

## CHAPTER 2

COUNTY HUMAN SERVICES ADVISORY  
COUNCILS AND THE STATE HUMAN  
SERVICES ADVISORY COUNCIL

## Authority

N.J.S.A. 30:1-12.

## Source and Effective Date

R.1992 d.28, effective December 11, 1991.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

## Executive Order 66(1978) Expiration Date

Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, expires on December 11, 1996.

## Chapter Historical Note

Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, became effective January 5, 1987 as R.1987 d.17. See: 18 N.J.R. 1777(b), 18 N.J.R. 124(a). Pursuant to Executive Order No. 66(1978), Chapter 2 was readopted as R.1992 d.28. See: Source and Effective Date.

See section annotations for specific rulemaking activity.

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SUBCHAPTER 1. COUNTY HUMAN SERVICES  
ADVISORY COUNCILS

## 10:2-1.1 Purpose and scope

(a) County Human Services Advisory Councils are appointed by the government of each county to review county-level human service activities and to serve as the primary vehicle for local public input into New Jersey Department of Human Services' decision making.

(b) County Human Services Advisory Councils' activities include, but are not limited to:

1. Facilitation and coordination of the Department of Human Services' annual public budget review process in each county;
2. Review and comment on human services proposals;
3. Preparation of allocation plans including those required for the Social Services Block Grant (including fair funding formula funds), State appropriations for the homeless, Peer Grouping, and other funding streams as required by the Department of Human Services;
4. Review of existing purchase-of-service contracts;
5. Coordination and consolidation of the local human services delivery systems;
6. Development and implementation of a county human services plan to meet local needs; and
7. Designation of appropriate representation for participation on the State Human Services Advisory Council.

(c) County Human Services Advisory Councils shall be comprised of provider representatives, consumers of human services, and other concerned individuals and shall be generally reflective of the demographic characteristics of their respective county populations.

Amended by R.1992 d.28, effective January 6, 1992.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

In (b), added 1, 6 and 7. In (b)3, added Social Services Block Grant, appropriations for homeless, Peer Grouping and other funding. Deleted (d).

## 10:2-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Certification process" means the annual review and approval of the CHSAC conducted by a representative of the Department of Human Services.

"Consumer" means a person who is, or has been, a recipient of public or private human services; or, a consumer advocate (that is, a volunteer or member of an advocacy group).

"Contracting process" means the action by which the New Jersey Department of Human Services enters into a written agreement with the Chief Executive Officer of County Government, where applicable, the Board of Chosen Freeholders, where applicable, or the Board of Directors of an organization designed as a CHSAC to perform specific levels of service, planning objectives, and to receive funding as set forth by the Department.

"Department" means the New Jersey Department of Human Services.

"Family member" means a spouse, child, parent, guardian, or a sibling of a person who is, or has been, a recipient of public or private human services.

"Minority interest representatives" means members of major under served groups such as the aged (over 60), females, blacks, or Hispanics.

"Provider representative" means an employee, board member, or other volunteer of an entity which is eligible to hold a contract(s) with the Department of Human Services.

"Target populations" means those populations currently under the purview of the New Jersey Department of Human Services, such as children and families in need of services, persons needing mental health services, persons with developmental disabilities, low income persons and public assistance recipients, blind and visually impaired persons, persons who are deaf or hard of hearing, the disabled elderly, homeless individuals and families, other disabled persons, and under-served populations requiring services from the Department.

Amended by R.1992 d.28, effective January 6, 1992.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

Amended definitions of "consumer", "minority interest representative", and "target populations". Added definitions of "family member" and "provider representative". Deleted definition of "department representative".

### 10:2-1.3 Membership requirements

(a) County Human Services Advisory Councils shall contain the following membership for certification by the Department:

1. Public and Private Provider Representation: Councils shall be comprised of both public and private human services provider representatives. Provider representative membership shall not exceed 49 percent of the total membership. Provider representative membership shall represent as many target populations and service areas encompassed by the Department as possible. Representation shall include:

- i. County freeholder or county executive, or a designee;
- ii. The county welfare agency director or designee;
- iii. The county Division of Youth and Family Services District Office Manager, or another Division of Youth and Family Services' designee.

