

CHAPTER 2**COUNTY HUMAN SERVICES ADVISORY COUNCILS;
THE STATE HUMAN SERVICES COUNCIL;
AND COMMISSIONER'S EXECUTIVE ADVISORY
COMMITTEE****Authority**

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

Source and Effective DateR.2002 d.296, effective August 14, 2002.
See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 2, County Human Services Advisory Councils; The State Human Services Council; and Commissioner's Executive Advisory Committee, expires on February 10, 2008. See: 39 N.J.R. 3864(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, County Human Services Advisory Councils and State Human Services Advisory Council 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: 29 N.J.R. 747(a), 29 N.J.R. 4125(a).

Chapter 2, County Human Services Advisory Councils; the State Human Services Council; and Commissioner's Executive Advisory Committee, was readopted as R.2002 d.296, effective August 14, 2002. As a part of R.2002 d.296, effective September 16, 2002, Subchapter 3, Commissioner's Executive Advisory Committee, was adopted as new rules. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. COUNTY HUMAN SERVICES
ADVISORY COUNCILS****10:2-1.1 Mission, purpose and scope**

(a) A County Human Services Advisory Council (CHSAC) is a county-based planning, advisory, and coordinating organization dedicated to helping the community meet its human service needs. A CHSAC seeks to facilitate, and enhance the delivery of human services through collaborative relationships across the county, and between the counties and State agencies.

(b) 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 making local recommendations to assist both county government and the New Jersey Department of Human Services' decision making; identifying the high priority human service needs for their community; the coordination and improvement of services to Department target populations; the planning, coordination, and implementation of Department initiatives at county level; and input to the Department on funding priorities and allocations.

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.

(c) 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 or monitor existing contracts and their relevance to county service priorities;
5. Review of relevant plans from 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 Council.

(d) 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).

Amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Added a new (a); recodified former (a) as (b) and rewrote the introductory paragraph; recodified former (b) as (c), rewrote 4, substituted "from" for "for" in 5 and deleted "Advisory" preceding "Council" in 8; recodified former (c) as (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.

"Commissioner" means the Commissioner of the New Jersey 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 advocate group or a person representing the interests of specific consumer groups). A family member, as defined below, is also a consumer. A consumer member of a provider Board will be considered a "consumer," and a volunteer in that agency will be considered a consumer advocate, as long as that provider agency does not hold a seat in the CHSAC.

"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, significant other, child, parent, sibling, guardian, or a caregiving relative of a person who is, or has been, a recipient of public or private human services.

"Provider representative" means an employee, board member, or other volunteer of an entity which holds a contract with the Department.

"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, and people who: are seriously emotionally disturbed children, are severely/persistently mentally ill, have developmental disabilities, are blind or visually impaired, are deaf or hard of hearing, have other disabilities, need child care, earn low incomes or receive public assistance, are homeless, receive Medical Assistance, and any other 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".

Amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Added "Commissioner"; rewrote "Consumer" and "Family member"; deleted "Minority interest representative"; in "Provider representative", substituted "holds" for "is eligible to hold" following "entity which"; rewrote "Target populations".

10:2-1.3 Membership

(a) To receive and maintain Department approval, County Human Services Advisory Councils shall contain the required membership delineated in (a)1 through 3 below. The categories of membership in (a)4 through 9 below are strongly recommended. All categories of membership may be included as voting members with the exceptions noted below.

1. Public and private provider representation shall be comprised of both public and private human services provider representatives. Provider representation shall include employees, board members, or volunteers of an entity which holds a contract with the Department. Provider representative membership shall represent as many target populations and service areas encompassed by the Department as possible and it shall not exceed 49 percent of the total membership. Representation shall include:

- i. The County Freeholder or County Executive, or a designee, as an ex-officio, voting or non-voting member (county choice);
- ii. The county welfare agency (or its county equivalent) Director or designee;

