

**CUYAHOGA COUNTY DOMESTIC VIOLENCE SHELTERS ADVISORY
BOARD
BY-LAWS**

ARTICLE 1- PURPOSE

The Cuyahoga County Domestic Violence Shelters Advisory Board (DVSAB) is vested with the responsibility of making recommendations to the Cuyahoga County Executive regarding the funding of shelters for victims of domestic violence. The guidelines set forth in Ohio Revised Code (Sections 3113.33 -3113.40) and the Cuyahoga County Domestic Violence Shelter Standards are used as criteria when determining the availability of funds, the reviewing of proposals, the evaluation of shelter programs and the prioritizing of recommendations made by the DVSAB to the Cuyahoga County Executive.

ARTICLE 2 – MEMBERSHIP

- 2.1 **BOARD MEMBERS.** Fifteen (15) board members shall be appointed by the Cuyahoga County Executive. Such appointees shall be residents of Cuyahoga County. The Cuyahoga County Executive shall make a good faith effort to include an individual with expertise in childhood trauma and/or childhood early education., an individual with expertise in budget analysis, an attorney, a health care professional, a social service professional, a domestic violence advocate, an employment professional and a housing professional.
- 2.2 **CONFLICT OF INTEREST.** No DVSAB member shall serve on a board, be an employee of, have a family member employed by, or has a contract with, any of the shelters to which appropriations are being recommended.
- 2.3 **TERM OF OFFICE.** The term of membership for appointed members shall be three years with initial appointments being three years in duration, or one or two years when completing another member’s un-expired term. In the event that an active member’s term expires prior to the Executive’s action to reappoint them, that member may continue to serve in good standing and with full voting privileges (in accordance with these Bylaws) until such time as they are either reappointed, replaced by the Executive, or they resign.
- 2.4 **VACANCIES.** Vacancies on the DVSAB shall be filled by the Cuyahoga County Executive.
- 2.5 **ALTERNATES.** There shall be no alternates for DVSAB members.

ARTICLE 3 - MEETINGS

- 3.1 **ORGANIZATIONAL MEETING.** The DVSAB shall hold its organizational meeting in June of each year.

- 3.2 NUMBER OF MEETINGS. The DVSAB shall hold a minimum of two (2) additional meetings, to develop and finalize the allocations process. These meetings shall be held in the fall of the year with sufficient time between the allocation meeting and November 15 to allow the recommendation to be presented to the Cuyahoga County Executive by November 15 of each year. Additional meetings may be scheduled as needed.
- 3.3 MEETING NOTICES. The DVSAB co-chairs shall cause to have written notification of all DVSAB times, dates, and locations sent to all DVSAB members. This written notification shall be at least seven (7) calendar days in advance of the scheduled meeting date.
- 3.4 QUORUM. The DVSAB shall conduct its business only if a quorum is in attendance. A majority of the current membership shall constitute a quorum,
- 3.5 AGENDA. The agenda for the DVSAB meetings shall be set by the DVSAB Co-chairs. However, any item put forth by any member shall be acted on appropriately at the meeting.
- 3.6 EMERGENCY MEETINGS. When the DVSAB co-chairs determine, with the concurrence of two other members, that a DVSAB meeting is required in order for the DVSAB to fulfill its responsibilities under these Bylaws, the DVSAB co-chairs may call an emergency meeting of the DVSAB. The DVSAB co-chairs shall cause a good faith effort made to provide all DVSAB members with prior notification of said emergency meetings.
- 3.7 MEETING MINUTES. The minutes of the DVSAB meetings shall be a summary of the meeting proceedings, with specific votes noted by tally. The minutes shall be sent to all members within fourteen (14) days of the meeting.

ARTICLE 4 - ALLOCATION RECOMMENDATION PROCESS

- 4.1 ALLOCATION RECOMMENDATION. The DVSAB shall recommend a percentage allocation of domestic violence funding for eligible domestic violence shelters pursuant to the process defined in this article.
- 4.2 ALLOCATION PROCESS.
- A. Eligible Shelters: All domestic violence shelters in existence on January 18, 1980 located in the County of Cuyahoga that meet compliance with state laws including maintaining non-profit status and submission of a current audit may complete and submit the required application forms proscribed by Cuyahoga County.

B. Shelter Evaluation: The allocation recommendation shall be based on the evaluation of domestic violence shelters submitting applications for domestic violence shelter funds. The evaluation shall include:

- Assessment of compliance with required state law for domestic violence shelters including maintenance of a nonprofit status;
- Submission of a current audit;
- Submission of the written proposal;
- A shelter site visit including a visual inspection of the facility;
- A review of a minimum of 10 client files for adults;
- A review of a minimum of 10 client files for children;
- A minimum of three client interviews.

C. Evaluation shall be based on the Shelter Standards review document attached hereto and incorporated herein.

4.4 **RECOMMENDATION DEVELOPMENT.** The DVSAB shall meet to review and discuss all submitted proposals. The DVSAB will develop questions based on the submitted proposals. Such questions may be universal to all domestic violence shelter that submitted proposals or may be specific to an individual domestic violence shelter. All questions will be submitted in writing to the domestic violence shelter director prior to the site visit and/or interview. The DVSAB shall divide into teams to conduct site visits to all domestic violence shelters that submitted proposals. Each team shall fill out individual domestic violence shelter evaluation forms and individual forms shall be compiled into one summary form from the entire team.

4.5 **ALLOCATION MEETING.** After the site visits have taken place, the DVSAB shall meet to review and discuss the completed evaluation process. In addition to the written application, any response to the written questions requested of the applicants by the DVSAB and the site visit documentation related to facility standards, chart reviews, and client interviews will be noted and discussed. The number of domestic violence clients served in the shelter over the previous twelve (12) months will be factored into the evaluation and allocation discussion as well. After sufficient discussion recommendations for allocation of the domestic violence funding will be considered.

4.6 **MEETING ATTENDANCE.** Only members who have participated in the entire evaluation process are eligible to vote in the allocation recommendation. Members who are unable to attend the allocations meeting but who have participated in the evaluation process up to and including the site visit may complete and submit their evaluation forms to the co-chairs prior to the allocation meeting. Their input will be included in the evaluation discussion.

4.7 **RECOMMENDATION.** The allocation recommendation will be communicated the Cuyahoga County Executive by the DVSAB in the form of a written recommendation in a timely manner after the allocation meeting.

ARTICLE 5 - OFFICERS

- 5.1 OFFICERS. The DVSAB officers shall be co-chairs.
- 5.2 OFFICER ELECTIONS. The DVSAB co-chairs shall be members and shall be elected annually at the DVSAB organizational meeting. Open nominations for officers shall be put forth and the election held at the organizational meeting. A majority vote of the members in attendance shall be required to elect such officers.
- 5.3 TERM OF OFFICE. The term of office shall be for two years. One co-chair shall be elected every year.
- 5.4 REMOVAL FROM OFFICE. The officers may be removed from office by a majority vote of the entire DVSAB membership.
- 5.5 CO-CHAIRPERSON'S DUTIES. The co-chairs shall have all the voting rights and privileges of other DVSAB members, shall call and preside at the meetings of the DVSAB, shall cause records of the members' attendance at the DVSAB meetings to be maintained, and shall cause the minutes of the DVSAB meetings to be prepared and distributed pursuant to Section 3.7.

ARTICLE 6 – AMENDMENTS TO THE BY-LAWS

The DVSAB may make amendments to these bylaws by majority of the membership.

Revised June 13, 2011