



PARTNERS
FOR OHIO'S FAMILIES

CHARTER SOLUTIONS THROUGH EMPOWERMENT AND PARTNERSHIP STEP TEAM

This Charter applies to the creation, organization, and operation of the STEP Team that has been established under the Office of the Families and Children (Office).

- A. Creation.** The STEP Team ("Team") was established under Charter effective August 4, 2011. The Charter is to be reviewed no less than every three years. A review of this Charter shall be due no later than September 16, 2018. The Team may vote to continue under the conditions set forth in the amended and/or reauthorized Charter.
- B. Purpose of STEP Team.** The purposes of the Team are to:
1. Support and promote the continued implementation of the Office's Five Strategies:
Strategy 1: Building a team approach.
Strategy 2: Building institutional behavior.
Strategy 3: Establishing structured communication.
Strategy 4: Building a knowledge base.
Strategy 5: Supporting agencies to self-assess.
 2. Address issues of organizational culture and climate that impact the Office's ability to sustain innovation and adhere to its vision, mission and principles
 3. Act as an ongoing mechanism for change which can include:
 - a. Conveying issues raised by colleagues; seeking input from colleagues.
 - b. Communicating the rationale for change and creating readiness for change.
 - c. Seeking ways to engage colleagues; promoting the purposes of the Team.
 - d. Seeking input and sharing feedback about accomplishments and status of activities.
 - e. Providing ongoing support of recommendations.

The Team shall not have independent program policy setting authority, and shall report to the OFC Deputy Director. The Team shall provide ongoing recommendations to Office leadership specific to its purpose. If appropriate, recommendations should identify:

1. Resources and support within the Office and external to the Office that are needed to carry out its purpose.
2. Strategies to maximize facilitators and overcome barriers as appropriate.

C. Membership. The Team shall consist of no more than 20 members. All members are volunteers and shall be appointed by the OFC Deputy Director.

Membership will be broad based and represent a cross section of the program areas and job categories that comprise the Office. Consideration should be given to maintaining a balance between management and non-management members, whenever possible.

Staff shall be encouraged to volunteer as Team members through:

1. Regular announcements and notice of upcoming vacancies.
2. Support of management.
3. Outreach of Team members.

D. Terms. Terms of appointment:

1. Shall be staggered so that one-third of the Team's memberships expires each year.
2. Are two years in length, with one option for renewal.
3. Begin on January 1st and expire on December 31st unless appointed to fill an unexpired term.
4. Shall be made to the completion of an unexpired term with one option for renewal, when made to fill a vacant unexpired term.
5. Are made by the individual, rather than position, so that a position change within the Office (e.g. promotion or transfer) does not impact membership or term. The exception is the Deputy Director and Project Manager, who are permanent members of the Team.

E. Responsibilities

By accepting appointment, Team members agree to:

1. Commit to a minimum of one term.
2. Personally prioritize the work of the Team.
3. Have fully reviewed all assigned materials prior to each meeting.
4. Develop an understanding of Office organization and program operation.
5. Identify and recommend appropriate resources and strategies to support successful implementation of STEP recommendations.
6. Participate and vote as a representative of the specified demographic and/or discipline ("peers") for which they have been appointed.
7. Serve as a liaison with peers to facilitate the open exchange of information between peers and the Team.

8. Provide regular Team status update to professional colleagues.
9. Facilitate expanded participation of peers through focus groups, surveys or other activities established by the Team.
10. Serve on Team panels and Team presentations as feasible and practical.

By making appointment, department leadership agrees to:

1. Support the purposes of the Team as set forth in this Charter.
2. Host and staff the Team meetings.
3. Facilitate the participation of appropriate Office and ODJFS program staff as needed.
4. Identify tasks for Office and ODJFS staff as necessary and appropriate to support successful implementation of the Team's accepted recommendations.
5. Support the development of peer-to-peer learning activities and build the Office's capacity to develop and sustain the purposes of the Team.

F. Chairpersons. The Team shall select from its membership a minimum of two staff persons to serve as co-chairpersons. The co-chairs shall be responsible for setting the agenda, ensuring that meetings proceed appropriately, soliciting volunteers for various activities, and establishing task teams as needed. Co-Chairs shall:

1. Have been a member for one year.
2. Serve two years, with a term running January 1 through December 31.
3. Be on a staggered term so that, whenever possible, a newly appointed Co-Chair serves with a Co-Chair in his/her second year of appointment.
4. In the event that a Co-Chair does not complete an appointed term, the Team shall select a replacement from its membership to serve the remainder of the unexpired term.

7. Meetings. The Team shall meet monthly. The Team may decide at any time to meet more or less frequently.

8. Attendance. It is the expectation that Team members will be present at all meetings and that each member shall make a good faith effort to fully participate in entirety. It is the expectation that Team members will have fully apprised themselves of the substance of any missed meeting, understanding that missed decisions and/or discussions cannot be revisited within the Team.

In cases of extreme weather or extenuating circumstances, co-chairs may make alternate methods of participation available.

Should a Team member's schedule, work load or circumstances cause multiple or frequent absences, the member should, or may be asked to, consider steps to address or alleviate the issue. This may include resignation from Team membership.

9. Quorum. There shall be a quorum present for the work of the Team when a majority of committee members is present for the meeting.

10. Voting. At any meeting of the Team at which a quorum is present or has been declared, the members may take action by affirmative vote of two-thirds of the members in attendance, although consensus will be sought whenever feasible.

Proxy votes shall not be permitted. Whenever possible, the Team should be notified in advance of the intent to take a vote, although this shall not preclude the voting on routine and administrative matters without prior notice. The Co-Chairs may identify a process for an electronic vote on an item that has been raised within a meeting.

11. Minutes. Minutes shall be kept at every meeting of the Team and distributed to its members for review prior to the next meeting. The Co-Chairs shall establish a rotating responsibility that is shared among members.

12. Task Teams. The Team may form task teams it believes necessary to complete the work of the full advisory committee. A task team should consist of select members of the full Team and such other persons who the co-chairs of the Team believe will assist in a full exploration of the issue under review.

Task teams should remain relatively small in size, generally not exceeding 8-12 members, and have at least one member of the Team. The work product of any task team shall be presented to the Team in the form of a recommendation on which the Team shall vote.

Paragraphs 9, 10, and 13 of this charter also shall apply to the work of task teams.

13. Work Product; Publications.

The Team shall not produce publications under the title of the Team without the express permission of the Office Deputy Director or ODJFS Assistant Director.

15. Dissolution. The Team may be dissolved by the Office Deputy Director at any time solely upon his or her discretion or upon the recommendation of the Team indicating that the Team is no longer productive or has met the purpose for which it was created.

16. Effective Date. This Charter revision is effective September 16, 2015.