



COUNTY of LUZERNE

PENNSYLVANIA

ESTABLISHED 1786

**LUZERNE COUNTY COUNCIL  
AUTHORITIES, BOARDS, AND COMMISSIONS COMMITTEE**

February 27, 2018

Council Meeting Room

Luzerne County Courthouse

200 North River Street

Wilkes-Barre, PA

**5:00 PM CALL TO ORDER**

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**ROLL CALL**

**ADDITIONS TO/DELETIONS FROM AGENDA**

**ADOPTION OF AGENDA**

**AGENDA ITEMS**

1. Discussion of proposed Bylaws of the Advisory Board of Children and Youth  
Services of Luzerne County .....pages 1-6

**PUBLIC COMMENT**

*This is an opportunity for members of the public to address the Council on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Council. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.*

**ADJOURNMENT**

**BY LAWS OF THE ADVISORY BOARD OF  
CHILDREN AND YOUTH SERVICES OF  
LUZERNE COUNTY**

**Preamble:** To present the purposes of the Resolution of the Luzerne County Council establishing a non-partisan Advisory Board to Children and Youth Services, pursuant to the regulations as established by the Pennsylvania Department of Human Services to implement the Act of July 9, 1976, P.L. 846, No. 148, and for the purpose of providing for the election of officers and members thereof, as well as to govern its proceedings and define its functions, the following rules are hereby adopted.

**Section I - Name and Location:** The name of this organization shall be the Advisory Board of Luzerne County Children and Youth Services, 111 North Pennsylvania Boulevard, Wilkes-Barre, Pennsylvania.

**Section II - Purposes:** To advise the Luzerne County Council and the agency Executive Director, as needed, in the administration of Children and Youth Services in accordance with the Department of Human Services regulations 3130.21, 3130.22 and 3130.71 by the following:

- A. Examining the work of the agency and making recommendations to the Council as the Advisory Board deems necessary;
- B. Advising the agency Executive Director in matters pertaining to the development of the annual county services plan and budget estimate prior to being presented to the County Manager;
- C. Informing the County Council concerning community attitudes about existing services and future needs for an adequate child protection program;
- D. Assisting, as requested by County Council or the County Manager, in the recruitment of Executive Director;
- E. Carrying out such responsibilities in the development of policies of the Board as may be requested by the Council;
- F. Working with other bureaus and agency providers and community planning groups for the purpose of evaluating programs relating to the protection of children;
- G. Interpreting to the community and other organizations, the functions of the agency and Advisory Board through members who are active on other boards, organizations and associations;
- H. Establishing a fund for the purpose of receiving gifts and donations from the community. Such gifts and donations shall be used only for the direct benefit of the children served by the agency and in no way offset the county's financial responsibilities to the program.

***Section III - Membership: Please refer to the Luzerne County Home Rule Charter for Policies and Procedures regarding Luzerne County Authorities, Boards, and Commissions sections I, II, and III.***

- A. Before new and renewing members can participate on the Advisory Board they will need to provide and pay for Child Abuse and Criminal History clearances.
- B. All members of the Board shall be appointed and reappointed by the Council.
  - 1. The Board shall consist of not fewer than five (5), nor more than fifteen (15) members.
  - 2. Membership shall be representative of the population of geographical sections of the county, and of consumer groups, where possible.
  - 3. In no case shall an elected county official, or a county employee or a member of his/her immediate family, serve as a member.
- C. Membership for new and renewing members shall be through Council approval. Membership shall be for a term of three (3) years with a maximum of fifteen (15) years. Members will have the option of moving to Voluntary Status after serving out their initial term.
- D. A member absent from three (3) consecutive regular Board meetings without due cause, or a member who has not attended a minimum of five (5) meetings per year, may be dropped by the action of the Board with the approval of the Council.

Throughout the year, the By Laws Committee Chairperson will review each Board member's participation. A recommendation will be made to the Advisory Board Chairperson and Director as to any further action to be taken.

Regular attendance at meetings is expected, and attendance records will be reviewed annually by the By Laws Committee.

The By Laws Chairperson will remind Board members of their responsibilities for Board membership. To be effective Board members, members are expected to attend a minimum of five (5) meetings and serve on a minimum of one (1) committee. In addition, Board members are expected to participate in a minimum of one (1) case review each year as needed. Case review meetings provide members with a better understanding of the importance of the agency's work and an opportunity to see the challenges facing the agency staff.

To ensure that Board members meet responsibilities, the By Laws Committee Chairperson will review throughout the year each member's status and contact those not fulfilling membership responsibilities. The purpose is to remind the members of their responsibilities.

A member not maintaining active participation on the Board either due to medical or personal reasons, may submit a letter requesting a "leave of absence" with an anticipated date of return to active status, not to exceed 12 months.

- E. Section 8.02 (H) of the Charter prohibits any member of any County Board or commission from being employed or compensated by any individual or business serving as a contractor to the County or County authority, board, or commission.
- F. Volunteer Status. The Advisory Board Executive Committee may grant to an individual, in its discretion, to remain on the Board under Volunteer Status after the Board member has served an active term. **A volunteer status individual is required to attend at least three (3) Board meetings and one (1) CPP or (one (1) case review) per year.**

A volunteer may attend Board meetings, participate and serve as Chairperson on Program, Events or Business Leaders Group Committee and offer his/her advice and expertise as may be warranted. A volunteer will receive all mailings i.e. meeting notices, minutes, and participate on ad hoc committees as established.

