

CHILD PROTECTIVE SERVICES  
STANDARDS FOR EFFECTIVE PRACTICE

**STANDARDS FOR ADMINISTRATION**

**10.3 CHILDREN AND FAMILY SERVICES AGENCIES GOVERNING BOARDS**

**Council on Accreditation Standards**

The Council on Accreditation Standards G3.5 (Organization of the Governing Body); G3.6 (Governing Body Policy and Oversight Responsibilities); G3.7 (Governing Body Responsibilities Related to the Chief Executive Officer); and G3.9 (Financial Duties of the Governing Body) link to and support Standard 10.3 *Children and Family Services Agencies Governing Boards*.

**Administrative Code**

The Ohio Administrative Code Rule 5101:2-44-03( Administration of the CFSA) addresses Standard 10.3 *Children and Family Services Agencies Governing Boards*.

**I. Philosophy**

To assist the CFSA governing board (and/or Board of County Commissioners) in maximizing their term, board members must receive orientation and training on, and must understand the purpose, function, mandates, and responsibilities of the CFSA. CFSA administrators must work with the board leadership to assure that all board members receive consistent and timely orientation and training on the CFSA and their role in supporting the CFSA's leadership in carrying out the organization's mission.

As a result of orienting and educating the board on the agency's mission, values and operation, board members will be prepared to support the director in leading staff in carrying out the agency's mission.

**II. Outcome**

CFSA board members can articulate and demonstrate support the mission of the agency.

**III. Evaluation**

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the CFSA may consider the following:

- evaluation of the CFSA policies and procedures for Board functioning and operation;
- satisfaction survey of Board members to ascertain the extent to which they are satisfied with their functioning;
- survey of Board members regarding their understanding of agency mission, functioning and operations.

**IV. Standards for Implementation**

- 1) The CFSA should provide each board member with a manual containing information regarding the structure, responsibilities, and by-laws for board operations.

- 2) The CFSA and board leadership should provide new members with timely orientation to the agency that includes, but is not limited to, presentations and discussions regarding:
  - a. CFSA mission and mandates;
  - b. CFSA operations and functions;
  - c. pending and new legislation;
  - d. CFSA structure;
  - e. funding and programs; and
  - f. population of children and families served.
  
- 3) The CFSA should regularly inform board members of:
  - a. new programs;
  - b. funding patterns;
  - c. changing population of children and families;
  - d. staffing trends;
  
  - e. agency operations;
  - f. issues needing board approval; and
  - g. other issues as determined by the board or director.
  
- 4) The CFSA should provide leadership development and training opportunities that assist board members in carrying out their responsibilities.

**V. Financial Implications**

Initial orientation and training of the Board concerning agency mission, goals, objectives, issues of governance, structure, and function are as follows:

3 days @ \$475/day = \$1,425.

Ongoing provision of information necessary for Board functioning is considered part of regular Board meeting agenda, no additional costs assumed.