



OLMSTED COUNTY HUMAN SERVICES ADVISORY BOARD

HSAB Approved: December 14, 2022

County Board Approved: January 17, 2023

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MISSION / VISION STATEMENT

Health, Housing, and Human Services Mission

To work in partnership with the community and those we serve to promote and protect resiliency, equity, health, and well-being through authentic relationships and innovative solutions.

Health, Housing, and Human Services Vision

Helping people thrive in a safe, healthy, and inclusive community where everyone has the opportunity to reach their potential.

Adopted: April 14th, 2021

The Human Services Advisory Board (HSAB) is dedicated to meeting the human services needs of Olmsted County residents. HSAB aims to enhance the delivery of human services in Olmsted County through collaborative relationships with our community, staff, other boards/commissions, local, state, federal partners in human services work.

The Human Services Advisory Board is appointed by the County Board and may play a role in making recommendations to the County Board on policy, funding, strategy, and other priorities of county-level human services.

The Human Services Advisory Board will represent the residents at large and will advocate to the County Board for the balanced and integrated services for residents within the financial resources (internal/external) of the County.

The HSAB strives to be a diverse, equitable, and inclusive board. This Board commits to:

- ◆ Recognize that a diversity, equity, and inclusion lens is needed in our tasks, recommendations, and decisions as a Board to ensure and promote the safety and overall well-being of Olmsted County individuals and communities.
- ◆ Exercise transparency in interactions and communications among HSAB members, the County Board, community partners, and consumers.
- ◆ Ensure that HSAB keeps the interest of Olmsted County residents from all backgrounds, cultures, and ethnicities when making their policy recommendations to the County Board.

- ◆ Create learning opportunities to develop and strengthen HSAB member skill-sets in diversity, equity, and inclusion and cross-cultural competency.

The Board will work cooperatively with the boards of other community, agencies, and local government departments in a continuing effort to meet service needs and educate the community.

Advocate for shared and collaborative services across geographic boundaries when greater efficiencies and/or quality of services may be achieved.

Understand legislative and other environmental changes in order to advocate proactively for best results.

Goals of the HSAB:

- ◆ To advocate that people in Olmsted County will have access to safety, shelter, food, health care, and other basic needs.
- ◆ To advocate for the delivery of human services in a manner that promotes self-sufficiency and reduces reliance on the social system.
- ◆ To advocate that the range of services are driven by community needs and legal mandates, which are guided by quality, effectiveness, accountability, and efficiency.
- ◆ To view human services programs through the lens of community members, offering a voice for potential improvement or gaps in programming based on emerging data, trends, and best practices.
- ◆ Participate in strategic conversations focused on human services delivery.
- ◆ To advocate and emphasize prevention and early intervention in social services.

Review date(s) 8-19-86; 5-4-89; 10-27-92; 2-9-2000; 4-10-2002; 1-8-2003; 6-11-2003; 3-10-2004; 1-12-2005; 8-9-2006; 1-10-2007; 1-14-2009; 2-10-10; 1-12-11; 9-14-11; 9-4-13; 1-14-15; 4-13-16; 3-8-17; 4-14-21

Adopted April 14th, 2021

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<p style="text-align: center;">Olmsted County Human Services Advisory Board</p>
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A. Name

The name of this group is the Olmsted County Human Services Advisory Board (HSAB).

B. Authority

The HSAB was originally established by the Olmsted County Board of Commissioners in accordance with M.S. 256E.08 subd. 1 (since repealed) and 393.07 subd. 8. A County Board resolution was adopted on July 24, 1979, establishing the HSAB (formerly known as the Community Services Advisory Board). For purposes of this document, "community services" shall mean human services.

C. Purpose

The HSAB exists to advise the County Board and Olmsted County Human Services on human services issues.

