

THE DOUGLAS COUNTY PARENT ADVISORY COUNCIL

Bylaws

Written and approved by all Parent Advisory Council Members

March 2024

BY-LAWS
OF
THE DOUGLAS COUNTY PARENT ADVISORY COUNCIL

Article 1. Name of Organization

The Douglas County Parent Advisory Council: The Parent Advisory Council (PAC) is an advocacy board which represents the interests of parents in Douglas County, Oregon who were previously involved with Oregon Department of Human Services Child Welfare.

Morrison Child & Family Services: Funding from Ford Family Foundation is provided to Morrison Child and Family Services (501(c)(3)) for technical support of the PAC. The views and advocacy of the PAC are independent from the mission and charitable purpose of Morrison Child & Family Services.

Creating Community Resilience: Funding from the Ford Family Foundation is provided to CCR to facilitate and support the PAC. The views and advocacy of the PAC are independent from the mission and charitable purpose of CCR.

Douglas County Department of Human Services (ODHS): Douglas County ODHS Child Welfare Department assists with funding the PAC.

Article 2. Purpose

Vision Statement: The Parent Advisory Council (PAC) is a partnership between parents and the Executive Leadership of Douglas County Oregon Child Welfare to improve overall outcomes for families.

Mission Statement: The PAC brings the unfiltered voice of parents to the Executive Leadership of Oregon's Child Welfare system, bridging the gap between Child Welfare and vulnerable families.

Article 3. Membership

Section 3.01 Eligibility: Members must live in the Douglas County, Oregon. Qualifying members have a closed Department of Human Services (DHS) Child Welfare (CW) case as a parent, are currently in a parenting role, and are leaders in their community and connected to families involved in CW and or CW advocacy. Members must be able to describe having an active program of recovery for a minimum of two years. Recovery is defined as actively pursuing a healthy lifestyle to successfully manage substance use disorder, mental health needs, and/or domestic violence. Personal experience and knowledge of addiction issues, mental health, and/or domestic violence is required for

membership. Members must also value working in a diverse, multi-cultural environment and have a strong commitment to the core values of the PAC. Members need to be able to demonstrate professional communication skills, advocacy skills, professional boundaries, and teamwork. Finally, members display flexibility to take on new responsibilities as needed.

Section 3.02 Requirements: Staying members must be able to commit to monthly conference calls with all PAC members and facilitators, and monthly preparation meetings. Additional asks of the PAC will be optional and participation of members is encouraged. Facilitators may ask PAC members to complete additional training or tasks for professional development. Members need to inform a facilitator they will not be present at a required meeting by phone or email before the meeting occurs.

Section 3.03 Disciplinary Procedures: Members will be offered the opportunity for regular feedback on their participation from the PAC Facilitators. Members are coached and offered an opportunity to grow professionally as advocates. Members who fail to participate in the required meetings and communicate with facilitators about their participation will be asked to resign or removed by a facilitator. Should a severe act occur, facilitators reserve the right to immediately remove PAC members in case of preserving safety, recovery and a discrimination-free environment.

Section 3.04 Leave of Absence & Resignation: Membership is reviewed every two years by the facilitators. Facilitators will have a conversation with members once they have been active for two years about their interest in maintaining their seat or mentoring a new PAC member to fulfill their seat in the future. Membership can continue as long as the member is a leader in their community, connected to families involved with Child Welfare and/or Child Welfare Advocacy through employment or volunteer work. Members are asked to resign via written email to facilitators to remain in good standing with the PAC. PAC members are able to request a leave of absence during challenging and difficult times. These requests will be made to the facilitator in writing with a timeframe. At the end of the timeframe, the facilitator will reach out to confirm return or begin resignation process.

Article 4. Member & Facilitator Duties

Section 4.01 Members: There are 6 members of the PAC. Members participate in shared leadership and do not have a ranking order. Members must represent a diverse parent perspective, taking into account gender, geography, race and ethnicity, LGBTQIA+, mental health experience, peer experience, urban/rural, and child welfare experience. At least one Native Tribal Member seat should be filled at all times.

Section 4.02 Mentorship: Members may become mentors to new PAC members once they have been active members for a minimum of 1 year. The duties of a PAC Mentor include but are not limited to: training new members, being available to answer questions, helping new members develop their advocacy skills, one-to-one pre- and

post-conversations with new members explaining and processing conference calls, leadership meetings and other outward-facing trainings and events.

