

ORDINANCE 9070 (NEW SERIES)

AN ORDINANCE AMENDING SECTIONS OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO THE HEALTH AND HUMAN SERVICES AGENCY ADVISORY BOARDS, COMMITTEES AND COMMISSION ON CHILDREN, YOUTH AND FAMILIES

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

Section 1. ARTICLE IIIo of the San Diego County Administrative Code is amended to read:

ARTICLE IIIo

SEC. 84.90. SAN DIEGO COUNTY COMMISSION ON CHILDREN, YOUTH AND FAMILIES.

The Board of Supervisors of the County of San Diego declares that it is the policy of the County to take a leadership role in identifying and addressing the needs of children, youth and families who are in the public charge, as well as children, youth and families whose safety and welfare may be at risk.

In order to fulfill the tasks related to this policy, there is hereby established a San Diego County Commission on Children, Youth and Families. The Commission shall advise the Board of Supervisors as well as the Chief Administrative Officer in matters within its duties and responsibilities.

SEC. 84.91. MEMBERSHIP AND SELECTION.

The Commission shall consist of following voting members:

- (a) Five (5) At-large members, one (1) nominated by each Supervisor and confirmed by the Board of Supervisors, who fit in one or more of the following categories:
 - (1) Recipient of services for children and families;
 - (2) Nonprofit, community, or voluntary agency;
 - (3) Expert in children and family issues;
- (b) Four (4) members shall be nominated as follows and confirmed by the Board of Supervisors:
 - (1) Chair, San Diego County Child Care Planning Council;
 - (2) Executive Director, Children's Initiative;
 - (3) Executive Director, Child Abuse Prevention Foundation;

- (4) Executive Director, Voices for Children, the Court Appointed Special Advocate program.
- (c) Fifteen (15) public officials :
- (1) Presiding Judge, Juvenile Court;
 - (2) County Superintendent of Schools;
 - (3) Chancellor, San Diego Community College District;
 - (4) County Counsel;
 - (5) Director, Health and Human Services Agency;
 - (6) Deputy Director, Health and Human Services Agency (as designated by the Director of the Health and Human Services Agency);
 - (7) Chief Probation Officer;
 - (8) Sheriff;
 - (9) Member, Board of Supervisors;
 - (10) District Attorney;
 - (11) Director, Department of Housing and Community Development;
 - (12) Regional Administrator, California Youth Authority;
 - (13) President, San Diego County School Board Association;
 - (14) Director, County of San Diego Parks and Recreation Department (County); and
 - (15) Director, Farm and Home Advisor.

The public official members shall serve terms concomitant with their position.

- (d) For purposes of application to, and participation in, the AB 1741 Youth Pilot Program under Section 18987 of the Welfare and Institutions Code, the Commission shall nominate additional individuals not otherwise designated in this Code as special members for the Board of Supervisors' confirmation as necessary to meet the requirements of Section 18987 of the Welfare and Institutions Code. These members shall be appointed for the purpose of planning, implementing, monitoring and evaluating this blended funding pilot program under Section 18987 of the Welfare and Institutions Code.

- (e) For purposes of compliance with requirements for the Commission's existing designation as the planning and oversight body for the Title IVB of the Social Security Act, Subpart 2, Family Preservation and Support Program (Omnibus Budget Reconciliation Act of 1993, P.L. 103-66); and, designation as the SB 997 Interagency Children and Youth Services Council (Welfare and Institutions Code, Chapter 12.8, Section 18986), the Commission shall nominate additional individuals not otherwise designated in this ordinance as special members for Board of Supervisors' confirmation.
- (f) All members designated in Section 84.91 (a) through (e) may designate an alternate representative when they are unable to attend regularly scheduled meetings. Such alternates shall be designated in writing by the member and shall be subject to the policy governing attendance.

SEC. 84.92. APPOINTMENTS.

Persons appointed to the Commission must meet the following requirements:

- (1) Be a resident of San Diego County; and
- (2) Demonstrate an interest in, and knowledge of, issues relating to the needs of children, youth and families.

SEC. 84.93. TERM OF OFFICE.

- (a) Those members nominated and confirmed by the Board of Supervisors in accordance with SEC. 84.91 (a) shall serve a term, that shall run concurrent with the term of the Supervisor nominating that member. The term shall expire on the date of expiration of the term of the nominating Supervisor, or at such time as he or she ceases to hold office, whichever occurs first. Any member whose term has expired hereunder shall continue his or her duties until his or her successor has been appointed. The reelection of a member of the Board of Supervisors shall not automatically extend the term of any member of the Commission.
- (b) Those members designated in SEC. 84.91 (b) and (c) shall serve a term concurrent with their incumbency in the office, agency, or organization specified in SEC. 84.91 (b) and the term of such members shall automatically terminate upon the completion of their tenure in the office, agency, or organization specified in SEC. 84.91 (b) and (c).
- (c) Those members nominated and confirmed by the Board of Supervisors in accordance with SEC. 84.91 (d) and (e) shall serve a term of office of two (2) years, with the option of a second two (2) year term. Such membership is contingent upon their continued membership in the affiliated organization.

