

**PERSON COUNTY
HUMAN SERVICES ADVISORY COMMITTEE**

BYLAWS

BOC Approved: September 2, 2025

Amended: January 5, 2026

Amended: May 4, 2026

Human Services Department Mission

Improving the human condition of Person County residents, particularly the most vulnerable, through the equitable provision of quality programs, services, and support.

The Human Services Advisory Committee (HSAC) is dedicated to meeting the human services needs of Person County residents. HSAC aims to enhance the delivery of human services in Person County through collaborative relationships with our community, staff, and the Board of Commissioners.

The HSAC is appointed by the Person County Board of Commissioners and may play a role in making recommendations to Human Services Department staff and/or the Board related to policy, funding, strategy, and other priorities of county-level human services.

The HSAC will represent the residents at large and will advocate to the Board of Commissioners for the balanced and integrated services for residents within the County. The HSAC will work cooperatively with Human Services Department staff and the Board of Commissioners in a continuing effort to meet service needs, educate the community, and advocate for shared and collaborative services across the County.

Furthermore, goals of the HSAC include:

- ◆ To advocate that people in Person County will have access to safety, shelter, food, health care, and other basic needs.
- ◆ To advocate for the delivery of human services in a manner that promotes self-sufficiency and reduces reliance on the social system.
- ◆ To advocate that the range of services are driven by community needs and statutory requirements.
- ◆ To view human services programs through the lens of community members, offering a voice for potential improvement or gaps in programming based on emerging data, trends, and best practices.
- ◆ Participate in strategic conversations and advocacy efforts focused on human services delivery.

Person County Human Services Advisory Committee

A. Name

The name of this appointed committee is the Person County Human Services Advisory Committee (HSAC).

B. Authority

The Human Services Advisory Committee was established by the Person County Board of Commissioners for the purposes of making recommendations to staff and the Board on policy, funding, strategy, and other priorities of county-level human services.

C. Purpose

The HSAC exists to advise the County Board and Person County Human Services on human services issues.

Specific focus areas included:

- Providing input, feedback, and perspective from the public to the County Board and staff within Human Services Department on topical/ or programmatic areas as defined and/or requested by the County Board.
- HSAC members serve as a communication channel between the public, staff and the Board of Commissioners.
- To provide citizen representation and perspective in understanding, addressing, and resolving community issues.
- To assist in identifying community needs that apply to the mission, purpose, and scope of the Human Services Department.
- HSAC members may be asked to review and make recommendations on service proposals, need determinations, and grant applications that require County Board authorization, as appropriate.
- HSAC members may be asked to participate in the evaluation and performance of human services programs as appropriate.
- To periodically review the relationship between the County Board, Person County Health, Housing, and Human Services, and the HSAC and make suggestions for improvement and assure citizen involvement.

D. Committee Membership

1. **Committee Make-up.** The HSAC is comprised of 7 representatives with the goal of including:

- Law Enforcement (Person County Sheriff's Office/ Roxboro Police Department)
- Person County Health Department
- Guardian ad-Litem
- Person Veterans Council
- General Public (3)

Committee Member Length of Term. Terms for members are four years in length and may be renewed for one additional term. To establish and ensure a uniform staggered term structure, the Board of Commissioners may appoint some members to two-year terms.

E. Committee Member Service

1. **Meeting Attendance** HSAC members shall regularly attend HSAC meetings and any other HSAC member assigned duties in adherence with County standards and expectations.

2. **Committee Member Conduct.**

a. **Discriminatory Conduct Prohibited.** It is critically important that members of the public who have business before the HSAC feel confident that the HSAC will treat them fairly and impartially without regard to their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity. By choosing to serve as a HSAC member, members shall refrain from engaging in speech or conduct that will reasonably tend to make members of the public with business before the HSAC feel the HSAC will not treat them fairly and impartially without regard to their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity.

b. **Compliance with Certain County Policies.** HSAC members shall also comply with the following County policies pertaining to their Board service:

1. Accepting Donations
2. Conflict of Interest Legal and Ethical Practices
3. Gifts – Gratuities
4. Political Activity (during HSAC service times)
5. Tobacco-Free Grounds (during HSAC service times)
6. Weapons in the Workplace (during HSAC service times)

- c. **Speaking on Behalf of Entire Board Prohibited**. HSAC members are also prohibited from representing to others that they speak on behalf of the entire HSAC, Human Services Department staff, or the Person County Board of Commissioners.

F. Officers

1. **HSAC Officers.** There are two officers of the HSAC: Chair and Vice-Chair. County staff assigned to support the HSAC will be the Human Services Director and/or the Human Services Evaluator. The assigned shall take attendance and take notes at meetings and shall serve as the official recordkeepers for the records of the HSAC.

Term of Service. Officers serve for a calendar year. Consecutive terms of office are at the discretion of the HSAC, but shall not exceed 2 consecutive years in a position.

2. Duties of Officers.

The Chair and/or Vice-Chair:

- will meet with senior leadership to develop the agenda
- chair all meetings of the HSAC
- may elicit participation in committees, task forces, and workgroups
- may convene and moderate HSAC public listening sessions, forums, and community engagement meetings as appropriate

G. Committee Meetings

1. **Meeting Scheduling.** The HSAC meets monthly, with the exception of July and December. Agenda material will be sent to members at least two (2) days prior to the meetings. The Chair of HSAC may call for a special meeting by providing written or e-mailed notice to HSAC members at least 48 hours prior to the scheduling meeting date.
2. **Quorum.** A simple majority of the appointed membership shall constitute a quorum. A quorum is necessary for all voting by the HSAC.

H. Committee Representation.

The HSAC may have representation on other social services groups, or the HSAC may form ad hoc workgroups to address issues of interest to the HSAC and/or Board of Commissioners as needed.

I. HSAC Bylaws Review and Amendments

These bylaws will be reviewed annually. Amendments may be proposed at any regular meeting of the HSAC. Amendments to these Bylaws may be provisionally approved by a majority vote of HSAC members, provided that any such proposed amendment shall first have been delivered to each HSAC member at least five days prior to the meeting at which such amendment is considered and is in accordance with the enabling resolution adopted by the Person County Board of Commissioners. However, the proposed amendments shall not become final and binding until they have been approved by a majority vote of the Person County Board of Commissioners following approval by the HSAC.