- iii. The Department representative assigned to the county to oversee/monitor CHSAC contracted activities, as an ex-officio, non-voting member;
 - iv. Representatives from various Divisions of the Department, as ex-officio, non-voting members;
 - v. The County Division of Youth and Family Services' District Office Manager, or another Division of Youth and Services' designee; and
 - vi. A representative from the Workforce Investment Board;
2. Consumer, consumer advocate and family member representation shall be at least 25 percent of the total council membership. Consumer, consumer advocates and family members shall represent a cross-section of the local human services community and target populations, as defined in N.J.A.C. 10:2-1.2. A consumer member of a provider Board will be considered a "consumer" as long as that provider does not hold a seat in the CHSAC. No provider agency shall have more than one vote in a CHSAC;
 3. Voting members shall generally reflect the county's ethnic and racial populations as determined by the latest census data;
 4. Target population and service area representation shall reflect caseload composition to the fullest extent possible;
 5. Voluntary sector representation may include private planning councils and major donors or funders of local human services;
 6. Representation from major geographic subdivisions shall be encouraged;
 7. Representation for youth concerns 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), Children's System of Care Initiative—Care Management Organization (CMO) or representatives of youth organizations;
 8. Representatives from other county-level advisory boards and commissions; and
 9. Non-New Jersey Department of Human Services' service network representation may 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 may include those who the county believes would provide a valuable contribution to human services planning (for example: labor unions, private businesses, and foundations).

(b) Only voting members of the CHSAC shall be counted in the determination of the demographic composition of the Council.

(c) CHSACs shall establish staggered terms for members, including a provision to ensure that no member subject to term limits 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, Department Representative, Department Division representatives, Division of Youth and Family Services District Office Manager, or their designees. Consumers, consumer advocates and family members may also be exempted from term limits (county choice).

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.

Amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Rewrote (a); added (b) and (c).

10:2-1.4 Relationship to other county advisory groups

In its relationship to other county advisory groups, the County Human Services Advisory Council, because of its mission and comprehensive scope of activities, shall be the principal human services advisory body to the Department and to the county. As such, it shall maintain a liaison with other related planning and/or advisory groups in the county.

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".

Amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Rewrote the section.

10:2-1.5 Required committees

(a) Each CHSAC shall establish the following committees:

1. A Planning Committee to periodically develop, update, and monitor a County Comprehensive Human Services Plan, under the Department's guidance, addressing the needs of the local community. This committee conducts/secures needs assessments of target populations, and addresses the development of service priorities to meet those needs. It develops strategies to secure the needed services, and ensures completion/updates of comprehensive county service directories to facilitate the access and coordination of services to residents;

2. An Allocations Committee to prepare plans for new and on-going State funding allocations, increases, reductions or reallocation of available funding. Membership in this committee must strictly adhere to conflict of

interest procedural requirements as defined in N.J.A.C. 10:2-1.6; and

3. A Comprehensive Emergency Assistance System (CEAS) Committee to 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. This committee develops service priorities and spending plan priorities for the homeless funds.

(b) Each CHSAC shall establish as many committees as necessary to perform the following functions:

1. Review and make recommendations on the renewal of existing purchase of service contracts;
2. 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; and
3. Conduct appeals hearings, as needed, from service providers affected by CHSAC decisions. An Appeal Committee must be a separate committee, composed of members devoid of conflict of interest as defined in N.J.A.C. 10:2-1.6; and
4. On an on-going basis, assess the impact of all Federal, State, and local budget increases and reductions on the county's human services delivery system.

(c) The establishment of a special County Commission on Child Abuse and Missing Children, with the assistance of the CHSAC, is encouraged. The special county commission shall address the problems of child abuse and missing children in the county and its activities may include, but shall not be limited to: arranging for educational programs for parents and children, providing information concerning the available services in the county and in the State for abused children and their parents and the parents of missing children, and coordinating the provision of services and programs concerning child abuse and missing children that are offered in the county and neighboring counties. This commission may be placed within the CHSAC as one of its committees, or it may be placed outside the CHSAC in the most appropriate forum and, it shall coordinate their efforts with the Office of Child Abuse Prevention within the New Jersey Department of Human Services.

