

ORDINANCE NO. 4727

AN ORDINANCE to repeal Chapter 10 (ALEXANDRIA EARLY CHILDHOOD COMMISSION) AND Chapter 13 (YOUTH POLICY COMMISSION) of Title 12 (EDUCATION, SOCIAL SERVICES AND WELFARE); to amend the said Chapter 10 by adding thereto revised Chapter 10 (THE CHILDREN, YOUTH AND FAMILIES COLLABORATIVE COMMISSION), and to amend and reordain Chapter 10 (THE CHILDREN, YOUTH AND FAMILIES COLLABORATIVE COMMISSION) of Title 12 (EDUCATION, SOCIAL SERVICES AND WELFARE) of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Title 12, Chapter 10 and Chapter 13 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same are hereby, repealed in their entirety, and the Alexandria Early Childhood Commission and the Youth Policy Commission therein established are abolished.

Section 2. That Title 12, Chapter 10 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained by adding thereto revised Chapter 10, to read as follows:

[The following is all new language.]

CHAPTER 10

The Children, Youth and Families Collaborative Commission

Sec. 12-10-1 Creation of commission.

There is hereby established a commission to be known as The Children, Youth and Families Collaborative Commission (hereinafter referred to in this chapter as the commission).

Sec. 12-10-2 Composition; appointment; terms; chairperson and officers; committees.

(a) The commission shall consist of 29 members, 25 of whom shall be voting members and four non-voting members. Seventeen of the voting members shall be citizens, four shall be City staff members, and four shall be staff members from the Alexandria City Public Schools. Two of the non-voting members shall be liaisons from the City Council, and two shall be liaisons from the Alexandria School Board.

(1) *Citizen members.*

- a. Eight of the seventeen members shall be approved by city council and shall be city residents. They shall consist of: six community members with expertise in children, youth and family issues, public safety, medical/health related profession or non-profit experience and two young adults, age 18-21.
- b. Six of the seventeen members shall be approved by the Alexandria School Board and shall be city residents. They shall consist of community members with experiences as parents, guardians, teachers and/or expertise in early childhood, youth or general education policy.
- c. Three of the seventeen members shall be approved by the Youth Council and shall be high school students.
- d. The terms of the citizen members shall be three years and shall be staggered, except the terms of the citizen members who are high school students shall be one year.

(2) *City staff.* Four of the 29 members shall be city staff identified by the City Manager. The terms of the City staff shall be three years and shall be staggered.

(3) *Alexandria City Public School members.* Four of the 29 members shall be identified by the Superintendent. The terms of the ACPS members shall be three years and shall be staggered.

(4) *Ex-officio members.* Two of the four non-voting members shall be liaisons from the City Council. Two of the four non-voting members shall be liaisons from the School Board. The terms of the ex-officio members shall be three years and shall be staggered.

(b) The commission shall elect from among its voting members a chairman and chairman-elect, alternating between City and school representatives each term and such other officers as it deems necessary. The chairman-elect is intended to succeed the chairman for the following term, supported by the past year's chairman, and a new chairman-elect. These three officers shall determine the commission committees' membership and leadership. The terms of the chairman and chairman-elect shall be for one year.

(c) The commission shall have seven committees comprised of commission members who serve as leaders and officers of each group and members of the community at large with a demonstrated interest in issues involving children, youth and families.

(1) *Executive committee.* The Executive Committee shall consist of the elected commission officers, and the leaders of each commission committee. The Executive Committee shall be led by the commission chairman and chairman-elect. The functions and duties of the Executive Committee shall be as follows:

- a. oversee and coordinate organizational activities;
- b. set the commission meeting agenda;
- c. make decisions consistent with those adopted by the commission;
- d. oversee implementation of the city council's work plan as developed by the commission;
- e. conduct periodic reviews of the purpose and membership of the other commission committees and make recommendations to the commission for any changes; and
- f. address any issues requiring immediate attention of the commission.

(2) *Advocacy and policy committee.* The functions and duties of the Advocacy and Policy Committee shall be as follows:

- a. review legislative issues, recommend policy and operational or procedural changes as appropriate;
- b. responsible for preparing briefing materials and position statements for distribution throughout the community; and
- c. prepare the annual report to city council and the school board based on commission activities and meeting minutes.

(3) *Finance and grants committee.* The functions and duties of the Finance and Grants Committee shall be as follows:

- a. review city and school budgets and provide recommendations during the budget cycle as appropriate;
- b. develop grant guidelines, identify potential efficiencies in funding practices between the schools and the city regarding youth issues, and determine financial impact of suggested youth program changes; and
- c. audit grant reports to determine cost benefit and measure effectiveness, recommending metric adjustments as appropriate.

