

West Central Community Correctional Facility
FACILITY GOVERNING BOARD
By-Laws

ARTICLE I **CREATION AND NAME**

Under the authority of the Ohio Revised Code 2301.51 (A)(4)(a) and upon the advice of the West Central Community Correctional Facility Judicial Advisory Board, the Facility Governing Board of the District Community Based Corrections Facility of the West Central Community Correctional Facility is hereby created. The Facility Governing Board shall be known as the West Central Community Correctional Facility - Facility Governing Board (WCCCF - FGB).

ARTICLE II **MEMBERS**

Section 1. **Appointees.** Upon the advice of the WCCCF Judicial Advisory Board a total of twelve members of the WCCCF – FGB will be appointed and serve as prescribed under ORC 2301.51 (A)(4)(a). Members will be volunteers who reside in Champaign, Clark, Delaware, Logan, Madison, Marion, Morrow, and Union Counties. Two-thirds of the members will be appointed, and replaced by the JAB residing in Champaign, Clark, Delaware, Logan, Madison, Marion, Morrow, and Union Counties. The remaining one-third, may be appointed and replaced by the Boards of Commissioners of the member counties within 30 days of the HB 162 effective date (October 12, 2006). Should the boards of county commissioners choose not to make the appointments, or in the event they are unable to agree on the four appointments by a majority vote of all the boards, the JAB will appoint those four positions.

Section 2. **Term of Service.** One third of the charter members will be appointed for one year, two year and three year terms so as to have approximately 1/3 of the positions renewed each November. Upon renewal, each position will thereafter be appointed to three year terms. Expired or vacated terms will be filled by the original appointing authority. Any member of the board who is appointed to fill a vacancy occurring before the expiration of the term for which the member's predecessor was appointed shall hold office for the remainder of the predecessor's term. A member may be reappointed to the board.

Section 3. **Removal.** Members may be 'removed for cause' by a 2/3 majority of the FGB members at a regular or special meeting or by the appointing authority. Cause may include, but is not limited to the following: missing three consecutive meetings unless excused by a motion from the Board, conviction of a felony or serious misdemeanor crime or resignation. Replacements will be made by the same process as the original appointments. Members who have been removed under this section will not be eligible to serve another term.

ARTICLE III **MEETINGS**

Section 1. **Regular Meetings.** Regular meetings shall be held at least quarterly. At least two meetings per year shall be held at the West Central Community Correctional Facility. Other meetings shall be at times and places designated by the Chair as necessary to receive and respond to recommendations from the JAB and/or the executive director.

Section 2. **Special Meetings.** Special meetings may be called by the Chair, or if the Chair is unavailable by the Vice Chair, or if the Chair and the Vice Chair are not available by the Secretary.

Section 3. **Quorum.** A quorum shall be a majority of the members. A majority of the quorum shall govern.

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Section 4. **Agenda.** The Chair in coordination with the Executive Director shall be responsible for circulating a written agenda for all regular and special meetings. The agenda shall be provided to the office of each board member at least twenty four hours prior to any regular or special meeting.

Section 5. **Minutes.** Minutes shall be provided to each board member within a reasonable time after each meeting. Final approval of such minutes shall be voted on at the next regular or special meeting.

Section 6. **Public Notification.** Notification of meetings will be by posting all meeting dates on the facility website and notification to all FGB and JAB members.

ARTICLE IV OFFICERS

Section 1. **Officers.** Officers of the FGB shall consist of Chair, Vice Chair and Secretary.

Section 2. **Chair.** The Chair shall preside at all meetings of the Board, act as Chief Executive Officer of the Board, provide guidance to the facility's executive director, and shall have such other duties and responsibilities as may be prescribed or otherwise authorized by the Board from time to time.

Section 3. **Vice Chair.** The Vice Chair of the Board shall preside at meetings in the absence of the Chair. The Vice Chair shall have such other duties and responsibilities as may be prescribed by the Board from time to time.

Section 4. **Secretary.** The Secretary of the Board shall be responsible of issuing notices, maintaining the official records of all meetings of the Board and preside at meetings in the absence of the Chair and Vice Chair of the Board. The Secretary shall have such other duties and responsibilities as may be prescribed by the Board from time to time.

ARTICLE V COMMITTEES

Section 1. **Executive Committee.** The Executive Committee of the Board shall consist of the Chair, Vice Chair and Secretary. The Executive Committee is authorized to act on behalf of the Board between meetings for such matters which, in the opinion of the Executive Committee, cannot reasonably wait until a regular or special meeting of the Board. All such actions taken by the Executive Committee shall be reported to the full Board in writing at the next regular or special meeting of the Board. The Executive Committee shall have such other duties and responsibilities as may be prescribed by the Board from time to time.

