



Meeting Name/Description:	CYPB Meeting – 4th Meeting of 2017
Date/Time/Location:	Tuesday, July 11 th @ 11:00am – 1:00pm United Way, 2515 Canal Street

The New Orleans CYPB Purpose and Function:

The CYPB is to participate in the formulation of and to prepare a comprehensive plan for services and programs for the children and youth of New Orleans. The Board is intended to encourage collaborative efforts among local stakeholders for assessing the physical, social, emotional, developmental, behavioral, educational, safety and poverty impacts and needs of children, youth and their families in their respective communities, and for assisting in the development of comprehensive plans to address such needs.

AGENDA

#	Topic	Time	Presenter	Action Required
1	Welcome/Call to Order	2 min	Paulette Carter, Chair	Inform
2	Introductions (if needed, as determined by Chair)	5 min	All	Inform
3	Consent Agenda: - Minutes of 3/14/17 + 4/18/17 + 5/9/17 - Exec. Director Report: Mar/April + May/June 2017	2 min	Paulette Carter, Chair	No Discussion; Motion*
4	Presentation of Financials: - Updated format, per Executive Committee feedback of 5/31/17	10 min	Todd Battiste, Treasurer	Review/Discuss/Feedback
5	Meeting Schedule & Structure Update	10 min	Paulette Carter, Chair	Review/Discuss/Feedback
6	Member Renewals/Updates + Proxy Info	20 min	Karen Evans Executive Director	Inform/Discuss/Motion*
7	Pending Actions from 3/14/17: - Vote re: amendment of bylaws - Sign/submit Board Member Contract - Launch committees per amended bylaws - 2017/18 Officer Elections	25 min	Karen Evans Executive Director	Review/Discuss/Motion*
8	Updates: - Website - Task Forces: . TFC Demonstration Project . JJ Relaunch w/new Chair New Project: - Community Resource Mapping - October 10 th – Save the Date	40 min	Karen Evans Executive Director	Inform/Review/Discuss/Feedback
9	Meeting Wrap Up: . Summarize actions + next steps Adjourn	5 min	Karen Evans Paulette Carter	Review/Document

1 hr., 59 minutes = total meeting time

*Pending Quorum = 13 voting members



Meeting Name/Description:		CYPB Board Meeting Agenda – Minutes Embedded 2nd Meeting of 2017		
Date/Time/Location:		Tuesday, March 14, 2017 @ 5:30pm – 7:00pm NORDC Treme Multi-Purpose Room, 900 N. Villere St.		
#	Topic	Time	Presenter	Action Required
1	Welcome/Call to Order	2 min	Paulette Carter, Chair	Inform Chair called meeting to order at 5:40pm
2	Host Site Welcome & General Info	5 min	NORDC: DeJuana Johnson	Inform Vic Richards, CEO NORDC and Djuana Johnson, Youth Programs Manager provided an update/overview of NORDC.
3	Consent Agenda Items: (list below) . Minutes of 1/10/2017 . Executive Director Report: Jan/Feb 2017	2 min	Paulette Carter, Chair	No Discussion; Vote for Approval Approved
4	Presentation of Financials: New Format for Review	10 min	Todd Battiste, Treasurer	Inform + Feedback Feedback provided; request for ED salary expense to be reflected appropriately. Treasurer agreed to have CPA correct report to reflect ED salary as requested.
5	Review Bylaw Amendments: - Board Member Contract - Committee Restructure	20 min	Karen Evans, Exec. Dir. + Bylaws Task Force Members	Review and Approve Bylaw Amendments; Sign Board Member Contract; Sign-Up for Committee Participation Walk through of changes completed; board members requested the appropriate 30 days to review prior to voting to approve. The call for a special meeting was issued and approved by board. HOLD 4/18/17 – will include review/approve bylaws + officer elections, and policy request, all noted on the 3/14/17 agenda.
6	Execute 2017 CYPB Officer Election	10 min	Karen Evans, Exec. Dir.	Introduce ballot + review addition of Parliamentarian; Accept nominations from floor; initiate vote + tabulation HOLD for 4/18/17
7	CYPB Purpose/YouthShift Update	5 min	Karen Evans, Exec. Dir.	Inform/Share Reviewed and discussion completed
8	Complete Mission/Vision/Values	15 min	Karen Evans, Exec. Dir.	Complete worksheet + compress to 4 versions of each to be worked on and presented back via e-poll; post final on website ED will process individually with Board members
9	Policy Item: Request for Support re: TOPS	5 min	Karen Evans, Exec. Dir.	Inform, Discuss, vote re whether CYPB will support HOLD 4/18/17
10	Updates: - 2015/16 Year-End Report (e-version + hard copy) - CYPB Website	5 min	Karen Evans, Exec. Dir.	Introduce & Share Board members reminded that website would launch on 4/1/17; ED will resend link to 2016/17 year-end report with 4/18/17 agenda and prep materials.
11	Meeting Wrap Up: . Confirm key actions per above agenda topic(s) . Capture details for all next step(s) per topic(s) . Invite attendees to add any missing info/items . Identify agenda topics for next meeting . Next meeting Date/Time/Location: Refer to 2017 meeting schedule on reverse New Business: * Announcements	5 min	Karen Evans, Exec. Dir.	Inform, Review, Discussion, Document Summary as content for Meeting Minutes: Summarization of meetings actions completed

	* Public Comment * Adjourn	3 min	Paulette Carter, Chair	Inform With no public comment or announcements, chair adjourned meeting at 7pm.
	Total Meeting Time:	87 min		



Meeting Name/Description:	Special Meeting: CYPB Bylaws Amendments + Items from 3/14/17 Agenda
Date/Time/Location:	Tuesday, April 18, 2017 – 4:30pm – 6:00pm United Way – 2515 Canal St., New Orleans, LA 70119

