



COUNTY OF SANTA CRUZ HUMAN SERVICES DEPARTMENT

1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 454-4130 | www.santacruzhumanservices.org
RANDY MORRIS, DIRECTOR

HUMAN SERVICES ADVISORY GROUP BYLAWS

1. MISSION, VISION AND VALUES STATEMENT

- A. Mission: To advise and assist the Human Services Department (HSD) on providing the best services, care and resources to protect the vulnerable, promote self-sufficiency, alleviate poverty and improve the quality of life of all county residents.
- B. Vision: We envision a thriving Santa Cruz County where all community members in need of services provided by HSD receive assistance in an equitable, respectful, transparent, engaging, culturally appropriate, and empowering manner.
- C. Values: Our core value is that all people are entitled to safe housing, food security, health care coverage, employment opportunities, protection from abuse, and to be treated with dignity and respect.

2. PURPOSE

As set forth in Santa Cruz County Code [Section 2.38](#), the Human Services Advisory Group (HSAG) shall exercise the following responsibilities in its purpose, to act as an open portal for community members to identify human services related needs, and to advise and support the department in providing the highest quality of effective and efficient human services for the benefit of the residents of Santa Cruz County:

- A. Become informed on Human Services Department programs and operations and provide insights, counsel and support to the department on:
 - i. Current efforts and initiatives affecting the socioeconomic needs of the underserved which cross departmental, divisional, and interest group lines;
 - ii. Long-term planning regarding meeting the socioeconomic needs of low income, disabled, disadvantaged, and at-risk people in Santa Cruz County;
 - iii. Strategic positions that bolster local, state and federal policy and funding priorities that affect the socioeconomic needs of low income, disabled, disadvantaged, and at-risk people; and

- iv. Best practices in the operation of the agency's programs.
- B. At the request of the department director or their designee, develop and facilitate forums for strategic public engagement between HSD and community members affected by county human services programs and policies, on the department's current initiatives, long-term plans and strategic positions as determined by the department director.

3. TERM OF ADVISORY GROUP

The term of the HSAG shall commence on the date that written notice is provided to and adopted by the Santa Cruz County Board of Supervisors, of the establishment of this department advisory group. The termination date for the HSAG shall be December 31, 2026, unless otherwise extended by the HSD Director, and with notice of extension provided to the Board of Supervisors prior to extending the term.

4. MEMBERSHIP

- A. In accordance with [County Code Section 2.38.080](#), HSAG members shall be a resident of, or employed in, Santa Cruz County.
- B. The HSAG will consist of no less than five (5) appointed individuals fitting all membership criteria. No maximum number of members will be specified and will be left to the discretion of the HSD director, in partnership with the HSAG.
- C. In accordance with [County Code Section 2.38.080](#) (D), the HSD director will strive to ensure the community is provided an opportunity to request selection to the HSAG in order to establish and maintain diverse representation of HSAG membership:
 - i. When initially establishing HSAG membership, the HSD director will offer each of the calendar year 2024 Human Services Commissioners the first right of opportunity to join the HSAG as a member.
 - ii. After initial establishment, when reviewing new requests to become an HSAG member, the HSD director will consider a wide range of diversity criteria for maximizing diverse representation in its membership.
 - iii. Once established, the HSD director or their designee(s) will share open HSAG membership opportunities widely, including with existing HSAG members, so as to reach as many interested members of the public as possible, inviting interested parties to both request HSAG membership and to also share selection opportunity information widely.
 - iv. When applications are received, the HSD director may seek references from entities or individuals noted in the application, and feedback from members of an HSAG subcommittee related to membership requests, in a manner that is consistent across all requests for membership.

- v. Persons meeting the minimum qualifications for service on the HSAG shall, as much as possible, be representative of the diverse skills, backgrounds, interests, and demographics of persons residing in the county.
- D. Any person seeking to serve on the HSAG may make a request for membership selection to the HSD director. Requests for membership must be submitted either electronically or in paper format as a written request, and should include the requestor's name, current contact information, confirmation of eligibility of living in or working in Santa Cruz County, optional demographic information to assist in equity among the HSAG, reason for interest in membership and any related background or experience the requestor holds related to social services or to serving on the HSAG. The HSD director shall maintain a copy of all such requests for selection to the HSAG.
- E. HSAG members cannot commit the HSAG to any policy or course of action. However, nothing in these bylaws shall be construed as limiting or preventing HSAG members from expressing themselves publicly as individuals on topics or issues discussed at or presented during HSAG meetings. Any expressions should include a disclaimer that the member is speaking in their individual capacity and not as a representative of the HSAG.
- F. To remain in good standing as a member of the HSAG, members shall:
- i. Annually attend at least of 75% of the HSAG's regularly scheduled meetings, either in-person or virtually (both tardiness and absences will be considered when determining a member's annual 75% attendance rate),
 - ii. Treat everyone they interact with in their role as an HSAG member, with dignity, respect and thoughtful consideration,
 - iii. Follow all additional criteria for conduct as noted in these bylaws.

