

ORDINANCE 10208 (NEW SERIES)

AN ORDINANCE AMENDING ARTICLE XVII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO THE SAN DIEGO COUNTY FOSTER CARE SERVICES COMMITTEE

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Article XVII of the San Diego County Administrative Code Article is hereby amended to read:

SEC. 300. SAN DIEGO COUNTY FOSTER CARE SERVICES COMMITTEE.

There is hereby created and established the San Diego County Foster Care Services Committee. This Committee is established to advise the Health and Human Services Agency on issues, problems and policies affecting foster parents and placements.

SEC. 300.1. MEMBERSHIP AND SELECTION.

The Committee shall consist of seventeen (17) members. Members shall be nominated by the organizations listed below, and the nominations submitted to the Committee's Membership Subcommittee for consideration in accordance with section 300.6 of this Code. The Director of the Health and Human Services Agency shall concur with the appointment from the following organizations:

- (7) Representing Foster Parent Associations and foster parents
  - (1) San Diego County Foster Parent Association
  - (1) North County Foster Parent Association
  - (1) Loving Arms Foster Parent Association
  - (4) Foster parents
- (5) Representing the Health and Human Services Agency
  - (4) Children's Welfare Services
  - (1) Mental Health/Public Health
- (5) Representing Community Based Organizations
  - (1) Representing Foster Care Education and Training Program
  - (1) Representing Education K-12

(3) Representing other community based organizations All members shall be voting members of the Committee.

#### SEC. 300.2. APPOINTMENTS.

Persons appointed to the Committee shall have demonstrated interest and experience in the needs of the foster care community.

#### SEC. 300.3. TERM OF OFFICE.

Members shall serve a term of office of four (4) years. Members nominated from the organizations set forth in section 300.1 shall serve no more than two (2) terms or ten (10) years to complete a partial term.

#### SEC. 300.4. VACANCIES.

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) Absences from more than one-third of the regularly scheduled meetings in any 12-month period or three consecutive regularly scheduled meetings.
- (4) Or for any reason specified in Government Code Section 1770.

When a vacancy occurs as the result of missing one-third of the regularly scheduled meetings in one 12-month period or three consecutive regularly scheduled meetings, both the member and the Director of the Health and Human Services Agency shall be notified by the Committee Chair. Vacancies shall be filled by nomination as set forth in Sections 300.1 and 300.6 and with the concurrence of the Director, Health and Human Services Agency.

If a vacancy occurs, a new appointee shall serve for the unexpired term of the member being replaced.

#### SEC. 300.5. ORGANIZATION.

- (a) Officers. The Committee shall select from its membership a Chair and a Vice Chair.
- (b) Rules. The Committee shall prepare and adopt the necessary rules and regulations for the conduct of its business.

(c) Quorum. A majority of members currently appointed to the Committee shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or approval.

(d) Minutes. The Committee shall keep written minutes of its meetings, a copy of which shall be filed with the office of the Director, Health and Human Services Agency.

(e) Meetings. The Committee shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with requirements of the Brown Act. All meetings of the Committee shall be open to the public and all persons shall be permitted to attend any meetings of the Committee.

#### SEC. 300.6. ESTABLISHMENT OF SUBCOMMITTEES.

(a) Ad Hoc Subcommittees. The Committee may appoint subcommittees for the purpose of carrying out the functions and duties of the Committee. Any subcommittee appointed shall consist of not fewer than three members, including at least one voting Committee member. The actions and recommendations of subcommittees shall not be deemed the action of the Committee or its members.

(b) The Committee shall establish two standing subcommittees: the Membership Subcommittee and the Bylaws Subcommittee.

(i) The Bylaws Subcommittee shall review the bylaws and recommend revision, if necessary, to the committee. It shall meet at least once annually.

(ii) The Membership Subcommittee shall meet as necessary to request and accept nominations for new members as vacancies occur through attrition or expiration. The Membership Sub-committee shall convene no later than November of each year to prepare the slate for offices and members whose terms expire on December 31 of each year. The Membership Subcommittee shall present those names for acceptance at the Committee's regular December meeting. The Membership Subcommittee shall request written nominations from the appointing authority or an executive officer of the organization that represents the member group.

(c) Volunteer and Consultant Services. The Committee shall engage the services of volunteer workers and consultants without salary as it may find necessary from time to time. Service of an individual as a volunteer worker or as a consultant shall not be considered service for or employment by the County.

#### SEC. 300.7. COMPENSATION.

Members of the Committee shall serve without compensation except for mileage reimbursement for any foster parent association representatives administered in accordance with Administrative Code Article XXVIa, Section 484. The Committee may appoint a Foster Parent

Liaison, and if so, may assume the cost of telephone bills incurred by the liaison in the course of duty.

#### SEC. 300.8. DUTIES AND RESPONSIBILITIES.

The Committee shall have the following duties and responsibilities:

- (a) To review and make recommendations on policies and programs affecting foster parents and placement.
- (b) To review and make recommendations on issues pertaining to foster parents and placement.
- (c) To act as an open forum in the review of problems concerning foster parents and placement.
- (d) To recommend solutions and cost effective measures to alleviate problems and issues relating to foster parents and placement as well as the foster care program.
- (e) To improve communication and teamwork among the foster parent community, the Health and Human Services Agency, other private placement agencies, educational systems and health care agencies.
- (f) To perform such other duties as might be assigned to the Committee by the Director, Health and Human Services Agency.

#### SEC. 300.9. REPORTS.

The Committee shall make available to the Health and Human Services Agency its findings and recommendations on issues presented to them, and submit an annual report of its findings and recommendations to the Director, Health and Human Services Agency no later than December 31 of each year.

#### SEC. 300.10. STAFF ASSISTANCE.

The Director, Health and Human Services Agency shall provide the necessary staff assistance to the Foster Care Services Committee.

#### SEC. 300.11. SUNSET.

This ordinance shall be reviewed for continuance in accordance with Board Policy on Sunset Review of Advisory Committees, and be included in the sunset schedule established by the Chief Administrative Officer.

Section 2: Effective Date. This ordinance shall take effect thirty (30) days after its adoption. Within fifteen days after the date of adoption of this ordinance, a summary

shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 3<sup>rd</sup> day of April, 2012.