

ENROLLED

**CITY OF BALTIMORE
ORDINANCE _____
Council Bill 19-0410**

Introduced by: Councilmembers Cohen, Clarke, President Scott, Councilmembers Dorsey,
Henry, Burnett, Schleifer, Sneed, Bullock, McCray, Stokes, Reisinger, Pinkett, Costello
Introduced and read first time: July 22, 2019
Assigned to: Health Committee

Committee Report: Favorable with amendments
Council action: Adopted
Read second time: January 13, 2019

AN ORDINANCE CONCERNING

1 **~~The Baltimore City Trauma-Responsive Care Act~~**

2 **The Elijah Cummings Healing City Act**

3 FOR the purpose of establishing the Trauma-Informed Care Task Force and its members; setting
4 forth certain duties of the Task Force; requiring certain agencies to designate certain
5 individuals to undergo formal training in trauma-informed care and to perform certain other
6 duties related to ensuring that certain agencies are delivering services in a manner consistent
7 with best practices in trauma-informed care; requiring certain agencies to submit periodic
8 progress reports to the Task Force; requiring the Task Force to submit an annual report to the
9 Mayor and City Council regarding the re-orientation of certain city services to focus on
10 trauma-informed care; re-constituting the current Office of Children, Youth, and Families to
11 be the Office of Children and Family Success; making a primary duty of the Office of
12 Children and Family Success to lead a citywide initiative to prioritize the trauma-responsive
13 and trauma-informed delivery of services; defining certain terms; correcting and conforming
14 related provisions; and generally relating to providing trauma-informed services to the
15 citizens of Baltimore.

16 BY repealing and re-ordaining, with amendments

17 Article 1 - Mayor, City Council, and Municipal Agencies
18 Sections 22-1, 22-9, and 22-11
19 Baltimore City Code
20 (Edition 2000)

21 BY adding

22 Article 1 - Mayor, City Council, and Municipal Agencies
23 Sections 22-15 to 22-22
24 Baltimore City Code
25 (Edition 2000)

EXPLANATION: CAPITALS indicate matter added to existing law.
[Brackets] indicate matter deleted from existing law.
Underlining indicates matter added to the bill by amendment.
~~Strike out~~ indicates matter stricken from the bill by
amendment or deleted from existing law by amendment.
Underlined italics indicate matter added to the bill
by amendment after printing for third reading.

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1 **SECTION 1. BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF BALTIMORE**, That the
2 Laws of Baltimore City read as follows:

Baltimore City Code

Article 1. Mayor, City Council, and Municipal Agencies

Subtitle 22. Children, Youth, and Families

PART I. DEFINITIONS.

§ 22-1. Definitions.

8 (a) *In general.*

9 In this subtitle, the following terms have the meanings indicated.

10 (b) *Children.*

11 “Children” means individuals under the age of 14 years.

12 (c) *Commission.*

13 “Commission” means the Baltimore City Youth Commission.

14 (d) *Office.*

15 “Office” means the Office of Children[, Youth,] and [Families] FAMILY SUCCESS.

16 (e) *TASK FORCE.*

17 “TASK FORCE” MEANS THE BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE.

18 (F) [(e)] *Youth.*

19 “Youth” means an individual between the ages of 14 and 25, inclusive

PART III. OFFICE OF CHILDREN[, YOUTH,] AND [FAMILIES] FAMILY SUCCESS

§ 22-9. Office established.

22 There is an Office of Children[, Youth,] and [Families] FAMILY SUCCESS in the Office of the
23 Mayor.

§ 22-11. Director – powers and duties.

25 The Director shall:

- 26 (1) identify the needs of children and youth according to age, location, and special
27 services required;

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- 1 (2) identify public and private services available to children, youth, and families;
- 2 (3) identify changes in public policy, service delivery, and funding necessary to improve
3 the services available to children, youth, and families;
- 4 (4) serve as a community voice for children and youth;
- 5 (5) develop and implement programs to benefit children and youth;
- 6 (6) provide staff and serve as advisor to the Commission;
- 7 (7) SERVE AS EX-OFFICIO MEMBER AND ADVISOR TO THE TASK FORCE;
- 8 (8) [(7)] generally promote the well-being of all children and youth of Baltimore City;
- 9 (9) [(8)] be represented on any OTHER special committee or task force [established in
10 the Mayor’s Office which] THAT considers matters relating to children and
11 youth, and work with the various boards, commissions, and municipal
12 agencies [which] THAT interact with the [office] OFFICE as deemed
13 appropriate;
- 14 (10) [(9)] perform such other duties as required by the Mayor; and
- 15 (11) [(10)] review proposed legislation referred to the Office by the City Council,
16 assessing its probable effect on the physical, social, emotional, and
17 intellectual welfare of the children of this City.

