



NEW HANOVER COUNTY

Consolidated Human Services Agency

Operations Effective July 1, 2019

Memorandum No.	19-001
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Approved By:	Chris Coudriet, County Manager

Consolidated Human Services Agency Operations Effective July 1, 2019

I. INTRODUCTION AND PURPOSE

On March 18, 2019, the New Hanover County Board of Commissioners (Board) adopted a Resolution, see Appendix A, establishing the New Hanover County Consolidated Human Services Agency (Agency). The purpose of this memorandum is to provide implementation guidance for the establishment of the new Agency on July 1, 2019.

II. ORGANIZATION(S) / INDIVIDUALS AFFECTED

This Administrative Memorandum applies to all New Hanover County departments and agencies.

III. DEFINITIONS

New Hanover County Consolidated Human Services Agency - A single-county agency that provides a combination of local public health services and social services.

New Hanover County Consolidated Human Services Board – A 15-member policy-making board (within statutory limitations), appointed by the Board of County Commissioners, made up of:

- Four (4) at-large / consumers of human services;
- Eight (8) professionals: a licensed psychologist, a licensed pharmacist, a professional engineer, a licensed dentist, a licensed optometrist, a licensed veterinarian, a licensed social worker, and a licensed / registered nurse;
- Two (2) licensed physicians, including one psychiatrist; and
- One (1) county commissioner.

IV. POLICY / PROCESSES

In order to implement the directive of the Board and provide for an effective and orderly transition, the following processes are in effect:

1. Effective July 1, 2019, Kathy Stoute, Assistant County Manager, will serve as the interim director of the consolidated human services agency, until such time as the County Manager submits her name to the Consolidated Human Services Board (Consolidated Board) for her to serve as the director of the Agency, and the Consolidated Board, through their role of advice and consent, approves the appointment.
2. Beginning July 1, 2019, Michelle Winstead, in her capacity as the director of the Department of Social Services, and Phillip Tarte, in his capacity as director of Public Health, will report to and be supervised by Kathy Stoute, initially in her capacity as interim director of the agency and then as director of the agency once her appointment is approved by the Consolidated Board.
3. At a meeting of the Consolidated Board, the County Manager will present to the Consolidated Board for their adoption a policy which assigns statutory authority, responsibilities, and duties typically vested in the director of the Department of Social Services and the director of Public Health, which by statute or policy can be reassigned, to the Assistant County Manager, in her role as the agency director, with authority to delegate this statutory authority, responsibilities, and duties, in whole or in part, as she decides is in the best interest of the county, its residents and the agency, to the director of the Department of Social Services and/or the director of Public Health, and within the departments as needed. Michelle Winstead, in her capacity as the director of the Department of Social Services, and Phillip Tarte, in his capacity as director of Public Health, will retain their statutory authority, responsibilities, and duties until the policy referenced in this paragraph is approved by the Consolidated Board.
4. In accordance with NC General Statutes, the Consolidated Board is created for the purpose of establishing policies, within statutory limitations, for the Department of Social Services and the Department of Public Health.
5. The Assistant County Manager, in her capacity as agency director, including interim, shall be ultimately responsible, as assigned to her by the county manager, for the program administration, operation and organization of the agency, which includes the Department of Social Services and Public Health, and for implementing the duly approved policies of the Consolidated Board.

V. ADDITIONAL

Adherence to the provisions of this memo will ensure that the directive of the Board is implemented accordingly, that the agency operates in alignment with New Hanover County's strategic plan, and that the agency is client-centered/focused.

NEW HANOVER COUNTY BOARD OF COMMISSIONERS**RESOLUTION****ESTABLISHING THE NEW HANOVER COUNTY
CONSOLIDATED HUMAN SERVICES AGENCY**

WHEREAS, N.C.G.S. 153A-77 authorizes counties to consolidate departments into a Consolidated Human Services Agency to promote efficiency and effectiveness and to appoint a Consolidated Human Services Board with authority to exercise powers conferred by law;

WHEREAS, after analyzing and evaluating the provision of services to residents by existing human services agencies, the New Hanover County Board of Commissioners concluded it is in the best interest of the County to consolidate human services agencies to more effectively and economically deliver services and resources; and

WHEREAS, the New Hanover County Board of Commissioners has determined it is in the best interest of the County to combine the current Boards of Public Health and Social Services into a Consolidated Board.

NOW, THEREFORE, BE IT RESOLVED by the New Hanover County Board of County Commissioners that:

1. There is hereby created a New Hanover County Consolidated Human Services Agency ("CHSA") having the authority to carry out the functions of the New Hanover County Departments of Public Health and Social Services, and such other County human services functions as the New Hanover County Board of Commissioners may assign.
2. There is further created a Consolidated Human Services Board ("Consolidated Board") to be appointed by the New Hanover County Board of Commissioners, which shall serve as the policy-making, rule-making, and administrative board of the CHSA and which shall have the powers conferred by N.C.G.S. 153A-77.
3. Employees who serve as staff of the CHSA are subject to the provisions of the New Hanover County personnel policies and not subject to the provisions of the State Personnel Act.
4. A nominating committee consisting of current Board of Public Health and Social Services members and the New Hanover County Board of Commissioners' representative to the Trillium Southern Regional Advisory Board shall recommend members for the initial Consolidated Board.
5. Membership of the Consolidated Board shall be fifteen (15) members, or such number as the New Hanover County Board of Commissioners shall determine at a later date, and shall satisfy the requirements set forth in N.C.G.S. 153A-77(c)(1a-5).
6. In accordance with N.C.G.S. 153A-77(c), after the initial Consolidated Board is formed, future Consolidated Board members shall be appointed by the

New Hanover County Board of Commissioners consistent with County policy and the North Carolina General Statutes stated herein. Once appointed, members may serve up to two four-year terms. To stagger terms, the New Hanover County Board of Commissioners, at its discretion, may appoint some members of the initial Consolidated Board for a term of less than four years.

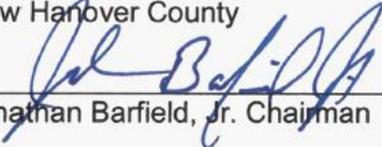
7. All Consolidated Board members shall reside in New Hanover County.
8. No Consolidated Board member shall be a County employee who serves in any agency reporting to the CHSA Director.
9. The Consolidated Board shall meet monthly, unless a special called meeting is required by the CHSA Chair and/or the CHSA Director.
10. This Resolution shall be effective July 1, 2019.

ADOPTED this the 18th day of March, 2019.

(SEAL)



New Hanover County


Jonathan Barfield, Jr. Chairman

ATTEST:


Kymberleigh G. Crowell, Clerk to the Board