

**Lee County Board Of County Commissioners  
Agenda Item Summary**

June 16, 2003

Blue Sheet No. 20030721

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Adopt a resolution to approve Administrative Code establishing the Human Service Council.

**WHY ACTION IS NECESSARY:** Defines the purpose, mission and objectives to be achieved.

**WHAT ACTION ACCOMPLISHES:** Approves guidelines for the staff to proceed with implementing the Council.

**2. DEPARTMENTAL CATEGORY:**

COMMISSION DISTRICT #

5 CW **C5A**

**3. MEETING DATE:**

**07-01-2003**

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
(Specify)

- STATUTE
- ORDINANCE
- ADMIN.
- CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER N/A
- B. DEPARTMENT Human Services
- C. DIVISION N/A

BY: Karen B. Hawes, Director

*Karen B. Hawes* 6/17/03

**7. BACKGROUND:**

The Board of County Commissioners directed staff at the March Management and Planning to proceed with establishing the Human Services Council.

Attachment

**8. MANAGEMENT RECOMMENDATIONS:** Approve Administrative Code.

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager
<i>Qma</i> 6/17/03	N/A	N/A		<i>Walter Jensen</i>	OA <i>RK</i> 6/18	COM <i>6/19/03</i>	Risk <i>58</i> 6/18/03 GC <i>6/18/03</i>	<i>HS</i> 6/16/03

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: <i>6/17/03</i>
Time: <i>10:50 am</i>
Forwarded To:

RECEIVED BY COUNTY ADMIN. <i>RK</i>
<i>6/18 235</i>
COUNTY ADMIN. FORWARDED TO: <i>PA</i>
<i>6-19-03</i>
<i>37/121</i>

LEE COUNTY RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; ESTABLISHING AND CREATING THE LEE COUNTY HUMAN SERVICES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

**WHEREAS**, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

**WHEREAS**, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed

amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**

**COMMISSIONERS THAT:**

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed Lee County Administrative Code creating the Lee County Human Services Council (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_, who

moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and, being put to a vote, the vote was as follows:

ROBERT P. JANES \_\_\_\_\_  
DOUGLAS ST. CERNY \_\_\_\_\_  
RAY JUDAH \_\_\_\_\_  
ANDREW W. COY \_\_\_\_\_  
JOHN E. ALBION \_\_\_\_\_

DULY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTEST:**  
**CHARLIE GREEN, CLERK**

**BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairman

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Office of the County Attorney

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**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

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**CATEGORY:**  
Human Services

**CODE NUMBER:**

**TITLE:**  
Human Services Council

**ADOPTED:**

**AMENDED:**

**ORIGINATING DEPARTMENT:**  
Human Services

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**PURPOSE/SCOPE:**

As a result of the smart growth initiative and shrinking State and Federal resources, the Board of County Commissioners desires to create a Human Services Council to effectively design a community based human service plan for the current and future human service needs in Lee County. The Council will be comprised of private and public community stakeholders.

As the State and Federal funding diminishes, services and associated costs will shift to the local community. The community will be faced with prioritizing services, investing in measurable outcomes and coordinating advances in technology, planning and service delivery to effectively meet service demands. The Council will assure that there is a countywide strategic plan that will assist in providing service coordination and resource planning. The strategic plan will promote strengthening private and public partnerships, promote collaboration and integration of community services and strive to eliminate fragmentation of service delivery systems.

**MISSION:**

To ensure the efficient delivery of community health and human services through:

- Communication
- Coordination
- Strategic Planning
- Innovation
- Integration and collaboration
- Measurable Outcomes

## **POLICY/PROCEDURE:**

### **1. COUNCIL OBJECTIVE:**

The Human Services Council will:

- Develop a Community Strategic Plan
- Develop short and long range community objectives
- Review, evaluate, coordination and collaboration for an effective community service delivery system

### **2. ORGANIZATION:**

It is the desire of the Lee County Board of County Commissioners to develop a strategic plan, identify and effectively manage community resources and monitor the implementation and outcomes of the strategic plan. In order to achieve these objectives, citizen participation and community involvement is necessary. The council will be an advisory body to the Board of County Commissioners.

The Department of Human Services will provide staff and act as liaison to the Human Services Council. The Department will be responsible to report at least annually the progress of the Human Services Council to the Board of County Commissioners.

The Human Services Council will be responsible for developing and implementing the Community Strategic Plan. This plan will build the foundation for the human service delivery system for the community. The service delivery system will address children, families and adult service system. The Council, to the best of their ability, will collaborate with other legislatively or locally established alliances and boards. Subcommittees may be established by majority vote of the Council for a specific subject area. The function of the subcommittee will be clearly defined by the Council.

### **3. MEMBERSHIP:**

A. The Council will be composed of 31 voting members appointed by the Board of County Commissioners. A commissioner will act in an ex-officio capacity as part of the Council. The voting membership of the Council will be comprised as follows:

- 5 - City Council Representatives
- 1 - School Board Representative
- 1 - Workforce Development Board Representative
- 3 - Public Safety Representatives
- 1 - Judicial Representative
- 1 - United Way
- 2 - Other Philanthropic Organizations
- 3 - Faith Based Organizations
- 1 - Media
- 11 - Business Leaders

The above listed representatives may designate an alternate representative to the Council. This representative will have voting rights. Terms of the membership will be staggered, one and two years, as appointed by the Board of County Commissioners. A member can be re-appointed.

- B. Members of the Council cannot be paid employees of a not-for-profit organization, exceptions will be limited to foundations, funding organizations, advocacy groups and coalitions only. All members must complete an application for appointment to the Council.
- C. A member who is absent from two (2) consecutive meetings within a 12-month period without having been excused by the chairperson or his or her designee is deemed to have resigned. Vacancies in the membership of the committee shall be filled in the same manner provided for in the original selection for the remainder of the unexpired term.
- D. Members shall serve without compensation.

4. **OFFICERS:**

To provide guidance and leadership for the HSC, a chairperson, co-chairpersons and secretary may be elected by a majority vote of the Council representatives currently serving. Elections shall be held annually.

5. **SUBCOMMITTEES:**

- A. **Creation:** Subcommittees may be created as necessary to carry out the functions, purpose and objectives as determined by the Council.
- B. **Dissolution:** Subcommittees may be dissolved by the majority vote of the Council.

6. **MEETINGS:**

Meetings will be held monthly unless otherwise determined by the membership. Robert's Rules of Order will govern each meeting. A quorum is the majority of the current membership. The Council will comply with all Florida laws and rules relating to "Government in the Sunshine" (Chapter 286, F.S.), public records, (Chapter 119, F.S.) and public officials (Chapter 112, F.S.).

7. **FINANCIAL DISCLOSURE:**

Council members shall comply with the financial disclosure requirements of the State of Florida, if applicable.

8. **REMOVAL:**

Any member of the Council may be removed from membership, with or without cause, by a majority vote of The Board of County Commissioners.