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).
Amended by R.2002 d.296, effective September 16, 2002.
See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Rewrote the section.

10:2-1.6 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 be available to the public in accordance with N.J.S.A. 47:1A-2:

- i. The appeals process shall, 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, have family ties or have a financial interest. Members should review the potential for conflict on an annual basis and, as needed, provide full disclosure pertaining to ties to service providers relative to themselves and family members.

3. Maintain a contract review policy for all renewals of purchase-of-service contracts funded through the CHSAC allocation recommendation process, to determine continued compliance with the County Human Services Plan priorities, to assess qualitative aspects of the contracts, and to insure that the services are still being directed towards the target populations. 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 CHSACs 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).

Recodified from N.J.A.C. 10:2-1.7 and amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

In (a), substituted "shall." for "should" in 2i, rewrote 2ii, deleted former 3, recodified former 4 as 3 and rewrote the paragraph. Former N.J.A.C. 10:2-1.6, Membership waiver requests, repealed.

10:2-1.7 (Reserved)

Recodified to N.J.A.C. 10:2-1.6 by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Section was "Procedural requirements".

SUBCHAPTER 2. STATE HUMAN SERVICES COUNCIL

10:2-2.1 Mission, purpose and scope

(a) The State Human Services Council (SHSC) is a network of State and local human service leaders that meet to share information about human service issues across the State of New Jersey and create a unified forum to address those issues.

(b) The purpose and scope of the State Human Services Council is to provide a forum for the aggregate leadership of the 21 CHSACs throughout the State of New Jersey to articulate issues and concerns from all counties, generate new and/or common approaches for the resolution of those issues, explore best practices, and learn about Department programs, policy, budget, and related Department's initiatives impacting on human services target populations.

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

1. Coordinate the Statewide discussion of local human service issues and concerns, develop joint recommendations for State and local leaders, and develop a course of action;
2. Share the Council's recommendations with the Department and others as appropriate;
3. Respond and react to information received from the Department and other departments;
4. Communicate and share such information with the County Human Services Advisory Councils, key local leaders, and the human services community at large; and
5. Share local best practices.

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.

Amended by R.2002 d.296, effective September 16, 2002.
See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Rewrote the section.

10:2-2.2 Membership requirements

(a) The State Human Services Council shall consist of:

1. Two representatives from each of the 21 County Human Services Advisory Councils (CHSACs), with one vote per county. One of these representatives shall be a CHSAC staff (Director, Coordinator, or designee), and the other must be a CHSAC member officially elected by the CHSAC annually;
2. Department and Division representatives appointed by the Commissioner, in consultation with the Division Director, as ex-officio non-voting members; and
3. Representatives from other departments of State government (that is, the Departments of Labor, Edu-

cation, Community Affairs, and Health and Senior Services) as ex-officio non-voting members.

(b) The terms of membership shall be as follows:

1. CHSAC staff shall serve as a member of the Council for the duration of their tenure in that position, or until another representative is designated by the local CHSAC.

2. The local CHSAC member will be elected annually by the CHSAC, and shall serve for a maximum of three consecutive years. The CHSAC shall notify the Department of this election.

3. Department and Divisional representatives will serve at the discretion of the Commissioner. Other departments' representatives will serve at the discretion of their respective Commissioners.

(c) 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. The CHSAC represented by members who are not active in the work of the Council for a period of one year shall be contacted to invite participation from other representatives.

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).

Amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Rewrote the section.

10:2-2.3 Administration

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

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

(c) The Chairperson of the State Human Services Council and the Commissioner of the Department of Human Services shall establish such 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.

(d) The SHSC shall have a Chairperson and a Vice-Chairperson.

1. The Chairperson shall be appointed by the Commissioner and shall serve, within his or her term as a member of the Council, at the discretion of the Commissioner. A member may serve in this capacity for a maximum of three consecutive years. The responsibilities of the Chairperson include:

- i. Setting the agenda of each full SHSC meeting;
- ii. Reviewing committee reports and recommendations;
- iii. Reviewing membership participation;
- iv. Providing direction for the overall operation of the SHSC; and
- v. Representing the SHSC at the Commissioner Executive Advisory Committee (CEAC).

