

RESOLUTION 2012 - 344

A RESOLUTION REVISING THE HEALTH AND HUMAN SERVICES ADVISORY COUNCIL BYLAWS AND TO AUTHORIZE THE HEALTH AND HUMAN SERVICES CHAIR TO ADOPT THE BYLAWS ON BEHALF OF THE COUNTY

WHEREAS, County government has historically been a provider of Health and Human Services in Florida and has demonstrated the administrative and fiscal commitment needed to address a multitude of human and social services needs; and

WHEREAS, social problems associated with health, mental health, and substance abuse are a reality in St. Johns County; and

WHEREAS, the Board of County Commissioners recognizes that the population of St. Johns County continues to grow and the resources may not expand proportionately to meet the needs of citizens; and

WHEREAS, in order to preserve and promote the health, safety and welfare of all citizens, it is desirable to address these problems and seek solutions and remedies in a coordinated, efficient manner; and

WHEREAS, the Health and Human Advisory Council has reviewed and revised the council's bylaws and are seeking the Board of County Commissioners approval to adopt the revised bylaws.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Incorporation of Recitals.

The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. Approval and Authority Execute.

The Board of County Commissioners hereby approves the revisions to the Health and Human Services Advisory Council Bylaws, and hereby authorize the Health and Human Services Advisory Council Chair, to adopt said bylaws on behalf of St. Johns County.

Section 3. Correction of Errors.

To the extent that there are typographical, administrative or scrivener's errors that do not change the tone, tenor or concept of this Resolution, then this Resolution may be revised without further action by the Board of County Commissioners.

Section 4. Effective Date.

This Resolution shall be effective upon its execution.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, and this 4th day of December 2012.

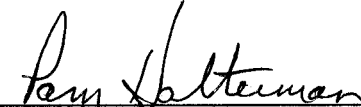
**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: _____


John H. Morris, Chair

ATTEST: CHERYL STRICKLAND, CLERK

By: _____


Deputy Clerk



RENDITION DATE 12/6/12

**BYLAWS OF THE ST. JOHNS COUNTY HEALTH AND HUMAN SERVICES ADVISORY
COUNCIL**

REVISED September 13, 2012

ARTICLE I: NAME

The name shall be the St. Johns County Health and Human Services Advisory Council, hereinafter referred to as the "Council".

ARTICLE II: MISSION

The health and well being of a community is a function of its quality of life, including the delivery of health and human services supported by public policy and funding to those in need of such services. The Council's mission is to be responsive to those needs and to recommend funding programs worthy of public support for the citizens of St. John County.

ARTICLE III: PURPOSE

The Council shall be empowered to:

- A. Participate in the planning process for the provision of Health and Human Services by serving as community advisors to the Board of County Commissioners and the County Administrator or a designee.
- B. Perform its functions and duties without regard or condition as to the race, religion, gender or national origin of any affected person.

ARTICLE IV: DUTIES & RESPONSIBILITIES

The Council is an advisory body for the St. Johns County Board of County Commissioners, and the St. Johns County Administrator.

Duties and responsibilities of the HHSAC are to:

- A. Participate in the planning process for the Health and Human Services Department to assess the services and needs of local communities.
- B. Review, evaluate and advocate for the Health and Human Services Department and the County's programs, needs, services, and special issues.
- C. Make reports and recommendations to the County Administrator or designee, the Board of County Commissioners and such other bodies as are appropriate.
- D. Promote a comprehensive and integrated approach to Health and Human Services issues within the County and the Health and Human Services Department.

- E. Serve as a sounding board for a wide base of community response regarding the community's Health and Human Services issues and programs.
- F. Establish an ongoing program of education and dissemination of information to its own members.
- G. Participate in the County's competitive bidding process for Health and Human Services by reviewing and providing recommendations regarding specifications.

