

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE: NOVEMBER 30, 2017

AGENDA ITEM NUMBER: 10

**SUBJECT: RESOLUTION APPROVING THE REVISED FORSYTH COUNTY HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG) ADVISORY COUNCIL BYLAWS AND FUNDING ALLOCATION POLICY (PIEDMONT TRIAD REGIONAL COUNCIL)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION APPROVING THE REVISED FORSYTH COUNTY HOME AND  
COMMUNITY CARE BLOCK GRANT (HCCBG) ADVISORY COUNCIL  
BYLAWS AND FUNDING ALLOCATION POLICY  
(PIEDMONT TRIAD REGIONAL COUNCIL)**

**WHEREAS**, the Forsyth County Home and Community Care Block Grant (HCCBG) Advisory Council has approved the attached revisions to the Forsyth County Home and Community Care Block Grant Advisory Council Bylaws and Funding Allocation Policy by at least a two-thirds (2/3<sup>rd</sup>s) vote at a duly noticed Advisory Council meeting, subject to formal approval by the Forsyth County Board of Commissioners, as provided in the said Bylaws and Policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Forsyth County Board of Commissioners hereby approves the attached revisions to the Forsyth County Home and Community Care Block Grant (HCCBG) Advisory Council Bylaws and Funding Allocation Policy as provided in the said Bylaws and Policy.

Adopted this 30<sup>th</sup> day of November 2017.

FORSYTH COUNTY HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG) ADVISORY COUNCIL  
BYLAWS AND FUNDING ALLOCATION POLICY

ARTICLE I. NAME AND PURPOSE

**Section 1.** *Name:* There is hereby created the Forsyth County Home and Community Care Block Grant Advisory Council (hereinafter: "Advisory Council").

**Section 2.** *Mission:* The mission of the Advisory Council shall be to assure effective and efficient use of the Home and Community Care Block Grant through education, training, data and statistical review toward the development of a comprehensive and coordinated community based system of services, opportunities, and protections for adults aged 60+.

Activities to be pursued by the Advisory Council in achieving the mission include:

1. To advise the Board of County Commissioners for their decision-making process concerning the needs, funding for services, priorities, resources, long-range planning, and other issues, which affect services to the elderly through HCCBG.
2. To monitor the effectiveness and efficiency of service delivery for service providers receiving Home and Community Care Block Grant funds and advising the Board of County Commissioners on recommended budget adjustments for these services through The County Funding Plan.
3. To promote partnerships with HCCBG funded agencies and groups, public and private, to further the aims of the Advisory Council in on-going or special projects in collaboration with the Forsyth County Aging Services Planning Committee (FCASPC).
4. To communicate the Advisory Council activities to the FCASPC on a regular basis at regularly scheduled meetings.

ARTICLE II. ADVISORY COUNCIL MEMBERSHIP

**Section 1.** *Voting Members:* The Advisory Council shall consist of no less than 97 and no more than 15 13 voting members who are residents of Forsyth County appointed by the Board of County Commissioners. Recommendations for appointments may come from the Advisory Council, the FCASPC, the community, other volunteers, elected officials, or the Board of County Commissioners. Of the total membership at least one voting member shall be an informal caregiver. Also, voting members shall be individuals who are supportive of the mission of the Advisory Council and who possess qualities of leadership to assist the Advisory Council in achieving its mission. 51 % of voting membership shall be aged 60+. The membership shall also include service recipients.

New members are required to go through an initial orientation with the Area Agency on Aging within an appropriate timeframe. As part of an orientation to the Advisory Council new members are also encouraged to schedule site visits with each of the HCCBG funded providers within the first 3 months of appointment.

Voting membership will strive to include representation from each of the following areas:

- Housing
- Mental Health
- United Way
- Developmental Disability Community
- Faith Community
- Adult Care Homes
- Nursing Homes
- Home Health Care
- Hospitals / Medical Community
- Law Enforcement
- Funders
- Other Agencies Serving Seniors

**Section 1a. *Non-Voting Members:*** Non-voting members shall be allowed to attend all regularly scheduled meetings of the Advisory Council.

The Forsyth County Manager shall be an ex officio non-voting member of the Advisory Council.

The Advisory Council shall also include as ex officio non-voting members, the following:

- 1 member representing the Board of County Commissioners
- 1 member representing the Area Agency on Aging (AAA)
- 1 member representing each AAA funded provider
- 1 member representing the FCASPC

**Section 1b. *Conflict of Interest:*** No member of the Advisory Council may vote on any matter regarding an agency receiving Home and Community Care Block Grant funds if the member, is currently, or has within the prior 12 months had any ownership, employment, fiduciary, contractual, creditor, or consultative relationship, or has served on any governing board or committee of the agency. However, the member is allowed to participate in discussion about funding recommendations not relating to the above relationships.

**Section 2. *Equal Opportunity:*** The membership shall be open to appointees without regard to age, race, sex, creed, religion, color, national origin or disability. All geographical regions of Forsyth County should be represented.

- Section 3.** *Terms of Appointments:* The Forsyth County Board of County Commissioners shall appoint voting members to serve two (2) year terms on the Advisory Council. A voting member is eligible to serve no more than five (5) terms.
- Section 3a.** *Vacancy:* The inability, for whatever reason, of an appointed member to complete his/her term of service, shall be reported in writing to the Chairperson of the Advisory Council. The Advisory Council shall communicate the vacancy to the Clerk to the Board of County Commissioners for the appointment of a replacement. A vacancy may be filled at any time by the Board of County Commissioners.
- Section 4.** *Vote:* Each voting member of the Advisory Council shall have one vote upon any motion before the Advisory Council. There shall be no proxy votes. In the discretion of the Advisory Council, if time does not allow for a face-to-face meeting or deemed appropriate by the Chairperson, voting can be delivered and taken through email.
- Section 5.** *Quorum:* Fifty percent (50%) of the Advisory Council's voting members shall constitute a quorum. A two-thirds (2/3) vote of the voting members shall be required to recommend funding allocations.
- Section 6.** *The Removal of Voting Committee Members:* Voting members of the Advisory Council who are absent from three consecutive unexcused meetings without a good excuse, may be deemed to have resigned from the Advisory Council. It is the responsibility of the member to notify the Chairperson if he/she cannot attend a meeting. At the conclusion of the third meeting from which the individual is absent, the committee may request that the County Commissioners fill the vacancy.