(4) *Outreach and membership committee.* The functions and duties of the Outreach and Membership Committee shall be as follows:

- a. train commission members annually;

- b. recruit new members;
- c. identify potential new community partners for children, youth and family programs and assist with developing a Memorandum of Understanding as appropriate;
- d. provide periodic briefings and presentations throughout the community on commission activities;
- e. review applications for committee memberships; and
- f. make recommendations to city council and the school board on appointments to the commission.

(5) *Research and data committee.* The functions and duties of the Research and Data Committee shall be as follows:

- a. collect and distribute outcome data on initiatives in a youth master plan;
- b. review research literature on successful youth studies and monitor efforts by Youth Commissions, partnerships and collaborations throughout the nation and youth programs in the City of Alexandria;
- c. participate in regional, state and national forums and meetings as appropriate; and
- d. recommend procedures and processes for the sharing of data across the city and between programs.

(6) *Implementation and monitoring committee.* The functions and duties of the Implementation and Monitoring Committee shall be as follows:

- a. review, evaluate and discuss the quality and effectiveness of key programs as identified in a youth master plan.

(7) *Youth Council.* The Youth Council shall consist of up to 25 members, who shall be citizens. Four of the members must receive city services and/or participate in city programs and represent private and public high schools and city recreation centers. The term of these members shall be two years.

a. The council shall elect three members of the council as their officers and voting members of the commission. The term of the officers and voting members shall be for one year. Three adult members of the commission shall be assigned to the youth council, serving as advisors to youth and co-facilitators with the officers for conducting and convening the meetings.

- b. The functions and duties of the Youth Council shall be as follows:
- i. build the foundation that supports youth engagement in the activities of the commission;
 - ii. provide a forum for youth input regarding the effectiveness of programs;
 - iii. represent youth across the city through regular communication with various youth groups; and
 - iv. create opportunities for youth to make a difference in Alexandria policy and decision making processes.

Sec. 12-10-3 Meetings; quorum; rules of procedure; annual report.

(a) The commission shall meet nine to ten times annually. Working committees shall meet no fewer than six times per year. Appointed voting commission members must attend 75 percent of all meetings, including their assigned committees. The terms of the commission's members shall not exceed a total of ten consecutive years of membership on the commission.

(b) All voting members of the commission present at a meeting shall be entitled to vote, and the decisions of the commission shall be determined by a majority vote of such members present and voting. A quorum, which shall consist of at least 50 percent of the non-vacant seats on the commission, shall be required in order for the commission to transact business. A member eligible to vote who is present but does not vote shall be considered in counting a quorum. In matters concerning the procedure for meetings not covered by this chapter, the commission may establish its own rules, provided such rules are not contrary to law or the mandate or spirit of this chapter. Otherwise, the rules of procedure set out in Robert's Rules of Order shall apply.

(c) The commission shall submit to the city council each year a written report of its activities. The report shall also address the matters described in section 12-13-4(b), and may address other matters relating to the city's youth that the commission may choose to make.

Sec. 12-10-4 Functions and duties.

The functions and duties of the commission shall be as follows:

- (a) to submit to city council a vision for the well-being of children, youth and families in the city;
- (b) to submit to city council an annual report which shall include, but not be limited, to
 - (1) a plan of action to carry out the commission's vision for children, youth and families, which shall include priorities;
 - (2) an analysis of the outcome of children, youth and family programs and services; and

- (3) recommendations regarding city funding for children, youth and family programs and services.
- (c) to review progress toward meeting the commission's vision and plan of action by:
 - (1) monitoring the programs and services that are available to the city's children, youth and families to determine their effectiveness in meeting the established priorities;
 - (2) holding public hearings, when deemed necessary, to obtain input regarding children, youth and family issues from the general public; and
 - (3) to coordinate responses from and among appropriate city and non-city organizations to emerging and existing issues affecting the city's children, youth and families.

Sec. 12-10-5 Staff assistance.

The Director of Community and Human Services shall be responsible for providing staff support to the commission to assist it in carrying out its functions and duties.

Sec. 12-10-6 Relationship to Other Youth Related Boards, Commissions, Task Forces and Community Groups.

It is the intent of the City Council and School Board that any entity that receives City funding or uses other City resources, including staff support or in-kind City space, will collaborate and coordinate with the Commission in developing and implementing a comprehensive, citywide youth development agenda.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.

WILLIAM D. EUILLE
Mayor

Final Passage: June 25, 2011