SEC. 84.94. VACANCIES.

A vacancy shall be recognized before the expiration of the term upon the occurrence of any of the following:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) The ceasing of the incumbent to be a resident of the County of San Diego.
- (4) Absences from more than half of the regularly scheduled full Commission meetings in any 12-month period.
- (5) Absences from more than one-third of the regularly scheduled Committee meetings in any 12-month period or three consecutive regularly scheduled meetings.

When a vacancy occurs as the result of absences as designated in Sec. 84.94 (4) and (5), both the member and the nominating authority shall be notified of the vacancy by the Commission Chair. If a vacancy occurs in mid-term, the new appointee shall serve for the remainder of the term of the member being replaced.

SEC. 84.95. ORGANIZATION.

- (a) **Officers.** The Commission shall elect from its membership a Chair, Vice Chair, Secretary and other officers as may be deemed necessary for the conduct of its business as prescribed herein. Elected officers will serve a term of two (2) years. Officers will be elected at the first regularly scheduled meeting of each even numbered fiscal year.
- (b) **By-laws.** The Commission shall prepare By-laws governing the conduct of its business as prescribed herein. The By-laws must be approved by County Counsel and accepted by the Board of Supervisors.
- (c) **Quorum.** A majority of members currently appointed to the Commission shall constitute a quorum. Any official action or position adopted by the Commission requires passage by a quorum vote. A majority of members in attendance shall be required to carry all other motions or approvals.
- (d) **Meetings.** The Commission shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with the requirements of the Brown Act. All meetings of the Commission shall be open and public and all persons shall be permitted to attend any meetings of the Commission.

SEC. 84.96. ESTABLISHMENT OF COMMITTEES.

- (a) Committee members shall be drawn from the membership designated in SEC 84.91.
- (b) Executive Committee. The Commission shall establish an executive committee comprised of, at a minimum, the Chair, Vice Chair, Secretary, and the Executive Officer of the Commission. The Chair may appoint other members as deemed necessary. The executive committee will function to make interim decisions on issues that arise between Commission meetings or those that require immediate and timely action. Any action taken by the executive committee shall be placed on the next Commission agenda for ratification. The executive committee is subject to compliance with the requirements of the Brown Act.
- (c) Standing Committees. The Commission shall have five standing committees: The Early and Comprehensive Educational Support Committee, the Wrap-Around Health Committee, the Family Safety and Well-Being Committee, the Youth Pilot Program Strategy and Oversight Committee, and the Delinquency Prevention Program Strategy and Oversight Committee. The actions and recommendations of committees shall not be deemed the action of the Commission or its members.
- (d) Ad-Hoc Committees. The Commission shall establish Ad-hoc Committees as necessary for the purpose of a timely or targeted response on issues involving children, youth and families.

SEC. 84.97. COMPENSATION AND EXPENSES.

Members of the Commission shall serve without compensation and shall not be reimbursed for expenses other. Members of the Commission are hereby designated as eligible to receive mileage reimbursement for travel expenses incurred in performing the duties assigned to them under this Code.

SEC. 84.98. DUTIES AND RESPONSIBILITIES.

The Commission shall have the following duties and responsibilities:

- (a) To serve as an information resource to the Board of Supervisors on issues related to children, youth and families.
- (b) To promote coordinated and collaborative efforts of public and private sector organizations engaged in services to children and to facilitate a regional and integrated service delivery approach to the provision of children, youth and family services.
- (c) To develop and make policy recommendations to the Chief Administrative Officer and Board of Supervisors regarding children, youth and family issues and services.
- (d) To provide a regional public forum for the discussion of issues relating to children, youth and families.

- (e) To respond to requests from the Board of Supervisors to review issues relating to children, youth and families.
- (f) To assist appropriate departments in the development of plans for services to children, youth and families.
- (g) To assist appropriate departments in reviewing legislation relating to children, youth and family issues.
- (h) To promote efforts such as decategorized, blended funding initiatives, and obtaining categorical funding waivers, to increase local flexibility in funding and programming decisions related to children, youth and families.
- (i) To promote preventive services and programs for children, youth and families.

SEC. 84.99. REPORTS.

The Commission shall make available to the Board of Supervisors its findings and recommendations, and submit an annual report of its activities to the Board of Supervisors prior to the end of each fiscal year.

SEC. 84.99.1. STAFF ASSISTANCE.

- (a) The Director of the Health and Human Services Agency shall provide staff assistance to the Commission.
- (b) Uncompensated Services. The Commission shall engage the uncompensated services of volunteer and student workers, and consultants without salary, as it may deem necessary. The services of such individuals shall not be considered as service for, or employment by, the County of San Diego.

SEC. 84.99.2. ORDINANCE CHANGES.