18 **§§ 22-13 TO 22-14. {RESERVED}**

19 ***PART IV. TRAUMA-INFORMED CARE AND TRAUMA-RESPONSIVENESS.***

20 **§ 22-15. TRAUMA-INFORMED CARE INITIATIVE.**

21 IN ADDITION TO ANY OTHER DUTIES SET FORTH IN THIS SUBTITLE, IT IS THE DUTY OF THE
22 OFFICE TO COORDINATE A CITYWIDE INITIATIVE TO PRIORITIZE THE TRAUMA-RESPONSIVE AND
23 TRAUMA-INFORMED DELIVERY OF CITY SERVICES IMPACTING CHILDREN, YOUTH, AND
24 FAMILIES.

25 **§ 22-16. BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE – ESTABLISHMENT.**

26 THERE IS A BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE.

27 **§ 22-17. BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE – COMPOSITION.**

28 (A) *IN GENERAL.*

29 THE TASK FORCE COMPRISES ~~20~~ ~~33~~ 36 MEMBERS, ~~16~~ ~~25~~ 28 OF WHOM ARE APPOINTED BY
30 THE MAYOR UNDER ARTICLE IV, § 6 OF THE CITY CHARTER AND ~~4~~ 8 OF WHOM ARE EX-
31 OFFICIO MEMBERS.

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1 (B) *APPOINTED MEMBERS.*

2 OF THE ~~16~~ 26 ~~28~~ MEMBERS APPOINTED BY THE MAYOR:

3 (1) ~~2~~ 3 SHALL BE YOUTH REPRESENTATIVES FROM A YOUTH-LED ADVOCACY GROUP IN
4 1 BALTIMORE CITY;

5 (2) 2 SHALL BE INDIVIDUALS WITH AT LEAST ONE CHILD ENROLLED IN THE BALTIMORE
6 CITY PUBLIC SCHOOL SYSTEM;

7 (3) 1 SHALL BE A LICENSED CLINICIAN WITH AN EXPERTISE IN TRAUMA AND HEALING;

8 (4) ~~1~~ 2 SHALL BE ~~A MEMBER~~ MEMBERS OF THE RESEARCH COMMUNITY WITH AN
9 EXPERTISE IN TRAUMA AND HEALING;

10 (5) 1 SHALL BE A REPRESENTATIVE OF AN ORGANIZATION WITH AN EXPLICIT FOCUS ON
11 RACIAL EQUITY IN ITS ORGANIZATIONAL MISSION STATEMENT;

12 (6) 1 SHALL BE AN INDIVIDUAL BETWEEN 14 AND 25 YEARS OF AGE;

13 (7) 1 SHALL BE A INDIVIDUAL LICENSED TO PRACTICE IN THE STATE OF MARYLAND AS
14 A PHYSICIAN WITH A SPECIALTY IN PEDIATRICS;

15 (8) 1 SHALL BE A REPRESENTATIVE OF AN ORGANIZATION WITH AN EXPLICIT FOCUS ON
16 LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER (LGBTQ) ADVOCACY IN ITS
17 ORGANIZATIONAL MISSION STATEMENT;

18 (9) 1 SHALL BE A NATURALIZED CITIZEN OR A RESIDENT ALIEN;

19 (10) 1 SHALL BE AN INDIVIDUAL WHO HAS RECENTLY EXITED FROM THE MARYLAND
20 CORRECTIONAL SYSTEM;

21 (11) 1 SHALL BE AN EMPLOYEE OF THE BALTIMORE CITY PUBLIC SCHOOL SYSTEM;

