



Portfolio of Model Upstream Programs

# Portfolio Review Committee BYLAWS

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For more information visit [www.UpstreamInvestments.org](http://www.UpstreamInvestments.org), e-mail [Upstream@schsd.org](mailto:Upstream@schsd.org), or call 707.565.8797.

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## **I. PURPOSE AND FUNCTIONS**

### **A. AUTHORIZATION**

1. The Sonoma County Portfolio of Model Upstream Programs Review Committee, (hereinafter referred to as the Portfolio Review Committee) is established by the Sonoma County Board of Supervisors as part of the Upstream Investments Policy and complies with the requirements of the Ralph M. Brown Act and the Maddy Act.
2. The Human Services Department recommends and the Board of Supervisors appoints members to the Portfolio Review Committee.

### **B. FUNCTIONS**

1. The purpose of the Portfolio Review Committee is to review submissions to the Portfolio of Model Upstream Programs in accordance with the Portfolio Review and Decision Process and to determine if applications meet approved criteria for Portfolio inclusion.
2. The Portfolio Review Committee is also responsible for ensuring that the Portfolio Submission Criteria and the Portfolio Review and Decision Process continue to meet County policy and accepted industry practices related to evidence-based practice.
3. The Portfolio of Model Upstream Programs Logic Model guides the work of the Portfolio Review Committee (Appendices: Exhibit A)

## **II. MEMBERSHIP**

### **A. MEMBERSHIP AND APPOINTMENT**

1. Membership of the Portfolio Review Committee is established to be composed of a minimum of 7 and a maximum of 15 members. Members will represent the following sectors, however all sectors may not be represented on the committee at all times and no single agency or organization may have more than one appointed member at any given time:
  - a) County Administrator's Office.
  - b) Sonoma County Department of Health Services
  - c) Sonoma County Department of Human Services
  - d) Law Enforcement and Criminal Justice Agencies
  - e) Early Childhood Development Agencies
  - f) K - 12 Education Agencies
  - g) Local or Bay Area Universities or Colleges
  - h) Local Funding Organizations (non-County)
  - i) Local Service Agencies
  - j) The Community at Large

2. The following criteria will be used for all Portfolio Review Committee membership appointments:
  - a) Demonstrated experience with evidence-based practice in program design, implementation, and evaluation.
  - b) Willingness to review one Portfolio application each month within thirty (30) calendar days of receipt. Each review requires approximately two (2) to six (6) hours.
  - c) Willingness to attend quarterly meetings which are two to four (2-4) hours in duration.
  - d) Willingness to attend one half day (4 hour) orientation.
  - e) Availability to serve a two-year term.
3. All potential Portfolio Review Committee members will submit a membership application for review by the Human Services Department staff who will submit recommendations for membership to the Board of Supervisors. A newly-appointed member will be introduced at the next full meeting of the Portfolio Review Committee.

#### B. TERMS OF APPOINTMENT

1. Portfolio Review Committee members shall be appointed to a term of two (2) years. All re-appointments shall be for a term not to exceed two years.
2. Half of the Portfolio Review Committee members selected in the first round of recruitment will be seated for one (1) year to establish a staggered replacement of members.
3. Portfolio Review Committee members may re-apply for repeat terms. There are no term limits.
4. There is no compensation for members to serve on the Portfolio Review Committee.

### III. REMOVAL AND RESIGNATION OF MEMBERS

#### A. REMOVAL OF PORTFOLIO REVIEW COMMITTEE MEMBERS

Members may be removed for cause (such as absenteeism or for failure to complete duties in a timely manner).

##### 1. Removal for Cause

Cause shall be defined as determination by the Portfolio Review Committee that the member is unable to effectively represent the categorical seat to which

he/she is appointed due to change of employment or status that substantially alters the member's qualifications considered in making the initial appointment.

2. Removal for Absenteeism

Members may be removed from membership on the Portfolio Review Committee if the member is absent from more than two (2) consecutive regular Portfolio Review Committee meetings without notifying the Human Services Department at least two days prior to the meeting or has a substantial pattern of absences and after a good faith effort by the Human Services Department to contact the member regarding the absences.