Any proposed change in the provision of this Article shall be submitted to the Commission for review and comment prior to said proposed change being considered by the Board of Supervisors.

Section 2. ARTICLE XVII of the San Diego County Administrative Code is amended to read:

ARTICLE XVII

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

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

SEC. 300.1. MEMBERSHIP AND SELECTION.

The Committee shall consist of twenty-three (23) 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:

- (9) Representing Foster Parent Associations
 - (5) San Diego County Foster Parent Association
 - (2) North County Foster Parent Association
 - (2) Latino Foster Parent Associations
- (1) Representing Foster Care Education and Training Programs
- (1) Representing Group Home Association
- (1) Representing Association of Foster Family Agencies
- (1) Representing Relative Caregiver Organizations
- (1) Representing the Regional Center
- (1) Representing the Probation Department
- (7) Representing the Health and Human Services Agency
 - (6) Children's Services
 - (1) Mental Health
- (1) Representing the Juvenile Court

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 and relative 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) To review and make recommendations on issues pertaining to foster/relative parents and placement.
- (c) To act as an open forum in the review of problems concerning foster/relative parents and placement.
- (d) To recommend solutions and cost effective measures to alleviate problems and issues relating to foster/relative parents and placement as well as the foster care program.

- (e) To improve communication and teamwork among the foster/relative 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. 300.6. ESTABLISHMENT OF SUBCOMMITTEES.

- (a) Ad Hoc Subcommittees. The Committee may appoint subcommittees for the purposes 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 Subcommittee 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. With the exception of representatives of Relative Caregiver Organizations, there is one nomination organization for each designated member. The Committee shall choose by majority vote of the Committee a single nominee when nominations exceed the number of members allotted to Relative Caregiver Organizations. Relative Caregiver Organizations are defined as organizations created for purposes of providing support, training and information to relatives providing care to children placed by the County of San Diego.
- (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 and relative placement group 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/relative parents and placement.
- (b) To review and make recommendations on issues pertaining to foster/relative parents and placement.
- (c) To act as an open forum in the review of problems concerning foster/relative parents and placement.
- (d) To recommend solutions and cost effective measures to alleviate problems and issues relating to foster/relative parents and placement as well as the foster care program.
- (e) To improve communication and teamwork among the foster/relative 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 and Relative 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 3. ARTICLE LV of the San Diego County Administrative Code is amended to read:

ARTICLE LV

SEC. 861. SAN DIEGO COUNTY HEALTH SERVICES ADVISORY BOARD.

There is hereby created and established the San Diego County Health Services Advisory Board. The Health Services Advisory Board shall constitute a citizens advisory board on public health as required by Section 710 of the County Charter. This Board is established to advise the Board of Supervisors, and the Health and Human Services Agency regarding programs, issues and budget items pertaining to the Health and Human Services Agency as defined in Section 861.8.

SEC. 861.1. MEMBERSHIP AND SELECTION.

The Board shall consist of seventeen (17) members. All members shall represent the entire area and population of the County in the performance of duties. Persons appointed to the Board shall have demonstrated interest and experience in the needs of the Health and Human Services Agency. The members shall serve during their terms at the pleasure of the Board of Supervisors and any member may be removed at any time by a majority vote of the Board of Supervisors or by the member's failure to meet the regularly scheduled meeting attendance requirements. All members shall be voting members of the Board; provided, however, that each member may designate an alternate in writing, and the alternate shall be entitled to vote on Board matters in the absence of the member.

Each member of the Board of Supervisors shall nominate and recommend for appointment by the Board of Supervisors two (2) members to the Board from the following categories:

Physicians representing traditional health care providers serving low income and indigent populations, each physician to be affiliated with one or more minority health care provider organizations in San Diego County;

Representatives of academic institutions active in the training and education of health professionals in San Diego County;

Representatives of business, recommended by the Greater San Diego Chamber of Commerce and/or other Chambers of Commerce located in San Diego County or by the San Diego County Taxpayers Association;

Representatives of organized-labor groups active in the health care industry of San Diego County;

Representatives of either rural or minority health organizations recommended by the Director of the Health and Human Services Agency and Chief Administrative Officer to achieve geographic and ethnic balance; and

Representatives of legal services organizations representing indigent populations.

In addition, the following seven (7) persons shall be members of the Board or shall designate representatives from their organizations who shall be members: the President of the San Diego County Medical Society, the President of the Healthcare Association of San Diego and Imperial Counties, the Executive Director of the San Diego Council of Community Clinics, the Chair of the San Diego County Mental Health Advisory Board, the Chair of the San Diego County Alcohol and Drug Advisory Board, the Chair of the Healthy San Diego Professional Advisory Board, and the Chair of the Healthy San Diego Consumer Advisory Board.

SEC. 861.2. EXCLUSIONS.

