

TO: Coventry Town Council  
FROM: John A. Elsesser, Town Manager  
RE: Proposed merger of Youth Services Advisory Committee and Human Services Advisory Committee  
DATE: January 28, 2021



The Steering Committee is recommending that based upon staff recommendations, the existing Youth Services Committee and Human Services Advisory Committee be merged into one committee named, "Human Services Advisory Committee."

Enclosed is some background information and the recommendation, as follows:

1. Memo from Annemarie Sundgren on the proposed merger.
2. Background on the establishment of the Human Services Advisory Committee in 1978.
3. Bylaws of the Youth Advisory Board and Council for Prevention of Alcohol Abuse (2018).
4. Recommended charge of merged committee.

Suggested motion: "I move that the recommended charge of the merged Human Services Advisory Committee be approved."

January 21, 2021

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To: John Elsesser, Town Manager

RE: Merger of Youth Services Advisory Committee and Human Services Advisory Committee

This memo serves as a follow up to discussion in the Town Council meeting 1/4/2021. The question arose regarding the Human Services Advisory committee's role in supporting the Human Rights Commission.

Background: The previous grant funding for Youth Services was through the State Department of Education, who mandated the Youth Services Advisory Committee. The current Youth Services grant funding is through CT Department of Children & Families (DCF). It is not required by DCF to have an Advisory Committee. The Youth Services Advisory Committee (YSAC) was previously comprised of eight individuals including Coventry Board of Education representatives, Social Workers, youth, and Human Services staff.

The charge for the YSAC was to support the Youth Services department in decisions regarding the Youth Services Bureau (YSB) referrals and prevention strategies and education. The group met once a month.

The Human Services Advisory Committee (HSAC) has been in place to perform similar oversight and support to the Human Services department. The charge of the HSAC is to foster a community of health and well-being for residents of Coventry. HSAC assists in coordinating social services, resources, activities and education in support of a higher quality of life. The charge would remain the same for youth matters. As the Youth Services department is under the Human Services umbrella, the merger of the two committees is prudent.

In regards to the Human Rights Commission, the HSAC would be available to provide information, education, and guidance to support their mission and goals.

"The Human Rights Commission fosters mutual understanding and respect among people. Encourages equality of treatment of all people, regardless of race, color, religious creed, sex, sexual orientation, civil union status, gender identity or expression, marital status, familial status, genetic information, age, economic status, lawful source of income, national origin or ancestry, or present or past history of physical, mental or intellectual or learning disability including but not limited to blindness."

Respectfully submitted: Annemarie Sundgren, Human Services Administrator / Human Rights Officer

Attachments:

Coventry Youth Services Advisory Committee (CYSAC )

Coventry Human Services Advisory Committee (CHSAC)



# Town of Coventry

Elizabeth Rychling  
Town Clerk

(2)

COVENTRY, CONNECTICUT 06238

OFFICE OF THE TOWN MANAGER  
(203) 742-6324

TO: Persons Involved with Social Services in Coventry  
FROM: Frank B. Connolly, Town Manager *E*  
David A. Cayer, Social Services Co-ordinator *DC*  
RE: Social Service Meeting  
DATE: November 14, 1978

NOTICE  
SOCIAL SERVICES MEETING  
TUESDAY, NOVEMBER 28, 1978  
TOWN HALL - 8:30-9:30 am  
TOPIC: APPOINTMENTS TO C.H.S.A.C

A meeting was called to order at 8:32, Tuesday, November 14, in the Board Room by David Cayer and was chaired by Arthur Kay. Attached is a list of those attending.

The topic of discussion was the by-laws.

The Committee's name - Coventry Human Services Advisory Committee (C.H.S.A.C.)

A motion was made by R. Bechtold and seconded by E. Harris that the number of persons on this committee will be six. The motion was voted in the affirmative.

R. Bechtold motioned that the date of the annual appointments to the committee be discussed with the Town Manager and the Town Council. When the month for the appointments have been determined, this information will be added to the by-laws. The motion was seconded by W. Kennedy and voted in the affirmative.

A discussion as to whether the six (6) persons appointed to the committee must be town residents followed and it was determined that residency in the Town is required. Although, persons interested and/or involved in human services may participate in a non-voting capacity.

R. Fowler motioned that C.H.S.A.C. meet regularly and be open to all interested persons. At least once a year a meeting will be held for anyone interested in social services for the purposes of evaluation, co-ordination and review. The motion was seconded by R. Bechtold and voted in the affirmative.

