

## **STEARNS COUNTY**

### **HUMAN SERVICES ADVISORY COMMITTEE**

#### **TASK FORCE OPERATING PROCEDURES**

Whereas, pursuant to the authority set forth in the Mn. Statutes, Chapter 402, the Stearns County Human Services Board has established and appointed an advisory committee to exercise functions, powers and duties described in Mn. Statutes, Section 402.03; and

Whereas, the advisory committee shall appoint permanent task forces to assist in planning for corrections, social, mental health and public health services.

Now, Therefore Be It Resolved, the Stearns County Human Services Advisory Committee does hereby adopt these operating procedures to govern the functions, powers and duties of task forces as established.

#### **Section I. Task Force Name**

The Stearns County Human Services Advisory Committee shall have six (6) permanent task forces as authorized by the Stearns County Human Services Board. The names of the task forces are:

Community Corrections Task Force  
Mental Health Task Force  
Public Health Task Force  
Social Service Task Force  
Transitions Task Force  
Youth Services Task Force

#### **Section II. Function and Scope**

- A. The function of each task force is to assist the Human Services Advisory Committee in planning for corrections, mental health, public health, social services, youth and services for persons in transition.
- B. Each task force has responsibility for addressing a specific scope of service areas, including but not limited to:
  - Community Correction Task Force (For purposes of this section, the Community Corrections Advisory Board shall function as the Community Corrections Task Force.)
  - Emergency Medical Services (EMS) Work Group - persons involved in EMS in Stearns County provide oversight in training needs and continuing education for EMS workers; and assist in planning for EMS system; Public Health Task Force assumed these duties;

- Mental Health Task Force - Mental Health services for adults and children; Chemical Dependency services;
  - Public Health Task Force - Population-based health prevention programs; Women, Infant and Children Nutrition Services (WIC), Disease Prevention and Health Promotion services; and Family Home Visiting; oversight in EMS training and education needs; and oversight planning for EMS system;
  - Social Services Task Force - Child Welfare services; School Absenteeism; Child and Adult Protection; Developmental Disability services, Long Term Care, and Guardianship services;
  - Transition Task Force - Access to Services (Homelessness / Personal Crisis services); Self-Sufficiency / Cash Assistance; Child Care subsidy and Child Support services; Licensing Services for day care and foster care systems.
  - Youth Services Task Force – Provide input to Human Services on the implementation of programs directed towards youth and youth intervention programs.
- C. Task forces may establish work groups of not more than 12 persons as approved by the Human Services Advisory Committee, to assist in meeting the scope of the Task Force responsibilities.
- D. Each task force is required to develop a calendar year work plan and to summarize on an annual basis the previous years work plan activities.

### **Section III. Membership / Terms**

- A. Each task force shall be appropriately constituted to fulfill state agency requirements, where applicable;
- B. Each task force may include up to fifteen (15) members so as to replace, at Human Services Board option, other required advisory boards / committees; the exception is the Youth Services Task Force, which has up to twenty (20) members;
- C. Membership on each task force shall be representative of the groups, as defined by the Human Services Advisory Committee, and noted on Attachment A of these operating procedures. The Youth Services Task Force shall include representatives from the 10 school districts in Stearns County;
- D. Individuals seeking appointment to a Stearns County Human Services Advisory Committee Task Force complete an online application on the Stearns County public website (<http://www.co.stearns.mn.us>);
- E. Individuals living in Stearns County, who are not members of the Advisory Committee may be appointed to a task force; persons representing organizations doing business in Stearns County may also be appointed;

- F. Recruitment for task force membership shall be done to assure geographic representation, and representation of service recipients, citizens and minority populations, to extent possible;
- G. The term of membership for all task forces, except the Youth Services Task Force, shall be three (3) years, not to exceed three (3) consecutive terms. The term of membership for the Youth Services Task Force is one (1) year consistent with the school year with members able to serve until graduation from high school;
- H. Task force appointments shall be completed by the Advisory Committee during its organizational meeting at the end of the year and ongoing through out the year as necessary. Task force reappointments for the next year shall be done during the last meeting of the current calendar year.
- I. A task force member who moves out of Stearns County, may complete his/her term, if agreeable to Human Services Advisory Committee.

#### **Section IV. Officers**

1. The officers of each task force shall be a Chair and Vice-Chair;
2. The Chair for each task force, except the Youth Services Task Force, shall be appointed by the Human Services Advisory Committee during its organizational meeting for the new calendar year. The Youth Services Task Force shall have 2 co-chairs, selected by the task force at the beginning of each school year.
3. The Vice-Chair shall be selected by the task force during the first meeting in the calendar year;
4. The term of office for Task Force Chairs shall be for one (1) year; with no member serving more than three (3) consecutive terms of office.

#### **Section V. Meetings**

1. Each task force shall establish its own meeting calendar, scheduling up to ten (10) meetings per year. Meetings shall be held at a time established by the task force membership;
2. Special meetings may be called by the Chair of the task force;
3. A quorum shall be defined as 50% or more of all occupied seats currently held by the task force members, and a majority vote of members present (if a quorum) is sufficient to adopt any motion. If a member misses more than three regularly scheduled meetings in a year, the Chair will make it known to the Advisory Committee for action. The Human Services Board reviews attendance of each task force on an annual basis.

4. All meetings of the task forces are open to the public.

#### **Section VI. Minutes**

1. Staff from Stearns County Human Services is responsible for preparation and maintenance of regularly scheduled and special meetings of each task force;
2. A copy of minutes for each meeting will be distributed (via paper or email) to members for review, prior to the next meeting;
3. Copies of agenda and approved minutes for each task force will be maintained by human services staff on behalf of the Human Services Advisory Chair. Agendas and minutes are public documents available for review at anytime.
4. The chair of each task force will provide periodic reports of task force activities at advisory committee meetings.