- (1) An employee of the County shall not serve on the Board.
- (2) No person shall be appointed to the Board if by reason of such employment a conflict of interest could arise. Appointment by the court of an attorney to represent an individual shall not be considered a conflict of interest.
- (3) Members of County citizen advisory committees shall disclose to the Clerk of the Board of Supervisors in writing any outside employment or activity engaged in for compensation which relates to their County duties or to the functions and responsibilities of the County department or agency which they serve or which may be subject to approval by any County officer or employee.

No member of an advisory committee shall make, participate in making or in any way attempt to use his/her position as a member of an advisory committee to influence a decision in which he/she knows or has reason to know that he/she has a financial interest, except in those cases where the member is appointed to represent an entity or group having a financial interest in a matter coming within the citizen committee's area of responsibility.

No person shall be appointed to or serve on, an advisory committee which participates in the making of County contracts in which such person is financially interested within the terms of Government Code section 1090 et seq. This prohibition is not applicable to persons with "remote interests" as defined in subdivision (b) of Government Code section 1091, provided that the person discloses the interest in accordance with subdivision (a) of Government Code section 1091 and the person does not influence or attempt to influence other advisory committee members to act favorably in respect to the contract in which the person has a remote interest.

SEC. 861.3. TERM OF OFFICE.

Members nominated by a Supervisor shall serve a term of office concurrent with the term of office of their nominating Supervisor. The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any board member.

The persons, if any, who are members of the Health Services Advisory Board because they hold one of the following positions or are designated by such person to represent their organization shall serve on the Board until a successor has been chosen for the position, at which time the successor shall become a member of the Board:

President of the San Diego County Medical Society;

President of the Healthcare Association of San Diego and Imperial Counties;

Executive Director of the San Diego Council of Community Clinics;

Chair of the San Diego County Mental Health Advisory Board;

Chair of the San Diego County Alcohol and Drug Advisory Board;

Chair of the Healthy San Diego Professional Advisory Board; and,

Chair of the Healthy San Diego Consumer Advisory Board.

No member shall serve more than two consecutive 4-year terms.

Any member whose term has expired hereunder shall continue to discharge the duties as a member until a successor has been appointed and qualified.

SEC. 861.4. VACANCIES.

A vacancy shall occur as a result 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) Unexcused 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, the nominating Supervisor, if any, the Chief Administrative Office and the Director of the Health and Human Services Agency shall be notified by the Board Chair. Vacancies shall be filled by nomination as set forth in Section 861.1.

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

SEC. 861.5. ORGANIZATION.

- (a) Officers. The Board shall annually select from its membership a Chair and a Vice-Chair.
- (b) Rules. The Board 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 Board shall constitute a quorum. A majority of members in attendance shall be required to take action.
- (d) Minutes. The Board shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board of Supervisors.
- (e) Meetings. The Board shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with the requirements of the Brown Act. All meetings of the Board shall be open and public and all persons shall be permitted to attend any meetings of the Board.
- (f) Staff Requests. County citizen committees are charged with advising the Board of Supervisors on the policies the Board establishes to guide the various functions of the County, and on the established procedures by which such functions are performed. Unless specifically designated in their establishing authority, the advisory committees are not charged with advising the Chief Administrative Officer regarding his function and responsibility to carry out the Board's policy decisions. Recognizing that this delineation of administrative authority has been established in County Charter section 501.9-Non-interference, Board Policy A-98, and Board Policy A-72, requests from advisory committees which will involve response from County management staff should be in writing and signed by the Chair of the advisory committee. Staff response requiring less than four (4) hours to research, prepare and submit an answer to specific requests readily obtainable should be responded to in an expeditious manner by the office or department to which addressed or assigned. More involved requests shall be discussed by the Chief Administrative Officer with the Chair of the Board of Supervisors and if necessary the requestor, and docketed with the Board for its direction. If the Board directs the Chief Administrative Officer to respond to the request, the Chief Administrative Officer will assign the matter to the appropriate staff within the County organization and monitor its progress to assure complete, coordinated and timely response.

- (g) Government Code section 1098: County Citizen Committees shall be subject to the provisions of Government Code section 1098-Confidential information; use or disclosure for pecuniary gain.

SEC. 861.6. ESTABLISHMENT OF SUBCOMMITTEES.

- (a) Standing Sub-committees. The Board will appoint Standing Sub-committees in accordance with its by-laws. Any committee that functions regularly and whose membership is appointed annually shall be a Standing Sub-committee.
- (b) Ad Hoc Sub-Committees. The Board may appoint sub-committees for the purposes of carrying out the functions and duties of the Board. Any sub-committee appointed shall consist of not fewer than three members, including at least one voting Board member. The actions and recommendations of sub-committees shall not be deemed the action of the Board or its members.
- (c) Volunteer and Consultant Services. The Board 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 as service for or employment by the County.

SEC. 861.7. COMPENSATION AND EXPENSES.

Members of the Board shall serve without compensation. Board members shall be reimbursed for expenses incurred in performing their duties under this article, including mileage reimbursement in accordance with Administrative Code Section 471 and 490 et seq.

