

New York City CCSI By-Laws

I. Purpose of the Entity

- A. To advance the development of a system of care for children and youth with mental health challenges in New York City. A system of care is defined as a comprehensive spectrum of mental health and other necessary services_which are organized into a coordinated network to meet the multiple and changing needs of children and adolescents with serious emotional, social and behavioral challenges and their families. (Stroul and Friedman, 1986, 1996)
- B. Forum for agency, provider and family representatives to address cross-system problems
- C. Provides linkages to other bodies/councils (e.g., Federation, Mayor’s office, ACS CPI,)
- D. Local structure to carry out the NYS CCSI law and carry out the mission of the NYC system of care

II. Structure

A. Citywide Oversight Committee

1. Mission:

The purpose of Citywide Oversight Committee (COC) is to provide a vehicle for cross-system collaboration between New York City and New York State child serving agencies, Borough Based Councils, family members and youth for the purpose of improving the social and emotional well being of children and youth through implementation of the New York State Children’s Plan within New York City’s system of care. The Citywide Oversight Committee will work to advance the core values and principles (See Addendum A) of the system of care within New York City. Issues that cannot be resolved at the borough level will be forwarded to the Citywide Oversight Committee for discussion and resolution or referral to the appropriate agency or forum for further consideration. The Citywide Oversight Committee may also refer issues to the Borough Based Councils for consideration and action.

2. Goals and Objectives:

- a) To provide leadership to promote the advancement of System of Care principles and values.
- b) To assure that Borough Based Councils and the Citywide Oversight Committee are working in a coordinated fashion and that they have complimentary agendas and workplans.
- c) The Citywide Oversight Committee provides leadership to encourage the sustainability of the Family Network/Care Coordination process through joint planning and integrated program development, training, and pursuit of funding opportunities, including, but not limited to, blended funding and/or grant opportunities.
- d) Review and work collaboratively toward solutions to systems issues and related policies, regulations and practices that interfere with the implementation of the System of Care and its core values at the borough level.
- e) Disseminate an annual report to the Mayor’s office and the relevant NYC Commissioners with recommendations endorsed by the Co-Chairs of the COC and BBCs. Include state commissioners when relevant.

- f) Refer issues that require state level intervention related to policies, procedure or regulation to the state level entity that promotes cross-system coordination of services for children and youth, and relevant Executive Branch Leadership and bring information and actions from those entities or Executive Branch agencies back to the Citywide Oversight Committee.

3. Membership:

The Citywide Oversight Committee membership is comprised of voting representatives from the city and state child-serving agencies¹; family members or caregivers of children and youth with serious emotional or behavioral challenges who are currently being served or have been served by the System of Care; youth with emotional or behavioral challenges who are or have been served by the System of Care; co-chairs of the Borough Based Councils; and parent leadership representation from each of the NYC child-serving agencies (DOE, ACS, DJJ, DYCD, DOHMH, DOP) and child advocacy organizations. Other individuals and agencies may participate in the COC meetings and serve as members of workgroups, but will be considered non-voting members.

COC members should be in decision-making roles at their agencies, which will facilitate problem solving at the program and policy levels within the System of Care. Each member of the Citywide Oversight Committee is expected to support the implementation of the System of Care core values and principles within their agency or organization, as well as within the broader community of providers. Family members/caregivers are expected to be full partners in all aspects of the Citywide Oversight Committee functioning and to be a voice for the experiences and needs of families served by the System of Care.

4. Leadership

There will be five Co-Chairs selected for the Citywide Oversight Committee, including one family member, one youth, one senior representative from the NYC DOHMH, one senior representative from the NYS OMH and one senior representative of either the Mayor’s Office or other city or state agencies represented on the COC Non-mental health city and state representatives will be rotated among the other child-serving systems or the Mayor’s Office.

Co-Chairs will serve a two year term of office which will be staggered so that no more than two Co-Chairs will rotate out of position in a given year. Co-Chairs may petition for additional terms if desired.