22 (12) ~~(5)~~ 3 SHALL BE REPRESENTATIVES FROM COMMUNITY ORGANIZATIONS,
23 NONPROFIT ORGANIZATIONS, OR YOUTH ORGANIZATIONS THAT HAVE AN
24 EXPERTISE IN TRAUMA AND HEALING; ~~AND~~

25 (13) 2 SHALL BE INDIVIDUALS LICENSED TO PRACTICE IN THE STATE OF MARYLAND AS
26 SOCIAL WORKERS; AND

27 (14) ~~(13)~~ ~~(6)~~ ~~7~~ 8 SHALL BE RECOMMENDED BY THE CITY COUNCIL PRESIDENT AS
28 FOLLOWS:

29 (I) ~~2~~ 1 CITY COUNCIL MEMBER;

30 (II) 1 YOUTH REPRESENTATIVE FROM A YOUTH-LED ADVOCACY GROUP IN
31 BALTIMORE CITY;

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1 (III) 1 REPRESENTATIVE OF AN ORGANIZATION WITH AN EXPLICIT FOCUS ON
2 RACIAL EQUITY IN ITS ORGANIZATIONAL MISSION STATEMENT;

3 (IV) ~~(III)~~ 1 LICENSED CLINICIAN WITH AN EXPERTISE IN TRAUMA AND HEALING;
4 AND

5 (V) ~~(IV)~~ 3 REPRESENTATIVES FROM COMMUNITY ORGANIZATIONS, NONPROFIT
6 ORGANIZATIONS, OR YOUTH-LED OR YOUTH-ORIENTED ORGANIZATIONS
7 THAT HAVE AN EXPERTISE IN TRAUMA AND HEALING.

8 (C) *EX-OFFICIO (OR DESIGNATE) MEMBERS.*

9 THE EX-OFFICIO MEMBERS OF THE TASK FORCE ARE:

10 (1) THE DIRECTOR OF THE OFFICE;

11 (2) THE COMMISSIONER OF THE BALTIMORE CITY DEPARTMENT OF HEALTH OR THE
12 COMMISSIONER'S DESIGNEE;

13 (3) THE DIRECTOR OF THE DEPARTMENT OF PLANNING OR THE DIRECTOR'S DESIGNEE;

14 (4) THE CHAIR OF THE EDUCATION AND YOUTH COMMITTEE OR ANY CITY COUNCIL
15 COMMITTEE SUCCEEDING TO THE DUTIES OF THE EDUCATION AND YOUTH
16 COMMITTEE;

17 (5) THE DIRECTOR OF THE DEPARTMENT OF RECREATION AND PARKS OR THE
18 DIRECTOR'S DESIGNEE;

19 (6) THE COMMISSIONER OF THE DEPARTMENT OF HOUSING AND COMMUNITY
20 DEVELOPMENT OR THE COMMISSIONER'S DESIGNEE;

21 (7) ~~(3)~~ THE CITY COUNCIL PRESIDENT; AND

22 (8) ~~(4)~~ THE YOUTH COMMISSION CHAIR.

23 **§ 22-18. BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE – TERMS,**
24 **ORGANIZATION, ETC.**

25 (A) *TERMS.*

26 APPOINTED MEMBERS SERVE FOR A TERM OF 4 YEARS CONCURRENT WITH THE TERM OF
27 THE MAYOR'S TERM OF OFFICE.

28 (B) *COMPENSATION.*

29 MEMBERS SERVE ON THE TASK FORCE WITHOUT COMPENSATION.

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1 (C) *VACANCIES.*

2 (1) AT THE END OF A TERM, AN APPOINTED MEMBER SERVES UNTIL A SUCCESSOR IS
3 APPOINTED AND QUALIFIES.

4 (2) A MEMBER WHO IS APPOINTED AFTER A TERM HAS BEGUN SERVES OUT THE REST OF
5 THE TERM AND UNTIL A SUCCESSOR IS APPOINTED AND QUALIFIES.

6 (D) *MEETINGS; QUORUM.*

7 (1) THE TASK FORCE SHALL MEET ON THE CALL OF ~~THE TASK FORCE CHAIR OR THE~~
8 ~~DIRECTOR OF THE OFFICE~~ ONE OR BOTH OF THE TASK FORCE CO-CHAIRS AS
9 FREQUENTLY AS REQUIRED TO PERFORM ITS DUTIES, BUT NOT LESS THAN 6 TIMES A
10 YEAR.

