

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.1997 d.328, effective September 15, 1997.
See: 29 N.J.R. 747(a), 29 N.J.R. 4125(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, expires on March 13, 2003. See: 34 N.J.R. 953(a).

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, effective December 11, 1991. See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a). Pursuant to Executive Order No. 66(1978), Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, expired on December 11, 1996.

Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, was adopted as new rules by R.1997 d.328, effective September 15, 1997. See: Source and Effective Date.

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SUBCHAPTER 1. COUNTY HUMAN SERVICES
ADVISORY COUNCILS

10:2-1.1 Purpose and scope

(a) County Human Services Advisory Councils (CHSACs) are appointed by the government of each county to review county-level human service activities and to serve

as the primary vehicle for making local recommendations to assist the New Jersey Department of Human Services' decision making.

1. The Board of Chosen Freeholders or County Executive can appoint their HSAC within county government or select a private non-profit agency to fulfill this function. If the county government does not establish an HSAC, the New Jersey Department of Human Services may establish a substitute committee for an Advisory Council within the county, at the discretion of the Commissioner, when the Commissioner determines that there is a need for input to the Department on planning, policy and spending in that county.

(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, reduction, or reallocation plans including those required for the Social Services Block Grant (including formula funds), State appropriations for the homeless, and other funding streams as required by the Department of Human Services;
4. Review of existing purchase-of-service contracts;
5. Review of relevant plans for other funding sources and service systems which impact on the target populations;
6. Coordination and consolidation of the local human services delivery systems;
7. Development and implementation of a county human services plan which recommends service and funding priorities to meet local needs; and
8. 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).

Added (b)1, 6 and 7; in (b)3, added Social Services Block Grant, appropriations for homeless, Peer Grouping and other funding; and 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.

“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 advocate group or a person representing the interests of specific consumer groups).

“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 designated 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 representative” 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, particularly child welfare and protective services, persons who are severely/persistently mentally ill, persons who need child care, 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, Medicaid recipients/beneficiaries, 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).

Added “Family member” and amended “Consumer”, “Minority interest representative” and “Target populations”.

10:2-1.3 Membership requirements

(a) To receive and maintain department approval, County Human Services Advisory Councils shall contain the membership delineated in (a)1 through 13 below. CHSACs shall establish term limits for each member, including a provision to ensure that no member holds more than two consecutive three-year terms. After serving six years, a member can be re-appointed after a period of one year has elapsed. Term limits shall not apply to the following categories: County Freeholder or County Executive, County Welfare Agency (CWA) Director or equivalent, DYFS District Office Manager, or their designees, and consumers, consumer advocates and family members.

1. Public and private provider representation, which shall be comprised of both public and private human services provider representatives. Provider representation shall include employers, board members, or volunteers of an entity which is eligible to hold a contract(s) with the Department of Human Services. In this instance, agencies are defined as eligible for a contract with DHS if their primary function is the delivery of human services. Other entities will be included if they have a past or current contract with the Department of Human Services. Therefore, school systems, churches, housing authorities, and other organizations will not be in this category unless they have a contract. Individuals working for these entities will be considered providers if their function is the delivery of human services (for example, school social worker, housing authority social services employee). 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. The County Freeholder or County Executive, or a designee;

ii. The County Welfare Agency Director or designee; and

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, consumer advocate and family member representation, which shall be at least 25 percent of the total council membership. Current or former recipients of service and family members shall constitute one-half of consumer membership. Consumer, consumer advocates and family members shall represent a cross-section of the human services community and target populations, as defined in N.J.A.C. 10:2-1.2;

4. Demographic representation, which shall reflect the county's demographic make-up in terms of age, ethnicity and sex, according to the latest census data. Minority interests shall be represented in number(s) at least proportionate to the minority composition of the county;

5. Target population and service area representation, to the fullest extent possible;

6. 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 official representative of the Department to the CHSAC shall be responsible for ensuring coordination and participation from these Divisions when necessary;

7. Voluntary sector representation, which may include private planning councils and major donors or funders of local human services (for example, United Way);

8. Major geographic subdivisions (for example, cities) should be encouraged to participate in County Human Services Advisory Councils;

9. Representation for youth concerns, which shall include 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) or representatives of youth organizations shall be included as voting members;

10. Representative(s) from other county-level advisory boards and commissions, who may be included as voting members;

11. Representative(s) from Workforce Investment Boards, who shall be included as voting members; and

12. Non-New Jersey Department of Human Services' service network 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 and community development organizations, legal aid and vocational rehabilitation. 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 shall serve as the primary vehicle for planning

and coordinating the delivery of emergency services to the homeless (including designated core social services for the homeless) within a county.