Specific focus areas included:

- Providing input, feedback, and perspective from the public to the County Board and staff within Human Services on topical/ or programmatic areas as defined and/ or requested by the County Board.
- HSAB members serve as a communication channel between the public and the County Board.
- To provide citizen representation and perspective in understanding, addressing, and resolving community issues.

- To assist in identifying community needs that apply to the mission, purpose, and scope of the Human Services division of the Health, Housing, and Human Services Department.
- HSAB members may be asked to review and make recommendations on service proposals, need determinations, and grant applications that require County Board authorization, as appropriate.
- HSAB members may be asked to participate in the evaluation and performance of human services programs as appropriate.
- To periodically review the relationship between the County Board, Olmsted County Health, Housing, and Human Services, and the HSAB and make suggestions for improvement and assure citizen involvement.
- HSAB members may be asked to provide a specific perspective or lens to the County Board and/ or other advisory boards on topical/programmatic areas, including but not limited to:
 - Chemical Health
 - Child Care and Foster Care Licensing
 - Child Support
 - Developmental Disabilities
 - Mental Health
 - Aging and Elderly Services
 - Physical Disabilities
 - Food Support
 - Cash Assistance
 - Healthcare Assistance
 - Child Care Assistance
 - Housing Support
 - Veteran Services

D. Board Membership

1. **Board Make-up.** The HSAB is comprised of up to 18 representatives with the goal of including: 2 representatives of the County Board, and 16 at-large representatives. All at large representatives are selected and appointed by the County Board at such times as needed. In making appointments, consideration should be given to being inclusive of the many different individuals who make up our county, different levels of economic status, geographic representation, needed skill sets, experience, and interest in community service issues.

2. **County Employee Board Service Prohibited.** Current County employees are prohibited from serving as non-ex officio members of the HSAB to avoid potential conflicts of interest. However, employees who have retired are eligible to be appointed and serve one year after their date of retirement.
3. **County Contractor Board Service Limited.** Employees or members of organizations with whom the County is currently under contract to provide mandated services to the HHH Division are prohibited from serving on the HSAB to avoid potential conflicts of interest only if:
 - a) these individuals provide mandated services to the County through their work for a County contractor and
 - b) in their service as a HSAB member, they would oversee or directly influence the services to be provided by the contractor to the County.
4. **Board Service by Minors.** The County Board may, at its option, choose to permit minors to serve as ex officio members of the HSAB, provided a majority of the County Board members are satisfied that a prospective member who is a minor is of sufficient maturity to properly understand and participate in the proceedings of the HSAB. All minors who wish to serve as a HSAB member shall complete an application and include at least one letter of recommendation from an adult who knows the minor well for consideration by the County Board. Minors who meet these criteria must apply using the application from the Rochester-Olmsted Youth Council and be approved by a Deputy County Administrator. No more than 2 minors may serve on the HSAB at any time, and they shall serve as ex officio members of the HSAB.
5. **Board Member Length of Term.** Terms for at-large members are three years in length and may be renewed for one additional term. A representative filling the unexpired term of another representative shall still be eligible to serve two regular terms of office. HSAB members wishing to serve a second term shall verbally express their interest to the staff supporting the HSAB and Deputy County Administrator and, with their approval, may continue to serve a second term without re-application. County Board membership limitations will be determined by the County Board.

E. Board Member Service

1. **Meeting Attendance.** HSAB members shall regularly attend HSAB meetings and any other HSAB member assigned duties. HSAB members shall be permitted two unexcused absences for each year of HSAB service. If a HSAB member

incurs three unexcused absences within one year, this matter shall be referred to a Deputy County Administrator on behalf of the HSAB for further action pursuant to the procedure set forth in Section E 3(h) below.

2. **Compensation for HSAB.** HSAB members are entitled to reimbursement for attendance at HSAB meetings and for any other HSAB member duties as assigned as determined by resolution of the County Board. County elected officials assigned to serve on the HSAB shall not receive per diem compensation for HSAB duties.