2. Staff of the Department of Human Services, as designated by the Commissioner, as an ex-officio, non-voting member.

3. Consumer and Family Member Representation: Consumer and family member representation shall be at least 25 percent of the total membership. Current or former recipients of service shall constitute one-half of consumer and family member membership. Consumers and family members shall represent a cross-section of the human services community and target populations, as defined above.

4. Demographic Representation: The CHSAC shall reflect the county's demographic make-up in terms of age, ethnicity and sex, according to the latest census data. Minority interests must be at least proportionate to the minority composition of the county.

5. Target Population Representation: To the fullest extent possible, County Human Services Advisory Councils shall be representative of target populations and service areas.

6. Other representation shall include a local public housing agency representative and may include the areas of employment, aging (area agency on aging), health (county and local health offices) substance abuse, education, community action, legal aid and vocational rehabilitation.

7. State representatives, as indicated by the meeting agenda, from the Department's Divisions. Participation by these departmental employees shall be in an ex-officio, non-voting capacity. The representative of the Department shall be responsible for ensuring coordination and participation from these Divisions when necessary.

8. Voluntary sector representation: May include private planning councils and major donors or funders of local human services (for example, United Ways).

9. Major geographic sub-divisions (for example, cities) should be encouraged to participate in County Human Services Advisory Councils.

10. Representation of Youth Concerns: Representatives of boards and commissions which represent the needs of at-risk children and youth (such as the County Youth Services Commissions, the County Inter-Agency Coordinating Councils (CIACCs), and the Case Assessment Resource Teams (CARTs)) shall be included as voting members.

11. Membership from other county-level advisory boards and commissions may be included as voting members.

12. Other representation should include those representatives who the county believes would provide a valuable contribution to human services planning (for example, labor unions, private businesses, foundations).

Amended by R.1992 d.28, effective January 6, 1992.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

In (a)1, added provider representation membership shall represent as many target populations and service areas as possible. Deleted iv and v; added 2, 7 and 11.

**10:2-1.4 Relationship to other county advisory groups**

In its relations to other county advisory groups, the County Human Services Advisory Council shall be the principal human services advisory body and, as such, should maintain a liaison with other related planning and/or advisory groups in the county. Other human services related planning or advisory groups may function as subcommittees, with a member of the existing group sitting on the County Human Services Advisory Council.

Amended by R.1992 d.28, effective January 6, 1992.

See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

Added "should maintain liaison with other planning and advisory groups".

**10:2-1.5 Required committees**

(a) Each County Human Services Advisory Council shall establish a Comprehensive Emergency Assistance System (CEAS) Committee as a standing committee. This standing committee, which shall serve as the primary vehicle for insuring the delivery of emergency services (including designated core services) within a county, shall:

1. Maintain and annually update the component part of the county human services plan and other planning documents regarding services for homeless individuals and families as required by the Department such as the County Comprehensive Homeless Assistance Strategy or C-CHAS (which is required to assist the Department to meet the Federal requirements of P.L. 101-625, 104 STAT 4079, codified at 24 C.F.R. 91.02);

2. Recommend resource allocation plans for funds brought before the committee for services to homeless families and individuals;

- i. The full County Human Services Advisory Council shall give final approval;

3. Maintain a core membership standard and include, at a minimum, but not limited to, the following voting members:

- i. The County Welfare Agency Director;

- ii. One additional designee of the County Welfare Agency Director's choice with expertise in homelessness;

- iii. A representative of the District Office of the Division of Youth and Family Services;

- iv. A local community development block grant representative;

- v. A local public housing agency representative;

- vi. A provider representative of the homeless mentally ill; and

- vii. Representatives from the municipal welfare sector, public and private non-profit provider agencies serving the homeless population, consumers of emer-

gency food and shelter services and/or a representative of a consumer advocacy organization;

4. Include as non-voting committee members:

- i. A Department of Human Services representative;

- ii. A Department of Community Affairs representative;

- iii. A Division of Mental Health and Hospitals representative; and

- iv. A Division of Economic Assistance representative;

5. Strongly encourage other State Department representatives (including Education, Health, and Labor), and private planning councils (such as United Ways) to coordinate related services through participation on the CEAS Committee; and

6. Select the CEAS Committee chairperson in accordance with the process established by each respective County Human Services Advisory Council.

