



The Commonwealth of Massachusetts

Executive Office of Human Services

Office for Children

100 Cambridge Street

Boston, Massachusetts 02202

Area Code (617)
727-7600

January 9, 1973

Dear Friend:

Enclosed you will find a package of information which will be helpful to anyone who is interested in helping the Office for Children establish a Council for Children.

We have included suggested guidelines for the recognition of Provisional Councils and recommended procedures for organizing the Councils. The Office for Children hopes to have community representatives who can give at least one-half time to staff each area very soon. These people will help the community get the Provisional Councils off the ground, and help each Council participate in a state-wide effort to formulate permanent Council guidelines.

Establishing a network of strong, viable Councils for Children across the Commonwealth is one of our highest priorities. We need the energy, commitment and knowledge of local community people to help us plan for improved services to children. I hope you will join us in this effort.

Sincerely,

A handwritten signature in cursive script that reads "David S. Liederman".

David S. Liederman
Director

DSL:p

RECOMMENDED PROCESS FOR THE FORMATION OF A
PROVISIONAL LOCAL COUNCIL FOR CHILDREN.
(WITHOUT A RECOGNIZED 4-C)

1. The OFC Field Person will, on behalf of the OFC, ask persons concerned with children's services, including but not limited to: MH/MR Area Boards, the CAP Agency, the Model Cities Agency, the United Fund Agency, any organized Parent Consumer Group in the area, a representative group of providers and Child Welfare Agencies, local governments and members of the Legislature, to serve on an Ad-Hoc Organizing Committee to form a Provisional Local Council for Children.

2. The Director of the Office will designate an appropriate person to serve as temporary Chairman of the Organizing Committee.

3. The Organizing Committee shall make every effort to contact all those directly involved in children's services and the general public, to a public meeting to recruit members of the Provisional Local Council.

4. The Director or his designee shall speak at the public meeting, explain the function of the Office and the functions of the Councils. The Organizing Committee shall ask for names and affiliation of all those present who wish to join the Council and assist the Organizing Committee in the planning process.

5. The Organizing Committee shall, in an open process:

1. Design a Provisional Board and
compile the total membership
list of the Provisional Council;
2. Designate two persons to be the
official contacts through which
the OFC shall channel important
information;

3. Designate one person and an alternate to serve as a member of the State Task Force to develop final Council guidelines.

6. The Organizing Committee shall forward the application for Provisional Council status to the OFC along with the names of Council contacts and the Task Force member and alternate.

RECOMMENDED PROCESS FOR THE FORMATION OF A
PROVISIONAL LOCAL COUNCIL FOR CHILDREN.
(WITH A RECOGNIZED 4-C)

1. The Director shall designate the Chairman of the 4-C to serve as Chairperson of the Organizing Committee to form a Provisional Local Council.

If the 4-C does not have active representation from MH/MR Area Boards, CAPS, Model Cities, United Fund Agencies, any organized Parent Group in the area, a representative group of Providers and Child Welfare Agencies, local governments and members of the State Legislature, the Chairperson shall invite them to join the Organizing Committee.

2. Cont. Step 3, Page 1.

SUGGESTED GUIDELINES FOR THE PROVISIONAL RECOGNITION
OF LOCAL COUNCILS FOR CHILDREN

The Office for Children will grant provisional recognition to local council for children in substantial compliance with these suggested guidelines.

1. The geographical area served by each provisional council shall be the substate area designated by the Office for Children consistent with the guidelines of the Secretary of Administration.
2. General council membership shall be opened to all interested persons in the area served by the Council.
3. The general membership shall, by vote, establish a provisional board which shall serve as the decision making body of the council.

At least fifty percent of the provisional board shall be consumers who or whose spouse have no financial interest in providing services to children. Examples of people in this Category I. include, but are not limited to:

- a. delegated representatives of organized parent-consumer groups in the area (MARC, MAMH, AMIC, Foster Care, Adoption, Physically Handicapped Children);
- b. Unaffiliated citizens;
- c. persons under eighteen years of age;
- d. representatives of public housing tenant's councils;
- e. persons on AFDC;
- f. persons with children in custody of a state agency;
- g. parents of children with special needs;

- h. representatives of other parent advisory groups;
- i. mental health area board.

Up to fifty percent of the other members of the provisional board shall be children's services providers and professionals.

Examples of people in this Category II. include, but are not limited to:

- a. licensed child welfare placement agencies (e.g., executive directors, staff);
- b. proprietors or administrators of child care services;
- c. non-profit service agencies for children (e.g., YMCA, Scouts);
- d. governmental providers of services (e.g., superintendent of a Mental Health Clinic, regional supervisor of the Department of Public Welfare);
- e. professional children's services providers (e.g., pediatricians, teachers, social workers, foster parents);
- f. representatives of local governments.

Representatives to the provisional board shall be selected only by those members of the general council in their category.

- 4. Each provisional council may establish its own internal working procedures.
- 5. In order to be provisionally recognized the group seeking provisional recognition shall:
 - a. submit names, titles, and affiliations of the general membership and of the provisional board;

- b. submit a statement and supporting document explaining in detail how the provisional board was selected;
- c. submit a brief description of the internal working procedures indicating the process for participation of the general membership in decision-making;
- d. submit an outline of a plan for meeting the responsibilities as outlines in the Legislation creating the Office for Children (G.L. c. 28A, s.7):

In accordance with such guidelines and procedures so established by the office, such councils shall perform the following functions:

- (a) determine the extent and availability of services to children within the locality represented by the council;
- (b) develop an information and referral service for persons seeking services for children within the locality;
- (c) determine the need for services to children within the locality and make recommendations to the office on priorities of need;
- (d) evaluate and monitor existing children's services in the locality; and
- (e) review and makes recommendations to the office concerning approval or disapproval of proposals for state or federal funding for services to children in the

locality. Upon receipt of such recommendation from a council concerning those proposals for which the office has responsibility to review or implement, the office shall, within a reasonable time, forward a written reply to such council stating the action taken by the office on such recommendations and the reasons for the action.



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100 Cambridge Street

Boston, Massachusetts 02202

Area Code (617)
727-7600

9 February 1973

The Cambridge City Council
% The City Clerk's Office
795 Massachusetts Avenue
Cambridge, Massachusetts
02139

Dear Council Members:

The Office for Children has officially designated an Ad-Hoc Organizing Committee to establish a provisional sub-council for children in the City of Cambridge.

Attached are the names and addresses of the co-chairmen.

Since the legislation creating the Office for Children mandates that the Council be organized according to sub-state areas, the sub-council will be asked, at some future time, to work with the sub-council in Somerville to form a Cambridge-Somerville Council for Children.

Sincerely,

A handwritten signature in cursive script that reads "David S. Liederman".

David S. Liederman
Director, Office for
Children

DSL:pjg

Att.

ATTACHMENT

Community Schools Committee
Mr. Max Goldsmith, Chairman
327 Pearl Street
Cambridge, Mass.

Local Council Committee
Mr. Ed DePalma
114 Weston Avenue
Cambridge, Mass.

Other Proposals Committee
Ms. Emily Gabel
10 Reed Street
Cambridge, Mass.

Outreach and Arrangements Committee
Mr. Peter Snow
116 Upland Road
Cambridge, Mass.

Comm. # 9.

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Notification from David S. Liederman,
Dir. of the Office of Children relative to the
formation of an Organizing Committee
to establish a provisional sub-council
for children.

In City Council,

February 26, 1973