Section 4.03 Facilitators: There are up to two facilitators for the PAC. Facilitators are affiliated with Creating Community Resilience. Facilitators supervisory positions are partially funded by the PAC contract, which allows for FTE to promote, organize and lead the PAC. Facilitator roles include but are not limited to: representing the PAC on leadership panels, legislative tracking, research and education for PAC members, coaching and providing individual feedback quarterly to members, reviewing membership every two years, contract compliance and budget maintenance, coordinating travel accommodations and logistics, invoicing, coordinating in-person, virtual and phone meetings and conference calls, liaison for members and Child Welfare Leadership Team & DHS employees, taking notes and keeping minutes, leading membership recruitment and retention efforts, obtaining opportunities for promoting Parent Voice statewide, bringing in external trainings, and time management.

Section 4.04 Nominations & Elections: Membership recruitment and nominations can be made by any active PAC Member and are often lead by Facilitators. Facilitators seek member nominations from parents and stakeholders. Elections happen through an informal interview process. Once an individual is nominated, a Facilitator has an initial interview with two active PAC parents. Interviewers will explain the PAC, ask the nominee to share their Child Welfare Story, and proceed with interview questions. The three interviewers will then vote on whether or not to elect the nominee to become a new member.

Section 4.05 Vacancies: Facilitators will commit to ongoing recruitment while vacancies stand. Some vacancies may take additional time to fill in an effort to recruit for diverse membership.

Article 5. Meetings

Section 5.01 Annual Goal Setting Meeting: Once a year all members will convene to set annual, measurable goals for a full day. Goals will be presented to DHS Child Welfare Leadership.

Section 5.02 Monthly Leadership Meetings: All active PAC members and both facilitators are required to attend monthly meetings with DHS Child Welfare Leadership Team. Additionally, a preparatory meeting within 2 week of each monthly meeting is mandatory. Monthly Leadership Meetings are for a member to share their Child Welfare story, community-specific updates, leadership updates, and system-improvement conversations and tasks.

Section 5.03 Training & Onboarding New Members: New members will be required to complete the Storyteller Workshop within the first year. The training is provided by Morrison Child & Family Services.

Section 5.04 Public Speaking: Facilitators may ask members to participate in public speaking events. Notice will be given at least on week prior to the speaking engagement by email, phone or in-person. Speaking engagements are voluntary to members.

Section 5.05 DHS Committees: Members will be asked to volunteer to participate on committees, advisories and taskforces within Child Welfare. Once a member commits to an advisory, the expectation is that the member will attend all required committee meetings, participate by providing Parent Voice and perspective, and communicate with a facilitator about the committee.

Section 5.06 Special Projects: Members will be asked throughout the year to participate in ongoing special projects related to improving Legislation in the state of Oregon and Policy within Oregon DHS Child Welfare. These special projects are voluntary and often require most of the members to share time and ideas via email, virtual meetings, or in-person engagements.

Article 6. Records & Reports

Section 6.01 Maintaining Records: Meeting notes & minutes will be kept for all PAC meetings and accessible by all members as well as stakeholders. Written documents, testimony and recommendations submitted to DHS Child Welfare or the Oregon State Legislature will also be saved and accessible by all PAC members and CCR.

Section 6.02 Invoicing: Facilitator will work with PAC Members to accurately capture all work done by the PAC in an invoice monthly. The facilitator will ensure the check is dispersed within 2 weeks of the invoice being sent.

Section 6.03 Annual Goals Reporting. The PAC will work collectively to develop an annual goals report to share about progress toward the previous year's goals and the goals of the current year. This report will be made available to DHS Leadership, Ford Family Foundation, and Morrison Child & Family Services.

Article 7. Amendment of Bylaws

Bylaw Revision: These bylaws can be amended at any regular or special meeting providing that previous notice was given at the prior meeting and sent to all members of the PAC and facilitators. Notice can be sent by email or phone.

Article 8.

Construction

In the case of any conflict between The Douglas County Parent Advisory Council, Creating Community Resilience and these By-Laws, CCR shall control.

These Bylaws were adopted at a meeting of the Parent Advisory Council on _____, 2024.

Name
Facilitator

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Member

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