



**Office of Families and Children  
Family First Prevention Services Act  
Leadership Advisory Committee Charter**

This Charter applies to the creation and operation of the Office for Families and Children's Family First Prevention Services Act (FFPSA) Leadership Advisory Committee (Committee).

**Creation.** The Family First Prevention Services Act Leadership Advisory Committee (Committee) is operational under this Charter as of the effective date of 11/15/2018 through completion of the group's charge.

**Purpose of the Leadership Advisory Committee.** The Committee serves to make recommendations to the Ohio Department of Job and Family Services to guide the planning and implementation efforts necessary for the successful fulfillment of the requirements of the FFPSA.

The Committee is charged with development of a road map for Ohio's implementation of the FFPSA. This document will include:

- An over-arching vision for FFPSA in Ohio;
- Critical decisions required by FFPSA;
- Recommendations in relation to these critical decisions;
- Rationale for each recommendation; and
- Key implementation considerations as the state moves forward, including projected action steps, timing and resource needs.

**Values and Ways of Work.**

- The Committee is a collaborative entity.
- Transparency is valued and expected.
- The Committee values innovation and excellence.
- The Committee should be action oriented to meet defined deliverables within defined timelines.
- Members are expected to commit the time to review materials and attend meetings, arriving prepared to discuss the topics at hand and participate fully.
- Members are expected to leverage other program expertise and successes.
- Members are expected to adhere to the agenda, purpose and non-purpose of each meeting.

- Members will remain solution focused when discussing issues/challenges and will offer up suggested solutions.
- Members will honestly and openly reflect their agency's or membership's challenges.

**Membership.** The Committee is comprised of voting members, including leadership from public children services agencies, private child and family services agencies, the Ohio Department of Job and Family Services, the Ohio Department of Mental Health and Addiction Services, the Ohio Department of Medicaid, the Ohio Department of Developmental Disabilities, the Ohio Department of Health, the Ohio Department of Youth Services, the Ohio Family Care Association, the Ohio Job and Family Services Directors Association, the Public Children Services Association of Ohio, the Ohio Children's Alliance, Ohio Family and Children First Council, the Supreme Court of Ohio, the Ohio Department of Education, parents, foster care alumni, and caregivers.

In addition, non-voting resource members and subject matter experts may join the committee as needed to support and assist the committee in accomplishing its charge. These include partners with Casey Family Programs, the Ohio Children's Trust Fund, ODJFS staff and other subject matter experts.

**Member Responsibilities.** Committee members agree to:

- Develop a thorough understanding of the requirements of the FFPSA
- Regularly attend Committee meetings.
- Participate in discussions and represent the member's agency and/or constituent group.
- Share the perspective of the entity they are representing and not their personal perspective.
- Report back the work of the Committee to their respective entity stakeholders and peers.
- Share feedback received from stakeholders and peers with the Committee.
- Engage their respective state or local agencies at the cabinet/executive level.
- Identify subcommittees needed and help prioritize the work to be completed around specific elements of the Act.
- Participate on subcommittees and facilitate expanded participation of peers as needed to accomplish the work of the Committee.

**Terms.** Membership shall be for the term of the Charter.

**Chairperson.** The Committee Chair is the ODJFS Office of Families and Children's Deputy Director. The Chair shall:

- Set an agenda for each meeting.
- Establish meeting dates.
- Co-lead the meeting.

- Communicate Committee information to all members.
- Ensure that minutes are taken and distributed to all members.
- Regularly review meeting attendance.

**Meetings.** The Committee will meet at least one time monthly.

**Attendance.** Members shall make a good faith effort to attend each Committee meeting in its entirety.

- Virtual or telephonic attendance will be permitted in extenuating circumstances.
- Should a member miss two consecutive meetings, the Chair may recommend that the member relinquish his or her seat on the Committee.

**Decision Making and Voting.**

- A quorum is required for a vote.
- The Committee may act by affirmative vote of a majority of the members present.
- Voting and non-voting members shall be identified on the Committee register.
- Voting members may vote via phone, email, or other technology (e.g., phone app).
- Votes shall be recorded only for key decisions.

**Minutes.** Minutes shall be kept at every meeting of the Committee and distributed to its members.

**Work Product; Publications.**

- The work product of the Committee is a public record, and the property of ODJFS.

**Communication.**

- ODJFS has established and shall maintain a repository to house all Committee and Subcommittee documents. Information will be available online at <http://jfs.ohio.gov/ocf/> and may be viewed by selecting the 'Family First' button.
- The Chair, and as appropriate, other members of the Committee will ensure bi-directional communication with the Partners for Ohio's Families' (PFOF) Advisory Board. Working in tandem with the PFOF Advisory Board will help ensure that Ohio's FFPSA roadmap is aligned with other child welfare strategic planning efforts, such as the state Child and Family Services Plan (CFSP) and the federal Child and Family Services Review Program Improvement Plan (PIP).
- The Chair, and as appropriate, other members of the Committee will ensure bi-directional communication with constituent groups served by the child welfare system, such as the Ohio Youth Advisory Board (OYAB) and the Helping Ohio Parent Effectively (HOPE) Advisory Board. Established feedback loops with constituent groups will help ensure broad-based input from those most directly impacted by the changes under FFPSA.

**Subcommittees.**

The Committee may form such subcommittees that it believes necessary to complete its work. A subcommittee may consist of select members of this Committee and such other persons who the Chair of the Committee believes will assist in a full exploration of the issue under the review.

Subcommittees should remain relatively small, be diverse, and include Committee and Non-Committee members. The family or youth voice shall be represented on each Subcommittee.

The Attendance, Minutes, Communication, and Work Product; Publications criteria of these guidelines shall also apply to the work of subcommittees.

**Dissolution.** The Committee may be dissolved upon the group's own recommendation indicating that it has met the purpose for which it was created.

**Addendum:** Register of voting and non-voting Committee members.