Responsibilities of the COC Co-Chairs include: assuring that vacancies on the COC are filled in a timely manner; facilitating COC meetings and holding a conference call or meeting at least once between meeting for planning purposes, including planning of the COC meeting agenda.. It is expected that Co-Chairs have a special responsibility to serve as a liaison between the COC and city or state government or their respective constituencies and will serve as public representatives for the COC and shall finalize and approve all official communications or reports of the Citywide Oversight Committee or it’s workgroups.

¹ Core governmental agencies are: DOHMH, OMH, OCFS, OASAS, OMRDD, ACS, HHC, DOE (including both Special Education and regular education), DJJ, DOP, SDE and DYCD.

5. Youth Involvement

The Citywide Oversight Committee will seek the input of youth and youth advocates on issues of concern to youth with emotional and behavioral challenges.

6. Workgroups

Workgroups will be time limited, focused, charged by the Co-Chairs with a specific goal, and will report back with recommendations to the COC.

B. Borough Based Councils

1. Mission

The purpose of the Borough Based Councils is to improve the social and emotional well being of children and youth through implementation of the New York State Children’s Plan within New York City’s system of care. The Borough Based Councils will work to advance the core values and principles (See Addendum A) of the system of care within New York City. More specifically, Borough Based Councils (BBCs) will work to develop, improve, and strengthen family-driven, culturally competent, strength-based services for children and adolescents who have or at risk of developing serious emotional and/or behavior challenges through local cross-agency and cross-system collaboration, advocacy, training and shared resources.

2. Goals and Objectives

- a) Identifying and addressing local systemic issues, gaps in service, and interagency differences in service provision as identified through the CCSI/Family Network process and by other providers. Issues that cannot be resolved at the local level will be referred to the Citywide Oversight Committee.
- b) Providing a vehicle for family and youth input into policy and program development for the System of Care.
- c) Inform and empower families to access services and supports in the best interests of their families.
- d) Facilitate the integration of the Family Network model and System of Care core values and principles into all member organizations.
- e) Identifying training needs of the respective systems in order to facilitate coordination of services and the implementation of the core values of the System of Care.
- f) Sharing new strategies, resources, linkages, and other mechanisms to increase access to services in all systems

3. Membership

Membership of the Borough Based Councils will consist of: family and youth members served by the System of Care; child-serving governmental agencies; community-based child-serving agencies, family network representatives; the Borough President’s Office; and other governmental agencies (such as but not limited to probation, HRA, Homeless Services, HHC behavioral health service providers and Department of Housing) as may be appropriate.

BBC members should be people in decision-making roles at their agencies, which will facilitate problem solving at the program and policy levels within the System of Care. Each member of the Borough-Based Council is expected to support the implementation of the System of Care core values and principles within their agency or organization, as well as within the broader community of providers.

Family members/caregivers and youth are expected to be full partners in all aspects of the Borough-Based Council functioning and to be a voice for the experiences and needs of families served by the System of Care. As needed, additional support and training to promote full participation in the Borough Based Council will be also be provided to the Councils' family members.

All BBC members should actively identify appropriate stakeholders in the community and encourage their participation to achieve the goals and objectives of the Borough Based Council. All new BBC members will be provided with an orientation to the Borough Based Council, its mission, goals, objectives and workplan.

4. Leadership

Each Borough Based Council will consist of three Co-Chairs. Two of these individuals should hold executive level positions in different child/family service systems, while one of the chairs should be a parent advocate or caregiver of a child or youth with behavioral or emotional challenges.

Co-Chairs will ensure that membership includes all above-mentioned groups, and will be responsible for recruiting new members from any system that is not represented.

Co-Chairs must be prepared to attend all BBC and COC meetings, providing leadership, management, and organization. Co-Chairs are responsible for reviewing minutes prior to submitting to the COC. In the event that a Co-Chair cannot attend a COC meeting, they should ensure that the BBC is represented by one of the other Co-Chairs, or another BBC member.

BBC Co-Chairs will work closely with one another, COC Co-Chairs and the CCSI staff to keep the council focused on its mission and goals. This group should meet or have a conference call at least once in between each meeting to establish the meeting agenda.