K. Danis motioned that the initial appointments to the committee include persons representing the following six (6) areas: Aging, Welfare, Schools, Health, Police and Churches. The motion was seconded by E. Harris.

Social Services Meeting

November 14, 1978

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Discussion followed and it was agreed that it not be necessary for professionals to be members of the committee in the aforementioned areas. The members, which may be consumers, must have an awareness of these areas. The motion, as discussed, was voted in the affirmative. This will not be included in the by-laws.

R. Fowler motioned that the by-laws as proposed and amended be presented to the Town Manager and Town Council. This motion was seconded by R. Pender and was voted in the affirmative.

The next meeting will be Tuesday, November 28, 1978 at 8:30 am in the Board Room. At this meeting, a review of names to be considered for appointment will be discussed.

At 9:40 am, B. Mohan made a motion to adjourn. E. Harris seconded at the motion was voted in the affirmative.

Attachments: List of persons present at meeting  
Preliminary by-laws

SOCIAL SERVICES PARTICIPANTS 11/14/78

<u>NAME</u>	<u>AGENCY</u>
Dorothy Grady Burrell	Welfare Board, P.T.O.
Bernard F. Mohan	Counselor, Capt. Nathan Hale School
Prall Merriam	4H Town Committee
Barbara Wandersee	PHNA of Coventry
Rose Marie Fowler	Parents Adv. Council, Christmas Wish Fund
Rolland Ewing	Committee on the Needs of the Aging
Bill Kennedy	Social Services Dept. Mansfield, Coventry resident
Robert Kjellquist	Chief of Police
Robert Bechtold	Second Congregational Church
Elsa Martin	Senior Citizens Club
Raymond Pender	Senior Citizens Club
Stan Harris	Dial-A-Ride, WRFSA, WCCA, Cov. Com./Needs/Aging
Fred Miller	Municipal Agent, Com.Needs of the Aging
Ethel C. Harris	PHNA Board, Board of Health
Kate Danis	School Psychologist
Arthur L. Kay	Coventry House
Laura Forte	Welfare Board
Frank B. Connolly	Town Manager
David A. Cayer	Social Service Coordinator

PRELIMINARY  
BY-LAWS OF THE COVENTRY HUMAN SERVICES  
ADVISORY COMMITTEE

Article I

Name

The name of the committee shall be the Coventry Human Services Advisory Committee.

Article II

Purpose and Objective

The purpose of the C.H.S.A.C. shall be to serve in an advisory capacity to the Town Manager and the Town Council in the area of Human Services.

The objective of the C.H.S.A.C. shall be to promote Human Services, to recommend priorities, and, through the work of ad-hoc or subcommittees, (See article VI) provide a broad base of support to the Human Services Staff.

Article III

Membership

- Section 1 The C.H.S.A.C. shall be composed of six (6) Coventry residents with the interest and capacity to provide guidance in the area of Human Services.
- Section 2 Members shall be appointed by the Town Manager and approved by the Town Council.
- Section 3 Terms of appointment shall be for three (3) years.  
Initial Appointments:  
Two members....one (1) year  
Two members....two (2) years  
Two members....three (3) years  
These will be followed by annual appointments.
- Section 4 All terms of office shall terminate on midnight December 31 of the final year of the term.

Article IV

Officers

- Section 1 There shall be, as officers of the Committee, the following:  
A. Chairperson  
B. Vice-Chairperson  
C. Recording Secretary
- Section 2 Officers shall be elected by C.H.S.A.C. members at the first meeting following the annual appointments.
- Section 3 The duties and authority of the officers shall be:  
A. The Chairperson shall call and preside over all meetings and perform those functions usual to the office of Chairperson.  
B. The Vice-Chairperson shall assume the duties and authorities of the Chairperson, when absent, and shall perform such other duties as are allocated by the Chairperson.  
C. The Recording Secretary shall keep minutes of the C.H.S.A.C. and shall give notice of all such meetings.

Article V

Meetings

- Section 1 The C.H.S.A.C. shall hold regular meeting open to the public.
- Section 2 The C.H.S.A.C. shall call at least one meeting annually of all Human Services (both providers and consumers), consisting of organizations, committees, boards, individuals, etc. The meeting(s) shall be for the purposes of evaluation, coordination and review.

