

UNION COUNTY HUMAN SERVICES ADVISORY COUNCIL

BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Union County Human Services Advisory Council hereafter referred to as "HSAC" and shall be advisory to the County and the New Jersey Department of Human Services.

ARTICLE II

MISSION STATEMENT

The mission of the HSAC is to develop and implement a process through which the human service needs of the people in Union County can be addressed.

GOALS

- A. To advocate for human services in an organized and cooperative manner.
- B. To ensure the use of resources in the most effective and equitable way.
- C. To identify and remedy systems problems, i.e., communication and coordination between agencies or service systems.

OBJECTIVES

- A. Facilitation and coordination of the NJ Department of Human Services' annual public budget review process at the County level.
- B. Review and comment on human services proposals.
- C. Preparation of allocation, reduction or reallocation plans, including those required for the Social Services Block Grant, state appropriations for the homeless and other funding streams as required by the Department of Human Services.
- D. Review of existing purchase-of-service contracts.
- E. Review of relevant plans for other funding sources and service systems which impact on the target population.
- F. Coordination and consolidation of the local human services delivery system.
- G. Development and implementation of a county human services plan to meet local needs; and
- H. Designation of appropriate representation for participation on the State Human Services Advisory Council (SHSAC).

ARTICLE III

MEMBERSHIP

A maximum of thirty-nine (39) voting members will serve on the Union County HSAC. Provider* representation shall not exceed 49% of total membership. Consumer* representation shall be at least 25% of the total membership; of that number, half should be current or former recipients. **A member can serve for two consecutive 3-year terms with a 1-year lapse before membership can be continued.** Membership should be representative of the county's demographic composition in terms of age, ethnicity and sex. (See N.J.A.C. 10:2-1.2 regulation definitions below.)

Membership will comply with the New Jersey Department of Human Services regulations as outlined in N.J.A.C. 10:2-1.3. Representation shall include:

- County Freeholder or County Manager, or designee;
- County Welfare Agency Director or designee;
- County Division of Youth and Family Services' District Office Manager, or designee;
- New Jersey Department of Human Services (NJ DHS) staff as designated by the Commissioner, as an ex-officio/non-voting member;
- **Consumer and Family Member* representation, which represent a cross section of the human services community and target population;**
- Overall membership should be representative of the county's demographic composition in terms of age, ethnicity and sex, according to the latest census data;
- Target population and service area **representation to the fullest extent possible;**
- **State representatives in an ex-officio, non-voting capacity, as indicated by the meeting agenda, from the Department's Divisions;**
- Volunteer sector representation, which may include private planning councils and major donors or funders;
- Major geographic subdivisions should be encouraged to participate;
- Representation for youth concerns, which shall include representatives of boards and commissions which represent the needs of at-risk children and youth;
- Representative(s) from other county level advisory boards and commissions;
- **Representative from the Workforce Investment Board (WIB);**
- Other service representation shall include a local public housing agency representative and **may include the areas of employment, aging, health, substance abuse, education, community action, legal aid, vocational rehabilitation, and the Director of the Unified Child Care System agency.**

As defined in the NJ Department of Human Services regulations, N.J.A.C. 10:2-1.2:

* Provider Representative means an employee, board member, or other volunteer of an entity which is eligible to hold a contract with the Department of Human Services.

* Consumer means a person who is, or has been, a recipient of public or private human services, or a Consumer Advocate (that is, a volunteer or member of an advocacy group).

* Family Member means a spouse, child, parent, guardian, or a sibling of a person who is, or has been, a recipient of public or private human services.

Other members may include interested persons who would provide a valuable contribution to human services planning, such as but not limited to: the community at large; labor unions; business; and foundations.

Each HSAC member may designate one alternate who may attend and vote for the appointed member at a maximum of three (3) Council meetings during the calendar year. Only under special circumstances and with the approval of the full HSAC will more than one alternate be allowed.

ARTICLE IV

OFFICERS OF HSAC

The HSAC shall elect a Chairperson and a Vice Chairperson. These officers shall be selected by nomination and ballot by the voting members of the Council and shall perform the duties prescribed by these Bylaws and the parliamentary authority of HSAC. Election of officers shall take place during the month of December of each year, **and be known as the Annual Meeting.**

A. Chairperson

The Chairperson shall be the executive officer of the Council, lead the activities and be eligible to vote. The Chair shall appoint all subcommittees in consultation with the Executive Committee of HSAC, the U.C. Department of Human Services and be an ex-officio member of all subcommittees.

B. Vice Chairperson

The Vice Chairperson, in the absence of, or with permission of the Chair, shall assume and perform all duties and responsibilities of the Chairperson.

ARTICLE V

TERMS OF OFFICE

A. Council Members

The term of office shall be for three (3) years, with one-third of the membership being reappointed each year and presented at the Annual Meeting. HSAC members may serve a maximum of two consecutive full terms. One full calendar year must lapse prior to membership reappointment on HSAC. **Term limits shall not apply to the following categories: Freeholder or County Manager, County Welfare Director, DYFS District Office Manager or their designees; and consumers, consumer advocates and family members.**

B. Officers

All officers shall serve for one (1) year, and may be re-elected for an additional one year term. All officers may serve two (2) consecutive full year terms. Elections will be held at the Annual Meeting of each year **during the month of December.**

ARTICLE VI

ATTENDANCE

Five (5) member absences (excused or unexcused) within a calendar year (January through December) from Council meetings shall be cause for removal from the HSAC. [A waiver to this rule will be considered only under special circumstances, such as prolonged illness/recovery; requests for a waiver will be reviewed by the Executive Committee on an individual basis.]

ARTICLE VII

VACANCIES

Any vacancy shall be filled in the same manner as original selection after review by the Executive Committee and the staff to HSAC, **with the recommendations submitted to the County Board of Chosen Freholders.**

ARTICLE VIII

MEETINGS

There will be **nine (9)** regular council meetings **scheduled** per year, one of which shall be the Annual Meeting. Special meetings may be called in the event of emergency business if deemed necessary.

ARTICLE IX

QUORUM

A quorum shall consist of 40% + one of total current council voting members. Where a vote is essential to meet state or federal deadlines, a quorum shall consist of 50% + one of the total members in attendance at the time of the vote.