

NAME: **COMMUNITY ACTION PARTNERSHIP ADMINISTERING BOARD OF THE COUNTY OF SAN DIEGO**

LEGAL AUTHORITY: Mandated by Federal Law: US Code Title 42, Chapter 106, § 9910. Established by Resolution adopted 6/28/77 (118). Amended by Resolution adopted 9/6/77 (217); By-Laws revised 2/16/88, Communications Received No. 20; Expenses and mileage reimbursement established by County Administrative Code, Article XXVI-A, Sections 471, 472 and 484; By-Laws revised 1/6/2004 (10).

MEMBERS APPOINTED BY:

Board of Supervisors:

MEMBERSHIP COMPOSITION:

This Board consists of 15 members and 10 alternates (representatives of the Economically Disadvantaged and Private Sectors only), who shall be residents of the County of San Diego, as follows:

Board of Supervisors Representatives - Public Sector (Five Members)

Five members appointed by the Board of Supervisors shall represent the Public Sector. One member for each Supervisorial District.

Representatives of Economically Disadvantaged Sector – (Seven Members (and their alternates))

Seven members (and their alternates) nominated by the Community Action Board and confirmed by the Board of Supervisors

- East Regional - (1 representative and 1 alternate)
- North Central Region - (1 representative and 1 alternate)
- North Coastal Region - (1 representative and 1 alternate)
- North Inland Region - (1 representative and 1 alternate)
- South Region - (1 representative and 1 alternate)
- Central Region - (2 representatives and 1 alternates)

Private Sector Representatives – Three Members

Three organizations nominated by the Community Action Board and confirmed by the Board of Supervisors

At Large - (1 representative and 1 alternate per organization)

TERMS:

Public Sector (4-Year Term)

A representative nominated by a County Supervisor and confirmed by the Board shall serve four (4) years, concurrent with the nominating Supervisors' term of office. The re-election of a member of the Board of Supervisors for a succeeding term **shall not** automatically extend the term of a Public Sector representative.

Economically Disadvantaged Sector (3-Year Term)

Representatives of the Economically Disadvantaged Sector shall serve three years, commencing on July 1 of the selection year unless otherwise specified. Terms shall be staggered so that terms of two members shall expire each year. One member from the Central Region shall be the "Central A" representative and the other "Central B" representative. The sequence of expiration shall be:

Year 1, South, Central A and North Coastal
Year 2, North Central and North Inland
Year 3, East and Central B

Representatives of the Private Sector shall serve three (3) years, commencing July 1. Representative organization shall be designated "Private Sector A, B, and C." Terms shall be staggered so the representative organization's terms expire in the following sequence:

Year 1, Private Sector A
Year 2, Private Sector B
Year 3, Private Sector C

Note: No member of the Board, whose term had expired shall continue to serve past twelve (12) months from the date these By-Laws are approved unless the Board member has been reappointed by the Board

DUTIES:

The Board shall have the following powers, duties and responsibilities:

1. Establish processes for planning, allocation, and public hearings regarding the use of community action funds, and submit recommendations to the Board of Supervisors.
2. Establish membership composition standards and election procedures.

3. Select its own officers, executive committee, and other committees.
4. Participate jointly with the Designating Officials and concur in the selection of the Community Action Partnership Director.
5. Review policies relating to programs of the Community Action Partnership, and recommend to the Board of Supervisors the adoption of such policies as it may deem necessary and desirable.
6. Establish an appeals process to provide recourse for program(s) seeking relief in connection with disputes with Community Action Partnership.
7. Supervise the administration of all funding source policies and standards, and all program, administrative, and financial policies and regulations adopted by the Designating Officials.
8. Participate in the development and implementation of all programs and projects designed to serve the economically disadvantaged or low-income areas to assure maximum feasible participation of residents of the areas and members of groups served.
9. Provide a forum for the economically disadvantaged and concerned residents to allow a mechanism for securing broad community involvement in the programs.
10. Communicate directly with the funding source at any time concerning matters of current importance.
11. Determine, subject to funding source policies, rules and procedures for the Community Action Board.
12. Exercise all powers which the Delegating Officials may delegate.

The Community Action Board has the right to (1) request reasonable advance notice of and an opportunity to make recommendations to the Designating Officials concerning the exercise of all powers which those Officials have not delegated to the Community Action Board; and (2) perform such other duties and responsibilities as may be assigned by the Board of Supervisors.

The Community Action Board shall deliberate upon the following matters and submit written recommendations to the Designating Officials before they render a final decision whenever the Designating Officials have not specifically delegated these powers.

- Determination of major personnel, organization, fiscal and program policies, subject to funding source policies.
- Determination of overall program plans and priorities.
- Approval of all program proposals and budgets.
- Approval of all evaluation and assessment studies and reports.
- Approval of all arrangements for delegating the planning, conducting, or evaluating a component of the work program.

**MEETING DATE
AND LOCATION:**

Second Wednesday, 5:30 p.m.
Mills Building
1255 Imperial Avenue, Suite 750
San Diego, CA 92101

COMPENSATION:

Members of the Administering Board shall serve without compensation.

Administering Board Members shall be reimbursed for expenses incurred in performing their duties pursuant to the County Administrative Code, Article XXVI-A, Sections 471, 472 and 484.

CONTACT PERSON:

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REVISED: March 15, 2011