AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Bylaws for CSBG

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

We were required to edit the bylaws to incorporate language around the democratic selection of low income board members.

Fiscal Impact: 0

Submitted by: Elizabeth Holena **Submitter's Email Address:** elizabeth.holena@state.co.us

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:
ok db 7/15/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 7/15/2020 Certificate of Insurance Required

Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\emense Discharge Date: 7/17/2020

◉ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted: 0

Agenda Date: 7/21/2020

Revised April 2015

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 Tripartite 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. DHHS shall provide each board member a copy of these bylaws at least 2 years.

ARTICLE III
Responsibilities

Section 1:

Functions. The Board's functions 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. Not fewer than 1/3 of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served.
- 1/3 members of business, industry, labor, faith based group, law enforcement, or other major group of interest in the community serviced.

Section 2:

Term. Each Board member shall be appointed for a three 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 appointment. The Chair and the Vice Chair shall serve at the pleasure of the Board.

Section 3:

Vacancies. Should the office of Chair of 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 the 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 through the Gunnison County Website.

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 of 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 board not be able to come to consensus, any action requiring a vote shall be decided by a simple majority. County staff in attendance is 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:

Meetings 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. DHHS staff will manage agendas, minutes and contractual obligations pertaining to implementing the program.

Section 7:

Agenda. The agenda shall be prepared by the secretary and the County's DHHS staff with copies distributed in advance of the meeting. The materials and agenda shall be delivered 48 hours of two business days in advance of the meeting, to each board 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.

~~C.~~ Each board member shall sign acknowledgement of this Conflict of interest Policy at least every 2 years.

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, stepchild, 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 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 request 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 BOCC