Section 2. **Personnel Committee.** A Personnel Committee shall be appointed by the Executive Committee which will address matters of Personnel. This committee is authorized to work in coordination with the Executive Director between meetings for such matters which, in the opinion of the Executive Director, cannot reasonably wait until a regular or special meeting of the Board. All such actions taken by the Personnel Committee shall be reported to the Executive Committee and Executive Director immediately and reported to the full Board in writing at the next regular or special meeting of the Board.

Section 3. **Policy and Procedure Committee.** A Policy and Procedure Committee shall be appointed by the Executive Committee which will address matters of Policies and Procedures.

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This committee is authorized to work in coordination with the Executive Director between meetings for such matters which, in the opinion of the Executive Director, cannot reasonably wait until a regular or special meeting of the Board. All such actions taken by the Policy and Procedure Committee shall be reported to the Executive Committee and Executive Director immediately and reported to the full Board in writing at the next regular or special meeting of the Board.

Section 4. Audit Committee. An Audit Committee will be comprised of the Executive Committee which will address matters of Accounting and Finances. The Chairperson may add other Board members as appropriate. This committee is authorized to work in coordination with the Executive Director between meetings for such matters which monitors and reviews the facility's accounting and financial reporting practices and to follow up on citations and recommendations made by the Auditor of the State of Ohio. All such actions taken by the Audit Committee shall be reported to the Executive Director immediately and reported to the full Board in writing at the next regular or special meeting of the Board.

ARTICLE VI IMPLEMENTATION

The by-laws and all subsequent amendments hereto shall be posted on the West Central facility website.

ARTICLE VII POWERS AND DUTIES

Section 1. (2301.52)

- (A) Designate a physical facility that is secure, contains adequate housing and is maintained and operated pursuant to Chapter 119 (Administrative Rules) of the ORC.
- (B) Assure that the facility program includes, but is not be limited to, education, treatment or work release and shall be applied individually to each person sentenced.
- (C) Provide an orientation period during which the person is not permitted to leave the facility (unescorted) and is evaluated in relation to the placement in rehabilitative programs.
- (D) Ensure facility and program will be staffed to ensure security and effective delivery of services;
- (E) Upon advice of the JAB, set standards for screening and admission of referrals pursuant to 2929.16 or 2929.17 or 2967.28.
- (F) Make a good faith effort to ensure staff proportionately represents the racial, ethnic, and cultural diversity of the persons admitted to the program.

Section 2. (2301.55)

- (A) Appoint and set or approve the compensation for the executive director of the facility and other professional, technical, and clerical employees who are necessary to properly maintain and operate the facility and program. The executive director shall control, manage, operate and have general charge of the facility and program and shall have custody of its property, files, and records.
- (B) Enter into contracts with the board of county commissioners within the district, whereby the county is to provide buildings, goods, and services to the facility and program.
- (C) Adopt rules for the commitment or admission of persons to, and the operation of, the facility and program.

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(D) Accept any gift, donation, devise, grant, appropriation or bequest of real or personal property made to it by any person or political entity and use the gift in any manner consistent with the conditions thereof that it considers to be in the interests of the facility and program. The FGB may sell, lease, convey, or otherwise transfer any real or personal property that it accepts following ORC 307.09, .10 and .12.

(E) Purchase liability insurance to cover members of the FGB, the JAB, and the employees when engaged in the performance of their duties.

(F) Contract for legal services for the FGB, the JAB and the employees of the facility when engaged in the performance of their duties. In the absence of a contract, the Union County Prosecuting Attorney shall provide such legal services. The prosecuting attorney shall be reasonably reimbursed.

(G) Contract with a fiscal agent. In the absence of a contract, the Clark County Auditor shall provide and be reasonably reimbursed for fiscal services.

Section 3. (2301.58)

(A) Upon approval of the FGB, the executive director may establish a resident program fund. The money shall be used for the purchase of materials, supplies and equipment for the program or for the benefit of the residents; the construction, alteration, repair or reconstruction of the facility; the payment of salaries, wages and other compensation to employees of the facility for the benefit of the residents; the purchase of other goods and services that are determined, at the discretion of the executive director, that may provide additional benefit to the residents; the costs for auditing the funds.

Section 4. Seek assistance from the JAB concerning facility needs for support or services from the communities within the district or the state. Encourage and promote the facility mission and its programs within the district.

Section 5. Establish, review and amend as necessary, the policies and procedures manual to clarify day-to-day operating parameters of the executive director. The Chair, meets as necessary with the executive director to promote public awareness, review and approve the public-safety mission, operational and programmatic policy, employee job descriptions, salary parameters and overall programmatic outcomes that affect general safe operations of the facility.