AGENDA

#	Topic	Time	Presenter	Action Required
1	. Welcome/Call to Order . Meetings Intended Purpose	5 min	Paulette Carter, Chair	Inform - NO QUORUM
2	Attendee/Participant Introductions (if needed, as determined by Chair)	5 min	All	Inform
3	Review Bylaw Amendments w/aligned Addendums: 1. Board Member Contract 2. NO-CYPB Committee Restructure	30 min	Karen Evans, Exec. Dir.	Review/Discuss/Vote If approved: - Sign board member contract
4	Balloted Election of 2017 Officers	15 min	Karen Evans, Exec. Dir.	Nominations from Floor: Parliamentarian Vote via Ballot; Tally, share outcome If officers confirmed per election: - Sign up for committee participation
5	Policy Item: Request for Support of TOPS	15 min	Karen Evans, Exec. Dir.	Inform/Discuss/Vote re: whether CYPB will support
6	Website + 2015/16 Year-End Report	10 min	Karen Evans, Exec. Dir.	Discuss initial feedback, next steps
7	Meeting Wrap Up: . Confirm key actions per above agenda topic . Capture/gather details for all next step(s) per topic . Identify agenda topics for next meeting New Business: * Announcements * Public Comment Next Meeting Date/Time/Location: (Refer to 2017 CYPB Meeting Schedule) Adjourn	7 min 3 min	Karen Evans, Exec. Dir. Paulette Carter, Chair	Review/Discuss/Document Inform Inform

90 minutes = total meeting time



Meeting Name/Description:	CYPB Meeting – 3rd Meeting of 2017
Date/Time/Location:	Tuesday, May 9, 2017 @ 5:30pm – 7:00pm Edgar P. Harney School, 2503 Willow Street

The New Orleans CYPB Purpose and Function:

The CYPB is to participate in the formulation of and to prepare a comprehensive plan for services and programs for the children and youth of New Orleans. The Board is intended to encourage collaborative efforts among local stakeholders for assessing the physical, social, emotional, developmental, behavioral, educational, safety and poverty impacts and needs of children, youth and their families in their respective communities, and for assisting in the development of comprehensive plans to address such needs.

AGENDA

#	Topic	Time	Presenter	Action Required
1	. Welcome/Call to Order	2 min	Paulette Carter, Chair	Inform NO Quorum
2	Attendee Introductions (if needed, as determined by Chair/Convener)	5 min	All	Inform
3	Host Site Welcome + General Info	5 min	TBD	Inform
4	Operations Items: (4 – 7*) Consent Agenda: - Minutes of 3/14/17 + 4/18/17 - Exec. Director Report: Mar/April 2017	2 min	Paulette Carter, Chair	No Discussion; Motion for Approval*
5	Presentation of Financials: - Updated format, per board feedback of 3/14/17	10 min	Todd Battiste, Treasurer	Review/Discuss/Feedback
6	Meeting Structure Update	10 min	Karen Evans, Executive Director	Review/Discuss/Motion for Approval*
7	Pending Actions from 3/14/17; 4/18/17: - Vote on proposed bylaws amendment - Sign/submit Board Member Contract - Launch committee restructure - 2017 Officer Elections	15 min (tbd*)	Karen Evans Executive Director	Review/Discuss/Motion for Approval*
8	Purpose Items: (8,9) - Community Resource Mapping - Precursor to Youth Master Plan Bldg. - Overall 2017 workplan + deliverables	35 min	Karen Evans Executive Director	Inform/Review/Discuss/Feedback
9	Meeting Wrap Up: . Summarize actions + next steps Adjourn	5 min	Karen Evans Paulette Carter	Review/Document

1 hr., 29 minutes = total meeting time

*Pending Quorum = 13 voting members



CYPB Executive Director Report – March/April 2017

Summary/Director Views:

Greetings All,

The **planning season** has begun!

Since planning is central to the purpose of the Children & Youth Planning Board, it's time to advance our energy and efforts to develop and deliver THE plan and its related supporting parts and pieces.

While we've struggled with advancing some of the decisions needed to update our operations due to lack of time made available to review said changes (my oops!), and lack of quorum to act on proposals and recommendations...none of that stands in the way of the work we are assembled to do...PLAN and then DO, followed by a review to determine if the implemented plan delivered intended results.

It begins on May 9th.... So, let's get started together!

Onward,
KE

CYPB Happenings/News/Updates:

CYPB now has an office!

Thanks to the Orleans Parish Juvenile Justice Court/Center, CYPB has been provided office space with all the trimmings! Chief Judge Anderson and our newest board member, Ranord Darensberg, identified the value of increasing the JJ collaboration with CYPB, which resulted in the offer of great space. With gratitude, I have moved in and am making connections rapidly that will absolutely advance the CYPB mission...proximity is a wonderful thing when it works! The CYPB address is:

1100-B Milton Street
New Orleans, LA 70122
Attn: Office #303 – CYPB
Landline: (504) 658-9529

CYPB is getting help...Interns + the hiring of a Project Assistant is in process!

A cadre of summer interns will assist in advancing the **Community Resource Mapping** project, in partnership with NORDC's Youth Programs Leadership and their engaged youth. Learn more about this project, its strategic use for CYPB and how it will undergird our continued planning process and practice during the 5/9 CYPB meeting.

The Project Assistant hiring process is underway and should be completed by May 15th. An update on the purpose, process and status will be provided at the 5/9 CYPB meeting.

Excited to get the help needed to move the work forward faster...more about the full work plan at the 5/9 CYPB meeting.

CYPB has a documented message!

Thrilled to share the 2015/16 year-end report that defines CYPB and informs of work you all have done to date. This is an essential tool that will prove useful to introduce CYPB to key potential funders and/or collaborating partners. It also allows CYPB to reach out to relevant political champions to advance their knowledge and support, making room for targeted follow-up that develops and curates the connection. The report is available on our website at www.nolacypb.org , **AND** thanks to the generosity of Todd Battiste/United Way, we also have a few hard copies that will be available at the May 9th CYPB meeting. Many thanks to Todd for his continuous support and generosity extended to CYPB through his active membership and leadership!

CYPB website!

Yes, it's true...CYPB continues building its functioning website...adding, editing and updating continuously! Once bylaw amendments are approved, the External Affairs Committee will have the opportunity to take on the site and refine its content, design and optimize its reach, in partnership with the contracted web designer. That committee will also work on extending the CYPB footprint in other social media arenas.

www.nolacypb.org

Help! How can Board Members help the Executive Director:

- **Print.** Please print out and bring your materials for the board meetings. This will save time and resources for CYPB. Several copies will be available at the meetings for the public, but copies will no longer be produced for all board members.
- **Show Up. Note the changes of meeting location, dates and times.** There are things that will be put forward in 2017 that CYPB can't advance without you. Please attend the board meetings, at least 5 of the 7 scheduled meetings, which is the base attendance requirement/expectation for board members. Refer to the 2017 CYPB Meeting Schedule for latest details and logistics.
- **Youth/Parent engagement opportunities.** Connect me with or get me on the agenda of youth or parent group meetings that you have access to, as I'd like to share the CYPB purpose, direction and invite their participation, where appropriate.

