

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Human Services	CODE NUMBER: AC-15-1
TITLE: Lee County Community Action Agency/ Neighborhood District Committee Policies and Procedures (CAA/NDC)	ADOPTED: 10/18/89
	AMENDED: 03/21/90; 03/16/94; 03/08/95; 04/10/96; 02/03/98; 01/01/99; 01/30/01; 11/26/02; 04/25/06; 02/19/08
	ORIGINATING DEPARTMENT: Human Services

PURPOSE/SCOPE:

The purpose is to provide a forum for resident input and involvement in the design and delivery of services that impact the quality of life in their community by creating a citizen’s advisory committee. The committee will also satisfy the tri-partite Board requirements of the Florida Department of Community Affairs (DCA) State Community Service Block Grant (CSBG) Program and help to satisfy requirements of the U.S. Department of Housing and Urban Development’s Consolidated Plan, Community Development Block Grant (CDBG) Entitlement Program, HOME Investment Partnerships Program, (HOME), Emergency Shelter Grant Program (ESG) and the County Neighborhood District (ND) Program, by creating a citizens advisory committee. The citizens advisory committee is called the Community Action Agency/Neighborhood District Committee (CAA/NDC) or the Committee.

POLICY:

1. **COMMITTEE OBJECTIVE:**

The Committee shall serve as the advisory body to the Lee County BOCC and shall advise on the planning, performance evaluation, and public comment on the Community Services Block Grant Action Plan, the HUD Consolidated Plan, the HUD Annual Action Plan the HUD Annual Performance Plan and the Neighborhood District program funding. The committee comments shall be submitted to the BOCC, which may adopt, modify, or amend the plans.

2. **MEMBERSHIP:**

A. The Committee shall be composed of eleven to thirteen (11-13) voting Members. The composition of the Committee must consist of the following Members: 4 Members of the Committee must be elected public officials, currently holding office or their designated representatives; 3 members of the Committee must be members of business, industry, labor, religious, welfare, education, health, law enforcement, or other major groups and interests in the community; 4 to 6 low-income members of the Committee shall be representatives of each targeted neighborhood district. One representative and one alternate that reside in their neighborhood district shall be democratically elected by a majority vote of the Neighborhood Association/Task Force. All committee members

shall be appointed by the BOCC. Letters signed by the County's chief elected official, reaffirming the BOCC appointment, shall be required annually regardless of the number of years the terms run.

- B. Six (6) of the members shall serve for a period of two (2) years from appointment and five (5) members shall serve for one (1) year from appointment.
- C. Representation from the identified categories identified in subsection A above, at least two members of the committee shall be advocates for persons with disabilities to provide input and assistance in plan development.
- D. Appointments shall be made in a non-discriminatory manner, consistent with the requirements of Federal, State and local non-discriminatory laws. The BOCC shall strive for geographic, ethnic, and income diversity in Committee appointments.
- E. Members shall serve without compensation.
- F. A member who is absent from two (2) consecutive meetings within a twelve (12) month period without having been excused by the Chairperson is deemed to have resigned. Vacancies in the membership of the Committee shall be filled in the same manner provided for in the original appointments.
- G. Low-income individuals, community organizations and religious organizations may petition the BOCC for adequate representation on the CAA/NDC if they feel inadequately represented.

3. **OFFICERS:**

To provide guidance and leadership for the Committee, a Chairperson, Vice-Chairperson, and Secretary shall be elected by the Committee. The terms of office shall be one (1) year.

A. **Chairperson**

The Chairperson shall chair all Committee meetings. The Chairperson shall work closely with Department of Human Services' staff to coordinate the meeting agenda. The Chairperson shall sign minutes upon approval by the Committee.

B. **Vice-Chairperson**

In the absence of the Chairperson, the Vice-Chairperson shall chair Committee meetings and assume other duties as designated by the Chairperson.

C. **Secretary**

In the absence of the Chairperson and Vice Chairperson, the Secretary shall chair the meeting. The Secretary shall ensure that the minutes are properly recorded and shall sign them along with the Chairperson upon approval by the Committee Members.

If a vacancy exists in any of the above offices, the committee members shall elect a new officer by the affirmative vote of a majority of the members present at a meeting of the Committee to fill the incomplete term of the vacated office.

4. **SUBCOMMITTEES:**

A. **Creation**

The committee members shall create, from time to time, such subcommittees as shall be necessary or desirable to carry out the functions, purposes and objectives of the Committee. Any such subcommittee shall be subordinate to the Committee.

B. **Dissolution**

Any such subcommittee may be dissolved by the affirmative vote of a majority of the Committee Members.

C. **Members**

The Members of such subcommittees shall be elected by the committee members for such term and shall have qualifications as the committee members determine.

D. **Removal**

The committee members may remove any subcommittee member with or without cause by the affirmative vote of a majority of committee members present and voting at any meeting of the Committee.

5. **MEETINGS**

A. **Regular Meetings**

The Committee shall generally meet quarterly at a mutually convenient location. Periodically, the Committee may meet more often if the need arises. All meetings shall be open to the public and shall be publicly noticed which includes sending notices to the media.

B. **Quorum**

A Quorum for the Committee Meeting shall consist of a majority of members. A workshop meeting on a topic, or several topics, may be held without a quorum, but no official action can be taken.

C. **Voting at Meetings**

A simple majority of votes is necessary for adoption. All members must abide by (Paragraph 6) the Financial Disclosure statement and (Paragraph 9) the Sunshine Law.

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6. **FINANCIAL DISCLOSURE:**
Committee members shall comply with the financial disclosure requirements of laws of the State of Florida.

No member of the Committee shall have any financial interest or conflict of interest in the outcome of any matter coming before such Member in his official capacity. Any member shall disclose on the record the existence of an interest and shall disqualify himself from voting or taking action on any such matters presented to the Committee.
7. **REMOVAL:**
The BOCC may remove any member, with or without cause, and fill any vacancies created by such removal.
8. **GRIEVANCES:**
The Committee shall hear complaints from the public, and shall serve as an appeals board for any person who has a grievance regarding the programs under the jurisdiction of the Committee.
9. **SUNSHINE LAW:**
Committee members will adhere to the requirements under the Public Records Laws, and the *Sunshine Law*, Chapters 119 and 286 of the Florida Statutes, respectively.
10. **ORDER OF BUSINESS:**
Roberts Rules of Order shall govern the proceedings of all meetings.
11. **STAFF SUPPORT:**
Staff support shall be provided by the Lee County Department of Human Services. Staff shall be a liaison between the Committee and the BOCC. Staff is responsible for advertising or posting notice for official committee meetings. Staff shall attend committee meetings, prepare Minutes and shall ensure that minutes are filed with the Public Resources Office and other offices prescribed by County Administrative Code AC-2-3.
12. **SEVERABILITY:**
If any section, sentence, clause, or phrase of this Administrative Code is held to be invalid or unconstitutional by any court of competent jurisdiction, the said holding shall in no way affect the validity of the remaining portions of this Administrative Code.
13. **AMENDMENTS:**
This Administrative Code may be amended at any duly constituted meeting of the BOCC by an affirmative vote of a majority of the Board Members present. In order to be effective, any amendment approved hereby must be in writing and incorporated into this Administrative Code.