

**CUMBERLAND COUNTY
HUMAN SERVICES ADVISORY COUNCIL**

BY-LAWS

ARTICLE I - NAME

This organization shall be known as the Cumberland County Human Services Advisory Council.

ARTICLE II - PURPOSE

In accordance to N.J.A.C. 10:2-1.1(a) (2018), The Human Services Advisory Council (HSAC) is a county-based planning, advisory, and advocacy organization dedicated to meeting the human service needs of the local community. The HSAC seeks to facilitate, coordinate and enhance the delivery of human services through collaborative relationships within the county, and among the counties and private and State agencies.

The Council shall:

1. Facilitate and coordinate the Department of Human Services and the Department of Children and Families annual public budget review process in the County.
2. Prepare allocation, reduction, or reallocation plans, including those required for funding received from the DCF and other funding streams as required by the Department of Human Services and the Department of Children and Families.
3. Develop and implement the County Human Services Plan, with public review, which recommends services and funding priorities to meet the local needs.
4. Coordinate, consolidate, and integrate local human service delivery systems. Provide the means through which agencies and individuals are convened to address social issues.
5. Review and/or monitor existing contracts and their relevance to Human Service priorities; and make recommendations, as needed, to ensure contract compliance for HSAC funded agencies.
6. Review of relevant plans from other funding sources and service systems which impact on the target populations.
7. Review proposals from service providers in the county seeking to utilize public funds and make recommendations.
8. Disseminate information as determined by the HSAC and the Departments. The Departments shall advise and consult with the Council on how and when information shall be disseminated. The

Council may determine the dissemination process based on local needs and interests.

9. The HSAC Coordinator shall serve as a liaison with other related planning and/or advisory groups in the county.

10. Endorse human service agencies' efforts to secure funds from Federal, State and Local governments for vulnerable populations.

11. Educate local elected and appointed officials on Human Service concerns.

ARTICLE III – DEFINITIONS

1. In accordance to N.J.A.C. 10:2-1.2 (2018), The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

- a) "Commissioner" means the Commissioner of the New Jersey Department of Human Services and the Department of Children and Families.
- b) "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 advocate group or a person representing the interests of specific consumer groups). A family member, as defined below, is also a consumer. A consumer member of a provider Board will be considered a "consumer," and a volunteer in that agency will be considered a consumer advocate, as long as that provider agency does not hold a seat on the CHSAC.
- c) "Contracting process" means the action by which the New Jersey Department of Human Services or New Jersey Department of Children and Families enters into a written agreement with the chief executive officer of county government, where applicable, the Board of County Commissioners, where applicable, or the board of directors of an organization designated as a CHSAC to perform specific levels of service and planning objectives, and to receive funding as set forth by the Departments.
- d) "Departments" means the New Jersey Department of Human Services and the New Jersey Department of Children and Families.
- e) "Family member" means a spouse, significant other, child, parent, sibling, guardian, or a caregiving relative of a person who is, or has been, a recipient of public or private human services.
- f) "Provider representative" means an employee, board member, or other volunteer of an entity which holds a contract with the Departments.
- g) "Target populations" means those populations currently under the purview of the New Jersey Department of Human Services and the Department of Children and Families, such as children, adults and families in need of services, child welfare,

prevention services, and protective services, seriously emotionally disturbed children, individuals who are severely/persistently mentally ill, have developmental disabilities, are blind or visually impaired, are deaf or hard of hearing, have other disabilities, individuals with substance abuse issues, or who need child care, those who earn low wages, receive public assistance, or are living in poverty, the homeless, individuals who receive Medical Assistance, and any other populations requiring services from the Departments.

ARTICLE IV – MEMBERSHIP

1. Members are appointed to the HSAC by the Board of County Commissioners.
 - a) A member may serve two consecutive three (3) year terms. After serving six (6) years, a member can be re-appointed after a period of one year has elapsed since the expiration of such term with discretion at the local level.
 - b) Term limits shall not apply to County Commissioner or designee, county welfare agency Director or designee, Department representatives are exempt.
 - c) Consumers, consumer advocates and family members are also exempt from term limits.
 - d) Members are required to serve on at least one standing committee of the council.
2. Only appointed members of the council shall have a vote.
3. The Council shall consist of no less than fifteen (15) members and a maximum of twenty-four (24) voting members.
4. Vacancies shall be filled within 60 days by the appointing authority. Vacancies shall be filled in the following manner:
 - a) If the unexpired term is greater than 50% of the entire term, the nominee may serve the balance of the unexpired term and one additional term.
 - b) If the unexpired term is less than 50% of the entire term, the nominee may serve two additional terms.
5. The County Human Services Advisory Council shall be comprised of provider representatives, consumers of human services, and other concerned individuals and shall be generally reflective of the demographic characteristics of their respective county populations.