Announcements/Upcoming Meetings to Calendar:**Next CYPB Meeting:**

Tuesday, May 9, 2017
5:30pm – 7:00pm
Edgar P. Harney School
2503 Willow Street
New Orleans, LA 70113

Planning/Strategy Retreats:

Stay tuned...more details to come and new dates are identified



CYPB Executive Director Report – May/June 2017

Summary/Director Views:

Greetings All,

The buzz in your ear may be the variety of things moving with CYPB!

- TFC Demonstration Project launch is set for July 14th
- Juvenile Justice Task Force has a new Chair and is working deeply on framing data to set baselines
- Community Resource Project is advancing with Youth Mappers from NORDC and other Community Orgs.!
- Launch of our own Community Engagement effort set for July 11th at 5:30pm, NORDC Sanchez Rec Ctr.
- Establishing an on-line resource database and an on-line shared planning/collective impact tool

I'm expecting the days of summer to be busy, fruitful and very informative. It will be important to keep you all informed and connected to the work as it continues. There are two ways you can remain informed and connected:

1. The revised CYPB meeting schedule will provide access to information in 3 areas:

- **Operations:** focuses on what CYPB is doing and how the work is getting done
- **Community Engagement:** focuses on engaging community voices to advance CYPB purpose
- **Planning:** broad community/provider shared planning to advance collective impact and outcomes

Each of the three areas has its respective meeting and you are encouraged to attend. Refer to the revised meeting schedule for details.

2. CYPB Website:

It is the board members information portal to what's going on with CYPB...the Who, What, When, Where, Why and How can be found on the website. What you can't find, you can send a request for information from the site and I will receive and respond directly. Check it out at: www.nolacypb.org

Onward,
KE

CYPB Happenings/News/Updates:

Please note the new office location of CYPB in the Orleans Parish Juvenile Court building. Details listed below:

1100-B Milton Street
New Orleans, LA 70122
Attn: Office #303 – CYPB
Landline: (504) 658-9529
Cell: (504) 442-0058
Email: Karen@nolacypb.org
Website: www.nolacypb.org

CYPB is now contracting with a Project Assistant! I'm thrilled to welcome **Rachel Guidry** to CYPB, a of May 31st.

Help! How can Board Members help the Executive Director:

- **Print.** Please print out and bring your materials for the board meetings. This will save time and resources for CYPB. Several copies will be available at the meetings for the public, but copies will no longer be produced for all board members.
- **Show Up. Note the changes of meeting location, dates and times.** There are things that will be put forward in 2017 that CYPB can't advance without you. Please attend the board meetings, at least 6 of the 9 scheduled meetings, which is the base attendance requirement/expectation for board members. Refer to the newly Revised 2017 CYPB Meeting Schedule for latest details and logistics.
- **Youth/Parent engagement opportunities.** Connect me with or get me on the agenda of youth or parent group meetings that you have access to, as I'd like to share the CYPB purpose, direction and invite their participation, where appropriate.

Announcements/Upcoming Meetings to Calendar:

Next CYPB Meeting:

Tuesday, July 11, 2017

11:00am – 1:00pm

United Way

2515 Canal St.

Focus: Operations

Planning/Strategy Retreats:

October 10, 2017

9:00am – 1:30pm

Location: TBD

Focus: Shared planning for Collective Impact and Outcomes

Tuesday, July 11, 2017

5:30pm – 7:00pm

NORDC Sanchez Rec Ctr.

1616 Caffin Ave.

Focus: Community Engagement



Revised 2017/2018 CYPB Meeting Schedule

(revised by CYPB Executive Committee 5/31/2017)

CYPB has revised its meeting schedule to increase the efficiency and effectiveness of its operation and to launch the addition of its community engagement efforts and practice. Please mark your calendars appropriately to ensure that you meet and/or exceed member attendance expectations.

Board Operating Meeting Schedule: (Per Bylaws, attend 3 of 4 minimum)

Focus: Board Operations and Content Alignment with Purpose

Standing Meeting – 2nd Tuesday Quarterly; 11:00am – 1:00pm, Lunch Provided
 United Way, 2515 Canal Street

Quarter:	Meeting Dates - 2017:	Meeting Dates - 2018:
1 st Quarter/Jan – Mar	January 10 th	January 9 th
2 nd Quarter/Apr-June	April 11 th	April 10 th
3 rd Quarter/July-Sept	July 11 th	July 10 th
4 th Quarter/Oct-Dec	November 14 th	November 13 th

Community Engagement Meeting Schedule: (Per Bylaws, attend 2 of 4 minimum)

Focus: Increase awareness of purpose aligned Community needs and issues; engage all in purpose work

Standing Meeting – 2nd Tuesday Quarterly; 5:30pm – 7:00pm
 Various Community Locations – See Detail Below (2018 locations TBD)

Quarter:	Meeting Dates – 2017:	Meeting Dates – 2018:
1 st Quarter/Jan-Mar	March 14 th Treme Rec. Ctr. 900 N. Villere Street	March 13 th
2 nd Quarter/Apr-June	May 9 th Edgar P Harney School 2503 Willow Street	May 8 th
3 rd Quarter/July-Sept	July 11 th Sanchez Rec. Ctr. 1616 Caffin Avenue	July 10 th
4 th Quarter/Oct-Dec	*September 12 th Algiers Public Library 3014 Holiday Drive	September 11 th

Annual Planning Event Meeting Schedule: (Per Bylaws, attend annually)

Focus: Data and Community informed, strategic planning for collective impact + plan checks

Tuesday, October 10, 2017 (Tuesday, October 9, 2018)
 9:00am – 1:30pm
 Location TBD



Proposed Amendments to NO-CYPB Bylaws

- **Focus:** 1/10/17 Board Approved Structure Change for Committees, Task Forces + Member Contract
- **Method:** Compare current bylaw language to proposed amended language below
- **Process:** Review, Discuss, Vote
- **Note:** Edits made per recommendation from 3/14 CYPB meeting

1. ARTICLE II MEMBERSHIP – Refer to current NO-CYPB Bylaws, Pages 2, 3

Section 4. Duties of NO-CYPB Members

The NO-CYPB is to participate in the formulation of a comprehensive plan for services and programs for the children and youth of New Orleans and assist in the development, implementation, and operation of services which encourage the following:

1. Positive youth development
2. Diversion of children and youth from the criminal justice and foster care system
3. Reduction in the commitments of youth to state institutions
4. Provide a community response to the growing rate of juvenile delinquency

The coordination of services shall include, but may not be limited to:

- Prevention
- Early intervention
- Diversion and alternatives to home displacement
- Alternatives to incarceration
- Treatment services

(M.C.S., Ord. Nos. 21799 and 23213)

It is expected that board members demonstrate active participation in NO-CYPB by volunteering to serve on no less than one NO-CYPB standing committee and/or Ad Hoc Task Force, as outlined in the attached Board Member Contract (refer to attached addendum 1.0; Board Approved on 1/10/17).

