

## Children's Integrated Services (CIS) Bennington District Administrative Team Collaborative Governance Agreement

Adopted 08.17.2011

### a. CIS Administrative Team Values

- Shared sense of responsibility
- Focus on family-centered services
- Responsiveness to community needs, including examining gaps in services (amongst CIS programs, CIS partners and beyond)
- Mindful that decisions made move us toward the overall purpose of CIS
- Respect for all people and partners involved
- Transparency in language and processes
- Commitment to collaboration in process, authority and administration
- Openness to change
- Attention to data, including family feedback
- Support of process of improvement toward outcomes

### b. Definition of Roles and Responsibilities

- The fiscal agent has the responsibility to meet the contractual performance measures outlined in the CIS contract with the state and disperse funds in a timely and effective manner according to the CIS contract with the state and subcontracts with other agencies providing CIS services.
- The CIS Administrative Team has the responsibility and authority to make decisions that enable the community to meet the purpose of the CIS contract.

- Subcontracting agencies providing a service included in the CIS contract with the state are individually responsible for the day-to-day management of their service delivery system, including but not limited to appropriate and timely: employment and supervision of staff, provision of salaries, and administration of benefits.

c. CIS Administrative Team Membership Expectations

Membership of the team is partially defined in the CIS contract specifications and is further defined by the Bennington CIS Administrative Team. The Bennington CIS Administrative Team is composed of community members and decision makers representing each of the CIS contracted services.

The following are members of the CIS Administrative Team:

- Director of the fiscal agent
- AHS Field Service Director
- Directors subcontracted for CIS services
- AHS Department of Health
- AHS Department for Children and Families
- Regional designated mental health agency
- CIS technical assistance liaison from AHS Department for Children and Families, Child Development Division
- Directors of agencies/programs serving a similar population to those served in CIS programs (such as Head Start, Supervisory Unions, etc.)
- CIS coordinator (non-voting membership)

Team members can send a proxy to CIS Administrative Team meetings and to the best of their ability should attend all Administrative Team meetings. Meetings will be facilitated by the fiscal agent.

It is critical that most of the sectors in the community that are relevant to the work of CIS are represented or the group has defined bridges to other community agencies and constituent groups (for example Building Bright Futures/Early Childhood Council, the housing/homelessness community, the community health team, etc.). The CIS

Administrative Team may consider other avenues for community input and subcommittee membership for partners who do not attend the CIS Administrative Team regularly, including subcommittees, ad hoc teams, task forces, etc.

d. CIS Administrative Team Collaborative Governance Responsibilities

- Review and revise the CIS administrative team collaborative governance agreement on an annual basis or as necessary
- Construct and oversee the overall CIS regional budget, including quarterly review (see section E below)
- Plan strategically and set goals for the team that are in concert with the purpose and performance measures of the CIS contract and reflect community needs and resources
- Define and implement evaluation and corrective action for service delivery by CIS subcontractors (see section F below)
- Participate in the hiring and evaluation of the CIS coordinating staff
- Ensure the purpose and performance measures of the CIS contract are being met satisfactorily
- Ensure community involvement and distribution of decision-making authority with regard to provision of CIS services
- Coordinate with other initiatives as they pertain to CIS (such as the Vermont Blueprint for Health, etc.)

e. Budgets and Subcontracts for CIS Services

The administrative team will discuss and consider inputs for budget development such as:

- Demographic data
- Geographic data
- Utilization data
- Organizational capacity

- Anticipated/projected need for services
- Federal and state guidelines
- Prior history
- Community need

The process for development of the budget will be:

- The CIS Administrative Team will draft a preliminary budget; this preliminary budget will articulate the portion of funds that will likely be allocated to each CIS service area.
- The preliminary budget will be discussed at the CIS Administrative Team meeting for further revision and final approval.
- Once the final budget has been approved, subcontracts will be executed by the fiscal agent according to the budgetary allocations.

#### f. Oversight and Evaluation of Subcontracts and CIS Programs

The CIS Administrative Team establishes data provision protocols, reporting protocols, reporting schedules, budget reporting, etc. for all subcontracts and program providers, including the fiscal agent. The CIS Administrative Team evaluates programs and measures how services provided are meeting the purpose of CIS and meeting CIS performance measures.

The functional responsibility of the CIS Administrative Team is the direct service provision of the fiscal agent and subcontractor(s), not individual staff. The fiscal agent and subcontractors may seek input from and provide feedback to the CIS Administrative Team as needed, including consultation on personnel issues.

#### g. CIS Administrative Team Decision-Making Process

The CIS Administrative Team will make decisions by consensus whenever possible.

- Final decisions must be supported by team members present or through proxy with a “can you live with it” threshold.
  - a. If there is not agreement, the dissenting point of view will be deliberately sought out and discussed.

- b. If agreement cannot be reached by consensus, the issue will be tabled until the next meeting for discussion.
  - c. If consensus cannot be reached at the second meeting an issue is discussed, a voting process will commence. Those present will decide if the vote will be taken at the meeting or via email and include all regular members of the team.
  - d. Votes will be tallied and the majority will prevail.
- For time-sensitive issues, the group present may decide to take a vote by email in a time frame that meets any timeline requirements will be held. Absent members will be informed of that issue prior to the need for an email vote or before the next meeting via notes/minutes.
  - There is a state grievance process and arbitration process that can be accessed in extreme situations.