

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
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## Agenda Number:

**Prepared on:** 8/13/03  
**Department Name:** Public Health  
**Department No.:** 041  
**Agenda Date:** September 16, 2003  
**Placement:** Administrative  
**Estimate Time:** N/A  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Roger E. Heroux, Director  
Public Health Department

**STAFF CONTACT:** Nancy J. Madsen, Human Services  
681-4078

**SUBJECT:** Approval of Human Services Commission Bylaws as Amended

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### Recommendation(s):

That the Board of Supervisors:

Approve the County of Santa Barbara Human Services Commission Bylaws as Amended.

### Alignment with Board Strategic Plan:

The recommendations are primarily aligned with:

- Goal I: An Efficient Government Able to Respond Effectively to the Needs of the Community.
- Goal III: A Strong, Professionally Managed County Organization.
- Goal VI: A County Government that is Accessible, Open, and Citizen-Friendly

### Executive Summary and Discussion:

History of the Human Services Commission: In 1977, the Board of Supervisors established the Human Services Commission pursuant to federal regulations mandating citizen participation in the development and implementation of social service programs funded with federal General Revenue Sharing moneys. The original charge of the Commission was to oversee the distribution of Revenue Sharing funds to nonprofit organizations and to monitor their expenditure for the provision of essential services. Although the federal Revenue Sharing program has ended, your Board has continued the Human Services Commission and has assigned more complicated roles to the Commission over the years including: assessing human services needs, evaluating requests and applications for funding, and evaluating the quality of services provided by nonprofit contractors. Funds under the auspices of the Human Services Commission include the Human Services Fund (County General Fund), Children's Trust Fund (Birth Certificate fees), Child Abuse Prevention, Intervention, and Treatment Fund (State funds), and Community-Based Family Resource and Support (Federal funds).

Human Services Commission Bylaws: The Human Services Commission operates under Bylaws approved by the Commission, County Counsel, and your Board. Article X of the existing Human Services Commission Bylaws adopted in 1999 states that: 1) the Bylaws may be amended or repealed by a two-thirds (2/3) majority vote of those present at a regular or special meeting of the Commission; 2) proposed amendments must be provided in writing to every member of the Commission at least seven (7) days in advance of the meeting; and 3) amendments shall become effective upon approval of County Counsel and the Board.

After extensive work by Human Services Commissioners, Human Services staff and County Counsel, proposed amended Bylaws were mailed to each Commission member on June 25, 2003; that date was more than the required seven days in advance of the July 3, 2003 Human Services Commission meeting. At its July 3, 2003 meeting the Human Services Commission adopted the proposed amendments to the Bylaws by unanimous vote. County Counsel had approved the amendments to the Bylaws prior to the July 3, 2003 vote of the Commission. Your Board’s approval of the amended Bylaws of the Human Services Commission is requested to meet the remaining requirement for the amendments to become effective. The proposed Bylaws have been signed by County Counsel and the Commission Chair and Vice Chairs—see Attachment A.

Many of the proposed amendments are minor and create consistency in language and form, or increase the Commission’s efficiency by stating dates by which certain Commission and staff functions will be completed. More significant proposed amendments are outlined in the table below.

<b>ARTICLE / TOPIC</b>	<b>CURRENT BYLAWS</b>	<b>AMENDED BYLAWS</b>	<b>RATIONALE/COMMENTS</b>
Article III, Authorization	Do not include all of the funds with which the Commission is involved; refer in detail to original statutes, by number and title.	Add current duties of the Commission; clarify that the Commission recommends funding for nonprofit agencies; add that the Commission has staff support; delete statute numbers.	The Authorization Article should clearly set out the original purpose of the Commission and should also set out all of the current duties of the Commission; references to statute numbers are unnecessary and awkward.
Article V, Membership	Set out structure of the Commission, terms of service and standards for resignation or removal from the Commission; set out standards regarding conflicts of interests.	Retain structure and terms of service; expand expected duties; expand provisions for resignation or removal; refer to the Fair Political Practices Commission regarding conflicts of interests; add membership in Child Abuse Prevention Council.	Minimum standards for attendance at meetings and protocols for intervention for lack of attendance are desired by the Commission; conflicts of interests provisions were suggested by County Counsel; per 2002 Board action, Commissioners are concurrent members of the Child Abuse Prevention Council.

<b>ARTICLE / TOPIC</b>	<b>CURRENT BYLAWS</b>	<b>AMENDED BYLAWS</b>	<b>RATIONALE/COMMENTS</b>
Article VI, Commission Meetings	Provide for regular and special meetings, define a quorum as a majority of Commissioners; no provision for requirement of quorum to conduct business, nor for the number of votes required for a proposed action to pass.	Provide for regular and special meetings; redefine a quorum as eight Commissioners; provide that a quorum is required for a meeting; provide for the number of votes required for a proposed action to pass.	A minimum of eight Commissioners is desired for a quorum, regardless of the total number of acting Commissioners. Clarification that a quorum is required to hold a meeting, and the number of votes required for a proposed action to pass is needed.
Article VII, Officers, Terms and Duties of Officers, Election of Officers	Designate officers and duties in Article VII (“Election of Officers”).	Create comprehensive and organized description of the officers of the Commission, their terms and duties, and procedures for elections.	The new Article improves and consolidates provisions regarding officers and elections.
Article VIII, Committees	Designate three standing committees: Bylaws, Commission/Staff Relations and Executive; provide for Ad Hoc and Advisory Task Forces.	Designate four Standing Committees: Allocations, Contract Compliance, Nominating, and Communications; provide for the creation of written procedures for Standing Committees; provide for the creation of Special Purpose Committees as needed.	Four committees were designated as “standing” committees on advice of County Counsel, pursuant to the requirements of the Ralph M. Brown Act. Written procedures for the standing committees will provide consistency for the Commission’s activities. Clarification of purpose of Special Purpose Committees is needed.

**Mandates and Service Levels:**

There is no change in mandates or service levels.

**Fiscal and Facilities Impacts:**

Approval of the Bylaws revisions will not result in any additional General Fund contribution or use of A87 Plan overhead services.

**Special Instructions:**

None

**Concurrence:**

County Counsel