Membership shall include:

6. Providers who hold a contract with the Departments shall have representation on council.

- a) Provider representation shall not exceed 49 percent of the total membership.
 - b) No provider agency shall have more than one vote on the HSAC.
 - c) Represent as many target populations encompassed by the Departments as possible.
 - d) In the event that a representative from a member agency moves into another agency, that representative shall be replaced by another person from the member agency.
7. County Welfare agency Director or designee.
 8. Representative from the Workforce Investment Board and designee.
 9. A Consumer, consumer advocate, and family members representing a cross-section of the local human services community and target population;
 - a) Consumer advocate representation shall be at least 25 percent of the total council membership.
 - b) A consumer member of a provider Board will be considered a consumer as long as the provider does not hold a seat on the HSAC.
 - c) If a consumer takes a position with any human service agency provider, the member will lose their position on the Council.
 10. A representative from local or county health department;
 11. A representative from the substance use field;
 12. A representative from Office of Aging/Homeless;
 13. A representative(s) from faith-based organizations;
 14. Members may also include representatives of private planning councils;
 15. A representative(s) of Youth Boards/Commissions (YSACs, CIACCs, CMOs, etc.);
 16. Representatives of other county-level advisory boards and commissions;
 17. County Commissioner or County Executive, or a designee, as an ex-officio, voting or non-voting member (county choice);
 18. The Departments' representatives assigned to the County to oversee/monitor HSAC contracted activities, as ex-officio, non-voting member;

19. Representatives from other Divisions of the Department, as ex-officio, non-voting members;
20. Resignation from the Council shall be in writing.
21. Members who fail to attend three consecutive meetings without being excused or failure to attend at least one-half of all meetings in a calendar year may be cause for removal of the member from the Council. Upon request from the Chair, the member must produce a letter of intent to remain a member of the council. The decision will be made by the Chairperson to keep or remove the member.
22. Two representatives from the County HSAC shall serve as a member of the State HSAC, with one vote per county. One of these representatives shall be a County HSAC staff person, and the other must be a County HSAC member officially elected by the County HSAC annually.

ARTICLE V – OFFICERS

1. The officers of the HSAC are the Chairperson and Vice-Chair person.
2. The duties of the Chairperson shall be:
 - a. To call and preside at all meetings of the Council and the executive committee. The chairperson shall be responsible for the administration of the business of the Council with the approval of the members and shall be an ex-officio member of all committees and task forces except the nominating committee.
 - b. To appoint all committees and task forces and their chairpersons.
3. The duties of the Vice-chairperson shall be:
 - a. To perform the duties of the Chairperson in the absence of the chair and/or shall assume the duties of the Chairperson if the position becomes vacant.
4. The chair and vice-chair shall be elected annually by the Council at the November meeting, with the term beginning in January.
5. All elective positions shall be for a one-year term or until a successor is elected. Officers shall not serve more than six consecutive terms in each position.
6. A nominating committee appointed by the chair shall propose a slate for all elective positions. All nominees shall give prior consent to their nomination.

ARTICLE VI – MEETINGS

1. There will be a regular meeting of the Council on the third Thursday of the month. The Council shall meet at least ten times each year. Notice of changes shall be consistent with the Open Public Meetings act.

2. Members will be notified at least one week prior to the meeting. A schedule of meetings for the year shall be adopted annually.
3. Special meetings of the Council may be called by the Chairperson or by a written request to the Chairperson by one-third of the members. All members shall be notified of the time, place, and purpose of the special meeting at least one week prior.
4. A quorum is defined as fifty percent plus one (50% + 1), or at least 8 voting members. No official business can be conducted at any special or regularly scheduled Council meeting without a quorum.
5. Recommendations of the Council are established by a majority vote of those present.
6. In an emergency a properly authorized proxy vote may be cast by the chair for a member not present.
7. Electronic transmission, under emergency circumstances from at least 50% plus one of the total Council will be acceptable, with permission from the Chair after consultation with the Executive Committee.
8. The Council shall comply with the Open Public Meetings Act.

ARTICLE VII – EXECUTIVE COMMITTEE

1. The officers and chairpersons of the standing committees shall compose the Executive Committee.
2. The Executive Committee shall act for the council so directed by the general membership or when time precludes the calling of a special meeting of the full council
3. The Executive Committee shall act on a specific agenda item when time is of the essence and no quorum is present, provided that the general membership has so directed in its previous meeting.

ARTICLE VIII - COMMITTEES

1. The Chairperson of the Council shall have the authority to create and designate committees to implement and effectuate the aims and purposes of the Council. The Chairperson shall also designate committee members.
2. There shall be the following standing committees:
 - a) **Allocations, Monitoring and Proposal Review Committee:** to review application for funds; to recommend to the council allocations based on the HSAC needs assessment priorities and to provide ongoing review and monitoring of those agencies and programs which have received funding through the Council

b) **By-Laws Committee:** to review existing HSAC Bylaws and Policies and recommend revisions as needed.

c) **Planning and Development:** to work with the state and local agencies to recommend services and priorities to meet local human service needs.

d) **Appeals Committee (Ad Hoc):** The Committee is to be composed of members devoid of conflict of interest as defined in N.J.A.C.10:2-1.6. The Chairperson shall appoint members of the Appeals Committee as needed.

e) **Nominating Committee (Ad Hoc):** The Committee will recommend a slate of officers to the full Council. The slate will include those members who, by virtue of their term of membership, will be able to complete a full term as an officer.

3. All Committees shall report monthly to the Council.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, shall govern the Council, unless in conflict, with these By-Laws and the State Rules and Regulations.

ARTICLE X – AMENDMENTS TO BY-LAWS

Proposed amendments to these By-Laws must be given to all members in writing at least one week before the regular meeting at which action may be taken. Fifty percent plus one (50% + 1) of the council is required to amend these By-Laws. The By-Laws will be reviewed as needed.