11 (2) A MAJORITY OF THE MEMBERS OF THE TASK FORCE CONSTITUTES A QUORUM FOR THE
12 TRANSACTION OF BUSINESS, AND AN AFFIRMATIVE VOTE BY THE MAJORITY OF A
13 QUORUM IS SUFFICIENT FOR ANY OFFICIAL ACTION.

14 ~~(E) *CHAIR.*~~

15 ~~THE MAYOR SHALL DESIGNATE A CHAIR FROM AMONG THE TASK FORCE'S APPOINTED~~
16 ~~MEMBERS.~~

17 (E) *TASK FORCE CO-CHAIRS.*

18 (1) *IN GENERAL.*

19 AS PROVIDED IN THIS SUBSECTION, THE TASK FORCE SHALL HAVE 2 CO-CHAIRS
20 DESIGNATED.

21 (2) *AT-LARGE CO-CHAIR.*

22 EXCEPT AS PROVIDED IN PARAGRAPH (3) OF THIS SUBSECTION, THE MAYOR MAY
23 DESIGNATE ANY MEMBER OF THE TASK FORCE TO SERVE AS 1 OF THE CO-CHAIRS.

24 (3) *CHAIR OF THE CITY COUNCIL EDUCATION AND YOUTH COMMITTEE.*

25 THE CITY COUNCIL PRESIDENT MAY DESIGNATE THE CITY COUNCILMEMBER SERVING
26 EX-OFFICIO UNDER § 22-17(C)(4) {CHAIR OF EDUCATION AND YOUTH COMMITTEE OR
27 ITS SUCCESSOR COMMITTEE} AS CO-CHAIR OF THE TASK FORCE.

28 **§ 22-19. BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE – STAFF.**

29 THE OFFICE SHALL PROVIDE ADEQUATE STAFF FOR THE TASK FORCE TO CARRY OUT ITS
30 DUTIES.

31 **§ 22-20. BALTIMORE CITY TRAUMA-INFORMED CARE TASK FORCE – DUTIES.**

32 THE TASK FORCE SHALL:

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- 1 (1) ASSIST IN THE IDENTIFICATION OF ALL CITY PROGRAMS AND SERVICES THAT IMPACT
2 CHILDREN AND YOUTH;
- 3 (2) ASSIST IN THE DEVELOPMENT OF A CITYWIDE STRATEGY TOWARD AN
4 ORGANIZATIONAL CULTURE SHIFT INTO A TRAUMA-RESPONSIVE CITY GOVERNMENT;
- 5 (3) ESTABLISH METRICS, IN COLLABORATION WITH THE BALTIMORE CITY DEPARTMENT
6 OF HEALTH, TO EVALUATE AND ASSESS THE PROGRESS OF THE CITYWIDE
7 TRAUMA-INFORMED CARE INITIATIVE;
- 8 (4) COORDINATE AND DEVELOP WITH THE BALTIMORE CITY DEPARTMENT OF HEALTH
9 ANY FORMAL OR INFORMAL TRAUMA-INFORMED CARE TRAINING;
- 10 (5) DISSEMINATE INFORMATION WITHIN CITY GOVERNMENT REGARDING BEST PRACTICES
11 FOR PREVENTING AND MITIGATING THE IMPACT OF TRAUMA ON AND FACILITATING
12 HEALING WITH CHILDREN, YOUTH, AND FAMILIES;
- 13 (6) ADVISE AND ASSIST THE MAYOR AND CITY COUNCIL IN PROVIDING OVERSIGHT AND
14 ACCOUNTABILITY IN IMPLEMENTING THE REQUIREMENTS OF THIS PART;
- 15 (7) PERFORM ANY OTHER DUTIES AS REQUIRED BY THE MAYOR.

§ 22-21. TRAUMA-INFORMED CARE TRAINING; AGENCY DUTIES.

