

Section 5. (Resignation) A Commissioner may resign effective on giving written notice

to the Board of Supervisors, unless the notice specifies a later date for his / her resignation to become effective. The Executive Director of the Commission shall notify the Commission.

Section 6. (Removal) Any Commissioner may be removed from office at any time by a majority vote of the Board of Supervisors favoring such removal.

Section 7. (Vacancies) Any vacancy on the Commission shall be filled by the Board of Supervisors.

Section 8. (Compensation and Expenses) Members of the Commission shall not be compensated for their services, except that they may be paid reasonable per diem and reimbursement of reasonable business expenses for attending meetings and discharging other official responsibilities.

Section 9. (Conflict of Interest Code) Commission members shall file statements of economic interest as required by the Political Reform Act and pursuant to its Conflict of Interest Code.

## ARTICLE V

### Officers and Duties

Section 1. (Designation) Officers of the Commission shall be a Chair, Vice-Chair and such officers as the Commission may from time to time provide. The Chair and Vice-Chair shall perform the duties of their respective offices, and such other duties as may be approved by the Commission

Section 2. (Selection) The Chair and Vice-Chair of the Commission shall be elected by the voting members of the Commission. The terms of all such officers shall be one year, commencing upon the adjournment of the meeting at which they are elected. All officers shall hold office until their successors are duly elected.

Section 3. (Duties) The Chair shall be the executive head of the organization and shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. The Chair shall sign all contracts on behalf of the Commission, unless the bylaws of the Commission provide otherwise. The Chair shall perform such other duties as may be imposed by the Commission in the bylaws. The use of a facsimile signature of the Chair may be used on documents requiring the signature of the Chair, including contracts.

Section 4. (Executive Director) The Commission shall, after the majority of its members have been appointed, provide for an Executive Director. The Commission shall thereafter hire such other staff as necessary or appropriate. The Executive Director and staff shall be compensated as determined by the Commission, consistent with available funds for appropriation in the Administration Account. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

Section 5. (Officers and Employees of the Commission) All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief disability, workers' compensation and other benefits which apply to the activities of officers, agents or employees of a public agency when performing their respective functions shall apply to the officers, agents or employees of the Commission to the same degree and extent while engaged in the performance of any of the functions and other duties of such officers, agents or employees.

## ARTICLE VI

### Meetings and Committees

Section 1. (Regular Meetings) Regular meetings of the Commission shall be held on a regular basis at a time and place to be specified by the Commission.

Section 2. (Open Meetings) All meetings of the Commission board, except those closed sessions permitted by law, shall be open and public. All meetings shall conform to the Ralph M. Brown Act, California Government Code Section 54950 et seq., including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, special meetings, closed sessions, and emergency meetings, maintenance of records, and disruption of a public meeting.

Section 3. (Notice of Meetings) Notice of each regular meeting shall be posted at least seventy two (72) hours prior to the time of the meeting and shall include the time, date, and place of the meeting. Notice of any meeting of the Commission shall be given to any person so requesting.

Section 4. (Quorum) A majority of the appointed voting members of the Commission shall constitute a quorum of the Commission.

Section 5. (Rules of Order) The Commission shall adopt policies and procedures to serve as its rules of order.

Section 6. (Committees) The Commission Chair may create standing and ad hoc committees and the Commission hereby delegates the authority to appoint members to those committees to the Commission Executive Director. One or more Commissioners may serve on the committees but all committees must be composed of less than a quorum of Commissioners.

(A) Committee and ad hoc member selection shall be determined by the Commission Executive Director.

(B) Meetings: Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by Committee Chair or the Commission Executive

Director. A majority of the appointed members of a committee shall constitute a quorum. The schedule of standing committees shall be on file at the Commission Office.

(C) Notice and Agenda: All standing committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these bylaws, except for ad hoc committees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

(D) Minutes: The Executive Director of the Commission or designee shall prepare the minutes of each meeting of the committees of the Commission. The minutes shall be an accurate summary of the committee's consideration of each item on the agenda and an accurate record of each action taken by the committee. Minutes will be disseminated to the Commission and held on file at the Commission Office.

(E) Open and Public: Meetings of the committees will be open and public.

## ARTICLE VII

### **Business and Fiscal**

Section 1. The fiscal year of the Children and Families Commission for San Bernardino County shall begin on July 1st and end on June 30th each year.

Section 2. The Commission shall adopt an annual budget consistent in accordance with and consistent with applicable laws and standards.

Section 3. A majority of the quorum of the Commission is required for all official actions, including contracts.

Section 4. The Commission shall adopt policy and procedures for the conduct of its business.

## ARTICLE VIII

### Amendments

These Bylaws may be amended or repealed by a majority vote of the Commission at any duly noticed regular or special meeting.

### CERTIFICATE OF CHAIR

I, the undersigned, do hereby certify:

That I am the duly elected and acting Chair of the Children and Families Commission for San Bernardino County, a local public agency of the State of California; and

That the foregoing Bylaws, comprising seven (7) pages, including this page, constitute the Bylaws of the Commission, as duly adopted by the Commission at a regular meeting, duly called and held on the fifth day of April, 2017, at San Bernardino, California.

  
Chair of the Commission *maxwell ohikhuare, M.D.*