**PUBLIC HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE**

**TO THE ST LOUIS COUNTY BOARD OF COMMISSIONERS**

**AND THE PUBLIC HEALTH AND HUMAN SERVICES DEPARTMENT**

**BYLAWS**

**Vision Statement: A community where all people are safe and healthy.**

This committee shall be entitled the “St Louis County Public Health and Human Services Advisory Committee,” hereinafter referred to as the “Committee.” The primary function of the Committee shall be to make recommendations to the St Louis County Board of Commissioners and to the St Louis County Public Health and Human Services Department relative to the public health and human services needs of St Louis County communities and residents. The PHHS Advisory Committee meets the Human Services Advisory Committee Statute specified in Minn. Statutes 402.03. An annual report of Committee activities and/or recommendations will be given to the County Board of Commissioners at the end of each calendar year.

**Objectives**

The Committee shall:

* Promote inclusive community engagement and collaboration
* Identify, understand, and address community health, social, and safety issues while encompassing emotional, mental, physical, social, and spiritual needs
* Influence policymakers for health, social services and well-being; and
* Champion Health Equity

Committee Members will serve as a conduit of information from their community and in select program areas:

* Making recommendations based on community needs and opportunities to the Department to benefit the residents of St. Louis County;
* Requesting additional research and analysis related to needs, program opportunities.
* Serving as public health and human service advocates by developing each community’s understanding of Public Health and Human Services Department programs and activities;
* Advising the department about community needs for the purpose of program and activity planning;
* Making recommendations to the County Board of Commissioners for new programs or activities which would benefit the people of St Louis County; and
* Understand and promote the principles of health equity and person-centered practice

Due to the breadth of programs in Public Health and Human Services, Committee members are required to participate in a minimum of one related community or County committee and share that work with the PHHS Advisory Committee.

**Membership**

The Public Health and Human Services Advisory Committee will consist of up to 22 members.

Two ad hoc committee members will be county commissioners. One ad hoc member will be the chair of the St Louis County Board’s Health and Human Services Committee. The other will be a volunteer from the opposite (north-south) part of the county. Both commissioner members will rotate in sync with the rotations for the County Board’s Health and Human Services Committee Chair.

There will be a member representing the Fond du Lac Band and one representing the Bois Forte Band. These members are not bound to term limits.

The remaining, up to 18 members, will be filled by St Louis County residents. These members will be appointed by the Board of Commissioners. Each commissioner shall appoint at least two members representing their district. Four at large members shall also be appointed by the Commissioners. There will be special consideration given to ensure a balanced geographical representation between the Duluth area (as defined as commissioner districts 1, 2, 3, 5) and northern St Louis County (as defined as Commissioner districts 4, 6, 7) as well as representation from under-represented or underserved communities.

Members appointed to fill vacancies or increase the membership shall be appointed by the Board of Commissioners.

**Terms of Membership**

The term of membership for St Louis County residents serving on the Committee shall be two (2) years; with a limit of three consecutive terms. A year is the calendar year, January through December. The terms of the Committee members will expire with the last meeting of the calendar year and recommendations for new members shall be made at this meeting. Any member with unexcused absences of two or more per year will be considered to have resigned.

In order to set-up the staggered rotation of Committee members, the initial committee members will serve staggered terms established by the Public Health and Human Services Department.

**Recruitment and Appointment of Members**

The following criteria will be considered in selecting Committee members:

* County resident
* Commissioner district and geographic balance
* Under-represented or underserved communities; or lived-experiences pertaining to a PHHS priority area
* Consumer of services

Advertisements will appear in the following papers seeking Committee members:

* Newspaper(s) designated as the official county newspaper by the Board for that year

Other recruitment methods will include:

* Posting on the St Louis County website

Interested residents will complete a Public Health and Human Services Advisory Committee application form and submit it to the Public Health and Human Services Department by the due date indicated on the form. All applications will then be forwarded to the Board of Commissioners for selection and appointment.

**Meeting Schedule and Location**

Meetings will be held at least four times each calendar year. Meetings will be held in a location that is accessible and convenient with virtual options available. Meeting locations will be determined by the Committee.

**Meetings (Rules and Procedures)**

* The Committee shall elect the Chair and Vice Chair annually at the first meeting of the calendar year; the chair may not be a member of a county board. The Chair shall be responsible for meeting facilitation. The Vice Chair shall act in the absence of the Chair.
* Decisions made by the Committee shall be based on consensus or by a simple majority.
* All members shall be entitled to vote.
* Staff support, including an agenda and meeting minutes for the Committee will be provided by the Public Health and Human Services Department (two support staff will be designated by the PHHS department; one shall be knowledgeable about public health and one shall be knowledgeable about human services. Attendance of other staff from the PHHS department shall be based on the agenda.)
* The Chair and support staff will collaborate on the agenda to be prepared in advance of the meeting.
* Agenda and minutes will be distributed to all Committee members in a timely fashion.
* The Public Health and Human Services Department will provide adequate resources to the Committee to facilitate member participation. These resources will include reimbursement for mileage for Committee member’s attendance at meetings at the designed rate per mile or County employee travel. Members will also be provided a $50 stipend for their attendance at each meeting.
* Membership in at least one additional related community or county committee is required and that Advisory Committee member will serve as a conduit of information on that content in their advisory role as well as update the Advisory Board on the work. The list of community or county committees will be provided at the first meeting of the year for selection.

**Amendments**

These bylaws shall be amended by a majority vote of the members and may be done either at a regular meeting or through an email voting process.

Approved by PHHS Advisory Committee (email vote) February 11, 2022