

Title: Administrative Policy Community Services Advisory Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 7
	Effective Date October 20, 2020
Policy Custodian Community Development	Adoption/Revision Date October 20, 2020

Adopting Resolution(s): CC20-288

References (Statutes /Resos/Policies): Community Services Block Grant Act (42 U.S.C. 9901 et seq.); CC95-316, CC95-709, CC96-088, CC97-635, CC99-454, CC00-606, CC02-463, CC07-154, CC16-320, CC17-125; CC18-378

Purpose: To establish the Community Services Advisory Board, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Community Services Advisory Board

A. Establishment

1. The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) mandates the establishment of a tripartite advisory board to participate in the development, planning, implementation, and evaluation of program funds.
2. The Community Services Advisory Board (the "Advisory Board") was appointed by the Jefferson County Board of County Commissioners (BCC) to study matters related to human services for low and moderate income residents.

B. Responsibilities

1. Duties: The Advisory Board shall:
 - a. Make recommendations to the BCC regarding matters related to human services for low and moderate income residents;
 - b. Make recommendations to the BCC regarding recipients for funds made available to Jefferson County, Park County, and Teller County from Community Services Block Grant and similar grants; and
 - c. Serve as liaison for the county to the Jefferson, Park and Teller County communities on issues related to human services.

2. Staff

Staff shall be provided by the Community and Workforce Development Division and shall provide services, information and other necessary professional assistance as determined by the Community and Workforce Development Division Director or designee. Meetings shall be scheduled and publicized by staff as well as meeting minutes transcribed by staff.

3. Meetings

a. Open Meetings

The Advisory Board and all committees shall hold meetings open to the public and keep minutes of such meetings. The Advisory Board shall make available to the public information regarding the award of grants or contracts to eligible providers and, on request, minutes of meetings.

b. Meeting notices, including agendas of regular and special meetings, shall be posted per the Meeting Agenda Location Policy.

Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.

c. Regular and Study Meetings

The Advisory Board shall meet twice a year and shall meet more frequently as necessary on an agreed upon schedule. Said meetings shall be held at the Office of Community Development, 3500 Illinois Street, Golden, CO 80401 unless another location is posted on the Advisory Board's agenda. The Advisory Board may vote on issues via e-mail, fax, conference call or proxy by giving a member of the Advisory Board their proxy vote in writing prior to a scheduled meeting.

d. Special Meetings

Special meetings of the Advisory Board may be called by the Chairman, by a majority of the membership of the Advisory Board, or by the BCC. Notice of meetings shall be made by mail, fax, or-email to each member by the staff. Agendas for special meetings shall be posted as provided in B.3.b. At any special meeting no business other than that stated in the notice shall be transacted.

e. Bylaws

The Advisory Board may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy, law or regulation.

4. Remuneration

Members of the Advisory Board shall not be compensated.

C. Membership

1. Composition

- a. The Advisory Board shall consist of a minimum of nine members and no more than 13 members who represent the interests of different segments of the community. The Advisory Board shall be composed so as to assure that at least 1/3 of the members are democratically-selected persons who are representative of the low-income individuals and families in the areas served, reside in the areas served and are able to participate actively in the development, planning, implementation and evaluations of programs funded by the Community Services Block Grant program, as directed by federal law. The remaining members shall be composed of one-third local elected officials (or their representatives) and one-third from major groups and interests in the community. At least one Advisory Board member shall represent the Park County Community and at least one Advisory Board member shall represent the Teller County Community.
- b. No employee of Jefferson County employed in the Jefferson County Human Services Department may serve a voting Advisory Board member.

2. Terms

- a. The Park and Teller County representatives on the Advisory Board shall serve on the Advisory Board until their resignation or until removed or replaced by the BCC in accordance with the terms of this Policy and the Boards and Commissions Appointment Policy. All other Advisory Board members shall be appointed for a period of two (2) years with terms that are staggered so that approximately one half of the appointments expire each year.
- b. Each Advisory Board member shall serve until his or her term expires or until reappointed or replaced by the BCC. Appointees serve at the pleasure of the BCC and, absent a statutory provision to the contrary, may be removed at the sole discretion of the BCC.

3. Vacancies/Appointments

- a. Vacancies on the Advisory Board shall be created by the resignation, expiration of term or removal from office by the BCC.
- b. Members missing two unexcused regularly scheduled Advisory Board meetings in a calendar year, shall be contacted by the Advisory Board Chair. A letter declaring interest, commitment or resignation will be required of said Advisory Board member before the next regularly scheduled Advisory Board meeting. If a letter is not received before the

next regularly scheduled Advisory Board meeting, the member shall be considered to have resigned.

- c. New appointments shall be made by the BCC in accordance with the Boards and Commissions Appointment Policy except:
 - 1) The Park County Commissioners shall make recommendations to the Jefferson County BCC for the person to be appointed to the Advisory Board to represent the Park County community;
 - 2) The Teller County Commissioners shall make recommendations to the Jefferson County BCC for the person to be appointed to the Advisory Board to represent the Teller County community; and
 - 3) The appointments of persons to meet the requirement for one-third of the membership to represent low-income individuals and families shall be appointed from nominations from partner organizations or other organizations who have democratically selected nominees or from qualify persons who submit applications. The Advisory Board shall review applications for compliance with necessary qualifications and make recommendations to the BCC.

4. Conflict of Interest

- a. Any member having affiliations with applicants for funds from the Community Services Block Grant and similar grants shall refrain from comment on those proposals and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those proposals.
- b. A member of the Advisory Board may not (1) vote on a matter under consideration by the Advisory Board (a) regarding the provision of services by such member (or an entity that such member represents); or (b) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined to constitute a conflict of interest.
- c. All members must adhere to the Advisory Board's Conflict of Interest and whistleblower rules, provided during the member's first meeting.