Section 5: Duty to Attend Meetings

Each NO-CYPB member (or his/her designee) is expected to attend the regularly scheduled board meetings of the NO-CYPB. Members must notify the Executive Director if they are not able to attend the board meeting. Members who attend less than two-thirds of the regularly scheduled board meetings shall be considered not in good standing. Such members shall be identified and discussed with the NO-CYPB Governance Committee to determine those members warranting a board review for termination. The NO-CYPB Governance Committee shall present their recommendations for member termination to the full board for review/discussion/vote. A passing vote is determined by simple majority. Upon obtaining a passing vote, the Governance Committee will present the board approved list of members recommended for termination from the NO-CYPB to the Government Affairs Committee of the New Orleans City Council for further action which may result in termination in accordance with Section 7.1.

Section 6: Resignation for Representative Members of the NO-CYPB

Any NO-CYPB member may resign by delivering a written letter of resignation to the Chair of the NO-CYPB. The Chair will present the resignation letter to the NO-CYPB, and the chair will ensure that the resignation letter is forwarded to the NO-CYPB Governance Committee and the New Orleans City Council Governmental Affairs Committee.

ARTICLE III MEETINGS – Refer to current NO-CYPB Bylaws, Page 4

Section 4: Proxy

A member may send a proxy to attend up to three regular Board meetings a year by notifying the Executive Director prior to the meeting date. The proxy must be a member in good standing, or an employee from the same agency. A Designee may not send a proxy.

Section 5: Voting

Section 5.1: Voting Process

Members may cast their votes in person or by proxy, in accordance with Article III, Section 5.21. If an absence is anticipated, members may submit their vote in writing or via email to the Executive Director.

A passing vote is determined by simple majority.

Section 5.2: Voting by Proxy

Members may have his/her vote cast during their absence by proxy, when the absent member has notified the Executive Director prior to the meeting as to the identity of their proxy. A Designee may not vote by proxy.

ARTICLE IV STRUCTURE AND COMMITTEES – Refer to current NO-CYPB Bylaws, Pages 4-6

Section 1. Chair and Duties

Section 1.1: Duties of Officers

The Officers of the NO-CYPB shall consist of a Chair, Treasurer, Secretary, and a Parliamentarian. Officers will be elected by the members of the NO-CYPB at its first meeting of each calendar year, in accordance with Article IV, Section 7. The Officers are responsible for partnering with the Executive Director in coordinating the activities of the NO-CYPB, communicating with the Louisiana Children’s Cabinet, preparing and submitting the annual October 1st report to the Children’s Cabinet, and reporting on all NO-CYPB activities, as needed. Specific responsibilities of each Officer shall include, but not be limited to, the following:

The NO-CYPB Chair is responsible for:

- Attending and presiding over the meetings of the NO-CYPB
- Presiding over the meetings of the Executive and Governance Committees of NO-CYPB
- Ensuring an agenda is prepared for the regular CYPB meetings along with the Executive and Governance Committee meetings
- Ensuring preparation and timely submission of the annual report
- Ensuring the collaboration with the NO-CYPB’s fiscal agent yields quarterly financial reports
- Presenting reports to the New Orleans City Council, as requested

The NO-CYPB Treasurer is responsible for:

- Attending the NO-CYPB meetings
- Presiding over the meetings of the NO-CYPB Internal Affairs Committee
- Ensuring an agenda is prepared for meetings of the Internal Affairs Committee
- Ensuring financial reports are prepared in a timely manner and presented to the Board for regular meetings and to the Executive and Internal Affairs Committees
- Monitoring cash flow and its alignment with work plans of task forces and committees of NO-CYPB
- Ensuring the development and implementation of financial and operating policies and procedures on behalf of the board
- Substitute for Chair in their absence

The NO-CYPB Secretary is responsible for:

- Attending the NO-CYPB meetings
- Presiding over the NO-CYPB External Affairs Committee
- Ensuring an agenda is prepared for meetings of the External Affairs Committee
- Ensuring that the attendance and minutes are recorded for each regular NO-CYPB meeting and distributed for review and approval at subsequent meetings
- Ensuring that each NO-CYPB standing committee and ad-hoc task force is documenting participant attendance and recording meeting minutes
- Ensuring that all members and designees are notified of regular meetings of the NO-CYPB via email sent at least 3 working days prior to scheduled meetings

- Preparing a report on the yearly attendance of each member and disseminating the report to the NO-CYPB Governance Committee two weeks after the last NO-CYPB meeting of the fiscal year.
- Substitute for the Chair if the Treasurer is unable to cover an absence

The NO-CYPB Parliamentarian is responsible for:

- Attending the NO-CYPB meetings
- Ensuring order and alignment with Roberts Rules of Order and the NO-CYPB Bylaws during board meetings
- Participating as a member of the NO-CYPB Governance Committee
- Providing leadership and guidance in maintaining and/or updating the NO-CYPB Bylaws
- Educating the board, when necessary and/or upon request, in Roberts Rules of Order and the NO-CYPB Bylaws during regular board meetings and during orientation sessions for new members

Section 1.2: Terms of Office

The term of office is one year. The Chair, Treasurer, Secretary, and Parliamentarian shall be elected annually in accordance with Article IV, Section 7 and may serve up to three consecutive terms.