(A) *DEFINITIONS.*

(1) *IN GENERAL.*

19 IN THIS SECTION, THE FOLLOWING TERMS HAVE THE MEANINGS INDICATED.

(2) *AGENCY.*

21 “AGENCY” MEANS:

- 22 (I) THE BALTIMORE CITY FIRE DEPARTMENT;
- 23 (II) THE BALTIMORE CITY PARKING AUTHORITY;
- 24 (III) THE DEPARTMENT OF FINANCE;
- 25 (IV) THE DEPARTMENT OF LAW;
- 26 (V) THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT;
- 27 (VI) THE DEPARTMENT OF PLANNING;
- 28 (VII) THE DEPARTMENT OF PUBLIC WORKS;
- 29 (VIII) THE DEPARTMENT OF RECREATION AND PARKS;

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- 1 (IX) THE DEPARTMENT OF TRANSPORTATION;
- 2 (X) THE ENVIRONMENTAL CONTROL BOARD;
- 3 (XI) ~~(X)~~ THE ENOCH PRATT FREE LIBRARY OF BALTIMORE CITY;
- 4 (XII) ~~(XI)~~ THE MAYOR’S OFFICE OF CRIMINAL JUSTICE;
- 5 (XIII) ~~(XII)~~ THE MAYOR’S OFFICE OF EMPLOYMENT DEVELOPMENT; AND
- 6 (XIV) ~~(XIII)~~ THE MAYOR’S OFFICE OF HOMELESS SERVICES; ~~AND~~;
- 7 ~~(XIV) THE MAYOR’S OFFICE OF HUMAN SERVICES.~~

8 (3) *FORMAL TRAINING.*

9 “FORMAL TRAINING” MEANS A DIDACTIC COURSE OR CURRICULUM IN TRAUMA-
10 INFORMED CARE THAT IS:

- 11 (I) DEVELOPED BY THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN
12 SERVICES, MARYLAND DEPARTMENT OF HEALTH, OR THE BALTIMORE CITY
13 DEPARTMENT OF HEALTH; AND
- 14 (II) PROVIDED BY THE BALTIMORE CITY DEPARTMENT OF HEALTH OR ITS
15 DESIGNEE IN COLLABORATION WITH THE TASK FORCE.

16 (B) *TASK FORCE MEMBERS.*

17 EACH TASK FORCE MEMBER SHALL PARTICIPATE IN AT LEAST 1 FORMAL TRAINING EACH
18 YEAR.

19 (C) *AGENCY STAFF DESIGNATION.*

20 (1) EACH SUBJECT TO PARAGRAPHS (2) AND (3) OF THIS SUBSECTION, EACH AGENCY HEAD
21 SHALL DESIGNATE 2 AGENCY STAFF MEMBERS TO:

- 22 (I) PARTICIPATE IN AT LEAST 1 FORMAL TRAINING EACH YEAR;
- 23 (II) COLLABORATE WITH OTHER AGENCY DESIGNEES IN PERIODIC WORKSESSIONS
24 AND OTHER INFORMAL TRAININGS AS ORGANIZED BY THE BALTIMORE CITY
25 DEPARTMENT OF HEALTH FROM TIME TO TIME;
- 26 (III) SERVE AS THE PRINCIPAL ADVISORS TO THE AGENCY HEAD AND AGENCY STAFF
27 IN TRAUMA-RESPONSIVENESS AND TRAUMA-INFORMED CARE;
- 28 (IV) COLLABORATE WITH THE AGENCY’S EQUITY COORDINATOR AS DESIGNATED
29 UNDER § 39-8 {“AGENCY IMPLEMENTATION – EQUITY COORDINATOR”} OF
30 THIS ARTICLE TO ENSURE THAT THE AGENCY’S EQUITY ASSESSMENT PROGRAM
31 IS TRAUMA-INFORMED AND TRAUMA-RESPONSIVE;

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1 (V) ~~(IV)~~ ASSESS THE AGENCY FOR TRAINING AND TECHNICAL ASSISTANCE NEEDS
2 RELATED TO TRAUMA-RESPONSIVENESS AND TRAUMA-INFORMED CARE; AND

3 (VI) ~~(V)~~ REVIEW AND MAKE APPROPRIATE RECOMMENDATIONS TO THE AGENCY
4 HEAD TO ALIGN AGENCY POLICIES AND PRACTICES WITH A TRAUMA-INTENSIVE
5 APPROACH.