#### **Section VII. Per diems**

Members of the Advisory Committee Task Forces and Work Groups, who are not officials or employees of the County, may receive a per diem for participating on a Human Services Advisory Committee task force. Per diems are established by the Stearns County Human Services Board. Members may also be reimbursed for travel and other necessary expenses.

#### **Section VIII. Amendment of Operating Procedures**

These Operating Procedures may be amended at any regular or special meeting if the proposed amendment is in written form, provided to all members present, and approved by the Stearns County Human Services Advisory Committee.

#### **Section VIII. Effective Dates**

These Operating Procedures are to be utilized in conjunction with the Stearns County Human Services Advisory Committee Bylaws. Task Force Operating Procedures and any amendments shall be effective when approved by the Stearns County Human Services Advisory Committee.

Approved: August 7, 2000

Reviewed and Revised: August 8, 2002

Reviewed and Revised: April 8, 2004

Reviewed and Revised: January, 2005

Reviewed and Revised: January 2, 2007

Reviewed and Approved: February 12, 2009

Reviewed and Approved: March 11, 2010

Reviewed and Approved: February 10, 2011

Reviewed and Revised: March 14, 2013

Reviewed and Revised: February 12, 2015

STEARNS COUNTY HUMAN SERVICES ADVISORY COMMITTEE  
TASK FORCE STRUCTURE

<b>Task Force:</b> Community Corrections Task Force	<b>Task Force:</b> Public Health Task Force	<b>Task Force:</b> Mental Health Task Force	<b>Task Force:</b> Social Service Task Force	<b>Task Force:</b> Transitions Task Force	<b>Task Force:</b> Youth Services Task Force
<b>Would Address:</b> <ul style="list-style-type: none"> <li>• Adult Supervision</li> <li>• Juvenile Services</li> <li>• Adult/ Intensive Services</li> </ul>	<b>Would Address:</b> <ul style="list-style-type: none"> <li>• Prevention Services including population based programs</li> <li>• Women, Infants &amp; Children (WIC)</li> <li>• Disease Prevention/ Health Promotion related to:               <ul style="list-style-type: none"> <li>• Individuals</li> <li>• Target populations within general population</li> </ul> </li> <li>• Family Home Visiting</li> <li>• Services and planning related to EMS system</li> </ul>	<b>Would Address:</b> <ul style="list-style-type: none"> <li>• Adult Mental Health</li> <li>• Children’s Mental Health</li> <li>• Chemical Dependency Services</li> </ul>	<b>Would Address:</b> <ul style="list-style-type: none"> <li>• Child Welfare</li> <li>• Adolescent Services/ Truancy</li> <li>• School Absenteeism</li> <li>• Developmental Disability Services</li> <li>• Child Protection</li> <li>• Long Term Care</li> <li>• Adult Protection               <ul style="list-style-type: none"> <li>▪ Vulnerable Adults</li> <li>▪ Guardianship</li> </ul> </li> </ul>	<b>Would Address:</b> <ul style="list-style-type: none"> <li>• Access to Services (“Homelessness/ Personal Crisis”) Services</li> <li>• Cash Assistance/ Child Care Subsidy Services</li> <li>• Self Sufficiency (MFIP) related Services</li> <li>• Child Support System</li> <li>• Licensing Services:               <ul style="list-style-type: none"> <li>▪ Day Care System</li> <li>▪ Foster Care System</li> </ul> </li> </ul>	<b>Would Address:</b> <ul style="list-style-type: none"> <li>• Providing input to Human Services on the implementation of programs directed towards Youth</li> <li>• Youth intervention programs</li> </ul>
	EMS Work Group (2012) <b>Would Address:</b> <ul style="list-style-type: none"> <li>• Training needs of providers</li> <li>• Continuing education for EMS Workers</li> <li>• Planning for EMS Recognition Conference</li> </ul>				

4/13/00: Roxanne Wilson moved, Leo Pusateri, Jr. seconded a recommendation there be five (5) task forces of the Human Services Advisory Committee: Corrections Task Force (to be developed); Public Health Task Force; Mental Health Task Force; Social Services Task Force; Transitions Task Force.

10/12/00: Brian Smith moved, Mary Schlangen-Bauer seconded a recommendation that there be a short-term task force be established for Youth Risk Prevention Activities. Motion approved.

9/11/03: Cindy Stelten moved, Linda Abraham seconded a recommendation that the Emergency Medical Services Task Force become a task force of the Human Services Advisory Committee. Recommendation approved by the Stearns County Human Services Board on Feb. 3, 2004.

2/12/04: Tom Sinclair moved; Brian Smith seconded, elimination of the Youth Risk Behavior Task Force and moving the Adult Protection/Guardianship from the Mental Health Task Force to the scope of the Social Services Task Force. Motion carried.

9/9/04: Jeff Blair moved, Brian Smith seconded a recommendation to establish a Youth Services Task Force under the Human Services Advisory Committee. Recommendation approved by the Stearns County Human Services Board on October 4, 2004.

4/12/12: Robert Braun made a motion to recommend eliminating the EMS Task Force; creating a permanent EMS workgroup under the Public Health Task Force; and transfer EMS Task Force duties to the Public Health Task Force. Anne Redetzke seconded motion, motion carried. Recommendation approved by the Stearns County Human Services Board on September 25, 2012.

2/13/14: Robert Braun made a motion to accept the one year suspension of the Transitions Task Force and to appoint the two remaining members to other task forces; Arvis Stubbs to the Mental Health Task Force and Danielle Thiel to the Social Services Task Force. Paul Knutson seconded it, motion carried.