(b) Each County Human Services Advisory Council shall establish and maintain a JOBS Oversight and Monitoring Committee as a standing committee in accordance with guidelines established in the Public Assistance Manual at N.J.A.C. 10:81-14.23.

Amended by R.1992 d.28, effective January 6, 1992.

See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

In (a)1, added other planning documents as required by the Department. In (a), deleted old 3 and added new 3.-6. Added (b).

**10:2-1.6 Membership waiver requests**

Membership requirements may be waived by the Department. Waiver requests shall be presented in writing from the County Human Services Advisory Council to a Department representative. Waiver requests which violate the policy goal of protection of the interests of at risk, disabled and minority populations shall not be approved. Waivers would apply for a term of one year or until the County HSAC's certification has expired.

Amended by R.1992 d.28, effective January 6, 1992.

See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

Added waivers apply for one year or until certification has expired.

**10:2-1.7 Procedural requirements**

(a) County Human Services Advisory Councils shall:

1. Maintain a clearly identified structure and operational procedures specified in by-laws;

2. Maintain an allocation process, which at a minimum, includes a request for proposals process (in accordance with N.J.A.C. 10:3-3), a proposal review process, an appeals process, and a conflict of interest policy;

- i. The appeals process should, at a minimum, be sent to each applicant agency responding to a CHSAC's

Request for Proposal for Department of Human Services funding. The appeals committee should consist of membership that is separate from those who actively participated in the agency review and allocation process.

ii. The conflict of interest policy should, at a minimum, preclude CHSAC members from participating in their official capacity in discussions and/or decision making regarding funding or monitoring of programs for which they are employed, serve as a board member or as a volunteer, or have a financial interest. In addition, the members should review the potential for conflict on an annual basis and, as needed, provide full disclosure including information relating to themselves, their spouse, other immediate family members (including child, parent, grandparent, grandchild, uncle, aunt, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law), and any other member of the immediate household (a model Conflict of Interest Policy is available upon request); and

3. Maintain a contract review policy for all renewals of purchase-of-service contracts funded through the Human Services Advisory Council allocation recommendation process, to determine continued compliance with the county human services plan priorities and to assess qualitative aspects of the contracts. Renewal recommendations shall be submitted to the appropriate contracting Division and, when appropriate, to the County Freeholder Director or County Executive. State law (N.J.S.A. 30:4-24.3) and Department Administrative Order 2:01 concerning confidentiality of client records will determine their accessibility to the County HSAC's for the purposes of contract review.

(b) The functioning of each Council shall be evaluated through annual contract review by a Department representative to assess its functioning as it relates to the projects assigned by the Department of Human Services as well as the fulfillment of its level of service under its contract with the Department.

(c) The degree to which the Council meets membership requirements, as required by N.J.A.C. 10:2-1.3, shall be evaluated through the certification process by a Department representative. The Council may proceed to elect members in accordance with past practice. However, membership must be in compliance with this chapter no later than January 1, 1993.

Amended by R.1992 d.28, effective January 6, 1992.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).  
In (a), added 2 and 3. Added (b)-(c).

#### 10:2-1.8 (Reserved)

Repealed by R.1992 d.28, effective January 6, 1992.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).  
Section was "Minimum planning requirements".

## SUBCHAPTER 2. STATE HUMAN SERVICES ADVISORY COUNCIL

### 10:2-2.1 Purpose and scope

(a) The purpose and scope of the State Human Services Advisory Council is to provide a forum for public leaders to have input into Statewide human services policy and to work toward the achievement of Statewide human services goals.

