

Resolution No. 232 - 2022

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, CLARIFYING AND UPDATING THE MEMBERSHIP PROVISIONS AND UPDATING THAT STAFF SUPPORT IS PROVIDED BY THE DEPARTMENT OF BUDGET AND FINANCE AND RESTATING THE FUNCTIONS OF THE HUMAN SERVICES ADVISORY BOARD; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Human Services Advisory Board (HSAB) was established on March 13, 1991, to evaluate County needs and agency performances using established guidelines so as to determine where the community could derive the greatest benefit from the expenditure of tax dollars; and

**WHEREAS**, the HSAB, which formerly received support from the Department of Social Services, now operates with the support of the Department of Budget and Finance; and

**WHEREAS**, the resolutions which established and modified the HSAB refer to the Department of Social Services, and are therefore outdated; and

**WHEREAS**, these resolutions contain other language that is outdated or needs clarification; and

**WHEREAS**, Resolution No. 077-1991, which established the HSAB, has since been modified by Resolution No. 056-1992 and Resolution No. 093a-2002, and there is no single source containing all current information about the HSAB; and

**WHEREAS**, the Board of County Commissioners finds that this resolution is warranted to clarify, update, and consolidate prior resolutions;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA** that:

**Section 1.** Resolution No. 077-1991, Resolution No. 056-1992, and Resolution No. 093a-2002 are hereby repealed and replaced with this resolution.

**Section 2.** The Human Services Advisory Board (HSAB), established on March 13, 1991, shall continue and shall be comprised of 5 members who are to be appointed by the Board of County Commissioners as set forth in more detail below. The Department of Budget and Finance shall oversee and assist with carrying out the functions of the HSAB as outlined in detail below. The HSAB shall have staff support as designated by the Budget and Finance Director.

**Section 3.** The HSAB may obtain information and counsel from the Department of Budget and Finance. The Department of Budget and Finance will assist with gathering information or counsel from other County, state, or federal departments or agencies as needed.

**Section 4.**

- (a) The HSAB shall consist of five (5) members, one of whom shall be appointed by each individual County Commissioner. Terms will be for a two (2) year period or the

termination of the respective appointing Commissioner's term, whichever shall first occur; provided, however, that each HSAB member shall serve on the HSAB until the appointment of a successor. Nothing contained in this section shall be construed to place any limit on the number of terms, consecutive or otherwise, any individual member can serve.

- (b) This resolution shall not be construed to alter the terms of HSAB members who hold their positions at the time of this resolution's adoption.
- (c) Any member of the Human Services Advisory Board who absents himself from any two (2) consecutive regular meetings of said Board, unless excused from such attendance by consent of the Board, expressed by action of record in its official minutes, shall thereby automatically forfeit his position and office as a member of the Human Services Advisory Board, and the name of such person shall be automatically removed from the membership of said Board immediately after the adjournment of any such second consecutive meeting at which such member has not appeared. The HSAB shall thereupon promptly notify the member so removed and the Board of County Commissioners for Monroe County. The appointing Commissioner shall thereupon appoint a new member to serve the remainder of the unexpired term of the member so removed.
- (d) In the event that a vacancy occurs on the HSAB while the seat of the appropriate appointing commissioner is also vacant, the Mayor may nominate an individual to be confirmed by the Board of County Commissioners. This individual shall serve as a member of the HSAB until such time as the vacant commissioner's seat is filled and the new commissioner selects a new appointee.

**Section 5.** Members of the HSAB shall comply with the Florida Statutes regarding ethics of county officers and employees. The HSAB members are not required to file financial disclosure forms under the provisions of F.S. 112.3144 and 112.3145.

**Section 6.** The HSAB shall establish, monitor, and update eligibility guidelines and application procedures which shall become effective upon approval by the County Commission. The HSAB shall

- (1) carefully evaluate the County's human services needs,
- (2) recommend the most cost-effective way of obtaining needed services,
- (3) develop measures of the services provided, and
- (4) determine which of those services are appropriate for public funding.

**Section 7.** The HSAB shall hold an organizational meeting annually to elect a chairman, vice chairman, and secretary. Officers may serve no more than three (3) consecutive years in such office.

**Section 8.** The HSAB shall meet at the call of the chairman or the Budget and Finance Director whom acts as the designated staff representative for the Board of County Commissioners. All meetings shall be conducted in accordance with the requirements of the Sunshine Law of the State of Florida and all records shall be maintained in accordance with the public records laws of the State of Florida. The HSAB shall abide by the rules and procedures of the Monroe County Board of County Commissioners.

**Section 9.** The Monroe County Department of Budget and Finance shall provide staff assistance to the HSAB including the preparation of all agendas and meeting notices, taking of all minutes, and scheduling of appropriate meeting places.

**Section 10.** Members of the HSAB shall be compensated for those travel expenses necessarily incurred in the performance of their official duties.

**Section 11.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Board of County Commissioners of Monroe County, Florida at a regular meeting of said board on the 17<sup>th</sup> day of August 2022.

Mayor David Rice	<u>Yes</u>
Mayor Pro Tem Craig Cates	<u>Yes</u>
Commissioner Michelle Coldiron	<u>Yes</u>
Commissioner James K. Scholl	<u>Yes</u>
Commissioner Holly Merrill Raschein	<u>Yes</u>



(SEAL)  
Attest: KEVIN MADOK, Clerk

By *James Stinson*  
As Deputy Clerk

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA

By *D. Brigg*  
Mayor/Chairperson

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM:  
*Christine Limbert-Barrows*  
CHRISTINE LIMBERT-BARROWS  
ASSISTANT COUNTY ATTORNEY  
DATE: 8/1/22

CLERK CIR. CL.  
MONROE COUNTY, FL.  
2022 SEP 16 AM 7:51  
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