

# OLMSTED COUNTY COMMUNITY SERVICES COMMUNITY SERVICES ADVISORY BOARD

## MISSION STATEMENT Adopted September 4, 2013

The Community Services Advisory Board is appointed by the County Board and is responsible for making recommendations to the County Board on the policy and funding of all community services for Olmsted County.

The Community Services Advisory Board will represent the residents at large and will advocate to the County Board for the balanced and integrated services for residents within the financial resources (internal/external) of the County.

The Board will work cooperatively with the boards of other community agencies and local government departments in a continuing effort to meet service needs and educate the community.

Advocate for shared and collaborative services across geographic boundaries when greater efficiencies and/or quality of services may be achieved.

Anticipate legislative and other environmental changes in order to advocate proactively for best results.

Goals of the CSSAB are:

- ◆ To ensure that people in Olmsted County will have access to safety, shelter, food, health care, and other basic needs.
- ◆ To provide social services in a manner that promotes self sufficiency and reduces reliance on the social service system.
- ◆ To deliver a range of services driven by community needs and legal mandates which are guided by quality, effectiveness, accountability, and efficiency.
- ◆ To emphasize prevention and early intervention social services.

- ◆ To deliver social services in a fiscally responsible manner.

Review date(s) 8-19-86; 5-4-89; 10-27-92; 2- 9-2000; 4-10-2002; 1-8-2003; 6-11-2003; 3-10-2004; 1-12-2005; 8-9-2006; 1-10-2007; 1-14-2009; 2-10-10; 1-12-11; 9-14-11; 9-4-13

Olmsted County Community Services  
Community Services Advisory Board

**ADVISORY BOARD GUIDELINES**

A. Name

The name of this group is the Olmsted County Community Services Advisory Board (CSAB).

B. Authority

The CSAB has been established by the Olmsted County Board of Commissioners in accordance with M.S. 256E.08 subd. 1 and 393.07 subd. 8. A County Board resolution was adopted on July 24, 1979 establishing the CSAB. For purposes of this document, "community services" shall mean social services.

C. Purposes

The CSAB exists to advise the County Board and Olmsted County Community Services on community services issues. Its primary purpose is focused in four areas: planning, budgeting, policy and evaluation. Specific purposes for each include:

■ Planning

1. To provide citizen representation and perspective in understanding, addressing, and resolving community issues..
2. To assist in identifying community needs which are applicable to the mission, purpose and scope of Olmsted County Community Services.
3. To recommend to the County Board priorities in the following areas:
  - Chemical Health
  - Child Care and Foster Care Licensing
  - Protection and Early Intervention
  - Child Support
  - Developmental Disabilities

- Mental Health
- Elderly Services
- Physical Disabilities
- Food Support
- Cash Assistance
- Healthcare Assistance
- Housing Support
- Other Areas as Identified

■ Budgeting

1. To recommend funding priorities to the County Board for the programs and services of Olmsted County Community Services.
2. To review and make recommendations on service proposals, need determinations, and grant applications which require County Board authorization.
3. To explore and support alternative funding sources.

■ Policy

1. To participate in the development of community service policies and legislative positions for recommendations to the County Board.
- 2.

■ Evaluation

1. To participate in the evaluation and performance of the community services.
2. To periodically review the relationship between the County Board, Olmsted County Community Services and the CSAB and make suggestions for improvement and assures citizen involvement.

D. Membership

The CSAB is comprised of 19 representatives: 2 representatives of the County Board and 1 city representative (within Olmsted County), 1 representative from the Olmsted County

United Way , 2 consumers, and 13 at-large representatives. At large, consumers, and the city representative are selected and appointed by the County Board at such times as needed. In making appointments, consideration should be given to minority status, geographic representation, economic status, and interest in community service issues.

#### E. Length of Term

At large, consumer, and city representative terms are three years in length and may be renewed for one additional term. A representative filling the unexpired term of another representative shall still be eligible to serve two regular terms of office. County Board membership limitations are determined by the County Board. A member will be asked to resign after three consecutive unexcused absences. Lengthy absences will be handled on an individual basis.

#### F. Officers

There are two officers of the CSAB: chairperson and vice chairperson. Officers serve for a calendar year. Consecutive terms of office are at the discretion of the CSAB.

Ex-officio members are staff of the Olmsted County Community Services. The Directors of Child and Family Services, Adult and Family Services, and Family Support and Assistance perform ex-officio functions. Support services are also provided by a representative of Community Services.

#### G. Duties of Officers

The chairperson:

- chairs all meetings of the CSAB
- reports to the County Board on behalf of the CSAB
- participates in annual budget presentations to the County Board on behalf of the CSAB
- make appointments to committees, task forces, and work groups.

- convenes and moderates CSAB Public Hearings serves on interview panels as requested.

#### H. Elections

An ad hoc nominating committee composed of the current chairperson, Vice chairperson, and the Division Directors selects a slate of officer candidates in November of each year. Election of officers is held in December of each year. Officers assume their duties at the first regular meeting in January.

#### I. Meetings

The CSSAB meets monthly. Agenda material is sent to members at least two (2) days before meetings. The chairperson of CSAB may call for a special meeting.

#### J. Per Diems

CSAB members are entitled to a reimbursement for meetings as determined by the County Board verified expenses such as mileage, and meal cost for attendance at meetings may be reimbursed.

#### K. Committee Representation

The CSAB may have representation on other social services groups or the CSAB may form ad hoc work groups to address issues of interest to the CSAB and/or county board as needed.

#### N. Conflict of Interest

CSSAB representatives are expected to maintain the highest ethical standards and adhere to conflict of interest policies adopted by the CSAB and County Board.

## O. Amendments and Guidelines Review

These guidelines will be reviewed annually and all recommended revisions must be approved by the County Board. Amendments may be proposed at any regular meeting of the CSAB.

## P. Quorum/Voting

A simple majority of the membership shall constitute a quorum. All votes taken shall be determined by a majority vote.

### Approval

1. CSSAB Approval: Crysta Parkin, Chair  
Date 9/4/2013
2. County Board  
Approval: Jim Bier, County Board Chair  
Date: 9/24/2013

*OLMSTED COUNTY  
POLICY ON TESTIFYING/LOBBYING  
BY COUNTY EMPLOYEES AND  
CITIZEN MEMBERS OF COUNTY APPOINTED BOARDS AND COMMISSIONS Changes  
approved by County Board:*

If you lobby/testify on a policy\* issue of Olmsted County's, confine your efforts to the issues as presented in the current legislative agenda or a recent County Board resolution. Communicate your contacts/activities to the legislative analyst as soon as possible, and copy our area legislators. If the policy issue is not on the legislative agenda, you need to have the County Board's position before you lobby. Follow normal Board procedures to obtain this position.

If you lobby/testify as a professional, either at the request of a legislator or state agency, or of a professional organization, note in your testimony that you speak as a professional, not as a representative of Olmsted County. Communicate your contact to the legislative analyst as soon as possible and alert area legislators who sit on committees which will receive your testimony.

If you lobby/testify on your own behalf, it must be done on your own time and at your own expense. Identify yourself as a person who does NOT speak for Olmsted County.

The legislative analyst will lobby or organize lobbying on behalf of the County on positions taken by the County Board. Department Heads, supervisors, employees, and citizen advisory board members with special knowledge may be asked to support the effort by testifying or providing information in other ways. The legislative analyst will convey to the County Board and Department Heads information on impending legislation on these positions.

- A policy issue is one that could impact the levy, structure, or delivery system of the county; or one whose very nature would be an extremely sensitive matter for the County Board.