



FREDERICK COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

Jan H. Gardner
County Executive
Raymond V. Barnes, Jr., Chief Administrative Officer

EXECUTIVE ORDER NO.: 01-2018
EFFECTIVE DATE: May 7, 2018

Local Management Board of Frederick County

Section 8-301 of the Human Services Article in the Annotated Code of Maryland requires the County to establish and maintain a local management board to ensure the implementation of a local interagency service delivery system for children, youth and families in Frederick County.

On May 16, 1998, the Board of County Commissioners designated the Local Management Board (LMB) of Frederick County as a unit of the local government for the purpose of implementing the policies of the State and County in compliance with State law.

On September 15, 2005, the Board of County Commissioners adopted Resolution No. 05-34 confirming the powers and duties of the LMB and specifying the composition of the LMB. The LMB's purpose was and is to promote a stable, safe and healthy environment for children, youth and families, thereby increasing self-sufficiency and family preservation. This requires a comprehensive, coordinated, interagency approach to provide a continuum of care that is family and child oriented and emphasizes prevention, early intervention and community-based services, with priority given to children and families most at risk.

On March 20, 2008, the Board of County Commissioners adopted Resolution No. 08-09, confirming the continuance of the LMB and its powers and duties to coordinate and monitor the delivery of children, youth, and family services along the full continuum of care at the local level and to ensure interagency collaboration to support the goals of the State's Office for Children or its successor agency.

On July 10, 2014, the Board of County Commissioners adopted Resolution No. 14-15, allowing at-large representation from the private sector, more clearly defined roles of the Chairperson and Vice-Chairperson, including their ability to resign and the process for their removal, amend the quorum requirement, update the contact phone number and allow a representative of an LMB member's agency to serve as Chair and/or Vice chair of an LMB Subcommittee/Ad Hoc Committee.

This Executive Order updates the LMB requirements found in Resolution No. 14-15 in order to ensure that the LMB continues to meet State requirements.

NOW, THEREFORE, I, JAN H. GARDNER, COUNTY EXECUTIVE OF FREDERICK COUNTY, MARYLAND, PURSUANT TO THE AUTHORITY VESTED IN ME BY THE CHARTER OF FREDERICK COUNTY, MARYLAND, AND THE LAWS OF MARYLAND, HEREBY ISSUE THIS EXECUTIVE ORDER, EFFECTIVE IMMEDIATELY.

Section 1. Confirmation of Establishment of the LMB

The County Executive hereby confirms the establishment of the Local Management Board (LMB) for Frederick County with the functions, duties and powers previously employed and as provided in this Executive Order.

Section 2. Membership, Voting

- A. The LMB members are appointed by the County Executive. The LMB must recommend appointees to the County Executive, but the County Executive is not required to appoint a member who has been considered or recommended for appointment by the LMB. All appointments are subject to confirmation by the County Council.
1. The LMB membership is composed of 17 voting members (10 public agency representatives and seven (7) non-public agency representatives).
 2. The following public agencies should designate a senior representative or department head to serve on the LMB:
 - Department of Juvenile Services
 - Department of Social Services
 - Family Partnership
 - Frederick City Police
 - Frederick County Citizens Services Division
 - Frederick County Department of Human Relations
 - Frederick County Finance Division
 - Frederick County Health Department
 - Frederick County Public Schools
 - Mental Health Management Agency of Frederick County, Inc.
 3. Non-public agency members may be appointed from the following areas of representation, but are not limited to:
 - Civic or neighborhood organizations
 - Colleges
 - Community agencies
 - Early childhood education
 - Libraries
 - General public
 - Law enforcement
 - Parents/Consumers/Youth
 - Parks and recreation
 - Private providers of employment and/or vocational training
 - Religious or faith-based representatives
 4. City, county or state elected officials may serve on the LMB as ex officio members.
 5. The directors of public agency representatives may designate an agency employee to act on their behalf, provided that the designee is authorized to vote on LMB business.

