

RESOLUTION NO. R-2014-116

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

A RESOLUTION CREATING THE DOUGLAS COUNTY  
COMMUNITY SERVICES BLOCK GRANT ADVISORY BOARD

WHEREAS, pursuant to §§ 30-11-101(1)(c) and 30-11-107(1)(e), C.R.S., the Board of County Commissioners has the legislative authority to manage the concerns of Douglas County when deemed by the Board to be in the best interests of the County and its inhabitants; and

WHEREAS, the Douglas County annually receives Community Services Block Grant funds from the Colorado Department of Local Affairs to provide a range of services to low-income persons; and

WHEREAS, CSBG regulations require as a condition of the receipt of grant funds the establishment of an advisory board to participate in the development, planning, implementation and evaluation of the CSBG program; and

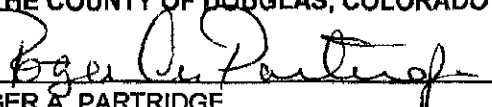
WHEREAS, the Board of County Commissioners of the desires to establish the Douglas County Community Services Block Grant Tripartite Board (Tripartite Board) and will appoint members to the new board as outlined in the bylaws attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Douglas County, Colorado hereby approves the establishment of the Douglas County Community Services Block grant Tripartite Board, accepts the attached bylaws for said Tripartite Board, and appoints the following individuals to serve on the Tripartite Board:

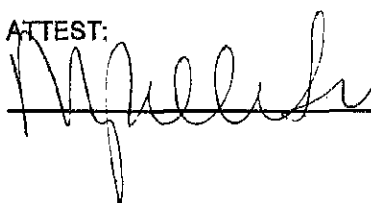
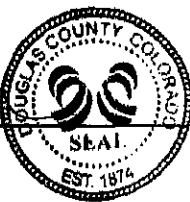
David Weaver, Douglas County Commissioner, District 1, 2 year term  
Jennifer Walker, Executive Director, Crisis Center, 2 year term  
Victoria Needens, Douglas County resident, 1 year term

PASSED AND ADOPTED this 18<sup>th</sup> day of November, 2014, in Castle Rock, Douglas County Colorado.

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

BY:   
ROGER A. PARTRIDGE  
Chair

ATTEST:

**DOUGLAS COUNTY COMMUNITY SERVICES BLOCK GRANT  
TRIPARTITE BOARD BYLAWS**

**Article I. NAME**

Section 1.01 The name of the entity shall be the Douglas County Community Services Block Grant Tripartite Board, hereinafter referred to as the "Board."

Section 1.02 The principal office of the Board shall be located at 100 Third Street, Castle Rock, CO 80104.

**Article II. AUTHORITY AND PURPOSE**

Section 2.01 Authority: The Board shall be established and given authority to administer the Douglas County Community Services Block Grant (CSBG) pursuant to the Community Services Block Grant Act, Public Law 105-285, Title II, Section 676B, 42 U.S.C. 9910, as amended.

Section 2.02 Purpose: The purpose of the Board shall be to fully participate in the development, planning, implementation and evaluation of the County's CSBG program as outlined in the Douglas County CSBG Handbook (Handbook).

**Article III. BOARD MEMBERS**

Section 3.01 Qualification and Selection:

- (a) An Application for Appointment to Douglas County Citizen Advisory Boards, Committees and Commissions (Application) is required of any individual seeking to serve on the Board.
- (b) The Board members shall be residents of Douglas County (County).
- (c) New members will be recommended to the Board of County Commissioner (BOCC) for appointment to the Board as outlined in the Handbook.

Section 3.02 Composition:

- (a) The Board will consist of at least one-third membership representing the low income population, exactly one-third membership representing Elected Officials from within the County, with the remaining membership representing the private sector. The minimum number of Board members shall be three (3) and shall not exceed nine (9). Furthermore, the total number shall always be divisible by three.
- (b) Low-Income Population: Any person who meets low-income eligibility guidelines, as established in the Handbook, shall do so at the time of initial selection to the Board. Persons who regularly serve low-income residents may be considered

only when an insufficient number of low-income residents are willing or able to participate on the Board.

- (c) Elected Officials: Any person holding a public office within the County, or one of the municipalities located with the County, may be considered.
  - (i) An elected official may appoint, in writing, a representative to attend meetings who is able to speak and vote on their behalf.
  - (ii) Elected officials, and therefore their appointed representative, may only serve on the Board while they hold office.
- (d) Private Sector: Any person from amongst business, industry, labor, religious, law enforcement, education, community service organization or other major groups which serve interests in the community may represent this sector. The BOCC shall appoint qualified applicants to fill any vacancies to this segment of the Board.
- (e) The CSBG Grant Administrator shall participate as an Ex-Officio Member of the Board to provide information and direction on CSBG programming and requirements. This position shall not have voting authority.