5. TERMS OF MEMBERSHIP

- A. In accordance with [County Code Section 2.38.100 \(D\)](#), HSAG members are intended to serve a term for the life of the group. Additionally in accordance with [County Code Section 2.38.100 \(D\)](#), the HSD director may review and remove an HSAG member at any time.
- B. HSAG *ad hoc* and/or subcommittee group members shall serve for the life of the *ad hoc* or subcommittee purpose.

6. SUBCOMMITTEES

- A. Subcommittees and/or *ad hoc* committees of the HSAG may be established and dismissed by the HSD director or their designee to accomplish work on a

specific project of the department.

- B. Subcommittees and/or *ad hoc* committees will report to the HSD director or their designee for the duration of the committee's term.

7. MEETINGS

- A. A minimum of six (6) regular meetings of the HSAG will be held per year at locations throughout the county as determined by the Human Services director or their designee and in consultation with HSAG members, in advance of each regularly scheduled meeting.
- B. In addition to the 6 regularly scheduled meetings, the HSD director or their designee may call for additional meetings with HSAG members or *ad hoc* and/or subcommittee members to discuss emerging topics or to plan for public engagement.
- C. Each HSAG meeting may be held in a hybrid format so that members may participate virtually as well as by attending in-person.
- D. No meeting of the HSAG will be held in a facility or any location that excludes any person, or persons, on the basis of race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition (including cancer-related and genetic characteristics), marital status, sexual orientation, age (over 18), veteran status, gender, gender identity or pregnancy. In accordance with [County Code Section 2.38.130](#) (C), all meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with disabilities.
- E. The HSD director or their designee may cancel a scheduled meeting if less than three (3) HSAG members have confirmed that they will be present for the scheduled HSAG meeting in question.
- F. In lieu of parliamentary procedures for Brown Act governed meetings, HSAG meetings shall be conducted in a manner such that all HSAG members:
 - i. Have the opportunity to share their ideas, counsel and questions on each agenda topic, with other HSAG members, the director and/or their designee;
 - ii. Are respectful toward each other, and toward any members of the public they may engage with;
 - iii. Have an opportunity to suggest future agenda topics.
- G. Regarding attendance and quorum, in lieu of parliamentary procedures for Brown Act governed meetings, HSAG meetings will not require a quorum of its membership, or any minimum attendance of members, to conduct a regularly scheduled HSAG meeting. Alternately, attendance requirements as noted in

section 4.F.i. describing membership attendance requirements will be utilized in lieu of parliamentary procedures.

- H. All HSAG meetings shall be facilitated by the HSD director or their designee(s).
- I. Regularly scheduled HSAG meetings are not held publicly. The public may be invited to specific meetings or public engagement opportunities as determined in advance by the HSD director or their designee and the HSAG:
 - i. There is no set number of meetings or public engagement opportunities. Planning for potential public engagement will be a standing item on each regularly scheduled HSAG meeting, so that the group may discuss why, when and where to potentially engage with members of the public through public engagement efforts.
 - ii. During HSAG meetings or events that involve public engagement, guests will not be required to register their name or fulfill any other obligation as a condition to attend an HSAG meeting or public engagement event but may volunteer such information for inclusion in any HSAG meeting minutes being kept, or for the sole purpose of contact for information related to HSAG or HSD related activities.

8. NOTICING OF MEETINGS

- A. A full year's schedule of known upcoming meetings along with the standing agenda will be posted on the HSAG website at the start of each calendar year, or as soon thereafter as possible.
- B. A link to the previously set meeting invitation, along with any additional meeting information or materials will be sent electronically to each HSAG member at least 3 days prior to each scheduled meeting. Members will be prompted to reply within 48 hours to confirm attendance at the regularly scheduled meeting so that attendance can be tracked.
- C. While regularly scheduled HSAG meetings will not be held publicly, the public may access the HSAG meeting schedule, standing agenda and minutes by independently accessing them on the HSAG website, or by requesting materials be sent to them electronically, as available.