SEC. 861.8. DUTIES AND RESPONSIBILITIES.

The Board shall have the following duties and responsibilities:

- (1) To review and make recommendations on new policies and programs within the Health and Human Services Agency. Any policy or program advice by the Committee which impacts the administration of the County will be referred to the Chief Administrative Officer for his/her review and comment.
- (2) To review the Health and Human Services Agency's annual budget and provide written comments and recommendations to the Board of Supervisors.
- (3) To examine the variables which impact access to health care and to develop an integrated set of recommendations aimed at an improved health-care delivery system. Develop recommendations which bring discipline and coordination to a fragmented health care system.

- (4) To review current and proposed health related legislation and recommend support, opposition or propose change to the Board of Supervisors, and the Director of the Health and Human Services Agency to pursue further action through appropriate legislative channels.
- (5) To solicit and provide a forum for public input, advice, and proposed solutions and alternatives on critical health issues and problems in the community and/or faced by the County government.
- (6) To serve as the designated nominating authority for membership on designated advisory committees and forward these nominations to the Board of Supervisors for appointment.
- (7) To assist the Director of the Health and Human Services Agency in assessing those community issues which could result in a fiscal impact on the County government, and making recommendations regarding such impacts.
- (8) To perform such other duties as may be assigned by the Board of Supervisors.

SEC. 861.9. REPORTS.

The Board shall make available to the Board of Supervisors, the Chief Administrative Officer and the Health and Human Services Agency its findings and recommendations on issues presented to them, and submit an annual written report of its activities to the Board of Supervisors.

SEC. 861.10. STAFF ASSISTANCE.

The Director of the Health and Human Services Agency shall ensure the provision of the necessary staff assistance to the Health Services Advisory Board.

SEC. 861.11. SUNSET.

This Article shall be reviewed as a part of the regularly scheduled sunset review process.

Section 4. ARTICLE LVI of the San Diego County Administrative Code is amended to read:

ARTICLE LVI

SEC. 881. SAN DIEGO COUNTY ALCOHOL AND DRUG ADVISORY BOARD.

There is hereby created and established the San Diego County Alcohol and Drug Advisory Board, hereafter referred to as "Advisory Board", pursuant to the State of California Health and Safety Code Section 11964.5. This Advisory Board is established to encourage public participation in the policies and programs relating to the County's Alcohol Program in accordance with Health and Safety Code Section 11805 and the County's Drug Program in accordance with Health and Safety Code Section 11964 and to advise the Board of Supervisors, the Chief Administrative Officer and the Health and

Human Services Agency on programs, and issues pertaining to Alcohol and Drug Services as defined in Section 881.10.

SEC. 881.1. MEMBERSHIP AND SELECTION.

- (a) The Advisory Board shall consist of fifteen (15) voting members and five (5) ex officio members. Each Supervisor shall nominate three (3) members, who shall be appointed by the Board of Supervisors. The members shall serve during their terms at the pleasure of the Board of Supervisors and any member may be removed at any time by a majority vote of the Board of Supervisors or by the member's failure to meet the regularly scheduled meeting attendance requirements.

Four (4) ex officio members shall be assigned to serve on the Advisory Board by each director of the County Sheriff's Department, the Health and Human Services Agency, the Probation Department and the County Office of Education. One (1) ex officio member shall be assigned by the presiding judge of the Superior Court. Ex officio members shall serve their terms at the pleasure of their appointing authorities. Ex officio members shall not have a vote on matters considered by the Advisory Board.

- (b) Members appointed by the Board of Supervisors shall include representatives from various economic, social and occupational groups and shall be broadly representative of the demographic characteristics of the county.
- (c) All members of the Advisory Board shall have a professional interest in, or personal commitment to, alleviating problems related to inappropriate alcohol use and drug abuse in San Diego County.

SEC. 881.2. EXCLUSIONS.

- (a) An employee of the Health and Human Services Agency shall not serve on the Advisory Board.
- (b) No member of the Advisory Board shall be an employee, or member of a board of directors or advisory body of any county operated alcohol or drug program or provider of alcohol or drug services operating under a contract with the county.
- (c) No member of the Advisory Board shall be a member of any advisory body to, or a person who holds any similar position or title on a compensated or noncompensated basis in, a program which seeks to or possesses a license pursuant to Chapter 9 (commencing with Section 11836).
- (d) No member of the Advisory Board shall be a direct recipient of any state funds allocated under this part pursuant to a contract with the California Department of Alcohol and Drug Programs, which shall include compensation for contracted services from, or membership on an advisory body or board of directors of, the entity which receives funds.

SEC. 881.3. CONFLICT OF INTEREST.

Members of the Advisory Board shall disclose to the Clerk of the Board of Supervisors in writing any outside employment or activity engaged in for compensation which relates to their County duties or to the functions and responsibilities of the County department or agency which they serve or which may be subject to approval by any County officer or employee.