(b) The State Human Services Advisory Council shall be organized to:

1. Advise the Commissioner of the Department of Human Services with respect to the development and implementation of human services policy;
2. Participate and offer advice on the development of the Department's annual public budget review process;
3. Respond and react to information received from the Department;
4. Communicate and share such information with the County Human Services Advisory Councils and the human services community at large;
5. Share the community response with the Department; and
6. Initiate discussion with the Department on statewide issues, priorities, and specific programs.

Amended by R.1992 d.28, effective January 6, 1992.  
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).  
In (b), added 1, 2 and 6.

### 10:2-2.2 Membership Requirements

(a) The State Human Services Advisory Council shall be appointed by the Commissioner of the Department of Human Services after consultation with the Chairperson and shall consist of:

1. Twenty-six at-large members who are recognized leaders in human services and who represent a wide and varied cross section of the human services community Statewide;
2. A representative of each of the 21 County Human Services Advisory Councils (CHSACs) officially designated by the respective Council to vote and attend regular meetings. This representative must be a member of the County Human Services Advisory Council (a volunteer);
3. Non-State employees representing and designated by the direct service related Divisions of the Department. These members shall be appointed by the Commissioner in consultation with the Division Director. No more than three representatives from any Division shall be designated, one of which shall be a consumer of that Division's services. The representatives may be members of a Division Advisory Group;

4. County Human Services Directors or County Human Services Advisory Council staffpersons (in counties where there is no Director of Human Services or where the CHSAC is outside of county government), one from each county, as ex officio, non-voting members; and

5. Representatives from various State Departments related to human services, appointed by the Commissioner of the respective Department, including, but not limited to, the Departments of Health, Education, Labor, Corrections, Community Affairs, and the Public Advocate. In addition, liaisons from appropriate councils, committees, and boards may be appointed. No more than one representative from each Department or council, committee, or board shall be designated. Representatives shall be chosen who have responsibilities related to human services. Representatives in this category are ex officio, non-voting members.

(b) The Chairperson of the State Human Services Advisory Council shall be selected by the Commissioner of the Department of Human Services and shall serve, within his or her term as a member of the Council, at the discretion of the Commissioner.

(c) The State Human Services Advisory Council shall reflect a balance among the sectors of the human services community (considering age, ethnicity, sex, direct service providers, and non-providers) and the Department's target populations. In addition, special attention shall be given to including consumers of human services in the membership.

(d) The terms of office shall be as follows:

1. Regarding at-large and Division constituency representatives, members shall serve for three-year terms or until a successor is appointed by the Commissioner. These terms shall commence on January 1st of the respective year.

i. Terms shall be staggered with one-third of the membership eligible for reappointment or replacement each year. Initially, the length of terms will be decided by random selection within categories of membership.

2. Regarding the CHSAC Representatives, if the CHSAC Chairperson is the representative, that person shall serve as a member of the Council for the length of his or her term as Chairperson or until another representative is designated. If a representative other than the Chairperson is designated, that person shall serve until another representative is so designated.

3. Regarding Inter-Departmental Representatives, members shall serve at the discretion of the respective Department's Commissioner and their terms shall commence on the date of appointment.

4. The Commissioner of the Department of Human Services, in consultation with the Chairperson, shall estab-

lish staggered memberships for both the At-Large and Division Constituency Representatives.

(e) Attendance requirements are as follows:

1. Members who have not participated in the work of the Council either at two full Council meetings or through a committee within a six-month period shall be contacted by the Chairperson regarding his or her intent to participate.

2. Members who are not active in the work of the Council for a period of one year shall be recommended for removal by the Chairperson to the Commissioner.

(f) Members are expected to actively serve on at least one of the Council's standing committees. Members may participate on the committee of their choice in consultation with the Chairperson, with the exception of the Executive Committee.

Amended by R.1992 d.28, effective January 6, 1992.

