AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Bylaws of the Gunnison County Community Services Block Grant Tripartite Board

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: By-laws adoption for the Community Services Block Grant Board

Term Begins: When signed **Term Ends:** 10/24/2017 **Grant Contract #:**

Summary:
The Dept. of Local Affairs requires the Community Services Bloack Grant Board to have a set of By-laws as part of the CSBG grant requirements and these By-Laws need to be adopted by the BOCC. The By-laws are retained on record with the Dept. and shared with DOLA as part of the grant review process.

Fiscal Impact: 0

Submitted by: REnee Brown **Submitter's Email Address:** renee.brown@state.co.us

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 9/25/2014 Certificate of Insurance Required Yes ○ No ◉

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 9/25/2014

◉ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted:

Agenda Date: 10/7/2014 Follow Up Agenda Date:

Revised April 2013

BYLAWS OF THE GUNNISON COUNTY COMMUNITY SERVICES BLOCK GRANT TRIPARTITE BOARD

Adopted on _____

ARTICLE I
Name

Section 1. **Name.** The name of this board shall be the Community Services Block Grant (CSBG) Tripartite Board (the "Board").

ARTICLE II
Purpose and Policy

Section 1. **Purpose.** The purpose of the Board is to assist Gunnison County, namely the Department of Health and Human Services, the recipient of CSBG dollars, in administering the services rendered through CSBG funds. The assistance role is advisory in nature and may include consideration of developing, planning, implementing and evaluating the services rendered through the CSBG program to low-income populations to reduce or eliminate poverty in our community.

Section 2. **Policy.** The policy of the Board is to assist Gunnison County Department of Health and Human Services (DHHS) in the administration of the federal Community Services Block Grant allocation received annually through the Colorado State Department of Local Affairs.

ARTICLE III
Responsibilities

Section 1. **Functions.** The Board's functions and are as follows:

(1) Assist Gunnison County Department of Health and Human Services in the development, planning, implementation, and evaluation of the CSBG program serving low-income individuals and families in Gunnison and Hinsdale County.

ARTICLE IV
Membership

Section 1. **Appointments.** Appointments to the Board shall be made by the DHHS Director in compliance with the CSBG Act, Sec. 671. The composition of the Board will include:

- 1/3 elected officials or their representatives: this may include but not be limited to: the DHHS Director, elected officials, local Child Care Administration, Colorado Workforce Center staff.

- 1/3 low-income individuals or their representatives: this may include but not be limited to: Housing Authority, faith based organization, Colorado Works (TANF) staff, consumers of services for lower income individuals.

- 1/3 members of business, industry, labor, faith based group, law enforcement, or other major group of interest in the community served: this may include but not be limited to: business banking, and nonprofit organizations.

Section 2. **Term.** Each Board member shall be appointed for a two year term. Terms are renewable. The terms may be staggered with ½ of the board members termed out in even years and ½ of the board member termed out in odd years so that continuity is preserved within the Board.

Section 3. **Qualifications.** Each member will be designated as a representative of one of the required membership categories. Members are actively involved and demonstrate a passion for eradicating poverty.

Section 4. **Compensation.** Board members shall serve without pay.

Section 5. **Removal.** If two consecutive meetings are missed without explanation, this shall be cause for removal. Good cause for removal shall also include a violation of the conflict of interest policy contained within these Bylaws.

ARTICLE V
Officers

Section 1. **Officers.** The officers of the Board shall be a Chair and a Vice Chair. The Chair and Vice Chair shall be selected by the members of the Board.

Section 2. **Elections and Term of Office**. The Chair and Vice Chair shall be appointed by the Board at the first regular meeting of a calendar year. Subject to early termination, each officer shall hold office for up to two years or until a successor has been appointed. The Chair and the Vice Chair shall serve at the pleasure of the Board.

Section 3. **Vacancies**. Should the office of Chair or Vice Chair become vacant, the Board shall appoint a successor at its next regular or special meeting. Such appointment shall be for the unexpired portion of the previous term.

Section 4. **Duties.**

(1) Chair. The Chair shall preside at all meetings of the Board and shall perform all duties usually incident to the office of Chair. The Chair shall acknowledge and communicate in a timely manner to the appropriate entities, all recommendations emanating from the Board. The Chair shall see to the adoption of minutes of the meetings of the Board.

(2) Vice Chair. In the absence of the Chair, the Vice Chair shall have all powers recognized to the Chair.

ARTICLE VI
Meetings

Section 1. **Regular Meetings.** The Board shall meet a minimum of twice a year. The specific day for the conduct of Board meetings shall be determined by the Board in advance of the upcoming calendar year. A schedule of regular meetings may be made available to the public through customary print media.

Section 2. **Task/Special Group Meetings.** A task group or special meeting may be called at any time by the Chair or DHHS staff. A minimum notice of twenty-four hours is required, unless said notice is waived with a written agreement of a quorum of Board members or by all members in attendance.

Section 3. **Voting.** Voting shall either be by voice or roll call vote. Recommendations are made by consensus. Should the committee not be able to come to consensus, any action requiring a vote shall be decided by a simple majority. County staff in attendance are non-voting members.

Section 4. **Quorum.** A majority of members of the Board in attendance shall be necessary to constitute a quorum for the transaction of business. Once a quorum is made, it cannot be broken until the meeting is adjourned. Electronic or telephonic participation may count towards a quorum.

Section 5. **Parliamentary Procedure.** The rules contained in Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or other County laws, rules or regulations.

Section 6. **Meeting Notices and Study Materials.** The County's DHHS staff shall furnish the Board members advance notice of all meetings. The County's DHHS staff shall provide, in advance, a meeting agenda as well as copies of all the grant applications received for consideration and copies of material to be studied or acted upon.

Section 7. **Agenda.** The agenda shall be prepared by the Chair and the County's DHHS staff with copies distributed in advance of the meeting. The materials and agenda shall be delivered 48 hours or two business days in advance of the meeting, to each committee member.

ARTICLE VII
Conflict of Interest

Section 1. **Policy.**

A. In order to ensure the impartiality and integrity of their local government decision makers, as provided in section 8.6.1 of the County Charter, the people of Gunnison County intend to prohibit County policy-makers from participating in matters in which they have a conflict of interest. This prohibition applies to County policy-makers serving their elected or appointed terms and those who have concluded their terms of office.

B. A conflict of interest is a disparity between the private interest and the official responsibilities of an individual in a position of trust in government. This code is intended to prevent conflicts of interest without obstructing fair and speedy resolution of issues that come before the County.

Section 2. **Prohibition on Conduct**

A. No Board member shall vote or otherwise participate in a decision making process which affects any entity or property interest in which he/she has a financial interest or which any member of his/her family has a financial interest. Family is defined as spouse, parent, brother, sister, grandparent, child, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any individual who is a part of the County policy maker's immediate household. A Board member otherwise barred from participating in a discussion pursuant to this section, may, if requested by the BOCC, give information about the issue or transaction in which he/she has a financial interest.

B. If an issue arises in which a Board Member believes he/she may have a conflict of interest, he/she must divulge that potential conflict of interest to the County Attorney for an opinion on the validity of the conflict, and inform the Board. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation in discussion or vote on that issue.

C. Failure to comply with the terms of this section may be deemed adequate cause for removal under Article IV Section 5.

ARTICLE VIII
Amendment

Section 1. **Amendment**. These By Laws shall be the province of the BOCC and shall be adopted and amended only by the action of the BOCC.

By: _____ Date:_____
Chair
Gunnison County
Board of County Commissioners Revision 6/20/14