6. Non-public agency members must be Frederick County residents and registered voters.
 7. Public agency members serve unlimited terms.
 8. Non-public agency members are appointed for a term of three years. Each non-public agency member is eligible to serve two full consecutive terms.
 - a. A person appointed to fill a vacancy serves the balance of the unexpired term.
 - b. Any member may resign at any time by giving written notice of the member's resignation to the County Executive.
 - c. The County Executive may remove a member at any time.
- B. Non-public agency members are appointed using the following process:
1. The County Executive's Office is notified of the vacancy.
 2. The County Executive's Office advertises the opening and receives applications.
 3. The LMB Chair and the Office for Children and Families (OCF) Director review applications and recommend applicants to the LMB. The LMB and OCF Director have the discretion to interview applicants before they make a recommendation to the County Executive.
 4. The LMB votes on recommendations to be made to the County Executive.
 5. The LMB Chair submits a letter to the County Executive with the LMB's recommendations.
 6. After receipt of the LMB recommendations, the County Executive appoints the new LMB member and forwards the appointment to the County Council for confirmation.

Section 3. Officers

- A. The LMB has a Chair and a Vice Chair elected by the LMB membership on an annual or bi-annual basis.
- B. The terms of these officers are 2 years or until a successor is elected.

Section 4. Quorum

A majority of the total number of members including at least 50% of the public sector members constitute a quorum for the transaction of business. When a quorum is present to convene a meeting, the meeting can continue only as long as a majority of members sufficient to maintain a quorum remain present.

Section 5. Duties and Responsibilities

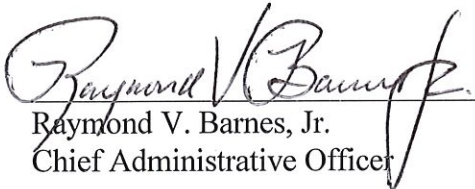
- A. The duties and responsibilities of the LMB are:
1. To develop plans for a results-based interagency service delivery system for children, youth and families.
 2. To identify barriers to the development of the system and access to interagency services and create plans to overcome those barriers.
 3. To provide for community involvement in service delivery, including involvement in the planning process and provision of financial and in-kind resources for services.
 4. To review contracts for the provision of programs funded through local, state, federal or other funds.
 5. To develop methods to measure for specific outcomes of programs.
 6. To promote training for all involved parties, including LMB members, agency staff and the community to ensure an understanding of the goals of the interagency service delivery system.
 7. To develop criteria to monitor and evaluate the implementation and quality of the interagency service delivery system.
 8. To recommend changes to the use of federal, state, and county funding for the system and seek alternative sources of funding.
 9. To recommend changes to the budget, mandate or mission of the system.
 10. To receive and evaluate information from the public agencies represented on the LMB regarding service statistics, revenues, expenses and operating costs as they relate to children, youth and families.
 11. To develop an integrated data collection capacity to evaluate the efficacy of interagency service delivery and provide for data collection.
 12. To cooperate with the Maryland Governor's Office for Children or successor state agency.


13. To establish subcommittees, community-based advisory committees or focus groups comprised of members and non-members for the purpose of enlisting expertise, ensuring public input and fostering collaboration.
 14. To foster partnerships between the public and private sectors in furtherance of the LMB's duties and responsibilities.
 15. To adopt the Frederick County Office for Children and Families' policies and procedures manual for its governance and conduct of business.
 16. To perform any other duties as assigned by the County Executive.
- B. The LMB is a planning entity; it is not a provider of individual direct services. The LMB engages in identifying the needs of Frederick County residents and disseminating that information to policy makers and the general public in order to promote improvements in the interagency service delivery system for children, youth and families.

Section 6. Scope of Authority

The LMB may cooperate with the federal government, the state of Maryland, a county, a municipality, or any other governmental agency, individual, corporation, not-for-profit organization or citizen group in fulfilling its duties and responsibilities.

This Executive Order is issued this 7th day of May, 2018, effective immediately, and shall remain in effect until changed by further Executive Order.


Raymond V. Barnes, Jr.
Chief Administrative Officer


Jan H. Gardner
Frederick County Executive

LBT
5/14/18