
**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

<u>CATEGORY:</u> Human Services	<u>CODE NUMBER:</u> AC-15-6
<u>TITLE:</u> Community Human Services Council	<u>ADOPTED:</u> 07/01/03
	<u>AMENDED:</u> 1/27/09
	<u>ORIGINATING DEPARTMENT:</u> Human Services

PURPOSE/SCOPE:

As a result of the smart growth initiative and shrinking State and Federal resources, the Board of County Commissioners desires to create a Community Human Services Council (CHSC) - to effectively design a community based human service plan for the current and future human service needs in Lee County. The Council will be comprised of private and public community stakeholders.

As the State and Federal funding diminishes, services and associated costs will shift to the local community. The community will be faced with prioritizing services, investing in measurable outcomes and coordinating advances in technology, planning and service delivery to effectively meet service demands. The Council will assure that there is a countywide strategic plan that will assist in providing service coordination and resource planning. The strategic plan will promote strengthening private and public partnerships, promote collaboration and integration of community services and strive to eliminate fragmentation of service delivery systems.

MISSION:

To ensure the efficient delivery of community health and human services through:

- Communication
- Coordination
- Strategic Planning
- Innovation
- Integration and collaboration
- Measurable Outcomes

POLICY/PROCEDURE:

1. **COUNCIL OBJECTIVE:**

The Community Human Services Council will:

- Develop a Community Strategic Plan
- Develop short and long range community objectives
- Review, evaluate, coordination and collaboration for an effective community service delivery system

2. **ORGANIZATION:**

It is the desire of the Lee County Board of County Commissioners to develop a community strategic plan, identify and effectively manage community resources and monitor the implementation and outcomes of the strategic plan. In order to achieve these objectives, citizen participation and community involvement is necessary. The council will be an advisory body to the Board of County Commissioners.

The Department of Human Services will provide staff and act as liaison to the CHSC. The Department will be responsible to report at least annually the progress of the Human Services Council to the Board of County Commissioners.

The CHSC will be responsible for developing and implementing the Community Strategic Plan. This plan will build the foundation for the human service delivery system for the community. The service delivery system will address children, families and adult service system. The Council, to the best of their ability, will collaborate with other legislatively or locally established alliances and boards. Subcommittees may be established by majority vote of the Council for a specific subject area. The function of the subcommittee will be clearly defined by the Council.

3. **MEMBERSHIP:**

A. The Council will be composed of 29 voting members, 24 of the members will be appointed by the Board of County Commissioners. Five seats will represent and be appointed by the Cities. A commissioner will act in an ex-officio capacity as part of the Council. The voting membership of the Council will be comprised as follows:

- 5 - City Council Representatives
- 1 - School Board Representative
- 1 - Workforce Development Board Representative
- 3 - Public Safety Representatives
- 1 - Judicial Representative
- 1 - United Way
- 2 - Other Philanthropic Organizations
- 3 - Faith Based Organizations
- 1 - Media
- 11 - Business Leaders

The above listed representatives may designate an alternate representative to the Council. This representative will have voting rights. Terms of the membership will be staggered, one and two years, as appointed by the Board of County Commissioners. A member can be re-appointed.

- B. Members of the Council cannot be paid employees of a not-for-profit organization. Exceptions will be limited to foundations, funding organizations, advocacy groups, coalitions,. Members appointed by the County Commissioners must complete an application for appointment to the Council.
- C. A member who is absent from two (2) consecutive meetings without being excused by the chairperson or his or her designee is deemed to have resigned. A member who has missed four (4) consecutive meetings excused or unexcused may relinquish their seat on the Council. Vacancies in the membership of the committee shall be filled in the same manner provided for in the original selection for the remainder of the unexpired term.
- D. Members shall serve without compensation.

4. **OFFICERS:**

- A. At the annual meeting in October of each year the council will select a Chair, Co-Chair and Secretary to conduct the regular meetings in the absence of the chair.
- B. In August of each year, the chair of the Council will request volunteers of the Council to form a nominating subcommittee to propose a slate of 3 members to be the Chair, Co-Chair and Secretary of the CHSC at the October Council meeting.

5. **SUBCOMMITTEES:**

- A. **Creation:** Subcommittees may be created as necessary to carry out the purpose and objectives as determined by the Council.
- B. **Dissolution:** Subcommittees may be dissolved by the majority vote of the Council.

6. **MEETINGS:**

Meetings will be held monthly unless otherwise determined by the membership. Robert’s Rules of Order will govern each meeting. A quorum is the majority of the current membership. The Council will comply with all Florida laws and rules relating to “Government in the Sunshine” (Chapter 286. F.S.), public records, (Chapter 119, F.S.) and public officials (Chapter 112. F.S.).

7. **FINANCIAL DISCLOSURE:**

Council members shall comply with the financial disclosure requirements of the State of Florida, if applicable.

8. **REMOVAL:**

Any member of the Council may be removed from membership, with or without cause, by a majority vote of The Board of County Commissioners.