6 (2) OF THE 2 AGENCY STAFF MEMBERS DESIGNATED UNDER PARAGRAPH (1) OF THIS
7 SUBSECTION:

8 (I) 1 STAFF MEMBER SHALL BE AN INDIVIDUAL WHO:

9 (A) HAS DECISION-MAKING AUTHORITY IN DEVELOPING CITY POLICY; OR

10 (B) SERVES AS A PRINCIPAL ADVISOR TO THE AGENCY HEAD; AND

11 (II) 1 STAFF MEMBER SHALL BE AN INDIVIDUAL WHO, WITHIN THE COURSE OF THE
12 INDIVIDUAL’S CITY EMPLOYMENT, ROUTINELY AND DIRECTLY INTERACTS WITH
13 COMMUNITY MEMBERS.

14 (3) ~~(2)~~ IN THE EVENT OF A VACANCY OF ONE OR BOTH OF THE STAFF MEMBERS, THE
15 AGENCY HEAD SHALL, WITHIN ~~30~~ 90 DAYS OF THE VACANCY, DESIGNATE ANOTHER
16 STAFF MEMBER TO CARRY OUT THE DUTIES OF THIS SUBSECTION.

17 (D) ~~HEALTH DEPARTMENT~~ DEPARTMENTAL COOPERATION.

18 (1) THE BALTIMORE CITY DEPARTMENT OF HEALTH SHALL PROVIDE ANY TECHNICAL
19 ADVISORY SUPPORT TO DESIGNATED AGENCY STAFF IN ORDER FOR THOSE INDIVIDUALS
20 TO CARRY OUT THEIR DUTIES UNDER SUBSECTION (C)(1) OF THIS SECTION.

21 (2) THE DEPARTMENT OF HUMAN RESOURCES SHALL ENSURE COMPLIANCE WITH THE
22 REQUIREMENTS OF THIS SECTION AND REPORT TO THE TASK FORCE AS NECESSARY
23 ANY DIFFICULTIES REGARDING AGENCY IMPLEMENTATION.

24 (E) *PROGRESS REPORT TO TASK FORCE.*

25 ON OR BEFORE MARCH 31 OF EACH YEAR, EACH AGENCY HEAD SHALL SUBMIT TO THE
26 TASK FORCE A PROGRESS REPORT DETAILING ITS AGENCY’S PROGRESS AND COMPLIANCE
27 WITH SUBSECTION (C) OF THIS SECTION.

28 **§ 22-22. ANNUAL REPORT.**

29 ON OR BEFORE JUNE 30 OF EACH YEAR, UTILIZING ITS ESTABLISHED EVALUATION AND
30 ASSESSMENT METRICS AND ITS EXPERTISE, THE TASK FORCE SHALL SUBMIT A REPORT TO THE
31 MAYOR AND CITY COUNCIL CONTAINING:

32 (1) AN ASSESSMENT OF THE IMPLEMENTATION OF TRAUMA-INFORMED CARE WITHIN EACH
33 AGENCY AS DEFINED IN § 22-21(A)(2) OF THIS SUBTITLE;

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1 (2) AN ASSESSMENT OF THE TRAUMA-RESPONSIVENESS OF EACH AGENCY AS DEFINED IN §
2 22-21(A)(2) OF THIS SUBTITLE; AND

3 (3) ANY RECOMMENDATIONS REGARDING IMPROVEMENTS TO EXISTING LAWS RELATING
4 TO CHILDREN, YOUTH, AND FAMILIES IN BALTIMORE CITY.

5 **SECTION 2. AND BE IT FURTHER ORDAINED**, That the catchlines contained in this Ordinance
6 are not law and may not be considered to have been enacted as a part of this or any prior
7 Ordinance.

8 **SECTION 3. AND BE IT FURTHER ORDAINED**, That this Ordinance takes effect on the 30th day
9 after the date it is enacted.

Certified as duly passed this _____ day of _____, 20__

President, Baltimore City Council

Certified as duly delivered to His Honor, the Mayor,
this _____ day of _____, 20__

Chief Clerk

Approved this _____ day of _____, 20__

Mayor, Baltimore City