2. The Vice Chairperson shall be appointed by the Commissioner 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. A member may serve in this capacity for a maximum of three consecutive years. The responsibility of the Vice-Chairperson is to assume the responsibilities of the Chairperson in his or her absence.

(e) All advice and recommendations will proceed through the full Council.

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).

Amended by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

In (a), deleted "Advisory" preceding "Council"; in (b), deleted "Advisory" preceding "Council" and substituted "any" for "its standing"; recodified former N.J.A.C. 10:2-2.4(a) as (c) and deleted "standing committees and ad hoc" following "establish such"; added (d) and (e).

10:2-2.4 (Reserved)

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).

Repealed by R.2002 d.296, effective September 16, 2002.

See: 34 N.J.R. 953(a), 34 N.J.R. 3264(b).

Former N.J.A.C. 10:2-2.4(a) recodified as N.J.A.C. 10:2-2.3(c). Section was "Standing committees".

SUBCHAPTER 3. COMMISSIONER'S EXECUTIVE ADVISORY COMMITTEE

10:2-3.1 Mission

(a) The mission of the Commissioner's Executive Advisory Committee (CEAC) is to provide leaders in the State's private, nonprofit, human service community with a forum to advise the Commissioner of the Department of Human Services in the advancement and planning of human service goals and policy.

(b) Members of the Commissioner's Executive Advisory Committee will meet with the Commissioner of the Department on a quarterly basis to:

1. Respond to new initiatives during the State's budget process;
2. Learn about, provide feedback and assist in developing major new Department and Divisional policy changes;
3. Learn about, provide feedback and assist in developing major new programming initiatives;
4. Bring significant Statewide, regional and community issues and problems to the attention of the Department;
5. Communicate to key stakeholders and elected officials the gains that can be achieved by the implementation of new policies and programs; and
6. Suggest a process or method of implementation on issues that will significantly impact the human service community.

10:2-3.2 Membership

(a) The Commissioner's Executive Advisory Committee shall be appointed by the Commissioner of the Department of Human Services and shall consist of 26 members who are leaders in human services and who represent a wide and varied cross section of the human services community Statewide, such as:

1. Children in families in need of services;
2. Persons who are severely/persistently mentally ill;
3. Persons with developmental disabilities;
4. Low-income persons and public assistance recipients;
5. Blind and visually impaired persons;
6. Persons who are deaf and hard of hearing;
7. The elderly;
8. Homeless individuals and families;
9. Other disabled persons; and
10. Under-served populations requiring services from the Department.

(b) Membership in the CEAC shall reflect a balance among the sectors of the human services community (considering age, ethnicity, gender, direct service providers, and non-providers) and the Department's target populations including consumers of human services.

(c) The terms of office shall be three-year terms or until a successor is appointed by the Commissioner. These terms shall commence on January 1st of the respective year. Initially, terms shall be staggered, with one-third of the membership eligible for reappointment or replacement each year. The length of terms shall be decided by random selection.

(d) Attendance requirements are as follows:

1. Members who have not participated in the work of the CEAC either at two full CEAC meetings or through ad hoc task forces for a six-month period shall be contacted regarding continued interest and intent to participate.

2. Those who are not active in the work of the CEAC for a period of one year will be recommended for removal from the CEAC.

10:2-3.3 Administration

(a) The Commissioner's Executive Advisory Committee shall meet at least quarterly throughout the year.

(b) An employee of the Department of Human Services shall coordinate the Commissioner's Executive Advisory Committee. The Department will provide resources and assistance to the Committee.

(c) The Commissioner of the Department of Human Services will develop the agenda for the CEAC meetings.

10:2-3.4 Task forces

The Commissioner of the Department shall establish such ad hoc task forces as are required to carry out the goals of the CEAC. The Commissioner shall determine the size, membership, and mandate of each ad hoc task force.