9. AGENDAS

- A. All regularly scheduled meetings of the HSAG will include a standing agenda with the following items incorporated:
 - i. Welcome and introductions
 - ii. Director's Report
 - iii. Advisory topics of interest for round table discussion

- iv. Potential public engagement opportunities
- B. In addition to standing agenda items, the HSD director or their designee will share specific, planned Director's Report, Advisory and Public Engagement topics with HSAG members at least three (3) days in advance of scheduled meetings.
 - i. The HSD director may add to or change specific Director's Report, Advisory and Public Engagement topics as planned, if the need to seek advice or counsel on differing, pressing topics of interest arise after planned topics are shared with HSAG members.
- C. HSAG members who wish to add specific Advisory or Public Engagement topics to an upcoming HSAG meeting agenda may submit those topics to the HSD director or their designee at least five (5) days in advance of the meeting.
- D. Agendas for publicly held HSAG meetings or public engagement opportunities will be posted on the HSAG website at least three (3) days in advance of scheduled public meeting or engagement opportunity and announced through appropriate public outreach methods and opportunities such as social media posts.

10. MINUTES

- A. In accordance with [County Code Section 2.38.160](#) (C), HSAG meeting minutes shall be prepared and maintained by the HSD director, or their designee.
- B. HSAG meeting minutes shall contain notes describing the major considerations discussed as they relate to reporting requirements for memorializing meeting dates, times and locations, meeting attendance, work done to achieve HSAG goals and accomplishments; and the setting of future HSAG goals.
- C. Once finalized, HSAG meeting minutes shall be published and made available on the HSAG public-facing website.

11. REPORTS

- A. In accordance with [County Code Section 2.38.170](#) (C), the HSAG will issue a report to the HSD director according to a schedule set by the Board of Supervisors, highlighting the activities, accomplishments and future goals of the group relating to:
 - i. Role(s) of the HSAG;
 - ii. HSAG meeting dates, times and locations;
 - iii. HSAG meeting attendance;
 - iv. HSAG goals set, and accomplishments met during the reporting period,

including a summary of activities, special projects and workshops or seminars that HSAG members have participated in, when applicable; and

v. HSAG future goals.

B. In accordance with [County Code Section 2.38.170](#) (E), the HSAG will submit an attendance report to the Board of Supervisors at the end of each calendar year.

12. PUBLIC RECORDS

In accordance with [County Code Section 2.38.260](#) (D), all HSAG public records shall be maintained as accessible to the public, pursuant to the California Public Records Act.

13. PUBLIC PARTICIPATION

A. Public participation will be accomplished through specific HSAG public engagement opportunities as determined at regularly scheduled HSAG meetings, and through direct communications between HSAG members and members of the public, in collaboration with the HSD director or their designee.

- i. Regularly scheduled HSAG meetings are not held publicly unless the HSD director or their designee and the HSAG determined in advance that public participation will be included in a specific regularly scheduled meeting.
- ii. If public participation will be included in any HSAG meetings as determined in advance, a public comment period may be incorporated at the beginning of the select HSAG meeting, or on each agenda item designed to give feedback and suggestions to the HSD director and/or their designee.

14. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to the [Santa Cruz County Code Section 2.38.140](#), prior to implementation.


15. AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be recommended to the Board of Supervisors by the Human Services Department director, in consultation with HSAG members.

Approved as to Form

<p>Signed by:</p>  <p>County Counsel</p>	<p>8/15/2024</p> <hr style="width: 100%;"/> <p>Date</p>
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HUMAN SERVICES ADVISORY GROUP BYLAWS PROPERTIES

Original Version Author	Human Services Commission Ad Hoc Committee (Stoney Brook, Denise Hitzeman, Serg Kagno)	
Draft Date	March 11 – July 26, 2024	
County Counsel Approval as to Form	Signature: Signed by: 	Date: 8/15/2024
Director Approval	Signature: FD318C222C994D0...	Date:
Bylaws Revision #1 Author		
Purpose of Revision		
Draft Date		
County Counsel Approval as to Form	Signature:	Date:
Director Approval Date	Signature:	Date:
Bylaws Revision #2 Author		
Purpose of Revision		
Draft Date		
County Counsel Approval as to Form	Signature:	Date:
Director Approval Date	Signature:	Date:

Certificate Of Completion

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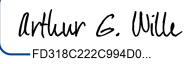
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Signer Events

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 Assistant County Counsel
 Security Level: Email, Account Authentication (None)

Signature

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 Signed: 8/15/2024 1:49:17 PM

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 Accepted: 8/15/2024 1:48:01 PM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/15/2024 1:47:24 PM
Certified Delivered	Security Checked	8/15/2024 1:48:02 PM
Signing Complete	Security Checked	8/15/2024 1:49:17 PM
Completed	Security Checked	8/15/2024 1:49:17 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.