Section 2. Committees of the Board

Section 2.1: Standing Committees

There shall be four standing committees of the NO-CYPB: (refer to attached addendum 2.0)

- **Executive** – focus on meeting/agenda planning and functionality; Chaired by Board Chair + NO-CYPB Officers, staffed by Executive Director
- **Governance** – focus on capacity, order, and function of board; Chaired by Board Chair with Parliamentarian as an active member, staffed by Executive Director + 3-5 members
- **Internal Affairs** – focus on all internal/operating issues of NO-CYPB; Chaired by Board Treasurer, staffed by Executive Director + 3-5 members
- **External Affairs** – focus on all external collaboration issues and messaging/PR for the NO-CYPB; Chaired by Board Secretary, staffed by Executive Director + 3-5 members

Section 2.2: Ad Hoc Task Forces

In addition to the Standing Committees, the Board may create ad hoc task forces from time to time by majority vote of the members present at any meeting in which there is a quorum. These ad hoc task forces may last for as long as deemed appropriate by the Board, as informed by the work plan and alignment with NO-CYPB purpose and priorities. Ad hoc task forces may focus on major issue areas affecting children in New Orleans, effective operations of the NO-CYPB, or other areas of its work that the Board may identify as necessary for a task force.

In appointing members to ad hoc task forces, special care shall be given to include youth, parents and/or concerned community members as participants in the task force(s).

Section 3: Duties of the Ad Hoc Task Force

Each ad hoc task force shall be responsible for the development and/or maintenance of the corresponding section of the Board's collective agenda and provide an annual summary of work to ensure a purpose aligned, comprehensive Annual Report.

Section 4. Duties of Ad Hoc Task Force Chairs

The chair of each ad hoc task force established by the NO-CYPB shall submit the agenda and minutes of each task force meeting to the Executive Director of the NO-CYPB. Supplemental documents for the regular meetings shall be submitted, as necessary, to the Executive Director via email.

Section 5. Size of Ad Hoc Task Forces

Ad hoc task forces of the NO-CYPB shall consist of no fewer than three (3) members. At the discretion of the Executive Director, individuals other than members may serve on the ad hoc task forces. The chair of each ad hoc task force shall be a NO-CYPB member or an appointed designee.

Section 6. Advisory Committees

Delete entirely

Section 6. Nomination and Election Process

1. The Governance Committee shall perform the role of nominating committee for the NO-CYPB and shall nominate at least one candidate for each officer role by December 15th annually. Any CYPB member or appointed designee may make additional nominations from the floor.
2. All candidates must be members in good standing, per the Governance Committee review.
3. Only members and appointed designees are eligible to hold an officer role.
4. Balloted elections will be held during the first meeting of every fiscal year by a majority vote of the members present in which there is a quorum.

ARTICLE VI RULES OF ORDER

The rules contained in the current edition of Roberts' Rules of Order shall govern the NO-CYPB in all cases to which they are applicable and in which they are consistent with the NO-CYPB Bylaws or any other special rules of order the NO-CYPB may adopt. NO-CYPB order will be supported and guided through the role of Parliamentarian.

Standing committee and ad hoc task force descriptions and duties, election rules and processes along with any other special rules and/or procedures of the NO-CYPB shall be documented in the NO-CYPB Operating Procedures, which will be reviewed and any needed updates proposed by the Internal Affairs Committee. Adoption of the operating procedures shall require a simple majority vote by members present at any full NO-CYPB meeting in which there is a quorum. Changes to the NO-CYPB Operating Procedures, as proposed by the Internal Affairs Committee, shall require a majority vote of members present at any full NO-CYPB meeting.

**BYLAWS
OF THE NEW ORLEANS CHILDREN AND YOUTH PLANNING BOARD**

**ARTICLE I
PURPOSE**

Section 1. Purpose

Pursuant to City Ordinance M.C.S., Ord. No. 21779, § 1, 11-18-04¹:

The purpose of the New Orleans Children and Youth Planning Board is to participate in the formulation of and to prepare a comprehensive plan for services and programs for children and youth of New Orleans as follows: to assist in the development, implementation, and operation of services which encourage positive development, implementation, and operation of services which encourage positive development, diversion of children and youth from the criminal justice and foster care system, reduction in the commitments of youth to state institutions, and providing community response to the growing rate of juvenile delinquency. The coordination and implementation of services shall include, but are not limited to, preventive, early intervention, diversion, alternatives to home displacement, alternatives to incarceration, and treatment services, the assessment, alignment, coordination, prioritization, and measurement of all available services and programs that address the needs of children and youth including those at risk for, or identified with, social, emotional, or developmental problems, including but not limited to educational failure, abuse, neglect, exposure to violence, juvenile or parental mental illness, juvenile or parental substance abuse, poverty, developmental disabilities and delinquency. The Board is intended to encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of children and youth in their respective communities and for assisting in the development of comprehensive plan to address such needs. The Board shall perform all services authorized by La. R.S. 46:191.1 et. seq.

**ARTICLE II
MEMBERSHIP**

Section 1. Membership

In accordance with the Louisiana Revised Statutes and the New Orleans City Code the New Orleans Children Youth Planning Board shall consist of not less than eleven (11) and not more than twenty-five (25) members and shall follow the membership guidelines outlined in State Law and the most recent City Ordinance (La. R.S. 46:1941.8), (M.C.S, Ord. Nos 21799 and 23213 and 30289)

Section 2. Appointment of NO-CYPB Members.

All appointments to the NO-CYPB shall be made by the Council of the City of New Orleans and shall be for a period of two years. (*M.C.S, Ord. No. 21799, 23212 and 30289*). The New Orleans City Ordinance distinguishes members as: “official members” who are appointed and serve by virtue of the positions, and “representative members,” who are nominated, then appointed.

Representative members are eligible for re-appointment, and are without term limits.

When there is a “representative member” vacancy, the NO-CYPB shall make a nomination to fill the vacancy and shall forward the nomination to the New Orleans City Council Governmental Affairs Committee for subsequent approval by the City Council.

Special care should be given in the appointments to ensure that the Board is representative of the community in terms of gender, age, ethnicity, and geography, as well as knowledge and expertise. (La. R.S. 46:1941.8(A))

Section 3: Designees

Each NO-CYPB member, who is appointed in accordance with the City Council Ordinance, as an elected official or an agency head, is allowed to select one designee. Each such appointee shall submit his/her designee’s name, position, email address, and execute any required paperwork to the Chair of the NO-CYPB who will forward the information to the Secretary.