3. **Board Member Conduct.**
 - a. **Discriminatory Conduct Prohibited.** It is critically important that members of the public who have business before the HSAB feel confident that the HSAB will treat them fairly and impartially without regard to their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity. By choosing to serve as a HSAB member, members shall refrain from engaging in speech or conduct that will reasonably tend to make members of the public with business before the HSAB feel the HSAB will not treat them fairly and impartially without regard to their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity.

 - b. **Compliance with Certain County Policies.** HSAB members shall also comply with the following County policies pertaining to their Board service:
 1. Accepting Donations
 2. Conflict of Interest Legal and Ethical Practices
 3. Diversity and Inclusion Policy
 4. Gifts – Gratuities
 5. Political Activity (during HSAB service times)
 6. Tobacco-Free Grounds (during HSAB service times)
 7. Weapons in the Workplace (during HSAB service times)
 8. Animals in the Workplace (during HSAB service times)

 - c. **Speaking on Behalf of Entire Board Prohibited.** HSAB members are also prohibited from representing to others that they speak on behalf of the entire HSAB, or the Olmsted County Board of Commissioners unless the HSAB or County Board has authorized the member to do so, though members may continue to speak in their role as an individual member serving on the HSAB.

- d. **Related Criminal Convictions Grounds for Removal.** If a HSAB member is convicted of a criminal offense which directly relates to the administration of laws or ordinances by the Health, Housing, and Human Services Department which come before the HSAB for action, this shall be grounds for removal of the HSAB member pursuant to the procedure outlined in Section 3e below. Examples of this would include a Planning Advisory Commission member being convicted for violating the County's Zoning Code or Wetland Conservation Ordinance, or an Environmental Commission member being convicted for violating the County's Solid Waste Ordinance or Well or Septic System Ordinances, or a Public Health Services Advisory Board member being convicted for violating the County's Smoke-Free Workplaces or Tobacco Sales and Youth Ordinances. A HSAB member, once removed, shall be eligible to be reappointed to the HSAB however, after the passage of 5 years or proof of rehabilitation from the conviction, whichever occurs first.

- e. **Ex Parte Communications Discouraged.** Ex Parte communications between members of the HSAB and members of the public who have business pending before the HSAB for official action concerning that matter is discouraged in order to ensure that all nonpublic information pertinent to HSAB matters is produced in an open meeting to which all of the HSAB members and the public have access.

- f. **Stating Positions on Items of Business in Advance Discouraged.** HSAB members are discouraged from publicly stating their positions in advance on matters of official business coming before the HSAB because of the perception by the public that they no longer retain an open mind to listen to all sides of matters of official business. If HSAB members do state their positions in advance, they will be precluded from participating when the matter of official business is brought up for discussion and a vote by the HSAB.

- g. **Board Member Conflict of Interest**
 - 1) Each HSAB member shall complete a County Board/Commission Member Conflict of Interest Statement prior to serving as a HSAB member to inform the County about potential conflicts of interest. Each HSAB member shall update the Conflict of Interest Statement annually thereafter while service on the HSAB continues.
 - 2) No HSAB member shall participate in any proceedings before the HSAB if the member has a conflict of interest. A conflict of interest occurs when:

- a) the HSAB member has a property interest in or directly receives financial compensation from a sale, lease, or contract which is related to a matter that comes before the HSAB for action or approval.
- b) a matter requiring HSAB action comes before the HSAB where the HSAB member is related by blood or marriage or is a close friend or associate to persons presenting the matter, and the HSAB member feels that because of a close personal relationship with the presenter, the HSAB member cannot be fair and impartial when considering how to vote on the matter requiring HSAB action.

If information is received that a member of the HSAB has a conflict of interest on a matter which comes before the HSAB for action or approval and that member does not recuse himself/herself from participation, the HSAB Chair shall intervene and shall preclude the member from participating in discussions or voting pertaining to that matter. If a member is found to repeatedly participate in matters coming before the HSAB for action or approval where a conflict of interest exists, this matter shall be referred to the HSAB Chair for further action pursuant to the procedure set forth in Section E 3(h)_below.