No member of the Advisory Board shall make, participate in making or in any way attempt to use his/her position as a member of an advisory board to influence a decision in which he/she knows or has reason to know that he/she has a financial interest, except in those cases where the member is appointed to represent an entity or group having a financial interest in a matter coming within the Advisory Board's area of responsibility.

No person shall be appointed to, or serve on, the Advisory Board which participates in the making of County contracts in which such person is financially interested within the terms of Government Code Section 1090 et seq. This prohibition is not applicable to persons with "remote interests" as defined in subdivision (b) of Government Code section 1091, provided that the person discloses the interest in accordance with subdivision (a) of Government Code section 1091 and the person does not influence or attempt to influence other advisory board members to act favorably in respect to the contract in which the person has a remote interest.

SEC. 881.4. TERM OF OFFICE.

- (a) Members nominated by each Supervisor shall serve a term of office concurrent with the term of office of their nominating Supervisor. The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any Advisory Board member.
- (b) Ex officio members representing County departments and the County Office of Education shall be assigned for a term of three years and may serve no more than two (2) full consecutive terms. The initial terms of the ex officio members shall be staggered as follows: one year for the representative of the Health and Human Services Agency, two (2) years for the representative from the County Office of Education, and three (3) years for representatives of the Probation Department and Sheriff's Department. The ex officio member representing the Superior Court shall serve for a term of three years.
- (c) Any member whose term has expired hereunder shall continue to discharge the duties as a member until a successor has been appointed and qualified.

SEC. 881.5. VACANCIES.

A vacancy shall occur as a result of any of the following events before the expiration of the term:

- (a) The death of the incumbent.
- (b) The resignation of the incumbent.
- (c) Unexcused absences from more than one-third of the regularly scheduled meetings in any 12-month period or three consecutive regularly scheduled meetings.
- (d) 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 nominating Supervisor shall be notified by the Advisory Board Chair.

Vacancies shall be filled in accordance with Section 881.1. Vacancies shall be filled for the unexpired term of the member being replaced.

SEC. 881.6. ORGANIZATION.

- (a) Officers. The Advisory Board shall annually select from its membership a Chair and Vice-Chair. The officers shall serve for a calendar year.
- (b) Rules. The Advisory Board 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 Advisory Board shall constitute a quorum. A majority of members in attendance shall be required to take action.
- (d) Minutes. The Advisory Board shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board of Supervisors.
- (e) Meetings. The Advisory Board shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with the requirements of the Brown Act. All meetings of the Advisory Board shall be open and public and all persons shall be permitted to attend any meetings of the Advisory Board.
- (f) Staff Requests. County citizen advisory boards are charged with advising the Board of Supervisors on the policies the Board establishes to guide the various functions of the County, and on the established procedures by which such functions are performed. Unless specifically designated in their establishing authority, the advisory boards are not charged with advising the Chief Administrative Officer regarding his function and responsibility to carry out the Board's policy decisions. Recognizing that this delineation of administrative authority has been established in County Charter section 501.9-Non-interference, Board Policy A-98, and Board Policy A-72, requests from advisory committees which will involve response from County management staff should be in writing and signed by the Chair of the advisory board.

Staff responses requiring less than four (4) hours to research, prepare and submit an answer to specific requests readily obtainable should be responded to in an expeditious manner by the office or department to which addressed or assigned. More involved requests shall be discussed by the Chief Administrative Officer with the Chair of the Board of Supervisors and if necessary the requestor, and docketed with the Board for its direction. If the Board directs the Chief Administrative Officer to respond to the request, the Chief Administrative Officer will assign the matter to the appropriate staff within the County organization and monitor its progress to assure complete, coordinated and timely response.

- (g) Government Code section 1098: County Citizen Advisory Boards shall be subject to the provisions of Government Code section 1098-Confidential information; use or disclosure for pecuniary gain.

SEC. 881.7. ESTABLISHMENT OF COMMITTEES.

- a) Standing Committees. The Advisory Board may establish standing committees for the purpose of carrying out the functions and duties of the Advisory Board. The number, membership, and function of each standing committee shall be included in the Operating Procedures of the Advisory Board. Any standing committee shall consist of not fewer than four members, including at least two members of the Advisory Board.
- (b) Ad Hoc Committees. The Advisory Board may appoint ad hoc committees for the purpose of carrying out the functions and duties of the Advisory Board. Any ad hoc committee appointed shall consist of not fewer than three members, including at least one Advisory Board member. The actions and recommendations of ad hoc committees shall not be deemed the action of the Advisory Board or its members.
- (c) Volunteer and Consultant Services. The Advisory Board 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 as service for or employment by the County.

SEC. 881.8. COMPENSATION AND EXPENSES.

Members of the Advisory Board shall serve without compensation. Advisory Board members shall be reimbursed for expenses incurred in performing their duties under this article, including mileage reimbursement in accordance with Administrative Code Section 471 and 490 et al.