- G. If a member is not meeting the minimum requirements, the Executive Director and/or the Executive Committee will have a discussion with the member and determine if the minimum requirement is excusable based on the member's situation.
- H. All Members shall be subject to the terms and conditions of the Luzerne County Home Rule Charter, the Accountability, Conduct and Ethics Code and/or any code, ordinance, policy or directive applicable to Luzerne County boards, commissions, authorities and/or agencies.

**Section IV - Officers:** The officers of the Advisory Board shall be a Chairperson, a Vice-Chairperson and a Secretary.

- A. A slate of candidates shall be presented to the Advisory Board by the Bylaws Committee at the November meeting of the Advisory Board. Additional nominations can be submitted to the chairperson of the Bylaws Committee for placement in nomination at the December meeting.
- B. Election of officers will take place at the December meeting. Should there be more than one candidate nominated for a particular office, the Board will entertain a motion for a closed ballot.
- C. Officers will take office at the January meeting.
- D. All officers shall hold such elective offices for a period of two (2) years. Officers may succeed themselves for an additional two (2) year term.

- E. In the event of a resignation, filling the unexpired term shall be left to the discretion of the remaining Officers and the Director.

***Section V - Duties of Officers:***

- A. Chairperson - It shall be the duty of the Chairperson to preside at all meetings of the Advisory Board, and to be responsible for directing the business of the Board. The Chairperson will also serve as an ex-officio member to all committees.
- B. Vice-Chairperson - It shall be the duty of the Vice-Chairperson to perform the duties of the Chairperson in his/her absence. The Vice-Chairperson will be an ex-officio member as designated by the Chairperson to any committee.
- C. Secretary – It shall be the duty of the Secretary to perform the duties of the Chairperson or Vice-Chairperson in his/her absence. The Secretary will be an ex-officio member as designated by the Chairperson to any committee. The Secretary will assist with committee agendas and notes as needed.
- D. Chairperson pro temp - in the absence of the Chairperson, Vice-Chairperson, or Secretary, the Advisory Board shall appoint a Chairperson Pro Temp who shall have the powers of the Chairperson for that meeting.

***Section VI - Meetings:***

- A. Notice in writing of all meetings, both regular and special, shall be given in advance to all members of the Board.
- B. The Board shall meet at least ten (10) times per year. The Agency Director or his/her designee, shall attend all meetings. Special meetings may be called by the Chairperson, or by five (5) members of the Board with at least one (1) week notice and include the specific reason that the meeting is called.
- C. A quorum shall consist of one-third (1/3) of the current active Board membership (for voting purposes).

***Section VII - Committees:*** Committees shall be established as needed, with the Chairperson appointing all committees. Members shall serve on a minimum of one (1) committee each year. Standing committees shall be as follows: Executive, Program, Events, and Business Leaders Group. Committee Chairperson will work closely with the Director and his/her Administrative Team who are responsible for information related to their committee.

***Executive Committee*** - shall be composed of the Chairperson, Vice-Chairperson, and Secretary. The principal purpose of the committee will be to undertake short-term and long range strategic planning of the Advisory Board. The committee shall have the interim power to act in the ordinary affairs of the Board between regular meetings. Actions taken by the Executive Committee shall be reported to, and approved by, the Advisory Board members at the next regular meeting. This committee shall meet prior to every Advisory Board meeting to discuss agenda items.

***Program Committee*** - shall be comprised of members of the Advisory Board. The committee will work to identify service needs, assess program effectiveness (as requested), identify ways of improving ongoing service programs, review provider services, and recommend creation of new services to clients.

***Events Committee*** - shall be comprised of members of the Advisory Board. The purpose of the Events Committee is to collaborate with the agency's Events Committee to help boost morale and assist in planning activities. This committee will solicit funds to benefit children in care in Luzerne County Children and Youth and to give reports to the Advisory Board on the events and fundraising activities. This committee will be crucial in their assistance with planning for the Children's Holiday Party as well as the Adoption Celebration each year.

***Business Leaders Group Committee*** – shall be comprised of members of the Advisory Board. The purpose of the Business Leaders Group is to find successful business people in the community to come to the agency to talk with management/supervisory and other staff to teach skills quarterly.

***Ad hoc Committees*** - shall be created by the Advisory Board as it may deem desirable when such powers are necessary and shall be subject to rules and regulations as the Board members determine.

***Section VIII - Amendments:*** These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any meeting, providing that notice in writing of the proposed amendment shall be given to all members at least one week in advance of the meeting at which time the amendment is to be acted upon.

The above rules were initially reviewed and accepted at a meeting held on July 17, 1996, at Wilkes-Barre, Pennsylvania and signed by William J. Muchler, Advisory Board Chairperson.

A subsequent review was conducted by the Nominating and Bylaws Committee, Ruth Betty Baltimore, Chairperson in January 2000, with no corrections or additions noted. Bylaws will remain in force as written.

A subsequent review was conducted by the Nominating and Bylaws Committee in November 2006. Additions and corrections are noted. Bylaws will remain in force as written.

A review was conducted by the Nominating and Bylaws Committee and corrections brought forth for a vote by board members and accepted in December 2008.

A subsequent review was conducted in March 2010 by the Nominating and By Laws Committee and corrections brought forth for a vote by Board members and accepted in May 2010.

A review was conducted by the Nominating and Bylaws Committee and corrections brought forth for a vote by board members and accepted in March 2011.

A review was conducted by the ByLaws committee and correction brought forth for a vote by board members and accepted March 2015.

A review was conducted by an Ad Hoc Committee and corrections brought forth for a vote by board member and accepted December 2017.

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Barry Finn, Chairperson  
Children and Youth Advisory Board  
1/2/18