Section 4. Duties of NO-CYPB Members

The NO-CYPB is to participate in the formulation of a comprehensive plan for services and programs for the children and youth of New Orleans, as follows: to assist in the development, implementation, and operation of services which encourage positive development, diversion of children and youth from the criminal justice and foster care system, reduction in the commitments of youth to state institutions, and community response to the growing rate of juvenile delinquency. The coordination of services shall include, but not be limited to, prevention, early intervention, diversion, and alternatives to home displacement and alternatives to incarceration and treatment services. (*M.C.S, Ord. Nos. 21799 and 23213*).

It is the expectation of the Board that active participation of members includes sitting on no less than one Committee.

Section 5: Duty to Attend Meetings

Each NO-CYPB member (or his/her designee) is expected to attend the regular meetings of the NO-CYPB. Members must notify the Secretary if they are not able to attend the meeting. Members who attend less than two thirds of the regular Board meetings shall be considered not in good standing. Such members shall be discussed without notice with the Governance Committee of the City Council and may result in termination in accordance with Section 7.1.

Section 6: Resignation for Representative Members of the NO-CYPB

Any NO-CYPB member may resign by delivering a written resignation to either the Chair or Vice-Chair of the NO-CYPB. The Chair will present the resignation letter to the NO-CYPB, and the Chair or Vice-Chair will forward it to the New Orleans City Council Governmental Affairs Committee.

Section 7: Termination from the NO-CYPB

Section 7.1: Causes of termination

The following are the causes that may lead to termination of a member:

- A. Failure to Attend Meetings. Members who fail to meet the attendance requirements set forth in Section 5 may cause a NO-CYPB member to be recommended for removal.
- B. Malfeasance. A representative member may be recommended for removal for conduct detrimental to the interest of the NO-CYPB, as determined by the Executive Committee, in accordance with Article II, Section 7.2.

Section 7.2: Process for termination

At any regular or special meeting called for that purpose, if two-thirds of the membership votes for recommendation for removal, the recommendation will be forwarded to the New Orleans City Council. Any such NO-CYPB member proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before the NO-CYPB and be heard at such meeting.

ARTICLE III MEETINGS

Section 1: Notice of Meetings

All meetings of the NO-CYPB are public meetings. Notice of meetings of the NO-CYPB shall be provided in accordance with the Louisiana open meetings law. Any member of the NO-CYPB may call a special meeting with the concurrence of a majority of members.

Section 2: Schedule of Meetings

The NO-CYPB will meet as scheduled at least quarterly at a site designated by the Chair.

Section 3: Quorum

At all meetings of the NO-CYPB, the majority of the NO-CYPB membership based on the number of positions filled constitutes a quorum, including qualifying proxies, in accordance with Article III, Section 4.

Section 4: Proxy

A member may send a proxy to attend up to four regular Board meetings a year by notifying the Secretary prior to the meeting date. The proxy must be a member in good standing, or an employee from the same agency. A Designee may not send a proxy.

Section 5: Voting

Section 5.1: Voting Process

Members may cast their votes in person or by proxy, in accordance with Article III, Section 5.2. If an absence is anticipated, members may submit their vote in writing or via email to the Secretary.

A passing vote is determined by simple majority.

Section 5.2: Voting by Proxy

Members may have his/her vote cast during their absence by proxy, when the absent member has notified the Secretary prior to the meeting as to the identity of the proxy. A Designee may not vote by proxy.

ARTICLE IV
STRUCTURE AND COMMITTEES

Section 1. Chair, Vice-Chair and Duties

Section 1.1: Duties of the Officers

The Officers of the NO-CYPB shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. Officers will be elected by the members of the NO-CYPB at its first meeting of each calendar year, in accordance with Article IV, Section 7. The Officers are responsible for coordinating the activities of the NO-CYPB, communicating with the Louisiana Children's Cabinet, preparing and submitting the annual October 1st report to the Children's Cabinet, and reporting on all NO-CYPB activities, as needed. Specific responsibilities of each Officer shall include, but not be limited to, the following:

The NO-CYPB Chair is responsible for:

- Presiding over the meetings of the NO-CYPB.
- Presiding over the meetings of the Executive Committee.
- Ensuring an agenda is prepared for the regular meetings and Executive Committee meetings.
- Preparing and timely submission of the annual report.
- Collaborating with the NO-CYPB's fiscal agent, and provide quarterly financial reports.

- Presenting reports to the New Orleans City Council.

The NO-CYPB Vice-Chair is responsible for:

- Collecting and cataloging the reports of the Committees, the Executive Committee and any other committee appointed by the Board.
- Assisting the Chair with his/her functions and presiding over the meetings in the absence of the Chair.
- Serving on committees as requested by the Chair.

The NO-CYPB Secretary is responsible for:

- Ensuring that attendance and minutes are recorded for each meeting of the NO-CYPB and NO-CYPB Executive Committee and distributed at subsequent meetings.
- Ensuring that all members and designees are notified of regular meetings of the NO-CYPB via email sent at least three working days prior to meetings.
- Preparing a report on the yearly attendance of each member and disseminate the report at the last meeting of each fiscal year, which is prior to the meeting when Chair, Vice-Chair, and Secretary are elected.

The NO-CYPB Treasurer is responsible for:

- Presiding over the meetings of the Finance Committee.
- Ensuring an agenda is prepared for meetings of the Finance Committee.
- Ensuring financial reports are prepared in a timely manner and presented to the Executive Committee and Board for regular meetings and Executive Committee meetings.
- Monitoring cash flow and the development and implementation of financial policies and procedures on behalf of the Board.

Section 1.2: Terms of Office

The term of office is one year. The Chair, Vice-Chair, Secretary, and Treasurer shall be elected annually in accordance with Article IV, Section 7 and may serve up to 3 consecutive terms.

Section 2. Committees of the Board

Section 2.1: Standing Committees

There shall be an Executive Committee, Finance Committee and Nominating Committee as standing committees of the Board. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and Treasurer of the Board and chairs of the Standing Committees and current ad hoc Committees.

Section 2.2: Ad Hoc Committees

In addition to Standing Committees, the Board may create ad hoc committees from time to time by a majority vote of the members present at any meeting in which there is a quorum. These ad hoc committees may last for as long as deemed appropriate by the Board. Ad hoc committees

may focus on major issue areas affecting children in New Orleans, effective operations of the NO-CYPB, or other areas of its work that the Board may identify as necessary for a committee.