3. Removal for Failure to Complete Duties in a Timely Manner

Members may be removed from membership due to a pattern of late reviews (more than 30 calendar days).

4. The Human Services Department shall recommend to the Portfolio Review Committee the removal of any member(s) based on cause or absence or failure to perform duty. Removal of a member shall require a majority vote of the Portfolio Review Committee, a quorum being present.

**B. RESIGNATION OF PORTFOLIO REVIEW COMMITTEE MEMBERS**

1. Resignation of Portfolio Review Committee members shall be effected by a written letter of resignation submitted to the Human Services Department one month prior to the resignation date.
2. Members who are removed or resign shall be replaced with a new member, appointed by the Human Services Department, who will fulfill the remainder of the term.

**IV. DUTIES OF MEMBERS**

**A. ATTENDANCE**

1. Members shall attend all meetings of the Portfolio Review Committee.

**B. NOTIFICATION OF ABSENCE**

Members shall notify the Human Services Department of any absence for a meeting at least two days before the meeting or as soon as possible so that the Department can cancel the meeting if it appears that there will not be a quorum.

**C. REVIEW OF PORTFOLIO SUBMISSIONS**

Members shall review all Portfolio submissions assigned to them in accordance with Portfolio Criteria and return their recommendation within thirty (30) calendar days of receipt. Each review requires approximately two (2) to six (6) hours.

**D. MAINTAIN RIGOR AND INTEGRITY OF PORTFOLIO REVIEW PROCESS**

Together, the Committee will ensure that the Portfolio Criteria, Submission Process, and Review and Decision Process continue to meet County policy and accepted industry practices related to evidence-informed practice and make recommendations for changes when necessary. (Refer to EXHIBITS B and C for current processes.)

**V. MEETINGS AND ACTIONS**

**A. SCHEDULE OF REGULAR MEETINGS**

1. The Portfolio Review Committee shall, at its first meeting of each calendar year, adopt a schedule of meetings and transmit that schedule to the Portfolio Review Committee Members, the Board of Supervisors, and the public at large.
2. Regular meetings may be canceled either by the Human Services Department or a majority vote at a duly-constituted meeting.
3. Alternate dates for the regular meeting may be set either by the Human Services Department or by a majority vote at a duly-constituted meeting of the Portfolio Review Committee, with ten (10) working days' notice provided to all members and posted for members of the public with three (3) working days' notice.

**B. NOTICE OF MEETINGS**

1. Notice of regular meetings, specifying time, date, location and agenda, shall be provided electronically to Portfolio Review Committee members in a manner that conforms with the requirements of the Brown Act (usually no less than three work days before the meeting).
2. At the same time, the same information will be made available to the public as required by law. Notices will be posted at the County Administrator's Office and the Upstream website at [www.upstreaminvestments.org](http://www.upstreaminvestments.org).

**C. SPECIAL MEETINGS**

Special meetings of the Portfolio Review Committee may be called at the request of a majority of Portfolio Review Committee members. Notice of special meetings shall be delivered to members electronically and must be received twenty-four hours in advance of time of the meeting. Said notice must state the business to be considered. Special meetings shall be called and conducted in accordance with California Government Code Section 54956 (Ralph M. Brown Act).

**D. QUORUM**

For purposes of conducting a meeting of the full Portfolio Review Committee, a quorum of the Portfolio Review Committee shall be the whole number more than fifty percent (50%) of the total number of members who have been duly appointed to the Portfolio Review Committee.

E. PUBLIC MEETINGS

All meetings of the Portfolio Review Committee shall be open, public, and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960, et. seq., as amended.

F. MEETING MINUTES

The Human Services Department shall record in the minutes: the time and place of the meeting, members who are present; official acts of the Portfolio Review Committee; and the number of votes of members, ayes, noes, and abstentions, except when the action is unanimous. When requested by a member, his or her dissent or approval, and reasons, shall be recorded. When a member abstains due to a conflict of interest, his or her abstention and the reasons shall be recorded.

G. APPROVAL OF MINUTES

The minutes shall be presented for approval at the succeeding regular meeting.

