

**OPERATING PROCEDURES — HUMAN SERVICES
TECHNICAL COMMITTEE**

I. Purpose And Tasks

The Human Services Technical Committee, hereafter referred to as HSTC, is an advisory body to the Human Services Coordinating Committee, hereafter referred to as HSCC. All HSTC actions and recommendations are subject to the approval of the HSCC.

The major purpose of the HSTC is to advise the HSCC in the human services planning process. Some of the specific tasks that are the responsibility of the HSTC include:

1. Advise on priority human services problems existing in Maricopa County with a recognition of individual community differences.
2. Recommend specific service allocations for the Social Services Block Grant and comment on all other funding sources included in the scope of the MAG plan.
3. Recommend policy positions, as necessary, on issues affecting human services such as fee schedules, division of responsibilities, improving delivery system, and proposal review.
4. Prepare for HSCC review and recommendation to the Regional Council of the Maricopa Association of Governments an annual plan that includes the information outlined in Tasks 1 and 2.

II. Composition of HSTC

The HSTC is comprised of staff level counterparts to the members of HSCC along with other knowledgeable professional human services staff. Each entity has the responsibility of appointing its own representatives.

<u>Public Bodies</u>	<u>Private Non-Profit Agencies</u>
1 Maricopa County	5 Community Councils
4 City of Phoenix	2 United Ways
24 Each of the other incorporated cities in Maricopa County	1 Area Agency on Aging
7 Arizona DES District 1 Program Managers	46 Total Voting Members
1 Arizona Department of Health Services	
1 District 1 Regional Behavioral Health entity	

III. Term, Meeting Schedules And Responsibilities of HSTC Members

A. Term

**OPERATING PROCEDURES - HUMAN SERVICES
TECHNICAL COMMITTEE**

1. The term of appointment will be for two years beginning January 1 of odd numbered years.
2. A member shall serve from the time of appointment for so long as the entity appointing the member is entitled to representation, or until such entity replaces the representative.

B. Meetings

1. The HSTC generally meets eight times a year at the MAG Office Building, 302 N. First Avenue, Suite 200 in Phoenix, Arizona. The location of the meetings may be changed. Special meetings may be called by the Chair.
2. Tentative agenda information is sent to all members one week prior to the meeting.
3. Members are expected to attend regularly. Members not attending three consecutive meetings without prior notification to the Chair of the HSTC may be asked to reconsider their ability to fulfill the responsibility of membership on the HSTC.
4. A voting alternate may be sent to the meeting if the Chair is notified verbally or in writing. The alternate must be a staff member or representative of the member entity who would be qualified to serve as a regular member of the HSTC.
5. A majority of the appointed members actively serving shall constitute a quorum. A newly appointed member shall not be considered actively serving and counted for quorum purposes until he or she has attended a regularly scheduled meeting.

C. Responsibilities

1. Regular meeting attendance.
2. Knowledge of the major human services issues and priorities of the entity represented.
3. Ability to assess and evaluate the various options and recommendations with MAG staff and make recommendations to the HSCC regarding:
 - priority human service problems
 - allocation levels
 - comments to funding sources
 - other policy issues applicable to human services.
4. Service on a Subcommittee.
5. Declaration of a Conflict of Interest

The primary concern of this Committee regarding conflict of interest relates to direct or indirect economic benefit to an HSTC member that may result from any decision or recommendation made by this

**OPERATING PROCEDURES - HUMAN SERVICES
TECHNICAL COMMITTEE**

Committee.

Each member of the Human Services Technical Committee who is in good standing may vote on issues that advise the Human Services Coordinating Committee. However, members are obligated to declare conflict of interest during any discussion before the Committee, and must abstain from discussion and voting.¹

IV. Organization of the HSTC

A. Officers

1. The HSTC shall elect a Chair and Vice-Chair at the January meeting, or as soon thereafter as may be practical, each year. The Chair and Vice-Chair may not represent the same entity.
2. The officers shall serve for a one-year term, or until their successors are selected, and may not hold consecutive terms.

B. Duties and Responsibilities

1. Chair:

Preside at all HSTC meetings, appoint committees, determine meeting agenda items and all other duties consistent with the position. The Chair is a non-voting member of the HSCC and is expected to attend the meetings of the HSCC. According to the policy of the Arizona Department of Economic Security, an HSTC member representing an entity that receives SSBG funds to provide services is ineligible to serve as HSTC Committee Chair.

2. Vice-Chair:

In the absence of the Chair, the Vice-Chair will exercise the duties and responsibilities of the Chair.

C. Sub-Committees

1. The Chair of the HSTC shall appoint such sub-committees as may be needed to carry out the responsibilities of the HSTC.
2. Consideration shall be given in appointing committees to individual interest and expertise along with inclusion of representatives of various entities.

V. Approval and Changes in Operating Procedures

¹All public officers and employees of incorporated cities and towns are covered by the Arizona conflict of interest law. This includes the mayor, council members and members of all appointed boards and commissions (parks, planning and zoning, libraries, etc.); the city manager, his or her appointees and all consultants; and full-time, part-time and contractual employees of the city or town. League of Arizona Cities and Towns, *You as a Public Official* . . ., December 1996.

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TECHNICAL COMMITTEE**

1. These Operating Procedures will become effective upon approval of the HSTC and ratification by the HSCC.
2. These Operating Procedures may be changed from time to time upon approval of the HSTC and ratification by the HSCC.