In appointing members to the subcommittees, special care shall be given to include youth participation in the Committees.

Section 3: Duties of the Committees

Each Committee shall be responsible for the development and/or maintenance of the corresponding section of the Board's collective agenda and provide an annual summary of work to ensure a comprehensive Annual Report.

Section 4. Duties of Committee Chairs

The chair of each Committee established by the NO-CYPB shall submit the agenda and minutes of each committee meeting to the Chair of the NO-CYPB. Supplemental documents for the regular meetings shall be submitted as necessary to the Secretary via email.

Section 5. Size of Committees

Committees of the NO-CYPB shall consist of no fewer than three (3) members. At the discretion of the NO-CYPB, individuals other than members may serve on the committees. The chair of each committee shall be a NO-CYPB member or appointed designee.

Section 6. Advisory Committees

The Chair and Vice-Chair of the NO-CYPB shall seek input from already established committees or boards whose interest in children and youth is concomitant to that of the NO-CYPB. Any NO-CYPB member may identify such groups and request the Chair or Vice-Chair to invite representatives of the committee to address the NO-CYPB.

Section 7. Nomination and Election Process

1. The nominating committee shall nominate at least one candidate for each office. Any CYPB member or appointed designee may make additional nominations from the floor.
2. All candidates must be members in good standing.
3. Only members and appointed designees are eligible to hold office.

ARTICLE V **FISCAL MATTERS**

Section 1. Fiscal Year

Each fiscal year shall begin on the first day of January and end on the last day of December.

Section 2. Funds

The New Orleans City Council or a designated 501 (c) (3) may serve as the fiscal agent of the NO-CYPB. All funds received for the operation of the NO-CYPB will be administered in accordance with the directives of the NO-CYPB.

ARTICLE VI RULES OF ORDER

The rules contained in the current edition of Roberts' Rules of Order shall govern the NO-CYPB in all cases to which they are applicable and in which they are consistent with these Bylaws or any other special rules of order the NO-CYPB may adopt.

Committee descriptions, committee duties, election rules and other special rules and procedures of the CYPB shall be documented in the CYPB Operating Procedures. Adoption of the operating procedures shall require a simple majority vote by members present at any full meeting of the CYPB. Changes to the CYPB Operating Procedures shall require a majority vote of members present at any full CYPB meeting or CYPB Executive Committee meeting.

ARTICLE VII AMENDMENT TO BYLAWS

These Bylaws may be modified, amended or repealed, and new Bylaws may be adopted by the NO-CYPB upon a two-thirds vote of the membership of the NO-CYPB, if at least thirty days written notice has been given of the intention to modify, amend, repeal or adopt new Bylaws.

¹ **The New Orleans City Ordinance is based on Louisiana Revised Statute 46.1941.2 which states:**

- A. The purpose of the children and youth planning boards is to assist in the assessment, alignment, coordination, prioritization, and measurement of all available services and programs that address the needs of children and youth. This includes children at risk for, or identified with, social, emotional, or developmental problems including but not limited to educational failure, abuse, neglect, exposure to violence, juvenile or parental mental illness, juvenile or parental substance abuse, poverty, developmental disabilities and delinquency. The boards are intended to encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of children and youth in their respective communities and for assisting in the**

- development of comprehensive plans to address such needs. The infrastructure for planning is intended to be data-driven in order to select appropriate evidence-based programs which will maximize available resources.**
- B. The legislature authorizes the establishment of children and youth planning boards to assist in the development, implementation, and operation of services which encourage positive development, diversion of children and youth from the criminal justice system and foster care system, reduction in the commitments of youth to state institutions, and providing community response to the growing rate of juvenile delinquency. The coordination and implementation of services shall include but are not limited to prevention, early intervention, diversion, alternations to home displacement, alternatives to incarceration, and treatment services. Through such boards, the state intends to foster and promote a continuum of community-based services and systems reflecting service integration at the state and community or local levels.**
- C. The role of the Children’s Cabinet shall be to facilitate the creation of children and youth planning boards by offering guidance and technical assistance to local communities and governing authorities including but not limited to resource identification, needs assessment, monitoring and performance evaluation, strategic planning and other forms of assistance and support.**

**ORDINANCE
(AS CORRECTED)
CITY OF NEW ORLEANS**

CITY HALL: August 14, 2014

CALENDAR NO. 30,289

NO. 26026 MAYOR COUNCIL SERIES

BY: COUNCILMEMBER GUIDRY

AN ORDINANCE to amend and reordain Section 2-263 of the Code of the City of New Orleans, to modify membership of the New Orleans Children and Youth Planning Board; and to otherwise provide with respect thereto.

1 **SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY**
2 **ORDAINS**, That Chapter 2 of the Code of the City of New Orleans, Article IV, Division 8,
3 Section 263 be amended and reordained to read as follows:

4 **“Sec. 2-263. Composition; terms.**

5 All appointments to the New Orleans Children and Youth Planning Board shall be made
6 by the Council of the City of New Orleans and shall be for a period of two years. The Board
7 shall consist of not less than eleven (11) and not more than twenty-five (25) members and shall
8 include the following:

- 9 (1) Representative of the New Orleans City Council;
- 10 (2) Chief Judge of Juvenile Court, or designee;
- 11 (3) Orleans Parish District Attorney, or designee;
- 12 (4) Director of Metropolitan Human Services District, or designee;
- 13 (5) Director of the Office of Criminal Justice, or designee;
- 14 (6) Director of the City of New Orleans Health Department, or designee;

- 15 (7) Superintendent of the juvenile detention center for Orleans Parish, or designee;
- 16 (8) Superintendent of the New Orleans Police Department, or designee;
- 17 (9) Director of the New Orleans Recreation Development Commission, or designee;
- 18 (10) Director of City of New Orleans Job One office, or designee;
- 19 (11) Superintendent of Orleans Parish Public School System, or designee;
- 20 (12) Superintendent of Recovery School District, or designee;
- 21 (13) Director of the Office of Family Services (formerly office of community services),
- 22 or designee;
- 23 (14) Regional Director of the Office of Juvenile Justice (formerly office of youth
- 24 development), or designee;
- 25 (15) Representative of the local business community;
- 26 (16) Youth representative;
- 27 (17) Representative of the faith-based community;
- 28 (18) Representative of a local university;
- 29 (19) Representative of a local nonprofit organization providing services to children:
- 30 parents;
- 31 (20) Juvenile public defender for Orleans Parish, or designee;
- 32 (21) Representative of a local nonprofit organization providing services to children:
- 33 school retention;
- 34 (22) Representative of a local nonprofit organization providing services to children: out
- 35 of school time;
- 36 (23) Representative of a local nonprofit organization providing services to children: out
- 37 of school youth;

38 (24) Representative of a local nonprofit organization providing services to children: early
39 childhood; and
40 (25) Representative of a local nonprofit organization providing services to children:
41 special needs.”