### ARTICLE III. OFFICERS

- Section 1.** *Election of Officers:* The officers of the Advisory Council shall be the Chairperson, the Vice-Chairperson, and the Secretary. The officers shall be elected at the June meeting to serve for two years starting in July. A nominating committee, appointed by the Chairperson, shall present nominations. Additional nominations from the floor shall be permitted. Incumbent officers are eligible for re-election to serve no longer than two (2) two-year terms in any office. Only voting members are eligible to serve as Chairperson and Vice-Chairperson. All voting and non-voting members are eligible to serve as Secretary. A vacancy in any office of the Advisory Council shall be filled for the balance of any term by majority vote of the members.
- Section 2.** *Chairperson:* The Chairperson shall preside at Advisory Council meetings, serve as an ex-officio member of all committees, and communicate Advisory Council funding recommendations to the Forsyth County Board of Commissioners, and shall perform other duties as necessary and appropriate.
- Section 3.** *Vice-Chairperson:* The Vice-Chairperson shall perform the duties of the Chairperson in the event of his/her absence and perform other duties as assigned to him/her by the Chairperson or any committee.

**Section 4. *Secretary:*** The Secretary shall take minutes and perform other duties assigned by the Chairperson or Vice-Chairperson.

**ARTICLE IV. SUBCOMMITTEES**

**Section 1. *Nominating Subcommittee:*** The Chairperson shall, in April the year of elections, appoint a Nominating Committee of three (3) members to nominate officers for election at the June meeting.

**Section 2. *Additional Subcommittees:*** The Chairman shall appoint such additional standing or special subcommittees as may be needed.

**ARTICLE V. MEETINGS**

**Section 1. *Regular Meetings:*** Regular meetings of the Advisory Council shall be held monthly with a minimum of ten (10) per year. A report of the FCASPC will be included during each regular meeting.

**Section 2. *Place of Meetings:*** All meetings of the Advisory Council shall be held at a place designated in the notice of meeting or agreed upon by a majority of the members.

**Section 3. *Special Meetings:*** The Advisory Council shall meet from time to time in special meetings as necessary to conduct business matters at the request of the Chairperson or any other officer.

**Section 4. *Notice of Meetings:*** Written notice, stating the time and place of all Advisory Council meetings shall be emailed to each member at least ten (10) days before the meetings are to be held. The Advisory Council meetings will also be announced in the Forsyth Aging E-News.

**ARTICLE VI. AMENDMENTS TO THE BYLAWS**

**Section 1.** The Advisory Council shall establish written bylaws to be approved by the Forsyth Board of County Commissioners.

**Section 2.** These bylaws may be established, amended, repealed, or altered, in whole or in part, by:  
A two-thirds (2/3<sup>rds</sup>) vote of the Advisory Council at any duly noticed Advisory Council meeting, which shall be followed by formal approval of the Forsyth Board of County Commissioners.

**Article VII. Funds Allocation Policy**

**Section 1. *Notification:*** In fiscal years in which the State releases HCCBG Funds, AAA will request a county designee to advertise the availability of funds on the county website at least 30 days before funding requests are due. An announcement will also be placed in the Forsyth Aging E-News and on the AAA website. Agencies requesting funds will be advised of the appropriate format for making requests.

**Section 2. Guiding Principles for Reviewing Service Provider’s HCCBG Funding Requests:**

The Advisory Council will consider:

1. The existence of waiting Lists or inquiry Lists for Services
2. What would happen if the program or service did not exist?
3. Monitoring and Assessment Reports of agencies receiving HCCBG funds provided by the AAA.
4. Unit of Service Reports (over & underutilization of available HCCBG funding).
5. Whether the service provided is unique.
6. Quality of Service (Certifications, Accreditations, Client Satisfaction Surveys).
7. The amount of HCCBG funding available.
8. Whether the funded entity has other resources or funding they use for the program or service.

**Section 3. Criterion for Distribution of HCCBG Funds:**

1. HCCBG funds will be distributed to service providers based on the above Guiding Principles. If funding recipients are in good standing, the committee can use the same percent of total funding in the prior year for HCCBG allocations. Each service provider will be allowed to distribute funding within their own service categories or choose to develop a new service if there is an increase in funds.
2. **New Agencies Requesting Funds:** New agencies may be considered for HCCBG funding when funding is available upon the new state fiscal year release of HCCBG allocations.
3. **Program Budgets:** Throughout the year, each service provider is allowed to revise program budgets within their own agency resulting in efficient use of HCCBG funds. Providers will comply with federally mandated minimums when applicable.
4. **The Proposed Elimination of a Program or Service:** Any agency proposing to completely eliminate a HCCBG funded program or service will meet with the Advisory Council to discuss the impact on the community and the reprogramming or reallocation of remaining funds.

**Section 4. Recommendation of Funds:** The Advisory Council Chairperson shall present the HCCBG recommendations to the Board of County Commissioners for approval.

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ATTEST

Date

Chairperson, Forsyth County  
HCCBG Advisory Council

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ATTEST

Date

Chairperson, Forsyth County  
Board of Commissioners