Co-Chairs will have a two-year term of office. At the end of the second year term, Co-Chairs will have the option of re-election by the BBC, or stepping down. Terms of the Co-Chairs will be staggered to assure continuity of leadership.

5. Workgroups

a) BBC Workgroups will be formed as needed, will be time limited, focused, charged by the Co-Chairs with a specific goal, and will report back with recommendations to the BBC.

- b) BBC Workgroups will report recommendations to present to the COC at a date determined by the COC.

III. Procedures

1. Method of Determining Membership

a) Citywide Oversight Committee

- 1. COC Co-Chairs will be responsible for recruiting agency and family members of the COC.
- 2. In addition to the members specified in section II.A.3 non-voting members may also be recruited by the Co-Chairs from the leadership of key community-wide or umbrella organizations. Community-wide or umbrella organizations may also make a request for non-voting membership to the Co-Chairs of the COC for the purpose of participating in the dialogue and problem solving efforts of the COC.

b) Borough-Based Councils

In addition to the members specified in section II.B.3 members may also be recruited from the leadership of community wide umbrella organizations such as Neighborhood Networks or Children’s Committees. Others with expertise to further the goals of the Borough Based Councils may be invited to be members at the discretion of the chairs. Each member agency (governmental and voluntary) will assign a senior level staff person to attend monthly council meeting and additional staff will be invited or assigned to attend as needed.

2. Method of Selecting Co-Chairs

a) Citywide Oversight Committee

Standing Co-Chairs of the Citywide Oversight Committee shall include senior level representatives from NYC Department of Health and Mental Hygiene’s Assistant Commissioner of Child and Adolescent Services and the New York State Office of Mental Health’s New York City Field Office. Appointments to the rotating Co-Chair from among the New York State agencies including senior level representatives from SED, OCFs,OMRDD and OASAS be made by the Commissioners of their respective agencies. Appointments to the rotating Co-Chair from among the New York City agencies including DJJ, ACS, DOE, DYCD, NYC Department of Probation will be made by the Commissioner of their respective agencies or the Office of the Mayor.. A senior representative of a family support and advocacy organization and youth representative shall be nominated by the members of the COC and shall be voted on at the June meeting. If vacancies occur, a temporary appointment will be made by the Co-Chairs of the COC. Term of office for rotating members of the COC Co-Chairs is 2 years. Co-Chairs may petition the COC for additional terms if desired.

b) Borough Based Councils

Candidates for Chair Persons may volunteer, or be nominated, by the General membership of the BBCs at such time as there is a co-chair opening. A slate will be prepared and mailed to BBC members with the next meeting notice. Voting will take place at the following BBC meeting. Voting members should have consistent attendance at BBC meetings.

Voting will take place by paper ballot. Term of office is 2 years to be staggered among the Co-Chairs. A Co-Chair can petition the Borough Based Council for additional terms if desired.

3. Frequency and Scheduling of Meetings

Meetings of the Citywide Oversight Committee will be held monthly at a time determined by the Co-Chairs. In the event that a meeting needs to be cancelled or rescheduled, Citywide Oversight Committee members will be notified by e-mail or postal service.

4. Priority Setting and Reporting

a) For priority setting purposes the City wide Oversight Committee and Borough Based Councils' year of operation shall commence in September. At that time, the COC will undertake the development of a workplan and set priorities for follow-up to the previous year's work and decide new work priorities to be undertaken. Priorities shall be consistent with and advance the goals of the New York State Children's Plan.

b) Based on the work of the COC and the BBCs an annual report will be prepared with recommendations and sent to the Mayor, Commissioners of child serving city and state agencies.

4. COC Voting

Each BBC will be allocated 1 vote, Co-Chairs of the COC will be allocated 1 vote each, each city or state agency member (with the exception of those city or state agencies represented among the COC-Co-Chairs) will be allocated 1 vote apiece, and family and youth members will receive 1 vote each including the family member Co-Chair of the COC. Child advocacy organizations who are determined to be voting members by the COC Co-Chairs shall have one vote each.

6. Minutes

- Minutes will be taken and circulated to the membership prior to the next scheduled meeting.

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