See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

In (a), Council to be appointed by Commissioner after consultation with Chairperson. In (a)1, membership increased from 20 to 26. In (a)2, representative must be member of CHSAC. In (a)3, member appointed by Commissioner in consultation with Director with no more than three from any Division. Added 4. In (a)5, added liaisons may be appointed with no more than one representative from each Department, council, committee or board. Added (b)-(f).

### 10:2-2.3 Administration

(a) The State Human Services Advisory Council shall meet at least quarterly throughout the year.

(b) The State Human Services Advisory Council and its standing committees shall be staffed by employees of the Department. Resources and assistance to the Council will be provided by the Department.

Amended by R.1992 d.28, effective January 6, 1992.

See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

Deleted (a); redesignated (b)-(c) as (a)-(b).

### 10:2-2.4 Standing Committees

(a) The Chairperson of the State Human Services Advisory Council and the Commissioner of the Department of Human Services shall establish such standing committees and ad hoc committees as are required to carry out the goals of the Council. The Chairperson and the Commissioner shall determine the size, membership, and mandate of each committee.

(b) The State Human Services Advisory Council shall have, at a minimum, the following standing committees:

1. An Executive Committee, composed of the Chairperson and the standing committee Chairpersons, as well as the Chairpersons of any ad hoc committees. The Chairperson may appoint additional members.

i. This committee is responsible for setting the agenda of each full State Human Services Advisory

Council meeting. Other responsibilities include, but are not limited to, reviewing recommendations for membership which are forwarded to the Commissioner of the Department of Human Services, reviewing of all committee reports and recommendations, and providing direction for the overall operation of the State Human Services Advisory Council.

ii. The Executive Committee may also act on behalf of the full Council on urgent matters at the discretion of the Chairperson. Actions taken by the Executive Committee will be reported to the full Council by the Chairperson at Council meetings.

2. A Legislation and Regulations Committee, the responsibilities of which include, but are not limited to:

i. Reviewing and analyzing important human services legislation and regulations; and

ii. Proposing recommendations regarding the need for future human services legislation and regulations.

3. A Policy and Operations Committee, the responsibilities of which include, but are not limited to:

i. Reviewing, on an ongoing basis, the interrelationships of Department of Human Services' Divisions and other State Departments with the intent of channeling any problems, concerns, or ideas for improvement to the Commissioner of the Department of Human Services;

ii. Identifying and communicating problems, issues, or urgent needs relating to the impact of Department policies on local communities and/or clients; and

iii. Investigating issues and concerns of contract providers and making recommendations for improvements.

4. A Finance and Budget Committee, the responsibilities of which include, but are not limited to:

i. Participating in the Department of Human Services' annual public budget review process, reviewing the Department's budget and making recommendations thereon to the Commissioner;

ii. Developing, among its members, an expertise on the composition of the Department's budget, how it is developed, the budget process overall and sharing that expertise with the full Council; and

iii. Reviewing and analyzing important human services funding initiatives.

5. A County Human Services Advisory Council Representatives' Advisory Committee, the responsibilities of which include, but are not limited to:

i. Reviewing the role of the CHSAC representatives as members of the State Human Services Advisory Council and making recommendations to improve their involvement; and

ii. Providing a forum for the CHSAC representatives to bring CHSAC issues and concerns to the attention of the Council and, thereby, the Commissioner of the Department of Human Services.

6. A Minority Issues Advisory Committee, the responsibilities of which include, but are not limited to:

i. Reviewing the Department's programs and services and their delivery in terms of availability, accessibility, quality and sensitivity to minority populations and cultures;

ii. Informing and sensitizing the Department to the human services needs of minorities;

iii. Identifying gaps in service and making recommendations for remediation; and

iv. Participating in the planning and implementation of the Department's programs, services, and policies in regard to minorities.

(c) The advice and recommendations emanating from the operation of the standing committees will be processed through the Executive Committee and through the full Council. Exceptions to this rule are at the discretion of the Chairperson.

Amended by R.1992 d.28, effective January 6, 1992.

See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

In (b)1, added ii. In (b)3, added iii. In (b)4, deleted i and ii and added i-iii. Added 5 and 6 and (c).