(b) Each County Human Services Advisory Council shall establish and maintain a Work First NJ Committee which will carry out activities to support the implementation of Work First NJ including working cooperatively with Workforce Investment Boards and community based organizations involved in moving individuals from welfare to work. This committee may be freestanding under HSAC or combined with the Workforce Investment Board Subcommittee on Welfare to Work.

(c) Each County Human Services Advisory Council shall establish and maintain a Committee(s) which shall prepare plans for increases, reductions or reallocation of available funding.

(d) Each CHSAC shall establish and maintain a committee which will, on an ongoing basis, assess the impact of all Federal, State, and local budget increases and reductions on the county's human services delivery system.

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; rewrote (a)3; and added (a) 3 through 6 and (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 or provisions of this Chapter shall not be approved. Waivers shall apply for a term of one year.

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 for increases, reductions or reallocation of available funding 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. These processes should be documented in writing, and available to the public, in accordance with N.J.S.A. 47:1A-2.

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 shall consist of membership that is devoid of conflict of interest.

ii. The conflict of interest policy shall, 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), significant other, and any other member of the immediate household.

3. Periodically, at the request of the Commissioner, develop a County Human Services Plan through an extensive process of community input, and participation of clients, providers, advocates, and the community-at-large. The core elements of every County Plan shall be:

i. A resource inventory of public and private services available at the local level;

ii. A needs assessment survey of specific target population;

iii. Recommendation of county service priorities to meet the identified needs;

iv. Recommendation of county funding priorities based on unmet needs; and

v. Development of service system recommendations for the improvement and coordination of the service delivery system at the county level.

4. 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), concerning confidentiality of client records, shall determine their accessibility to the County HSAC's for the purposes of contract review.

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

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).
Added (b)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, such as: children in families in need of services, persons who are severely/persistently mentally ill, persons in need of child care, 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;

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 member);

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 of any Division shall be designated, one of whom 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 staff persons (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 and Senior Services, Education, Labor, Corrections, and Community Affairs. 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 shall be 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 Vice Chairperson of the State Human Services Advisory Council shall be selected by the Commissioner of the Department of Human Services in consultation with the Chairperson, and shall serve, within his or her term as a member of the Council, at the discretion of the Commissioner.

(d) 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.

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

1. At-large and Division constituency representatives 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 shall be decided by random selection within categories of membership.

2. Regarding the CHSAC representatives, if the CHSAC Chairperson is the representative, the 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. Inter-departmental representatives 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 establish staggered memberships for both the at-large and Division constituency representatives.

(f) 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.

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 appointed by Commissioner after consultation; in (a)1, membership increased from 20 to 26; in (a)2, representative to be member of CHSAC; in (a)3, member appointed by Commissioner in consultation with Director, no more than three from any Division; added (a)4; in (a)5, added liaisons may be appointed with no more than one from each Department, council, committee or board; and added (b) through (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 Ad Hoc Committee 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, the Vice Chairperson, and the standing committee Chairpersons, as well as the Chairpersons of any ad hoc committees. The Chairperson may appoint additional members.

i. The Executive Committee shall be responsible for setting the agenda of each full State Human Services Advisory Council meeting. Other responsibilities shall include, but not be 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 shall be reported to the full Council by the Chairperson at Council meetings;

2. A County Human Services Advisory Council Representatives' Advisory Committee, the responsibilities of which shall include, but not be 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; and

3. A Minority Issues Advisory Committee, the responsibilities of which shall include, but not be 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 and the ad hoc committees will proceed through the Executive Committee and through the full Council. Exceptions to this requirement 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).

Added (b)1ii and (b)3iii; rewrote (b)4 i and ii; and added (b)4iii, (b)5 and 6, and (c).