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS SEPTEMBER 4, 2014

**STACY HEAD
PRESIDENT OF COUNCIL**

DELIVERED TO THE MAYOR ON SEPTEMBER 5, 2014

**APPROVED:
~~DISAPPROVED:~~ SEPTEMBER 10, 2014**

**MITCHELL J. LANDRIEU
MAYOR**

RETURNED BY THE MAYOR ON SEPTEMBER 10, 2014 AT 2:25 P.M.

**LORA W. JOHNSON
CLERK OF COUNCIL**

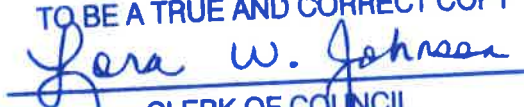
ROLL CALL VOTE:

YEAS: Brossett, Cantrell, Gray, Guidry, Head, Ramsey, Williams - 7

NAYS: 0

ABSENT: 0

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**THE FOREGOING IS CERTIFIED
TO BE A TRUE AND CORRECT COPY**

CLERK OF COUNCIL



CYPB Board Member Contract

Aligns with Article II: Sections 4 and 5 of CYPB Bylaws

I, _____, understand that as a CYPB Board Member, I have a moral and ethical responsibility to ensure that CYPB does the best work possible in pursuit of its plans and goals. I believe in the purpose and mission of CYPB and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member, I will:

1. Interpret CYPB's work and values to the community, represent CYPB by acting as its champion. In turn, I will interpret our constituencies' needs and values to CYPB, inform and educate the board about their interests, and on their behalf, hold CYPB accountable.
2. Attend at least two thirds of regular Board Meetings, as described in Section 5 of CYPB Bylaws.
3. Act in the best interest of CYPB.
4. Declare areas or issues that present me with possible conflicts of interest, and while I may participate in discussions, I will excuse myself from votes where I have declared a possible conflict of interest.
5. Stay informed about what's going on in CYPB. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters.
6. Work in good faith with staff and other board members as partners toward achievement of our plans and goals.
7. If I don't fulfill these commitments to the CYPB, I will expect a member of the Executive Committee and/or the Executive Director to call me and discuss my responsibilities with me.

In turn, the CYPB will be responsible to me in the following ways:

1. I will be sent, without request, financial reports and updates on CYPB activities that allow me to meet the "prudent person" standards of the law. *
2. Opportunities will be offered to me to discuss with the Executive Director and/or the Board Chair CYPB's plans, goals, activities and status; additionally, I can request such opportunities.
3. The CYPB will help me perform my Board Member duties by keeping me informed about issues in the environment (e.g., national, state, city, neighborhood or specific related field of study/service) in which we are working and by offering me learning opportunities for professional development as a Board Member.
4. Board Members and staff will respond to questions that I feel are necessary to carry out my moral and ethical responsibility to the CYPB. Board Members and staff will work in good faith with me toward achievement of our plans and goals.
5. If the CYPB does not fulfill its commitments to me, I can call the Member-At-Large, Board Chair and/or Executive Director to discuss the CYPB's responsibilities to me.

Signed:

Board Member, Date

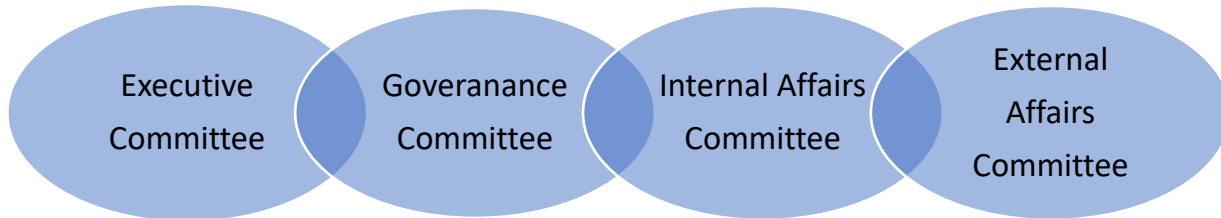
Board Chair, Date

*The "prudent person rule," states that an individual must act with the same judgement and care as, in like circumstances, a prudent/reasonable person would act.



CYPB Committee Restructure

(Board approved 1/10/17; Aligns with Article IV of CYPB Bylaws as amended on 3/14/17))



Role	Composition	Function
Executive Committee (EC) Meets Bi-Monthly	. Board Chair . Treasurer . Secretary . Parliamentarian . Exec Director	Focus on meeting planning + chair 1 of three standing committees: <ul style="list-style-type: none"> • CYPB Agenda Building • Ensure meeting/agenda continuity carrying action items/info forward from one meeting to the next • Cover as meeting leader in absence of board chair
Governance Committee (GC) Meets Bi-Monthly	. Board Chair . Exec Director . Parliamentarian + 3-5 more	Focus on health and functioning of board: <ul style="list-style-type: none"> • Nominating/recruiting • Orientation of new board members • Create/Maintain/Update board materials/manual • Evaluates board and Executive Director performance annually • Monitor By laws adherence and update needs
Internal Affairs Committee (IAC) Meets Bi-Monthly	. Treasurer . Exec Director + 3-5 more	Focus on all internal + operational issues: <ul style="list-style-type: none"> • Finance • Human Resources • Office Space + Meeting Space arrangements • Task Forces: Processes/Deliverables per plan, impact to budget, Human Resources and/or Space needs
External Affairs Committee (EAC) Meets Bi-Monthly	. Secretary . Exec Director + 3-5 more	Focus on all external issues including: <ul style="list-style-type: none"> • Outreach + Engagement with Children/Youth/Families • Connection to relevant Collaborative Networks • Website + Social Media Messaging • Public Relations: Posting meetings publicly, increasing public awareness of CYPB