Title: Administrative Policy Community Services Advisory Board	**Policy No.** Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 7
	Effective Date March 27, 2007
Policy Custodian Community Development	**Adoption/Revision Date** March 27, 2007

Adopting Resolution(s): CC07-154

References (Statutes /Resos/Policies): Community Services Block Grant Act (42 U.S.C. 9901 et seq.); CC95-316, CC95-709, CC96-088, CC97-635, CC99-454, CC00-606, CC02-463

Purpose: To establish the Community Services Advisory Board, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Community Services Advisory Board

A. Establishment

1. The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) mandates the establishment of a tripartite advisory board to participate in the development, planning, implementation, and evaluation of program funds.

2. The Community Services Advisory Board (the "Advisory Board") was appointed by the Jefferson County Board of County Commissioners to study matters related to human services for low and moderate income residents.

B. Responsibilities

1. Duties: The Advisory Board shall:

   a. Make recommendations to the Jefferson County Board of County Commissioners (the Board) regarding matters related to human services for low and moderate income residents;

   b. Make recommendations to the Board regarding recipients for funds made available to Jefferson County from Community Services Block Grant and similar grants; and

   c. Serve as liaison for the County to the Jefferson County community on issues related to human services.

2. Staff
   Staff shall be provided by the Community Development Division and shall provide services, information and other necessary professional assistance as determined by the Community Development Program Manager.

3. Meetings

   a. Open Meetings
      All Advisory Board meetings shall be open to the public, except as otherwise provided by law.

b. Meeting notices, including agendas of regular and special meetings, shall be posted at:

Glass Cabinet on the Outside Wall of Hearing Room 1
Jefferson County Courts and Administration Building
100 Jefferson County Parkway
Golden, CO 80419

Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.

c. Regular and Study Meetings
All regular and study meetings of the Advisory Board shall be held monthly from September through May at a time and location established by the Advisory Board, unless canceled by the Advisory Board at the previous meeting or by the Chairperson.

d. Special Meetings
Special meetings may be called by the Chairperson, by a majority of the membership of the Advisory Board, or by the Board of County Commissioners.

e. Bylaws
The Advisory Board may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other County policy, law or regulation.

4. Remuneration
Members of the Advisory Board shall not be compensated.

C. Membership

1. Composition

a. The Advisory Board shall consist of a maximum of nine members who represent the interests of different segments of the community and shall be composed so as to assure that not fewer than 1/3 of the members are persons who represent low-income individuals and families.

b. No employee of Jefferson County may serve a voting Advisory Board Member.

2. Terms

a. Each Advisory Board member's appointment shall be for a period of two (2) years and board member terms shall be staggered so that approximately one half of the appointments expire each year.

b. Each Advisory Board member shall serve until his or her term expires or until reappointed or replaced by the Board.

c. Each Advisory Board member can serve a maximum of three (3) consecutive terms.

3. Vacancies

a. Vacancies on the Advisory Board shall be created by the resignation, expiration of term or removal from office by the Board of County Commissioners

b. Members missing two unexcused regularly scheduled board meetings in a calendar year, shall be contacted by the Advisory Board Chairman. A letter declaring interest, commitment or resignation will be required of said Advisory Board member before the next regularly scheduled Advisory Board meeting. If a letter is not received before the next regularly scheduled Advisory Board meeting, the member shall be considered to have resigned.

c. New appointments shall be made in accordance with the Board Appointments Policy.

4. Conflict of Interest
Any member having affiliations with applicants for funds from the Community Development Services Grant and similar grants shall refrain from comment on those proposals, and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those proposals.