SEC. 881.9. DUTIES AND RESPONSIBILITIES.

The duties and responsibilities of the Advisory Board shall include:

- (a) To review and approve the procedures used to insure citizen and professional involvement in all stages of the planning process leading to the formulation and adoption of the County Alcohol Program Plan and the County Drug Program Plan.

- (b) To participate in the planning process for the County Alcohol Program and the County Drug Program. This participation includes:
 - (1) To review and comment on the County Alcohol and Drug Program Budget.
 - (2) After adoption of a program, to continue to act in an evaluative and advisory capacity with the Director of the Health and Human Services Agency, and the Board of Supervisors.
 - (3) To review and generally evaluate alcohol and drug abuse program needs, services, facilities, and special programs.
- (c) To advise the Director of the Health and Human Services Agency on policies and goals and any other related matters the Director of the Health and Human Services Agency or the Board of Supervisors refers to the Advisory Board, or which are raised by the Advisory Board. Any proposed policy or program advice by the Advisory Board which impacts the administration of the County will be referred to the Chief Administrative Officer for his/her review and comment.
- (d) To encourage and educate the public to understand the nature of alcohol problems and drug problems and to encourage support throughout the county for development and implementation of effective alcohol and drug abuse programs.
- (e) To review and make recommendations on policies and programs proposed by the Health and Human Services Agency or the Chief Administrative Officer.
- (f) To perform such other duties as may be assigned to them by the Board of Supervisors.

SEC. 881.10. REPORTS.

The Advisory Board shall make available to the Board of Supervisors its findings and recommendations on major issues, and submit an annual written report of its activities to the Board of Supervisors.

SEC. 881.11. STAFF ASSISTANCE.

The Director of the Health and Human Services Agency shall ensure the provision of the necessary staff assistance to the Advisory Board.

SEC. 881.12. SUNSET.

This Article shall be reviewed as a part of the regularly scheduled sunset review process.

Section 5. ARTICLE LIX of the San Diego County Administrative Code is amended to read:

ARTICLE LIX

SEC. 911. SAN DIEGO COUNTY SOCIAL SERVICES ADVISORY BOARD.

There is hereby created and established the San Diego County Social Services Advisory Board. The Social Services Advisory Board shall constitute a citizens advisory board on public welfare as required by section 710 of the County Charter. This Advisory Board is established to solicit citizen input on public welfare and welfare to work services administered by the Health and Human Services Agency and to advise the Board of Supervisors and the Director, Health and Human Services Agency on matters pertaining to the delivery of services as defined in Section 911.8.

SEC. 911.1. MEMBERSHIP AND SELECTION.

The Advisory Board shall consist of ten (10) members demonstrating interest and objectivity regarding social services programs. Each Supervisor shall nominate two (2) members, who shall be appointed by the Board of Supervisors. The members shall serve during their terms at the pleasure of the Board of Supervisors and any member may be removed at any time by a majority vote of the Board of Supervisors or by the member's failure to meet the regularly scheduled meeting attendance requirements.

SEC. 911.2. EXCLUSIONS.

- (1) An employee of the County shall not serve on the Advisory Board.
- (2) No person shall be appointed to the Advisory Board if by reason of such employment a conflict of interest could arise. Appointment by the court of an attorney to represent an individual shall not be considered a conflict of interest.
- (3) Members of County citizen advisory boards shall disclose to the Clerk of the Board of Supervisors in writing any outside employment or activity engaged in for compensation which relates to their County duties or to the functions and responsibilities of the County department or agency which they serve or which may be subject to approval by any County officer or employee.

No member of an advisory committee shall make, participate in making or in any way attempt to use his/her position as a member of an advisory committee to influence a decision in which he/she knows or has reason to know that he/she has a financial interest, except in those cases where the member is appointed to represent an entity or group having a financial interest in a matter coming within the citizen committee's area of responsibility.

No person shall be appointed to or serve on, an advisory committee which participates in the making

of County contracts in which such person is financially interested within the terms of Government Code section 1090 et seq. This prohibition is not applicable to persons with "remote interests" as defined in subdivision (b) of Government Code section 1091, provided that the person discloses the interest in accordance with subdivision (a) of Government Code section 1091 and the person does not influence or attempt to influence other advisory committee members to act favorably in respect to the contract in which the person has a remote interest.

SEC. 911.3. TERM OF OFFICE.

Members shall serve a term of office concurrent with the term of office of their nominating Supervisor. The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs. Any member whose term has expired hereunder shall continue to discharge the duties as a member until a successor has been appointed and qualified. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any advisory board member.

SEC. 911.4. VACANCIES.

A vacancy shall occur as a result 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) Unexcused 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 nominating Supervisor shall be notified by the Advisory Board Chair. Vacancies shall be filled in accordance with Section 911.1.

Vacancies shall be filled for the balance of the unexpired term of the member being replaced.

SEC. 911.5. ORGANIZATION.

