

**BYLAWS
OF THE
ST. JOHNS COUNTY HEALTH AND HUMAN SERVICES ADVISORY COUNCIL
REVISED November 2007**

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. Our 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 Health and Human Services Director.
- 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 St. Johns County Health and Human Services Advisory Council is an advisory body for the St. Johns County Board of County Commissioners, and the St. Johns County Health and Human Services Director.

Duties and responsibilities of the HHSAC are to:

- A. Participate in the planning process for Health and Human services.
- B. Review and evaluate community Health and Human Services programs, needs, services, and special issues.
- C. Make reports and recommendations to the County Health and Human Services Director and 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.
- 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 RFP process for Health and Human Services through the Health and Human Services Director.

ARTICLE V: MEETINGS

Council shall hold meetings:

- A. Once a month, unless a holiday, or is canceled for a particular reason. Special meetings may be held from time to time, with members notified in a proper manner. Notice of meetings will be publicly posted and appear in the newspaper. Meetings shall be held at an accessible location.
- B. Membership shall consist nine (9) 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, the areas of Health and Human Services, Mental Health and Substance Abuse that are the concern of the Council.

Composition of the Council shall be:

Five (5) professionals from the disciplines of Health, Mental Health, Substance Abuse, and Social Services (preferably one from each area plus one);

Four (4) 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 of 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 November 1, and shall be for four (4) years. Any vacancy on the Council shall be filled for the unexpired term in the same manner as provided for in the initial appointment to the Council. 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 October 1, for reappointment by November 1.
- 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; appointments are 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. Agenda for Council meetings shall be established by the Executive Committee, which meets the first Friday of the month. Department Heads and Staff should submit agenda items to the Executive Committee, and shall 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. 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, and attend meetings with the Board of County Commissioners, County Administrator, and Health and Human Services Director 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 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 Health and Human Services Director to work with the Council and to monitor activities, serve as liaison and promote communication.

Use of County equipment and services (i.e., postage, copies, research, minutes) by committee 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 on race, color, religion, sex, national origin, age, 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. Unwelcome 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

Bylaws may be reviewed or amended by a majority vote of the Council, provided notice of intent to revise or amend be given to Council 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 take effect immediately. Bylaws and any amendments thereto shall be sent to the County Administration, through County staff, to be filed with the Council's files.

RESOLUTION NO. 2007 - 203

A RESOLUTION AMENDING AND RESTATING RESOLUTION NUMBER 2006-60 OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, SPECIFICALLY REVISING SECTION 3B, RETURNING THE COMPOSITION OF THE HEALTH AND HUMAN SERVICES ADVISORY COUNCIL BACK TO A NINE-MEMBER COUNCIL.

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 that 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.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA that St. Johns County Resolution 2006-60 is hereby amended and restated as follows:

SECTION 1. There is hereby established the St. Johns County Health and Human Services Advisory Council to exist and to serve as an advisory body, at the discretion, pleasure, and direction of the Board of County Commissioners.

SECTION 2. The Board of County Commissioners may, from time to time by resolution, at its discretion, and as it deems appropriate or desirable, adopt, amend, abolish, or otherwise change the rules and directives under which the Health and Human Services Advisory Council exists and operates.

SECTION 3. The following qualifications for appointment, Council structure, and term are hereby adopted for the Health and Human Services Advisory Council.

- A. Appointees must be registered voters in St. Johns County.
- B. Membership shall consist of nine (9) individuals, who, in a reasonable fashion, shall reflect the demographic and cultural diversity (racial, ethnic, religious, gender) of the County, to be appointed as follows:

- a. Five (5) Health, Mental Health, Substance Abuse, and Social Services Professionals (preferably one from each discipline.)
 - b. Four (4) at large members, including but not limited to such compatible areas as business, banking and finance, education, law enforcement, religious community leaders, consumers, and any other interested parties comprising the general public.
- C. All Council members shall be appointed by, and serve at the pleasure of the Board of County Commissioners. Applications will be reviewed by Council members and recommendations submitted to the Board of County Commissioners. Chair will be elected annually from the appointed members.
- D. No employee, board member, officer or, or consultant to a contracted agency receiving County funds for health, mental health, substance abuse, or social services programs shall be a member of the Health and Human Services Advisory Council.
- E. Term of appointment shall be four (4) years. No more than two (2) consecutive terms may be served, in accordance with County policy.
- F. The name, address, and daytime telephone number of the custodian of Council records shall be filed with the County administrative office. Should the place of records change, the administrative office is to be notified immediately.

SECTION 4. Duties and responsibilities of the Health and Human Services Advisory Council shall be to:

- A. Participate in the planning process for Health and Human services.
- B. Review and evaluate community Health and Human Services programs, needs, services, and special issues.
- C. Make reports and recommendations to the Board of County Commissioners, and the County Health and Human Services Director and such other bodies as are appropriate.
- D. Promote a comprehensive and integrated approach to Health and Human Services issues within the County.
- 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 RFP process for Health and Human Services through the Health and Human Services Director.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida this 10 day of July, 2007.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: Ben Rich
Chairman Ben Rich

RENDITION DATE July 13, 2007

Attest: Cheryl Strickland, Clerk

By: Cheryl Strickland
Deputy Clerk