- h. **Handling Board member Conduct Violations.** The HSAB Chair and Vice-Chair shall investigate the allegations brought against a HSAB member with the assistance of County staff and the County Attorney's Office as needed. The HSAB member shall be given an opportunity to present information relevant to the allegations. If the HSAB Chair and Vice-Chair determine a HSAB member has engaged in speech and/or conduct which violates this standard, the Chair shall notify the Deputy County Administrator of the pertinent facts which support its conclusions and a recommendation concerning disciplinary action. If the allegations are proven by a preponderance of the evidence to the Deputy County Administrator, the HSAB may, depending on the facts which are proven, choose to 1) censure the member privately, 2) issue a public censure of the member and establish a probationary period for further disciplinary action if violations continue, or 3) may ask the County Board to remove the member from the HSAB and appoint a suitable replacement member.

F. Officers

1. **HSAB Officers.** There are two officers of the HSAB: Chair and Vice-Chair. County staff assigned to support the HSAB shall take attendance and take notes at meetings and shall serve as the official recordkeepers for the records of the HSAB.

2. **Election of Officers.** An ad hoc nominating committee composed of the current Chair, Vice-Chair, and the Division Directors select a slate of officer candidates in November of each year. The election of officers is held in December of each year. Officers assume their duties at the first regular meeting in January.
3. **Term of Service.** Officers serve for a calendar year. Consecutive terms of office are at the discretion of the HSAB, but shall not exceed 2 consecutive years in a position.
4. **HHH Staff Are Ex-Officio Members.** The Directors in HHH, specifically those overseeing the social services programming areas, shall serve as ex-officio members of the HSAB. Support services for the HSAB shall be provided by a representative of the Human Services department within HHH.
5. **Duties of Officers.**

The Chair and/or Vice-Chair:

- will meet with senior leadership to develop the agenda
- chair all meetings of the HSAB
- may elicit participation in committees, task forces, and workgroups
- may convene and moderate HSAB public listening sessions, forums, and community engagement meetings as appropriate
- may serve on interview panels as requested.

G. Board Meetings

1. **Meeting Scheduling.** The HSAB meets monthly, unless otherwise agreed upon by HSAB membership. Agenda material will be sent to members at least two (2) days before meetings. The Chair of HSAB may call for a special meeting by providing written or e-mailed notice to HSAB members at least 3 days prior to the scheduling meeting date.
2. **Quorum.** A simple majority of the appointed membership shall constitute a quorum. A quorum is necessary for all voting by the HSAB.
3. **Voting Requirements.** All non-ex-officio members shall have the right to vote on matters which come before the HSAB for action. Each HSAB member present shall be entitled to one vote. Any action taken or decision made shall be by a majority vote of HSAB members present at the meeting. Provided a quorum has been established, all subsequent actions and decisions shall be deemed to be valid, even if a quorum is lost before the end of the meeting.

H. Committee Representation.

The HSAB may have representation on other social services groups, or the HSAB may form ad hoc workgroups to address issues of interest to the HSAB and/or County Board as needed.

I. HSAB Bylaws Review and Amendments

These bylaws will be reviewed annually. Amendments may be proposed at any regular meeting of the HSAB. Amendments to these Bylaws may be provisionally approved by a two-thirds vote of HSAB Members, provided that any such proposed amendment shall first have been delivered to each HSAB member at least five days prior to the meeting at which such amendment is considered and is in accordance with the enabling resolution adopted by the Olmsted County Board of Commissioners. However, the proposed amendments shall not become final and binding until they have been approved by a majority vote of the Olmsted County Board of Commissioners following approval by the HSAB.

Approval

1. HSAB Approval: Susan Ahlquist, Chair; Date: 12/14/2022

County Board Approval: , County Board Chair; Date: TBD