ARTICLE V: MEETINGS AND MEMBERSHIP

Council shall hold meetings:

- A. Conduct meetings on the third Thursday of each month, unless a holiday, or is canceled for a particular reason. Special meetings may be held from time to time with proper notice to Council members. Notice of meetings shall be publicly posted. Meetings shall be held at an accessible location.
- B. Membership shall consist of seven (7) individuals, appointed by the Board of County Commissioners, and reflect the demographic and cultural diversity (racial, ethnic, religious, gender) of the population. Members should represent by experience, interest and knowledge in the areas of Health and Human Services and the provision of said services that are the concern of the Council.

Composition of the Council shall be:

Five (5) professionals from the disciplines in the Health and Human Services professions

Two (2) at-large members, including but not limited to such areas as business, banking and finance, education, law enforcement, community religious leaders, consumers and any other interested parties comprising the general public.

- C. A quorum shall consist of a majority of the current members, and is necessary to transact the business of the Council.
- D. Term of appointment shall be effective October 1, and shall be for two years (2) years. No member may serve more than four (4) consecutive terms on said Board. Reappointment is not automatic. A member seeking reappointment must submit a letter of interest and be considered as any other applicant. Notice of intention to reapply is required by September 1, for reappointment by October 1. Said members serve at the pleasure of the Board of County Commissioners. Any appointment to fill a vacancy shall be for the unexpired term only. If reappointed after filling a vacancy, said appointee may serve for four (4) consecutive regular terms, provided he or she served less than two years in the unexpired term.
- E. Attendance at meetings is required. If any member fails to attend three consecutive, regularly scheduled meetings or special meetings or workshops of the Council, the Council shall declare the member's office vacant and the vacancy shall be filled as provided herein, unless otherwise provided by law. Staff shall maintain a record of absences and enforce the

attendance policy.

- F. Resignations are to be submitted in writing and addressed to the Chair of the Board of County Commissioners, and sent to the Council Chair, with copies to the Health and Human Services Department for appropriate routing and filing.
- G. Vacancies shall be publicly announced and applications accepted by the Board of County Commissioners in accordance with County requirements. No one will be considered for appointment without a completed application on file. Applications on file for six months without activity will be purged. Applicants will be notified to determine whether the application will remain active for a second six months. At no time will an application remain on file longer than one year. Council members shall review applications and offer recommendations to the Board of County Commissioners. Appointments are reviewed and made by the Board of County Commissioners.
- H. Attendance at Council meetings by any person or organization having an interest in the health, mental health, substance abuse and social services needs and programs of St. Johns County is encouraged. During public input portions of the meetings, any member of the public may be heard.
- I. An agenda for Council meetings shall be established by the Executive Committee, which meets the first Thursday of the month. Department Heads and Staff should submit agenda items to the Executive Committee, to be included in the agenda. Staff will supply the agenda, draft minutes and any pertinent summaries or documents to members seven (7) days before the next meeting.
- J. The name, address and daytime telephone number of the custodian of written and taped Council records shall be filed with the County Administration office. Should the place of records change, the County Administrative office is to be notified immediately.

Minutes shall be prepared by support staff from written and taped records, and include date, time, location, present and absent members, visitors, staff and department heads and reflect the substance of issues discussed, proposed, moved and voted upon. Once approved, minutes will be furnished to all members of the Board of County Commissioners and the County Administrator and serve as the official report of the meeting. Any member of the Council may keep minutes for their own use.

ARTICLE VI: OFFICERS

- A. Elections shall be held annually, during the May meeting, through open nominations and vote. A Chair and a Vice-Chair shall be elected by a majority.
- B. Duties of the Chair shall be to convene Council meetings, assign tasks to members, preside at Executive Committee meetings, co-prepare the agenda, supervise correspondence and reports, prepare an Annual Report to the Board of County Commissioners (Due April) and attend meetings with the Board of County Commissioners, County Administrator, and the County Administrator's designee as designated spokesperson.