H. MAJORITY RULE

1. Decisions and acts made by majority vote of the members at any duly-constituted meeting shall be regarded as acts of the Portfolio Review Committee except as otherwise provided by these Bylaws.
2. Votes that result in a tie vote will be considered to not pass.
3. Because the Portfolio Review Committee is a Brown Act committee, proxy vote is not allowed.

I. RULES OF ORDER

The current version of Robert's Rules of Order shall guide the Portfolio Review Committee in all proceedings, except as otherwise provided for in these Bylaws.

**VI. CONFLICT OF INTEREST**

A. VOTING

1. No member of the Portfolio Review Committee shall cast a vote or attempt to influence the Portfolio Review Committee on any matter that has direct bearing on a Portfolio Placement Recommendation or other matters which would financially benefit such member or any organization with which such member is affiliated.
2. Portfolio Review Committee members will recuse themselves from any review, discussion or vote if they feel they cannot be objective or to avoid the appearance of impropriety.

3. For purposes of this Article, “any matter that has direct bearing” shall include policy and funding decisions that affect any organization in direct competition for funding with an organization such member represents or that would provide direct financial benefit to such member or the immediate family members of such member.
4. For purposes of this Article, “affiliated” shall include the following types of positions: director, board member, paid consultant or employee. Funders or advisors will recuse themselves based on their level of involvement with the program.
5. Portfolio Review Committee members shall make every attempt to avoid personal conflict of interest in the fulfillment of their Portfolio Review Committee duties and shall approach their duties with a mindset of integrity.
6. For purposes of voting, Portfolio Review Committee members who have disqualified themselves due to a conflict of interest will not affect the determination of a quorum.

**B. DISCLOSURE**

In order to avoid conflict of interest or the appearance of such conflict, each member shall comply with any conflict of interest code adopted by the Board of Supervisors.

**C. RECORD OF ABSTENTION**

Minutes of meetings shall record the abstentions of members who are prohibited from voting due to conflict of interest or who have voluntarily recused.

**VII. STAFF SUPPORT**

The Human Services Department will staff the Portfolio Review Committee and shall:

1. Recruit members. Coordinate the review of applicants and the submission of recommendations for membership to the Board of Supervisors.
2. Orient and train new Portfolio Review Committee members.
3. Prepare and distribute agendas and other materials, submit recommendations for Portfolio Review Committee consideration and, as appropriate, participate in discussions on items before the Portfolio Review Committee.
4. Distribute submissions to the Portfolio to Portfolio Review Committee members for their review and Portfolio Placement Recommendation as described in the Portfolio Review and Decision Process.
  - 4a. Pre-screen Portfolio submissions to ensure that they include all the required material before sending to Portfolio Review Committee members for consideration.

5. Track and communicate all Portfolio Review Committee Member Portfolio Placement Recommendations to the submitting organizations.
6. Prepare administrative reports required by the Board of Supervisors.
7. Attend Portfolio Review Committee meetings, take minutes, and prepare and maintain records of all proceedings.
8. The Human Services Department has the option to hold one ex-officio non-voting seat on the Portfolio Review Committee.
9. The Department will consult with County Counsel as necessary and County Counsel will attend Portfolio meetings when necessary.

## **VIII. BYLAWS**

### **A. ADOPTION**

An affirmative vote of two-thirds (2/3) of those voting, a quorum being present, shall be required to adopt or amend these Bylaws.

### **B. AMENDMENTS**

Any member of the Portfolio Review Committee or the Human Services Department may propose amendments to the Bylaws.

1. Proposed amendments shall be submitted in writing and made available to each member of the Portfolio Review Committee no less than five (5) days prior to consideration before a vote can be taken.
2. An affirmative vote of two-thirds (2/3) of those voting, a quorum being present, shall be required to amend these Bylaws.

### **C. REVIEW**

At least annually, and otherwise as needed, the Portfolio Review Committee shall review the Bylaws for appropriateness of language, content and possible amendments.

### **D. STANDING OF BYLAWS**

Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State, County, or other local laws or regulations.