- (a) Officers. The Advisory Board shall annually select from its membership a Chair and a Vice-Chair. The officers shall serve for a calendar year.
- (b) Rules. The Advisory Board 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 Advisory Board shall constitute a quorum. A majority of members in attendance shall be required to take action.
- (d) Minutes. The Advisory Board shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board of Supervisors.
- (e) Meetings. The Advisory Board shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with the requirements of the Brown Act. All meetings of the Advisory Board shall be open and public and all persons shall be permitted to attend any meetings of the Advisory Board.
- (f) Staff Requests. County citizen committees are charged with advising the Board of Supervisors on the policies the Board establishes to guide the various functions of the County, and on the established procedures by which such functions are preformed. Unless specifically designated in their establishing authority, the advisory committees are not charged with advising the Chief Administrative Officer regarding his function and responsibility to carry out the Board's policy decisions. Recognizing that this delineation of administrative authority has been established in County Charter section 501.9-Non-interference, Board Policy A-98, and Board Policy A-72, requests from advisory committees which will involve response from County management staff should be in writing and signed by the Chair of the advisory committee. Staff responses requiring less than four (4) hours to research, prepare and submit an answer to specific requests readily obtainable should be responded to in an expeditious manner by the office or department to which addressed or assigned. More involved requests shall be discussed by the Chief Administrative Officer with the Chair of the Board of Supervisors and if necessary the requestor, and docketed with the Board for its direction. If the Board directs the Chief Administrative Officer to respond to the request, the Chief Administrative Officer will assign the matter to the appropriate staff within the County organization and monitor its progress to assure complete, coordinated and timely response.
- (g) Government Code section 1098: The Social Services Advisory Board and its subcommittees shall be subject to the provisions of Government Code section 1098-Confidential information; use or disclosure for pecuniary gain.

SEC. 911.6. ESTABLISHMENT OF SUB-COMMITTEES.

- (a) Ad Hoc Committees. The Advisory Board may appoint ad hoc committees for the purpose of carrying out the functions and duties of the Advisory Board. The committees must be chaired by an Advisory Board member who will determine the size of the committee and the meeting time and place in consultation with the Chair of the Advisory Board. Any disputes over the size or membership of the committee will be resolved by a vote of the Advisory Board. Committees must be time limited and have an established work plan approved by the Advisory Board.

The provisions of section 911.2 and section 911.5(f) shall apply to the ad hoc committees.

The committee chair shall provide the Advisory Board with monthly progress reports and report to the Advisory Board Chair when committee members change. Written reports shall be kept on any actions taken by the committee. The actions and recommendations of ad hoc committees shall not be deemed the action of the Advisory Board or its members unless approved by the Advisory Board.

- (b) Volunteer and Consultant Services. The Advisory Board 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 as service for or employment by the County.

SEC. 911.7. COMPENSATION AND EXPENSES.

Members of the Advisory Board shall serve without compensation. Advisory Board members shall be reimbursed for expenses incurred in performing their duties under this article, including mileage reimbursement in accordance with Administrative Code Section 471 and 490 et seq.

SEC. 911.8. DUTIES AND RESPONSIBILITIES.

The Advisory Board shall have the following duties and responsibilities:

- (1) To provide program, policy and process advice on how to move people from welfare dependency to self-sufficiency.
- (2) To review and make recommendations on welfare reform measures.
- (3) To review and provide advice on policy and program changes related to the prevention of welfare fraud.
- (4) To evaluate and make recommendations on the implementation procedures of State or federally mandated program changes.
- (5) To review and make recommendations regarding the provision of public welfare and welfare to work services, with a view towards reducing dependency upon welfare, increasing self-sufficiency, and improving family well-being.
- (6) To perform such other duties as may be assigned by the Board of Supervisors.
- (7) At the request of the Board of Supervisors or the Chief Administrative Officer, the Advisory Board may be involved in review and comment regarding Agency budgets and impacts of the County budget on programs and services within the Advisory Board's jurisdiction.
- (8) To review and make recommendations on new public welfare and welfare to work policies and programs within the Agency. Any policy or program advice by the Advisory Board

which impacts the administration of the County will be referred to the Chief Administrative Officer for his/her review and comment.

- (9) To recommend means of improving services and/or facilities within the jurisdiction of the Advisory Board at the request of the Director of the Health and Human Services Agency, the Chief Administrative Officer, or the Board of Supervisors.

SEC. 911.9. REPORTS.

The Advisory Board shall make available to the Board of Supervisors its findings and recommendations on major issues, and submit an annual written report of its activities to the Board of Supervisors.

SEC. 911.10. STAFF ASSISTANCE.

The Director of the Health and Human Services Agency shall ensure the provision of the necessary staff assistance to the Advisory Board.

SEC. 911.11. SUNSET.

This Article shall be reviewed as a part of the regularly scheduled sunset review process.

Section 6. 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 this 10th day of August, 1999.