- C. The Executive Committee shall consist of Chair, Vice-Chair and, at Chair's discretion, may include other members of the Council.
- D. Duties of the Vice-Chair shall be to act as Chair in Chair's absence, and perform other duties as may be assigned. Vice-Chair may fill the remainder of Chair's term if it becomes vacant. If Vice-Chair position becomes vacant more than 60 days before its expiration, a replacement may be elected.
- E. Officers serve for one (1) year, commencing from the election.

ARTICLE VII: COMMITTEES

To enable the work of the Council to be carried out and the tasks and responsibilities to be fulfilled, study groups, task teams, and/or ad hoc committees may be created from time to time, composed of members appointed by the Chair. Specific expectations, duties and limitations imposed by the time frame, will be established for such groups. Whenever feasible and appropriate, community participation will be invited.

ARTICLE VIII: STAFF AND LEGAL ASSISTANCE

A County Staff member will be assigned by the County Administrator to work with the Council and to monitor activities, serve as a liaison and promote communication.

Use of County equipment and services (i.e., postage, copies, research, and minutes) by Council members is allowed as needed and approved by County staff.

Legal advice will be provided by the County Attorney's Office as approved by the Board of County Commissioners.

ARTICLE IX: EMPLOYEE HARASSMENT POLICY

St. Johns County expressly prohibits any form of unlawful employee harassment based upon race, color, religion, sex, national origin, age, and disability, status as a Vietnam era or special disabled veteran, or status in any group protected by state or local law. Improper interference with the ability of St. Johns County employees to perform their expected job duties is not tolerated. Council members shall comply with this policy in their interactions with County employees.

The following, which specifically addresses forms of sexual harassment, are considered prohibited activity:

- A. Unwelcomed sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

- Submission to or rejection of such conduct is used as the basis for decision affecting an individual's employment;
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- B. Offensive comments, jokes, innuendo, and other sexually oriented statements.

ARTICLE X: AMENDMENT OF BYLAWS

These Bylaws may be revised or amended by a majority vote of the Council, provided notice of intent to revise or amend be given to Council members at a preceding meeting or by mail fourteen (14) days before the meeting at which the revision or amendment is to be considered. Amended bylaws, upon adoption by Council, shall be forwarded to the Board of County Commissioners for final approval. Bylaws and any amendments thereto shall be sent to the County Administration, through County staff, to be filed with the Council's files.

ARTICLE XI: LIABILITIES

In accordance with local, state and federal law, no Council member or officer shall be liable for the actions or failures to act, of any other member or officer of the Council.

ARTICLE XII: VOTING AND CONFLICTS OF INTEREST

Council members may not abstain from voting unless there is, or appears to be, a possible conflict of interest. If any member suspects a possible conflict of interest regarding any matters before the Council, it should be brought to the attention of the County Administrator or the County Administrator's designee, along with corroborating evidence, if any. The County Administrator or designee may rule on the conflict, or elect to have the matter presented to the Council for a vote, and/or determine that legal advice be obtained and then presented to the Council. In the event there is a conflict of interest, prior to the vote being taken, the Council member shall publicly state to the assembly the nature of his/her interest in the matter from which he/she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum into the minutes.

Council members with fiduciary interests in issues coming before the Council shall not vote, discuss, or otherwise influence the vote or discussion of such issues. Fiduciary interest is defined herein to include a financial interest held by the member, member's spouse, or dependent children, which is:

- An ownership interest in a business, or in real or personal property;
- A creditor interest in an insolvent contracted agency;
- Employment or prospective employment/negotiations have begun;
- A loan or other debtor interest;

A directorship or officership in a contracted agency.

A volunteer of an organization, with no fiduciary interests in the issues at hand does not necessarily constitute a conflict of interest.

APPROVED AND ADOPTED

THIS _____ OF _____, 2012

ST. JOHNS COUNTY HEALTH AND HUMAN SERVICES ADVISORY COUNCIL

BY: _____/S/_____ William A. Cover, Jr., Chair

Amended 9/13/12