

## ARTICLE LIX SAN DIEGO COUNTY SOCIAL SERVICES ADVISORY BOARD\*

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**\*Editor's note** -- Article LIX, San Diego County Social Services Advisory Board, consisting of §§ 911--911.11, added by Ord. No. 8122 (N.S.), effective 9-3-92.

**Cross reference(s)** -- Definitions, § 20 et seq.; general rules, § 50 et seq.; powers and duties of officers, boards, and commissions, § 51; appointment and removal, § 52.

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### 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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 8330 (N.S.), effective 1-6-94; amended by Ord. No. 8835 (N.S.), effective 11-6-97; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

#### 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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

**Cross reference(s)** -- Board of supervisors, § 500 et seq.

#### 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 position as a member of an advisory committee to influence a decision in which he knows or has reason to know that he 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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

### **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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

### **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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

#### **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 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 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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 8330 (N.S.), effective 1-6-94; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

#### **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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 8330 (N.S.), effective 1-6-94; amended by Ord. No. 8383 (N.S.), effective 4-28-94; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

#### **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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

#### **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 review and comment.

(9) To recommend means of improving services and 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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 8330 (N.S.), effective 1-6-94; amended by Ord. No. 8835 (N.S.), effective 11-6-97; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

**Cross reference(s)** -- Powers and duties of officers, boards, and commissions, § 51.

#### **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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

#### **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.

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 8835 (N.S.), effective 11-6-97; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

**Cross reference(s)** -- Chief Administrative Officer, § 120 et seq.

#### **SEC. 911.11. SUNSET.**

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

(Added by Ord. No. 8122 (N.S.), effective 9-3-92; amended by Ord. No. 9070 (N.S.), effective 9-9-99)

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