

Weld County Human Services Advisory Commission Bylaws

ARTICLE I - NAME OF COMMISSION

The Commission shall be called the Weld County “Human Services Advisory Commission” (hereinafter referred to as the “HSAC”).

ARTICLE II – PURPOSE AND FUNCTIONS OF THE HSAC

The HSAC serves in an advisory capacity to the Department of Human Services and the multiple human services programs that are funded through State and County sources. Specifically, the HSAC shall perform the following functions:

- A. Participate in the budget process, development, planning, implementation and evaluation of the Community Services Block Grant (hereinafter referred to as “CSBG”). This includes recommending the approval of the CSBG plan, budget and any supplemental funding plans to the Board of County Commissioners (hereinafter referred to as “BOCC”).
- B. Function as the “Placement Alternatives Commission” (hereinafter referred to as “PAC”) for Weld County, as referred to in C.R.S. § 19-1-116(2)(a) and prepare the plans required by C.R.S. § 19-1-116 (2)(b). Review and advise the BOCC of Weld County regarding the following:
 - 1. Weld County’s compliance with the out-of-home placement allocations and associated requirements of C.R.S. §§ 26-5-101, et. seq.
 - 2. Weld County’s Family Preservation Program with Core Services and Congregate Care Prevention Program.
 - 3. The effectiveness of programs within Weld County which are designed to prevent or reduce out-of-home placement of children and youth involved in the Child Welfare system.
- C. Function as the “Family Preservation Commission” for Weld County, as referred to in C.R.S. §26-5.5-106(1), and comply with the review and reporting requirements of C.R.S. § 26-5.5-106 (2).

ARTICLE III-MEMBERSHIP

- A. The HSAC membership shall consist of:
 - 1. 12 to 15 members.

2. One-third of the HSAC shall be elected public officials or their designee.
 3. One-third of the HSAC must be representative of the low-income client sector, but need not be low-income themselves. Representatives shall be chosen in accordance with democratic selection procedures adequate to assure that they represent the low-income population served by the Department and shall include members or a representative from the client sector, agencies serving the client sector, disabled, and senior citizens.
 4. The remainder of the HSAC shall consist of persons from the private sector of the community having interests in a total community. These persons may be officials or members of local business, industries, major employers, and other private social service or public education groups and shall be appointed by the group represented. This may include a representative from the Chamber of Commerce, United Way, labor union, veterans' organization, etc. Representatives of any other interests may be recommended by the HSAC members for appointment to the advisory commission.
 5. Preferred membership includes:
 - a. Physician, a clinical nurse or licensed health professional
 - b. Attorney
 - c. Representative of a local law enforcement agency
 - d. Representative of the probation department
 - e. Representative from a local mental health clinic
 - f. Representative of a local school district
 - g. Foster parent/adoptive parent
 - h. Member at large
 - i. Accountant or other financial professional
 6. Membership shall include representation from all regions of Weld County, when possible.
- B. Membership guidelines:
1. Full Membership – each member shall have all privileges and voting responsibilities with no proxy voting allowed.
 2. Conflict of Interest – No member who is employed by a contractor of the CSBG, Core or other Human Services program funds shall be allowed to vote on the approval/denial of that program or service funded by CSBG funds. Each member will sign a conflict of interest policy every 2 years.
 3. Orientation- Each member will complete an orientation within 6 months of being

seated on the advisory commission.

4. Training- Each advisory commission member will be provided training on their duties and responsibilities, and receive a copy of the governing documents every two (2) years.
 5. No members may be employed by or otherwise associated with a provider of Core services.
- C. The members of the HSAC shall be appointed by the Weld County BOCC, according to the following procedure:
1. Persons interested in serving on the HSAC shall submit an application which will provide biographical information. All appointees must be Weld County residents.
 2. Membership of the HSAC shall be appointed by the BOCC. The BOCC may interview such nominee(s) according to the BOCC's desires. The BOCC, in its sole discretion, may appoint members to fill vacancies or reappoint members for additional terms.
 3. The HSAC Chair may designate, on an annual basis, such community advisors as the HSAC deems necessary, in order to benefit the HSAC ad hoc sub-committees. Such community advisors shall be representative of the community and have demonstrable personal or professional knowledge of the area of their designation. Community advisors shall not vote on matters which come before the standing committees for determination.
 4. The BOCC may appoint members to serve as standing members in certain positions listed in Article III, A., above, where, by virtue of the member's unique abilities, or because of the position itself, a standing membership is justified. The term limits for the standing members shall be the same as members.

ARTICLE IV – OFFICERS & EXECUTIVE COMMITTEE

The HSAC shall elect, from its own members, a Chairperson, Vice-Chairperson and Secretary. The Term of office for each HSAC officer is one (1) year. If re-elected, each officer may serve two terms.

ARTICLE V - DUTIES OF CHAIRPERSON

It shall be the responsibility of the Chairperson to call all special meetings, preside at all meetings, and carry out general Chairperson responsibilities.

ARTICLE VI - DUTIES OF VICE-CHAIRPERSON

It shall be the responsibility of the Vice-Chairperson to assume the duties of the Chairperson

in his/her absence. Also, he/she shall perform other duties assigned by the Chairperson.

ARTICLE VII - DUTIES OF SECRETARY

It shall be the responsibility of the Secretary to keep minutes, or to arrange for the keeping of minutes, of all meetings.

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS

The nomination and election of annual officers shall be held during the first regular meeting of each calendar year. Each nomination shall be seconded to be placed on the ballot, and elections shall be written ballot unless there is no contest for the office.

ARTICLE IX - MEETINGS

Meetings of the HSAC will be conducted quarterly, on days agreeable to the membership, provided there is business to conduct and according to the following procedure:

- A. Written notice of all regular meetings shall be emailed to each member at least five (5) days prior to each regular meeting date.
- B. Special meetings may be called when deemed necessary by the Chairperson.
- C. A quorum shall consist of 50% plus 1 of current members. A quorum shall be necessary at any meeting to conduct business.
- D. The concurring vote of a majority of those present shall be required to pass any motion made.
- E. Robert's Rules of Order shall prevail to the extent they are not in conflict with specific provisions of these Bylaws.

ARTICLE X - CONFIDENTIALITY

Members of the HSAC may, by such membership, inspect or be privy to records and other materials containing personally identifying information maintained by the Weld County Department of Human Services.

Members shall protect the confidentiality of such records and other materials. Except as provided by law, no information in possession of a member of the HSAC about any individual client, shall be disclosed in a form including identifying information.

ARTICLE XI - AMENDMENT OF BYLAWS

Bylaws may be amended according to the following procedure:

- A. The proposed amendments to the Bylaws may be presented at any meeting of the HSAC at which a quorum is present, provided five (5) days' notice has been given to each member.
- B. For passage, such proposed amendments must receive the vote of the majority of the entire membership of the HSAC.
- C. All amendments approved by the HSAC must be approved by the BOCC prior to becoming effective.

ARTICLE XII - DISPUTES

Disputes between the Department of Human Services and the HSAC shall be resolved as expeditiously as possible either by concurrence between the two entities or by intervention by the BOCC.

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