**Section 3.03 Representation:**

- (a) Special consideration should be given to ensure the membership of the Board is truly representative of the current residents of the County including, but not limited to, income, geography, religion, age, race and ethnicity.
- (b) Individuals or organizations who feel under represented by the Board may petition the Board, in writing, and request adequate representation as detailed in the Handbook.

**Section 3.04 Tenure:**

- (a) The term of office for all Board members (excluding the CSBG Grant Administrator) shall be twenty-four (24) months from the date of appointment by the BOCC, unless a member's elected term in office is finished or is removed by the BOCC at any time after appointment. If someone resigns or is removed, the BOCC may appoint a new member for the remainder of that term.
- (b) Board members may serve for a maximum of three (3) consecutive terms.
- (c) Board members will have staggered terms to assure continuity.

**Section 3.05 Compensation:** All Board members shall serve without compensation or any other type of remuneration unless otherwise stated in the Handbook.

#### **Article IV. OFFICERS AND COMMITTEES**

Section 4.01 The elected officer positions will be the Chair and Secretary. Officers will serve for a one year term and will be elected in the first meeting of the Board each year.

Section 4.02 Duties of Officers:

(a) Duties of Chair:

- (i) will lead the general and any special meetings of the Board, including verifying a quorum exists and calling for votes;
- (ii) will perform the duties of Chairperson as outlined in the adopted parliamentary procedures, Robert's Rules of Order;
- (iii) will represent the Board as necessary in communication with the BOCC;
- (iv) may sit on any ad-hoc committees;
- (v) if the Chair is not present, the members in attendance will select another Board member to function in the Chair's absence; and
- (vi) The Chair cannot serve in that capacity for more than two (2) consecutive terms.

(b) Duties of Secretary:

- (i) work with County staff to ensure proper preparation of agenda and minutes of all meetings of the Board and ad-hoc committees.
- (ii) maintain minutes, membership information, general and special meeting attendance records, other relevant information necessary for the functioning of the Board.

Section 4.03 There shall be no standing committees. However, the Board may establish ad-hoc committees as needed to complete the work of the Board.

Section 4.04 Staff Support: Staff to the Board shall be provided by the County. To accomplish the purposes of the Board, staff shall provide services, information, training and other necessary professional assistance.

#### **Article V. MEETINGS**

Section 5.01 The Board will formally meet on a semi-annual basis. However, a special meeting of the Board may be called at any time provided a quorum is present. Notice of such meetings will be provided via email to all Board members no less than five (5) calendar days prior to the meeting date.

Section 5.02 A quorum necessary for the Board to conduct business shall be two-thirds of the members. When a quorum exists, decisions of the Board shall be made by a simple majority vote. Voting may be made by voice vote, roll call or written ballot. Under no circumstances shall any business of the Board be conducted by secret ballot. If a member cannot attend but knows about an item being voted upon, they may notify the Chair in writing (by mail or e-mail) of their vote.

Section 5.03 Meetings shall be conducted in accordance with Roberts Rules of Order.

Section 5.04 Professional Standards:

- (a) Members shall adhere to the generally accepted professional standards of conduct. All members must annually submit a County conflict of interest disclosure statement. A conflict of interest is described as a situation where the person:
  - (i) Has a financial interest in the matter;
  - (ii) Will be directly affected by the decision in the matter;
  - (iii) Believes (s)he has conflict of interest as defined by an applicable law; or
  - (iv) Will gain an advantage to relations, groups, or associations to whom affiliated.
- (b) No member shall vote on a subject for which they have a conflict of interest.

Section 5.05 All meetings of the Board shall be open to the public and posted as required by the Open Meetings Law, C.R.S. §24-6-401, *et seq.*, and the County.

**Article VI. AUDITS**

Section 6.01 Board members will participate in any CSBG related audits if their involvement is requested by the County or any state or federal oversight agency.

**Article VII. AMENDMENTS**

Section 7.01 These bylaws may be amended by a majority vote of the Board.

Section 7.02 The foregoing are the official bylaws of the Douglas County Community Services Block Grant Tripartite Advisory Board.

Section 7.03 IN WITNESS THEREOF, the parties listed hereunder have affixed their respective signs and seals on the dates hereunder written.