Article VI

Ad-Hoc or Sub-Committees

Committees shall be formed upon the approval of C.H.S.A.C. Said sub-committees shall be chaired by a C.H.S.A.C. member unless other arrangements are approved by the C.H.S.A.C.

Town of Coventry  
Youth Advisory Board & Coventry Council for the Prevention of Student Drug & Alcohol Abuse

By-laws revised 2018

Article I. Name

The name of this organization shall be the Coventry Youth Advisory Board & The Coventry Council for the Prevention of Student Drug & Alcohol Abuse.

Article II. Charter

*The purpose of this organization is to advise and make recommendations on the overall program direction to the Youth Services Coordinator. The Board will assist the Youth Services Coordinator in developing and enriching the lives of the youth in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Youth Advisory Board is to act as a resource and as a monitor for youth service programs by assessing the progress of youth programs.*

Article III. Membership

- A. The Youth Advisory Board shall have no less than seven (7) members, all of whom are voting members. This group shall include the following:
  - 1. One (1) representative of the Coventry Schools.
  - 2. One (1) community representative under the age of 21.
  - 3. One (1) representative from the Police Department.
  - 4. One (1) representative from a private youth serving agency.
  - 5. Three (3) service consumers. Service consumer shall mean any Coventry resident who receives less than 50% of his or her wages or livelihood by delivering services to youth and their families, and who has a vested interest in Youth Services.
- B. Membership Approval:
  - 1. To ensure there is no conflict of interest, any new application for membership to the Youth Advisory Board & Coventry Council for the Prevention of Student Drug & Alcohol Abuse will be reviewed by current board members.
  - 2. Approval of applications will be determined by a majority vote.
  - 3. Interested applicants should contact Youth Services to request a membership form.

Article IV. Term of office

Article V. Organization

- A. The board shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.
  - 1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.
  - 2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
  - 3. The Secretary shall keep records of the Board activities as deemed necessary, as well as handle the correspondence of the Board.
  - 4. The above officers shall serve for one (1) year.
- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one week in advance.

- C. The presence of four (4) of the Board membership shall constitute a quorum.
- D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.

#### Article VI. Amendment

These by-laws may be amended by the Youth Advisory Board as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Youth Advisory Board voting at the next regular monthly meeting following the discussion meeting.

#### Article VII. Effective Date

These by-laws are effective as of 10.11.18

Town of Coventry  
Coventry Human Services Advisory Committee  
By-laws revised 2021

Article I. Name

The name of this organization shall be the Coventry Human Services Advisory Committee.

Article II. Purpose and Objective

*The purpose of this organization is to advise and make recommendations on the overall program direction to the Town of Coventry Human Services Office. The Board will assist the Human Services Administrator, Senior Center Coordinator, and Youth Services Coordinator in developing and enriching the lives of the citizens in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Human Services Advisory Committee is to act as a resource and as a monitor for Town programs by assessing the progress of Human Services programs.*

Article III. Membership

A. The Human Services Committee shall have no less than nine (9) members, all of whom are voting members. This group shall include the following:

1. One (1) representative of the Coventry Schools.
2. One (1) community representative under the age of 21.
3. One (1) representative from the Police Department.
4. Three (3) representatives from non-profit agencies who serve the Human Services needs of Coventry citizens.
5. Three (3) service providers or interested citizens.
6. Members do not need to be Resident Electors to serve on this advisory committee.

B. Membership Approval:

1. To ensure there is no conflict of interest, any new application for membership to the Human Services Advisory Committee will be reviewed by the Town Manager and ratified by the Town Council.
2. Interested applicants should contact the Town Clerk's office to request a membership form.

Article IV. Term of office

Appointments shall be for three (3) years with staggered terms for 1/3 each year.

Article V. Organization

A. The Committee shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.

1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.

2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
  3. The Secretary shall keep records of the Committee activities as deemed necessary, as well as handle the correspondence of the Committee.
  4. The above officers shall serve for two (2) years.
- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one 24 hours in advance.
- C. The presence of five (5) of the Committee membership shall constitute a quorum.
- D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.
- E. All meetings shall comply with the current regulations of the Connecticut Freedom of Information regulations. Executive Session shall only be permitted as allowed by these regulations.

#### Article VI. Responsibilities

1. The Committee shall serve as a clearinghouse and nexus to provide coordinated services by the various Human Services provides to Coventry residents; to assist in establishing goals and priorities, and avoid conflicts and duplication of services.
2. Focus shall include needs of individuals, families, seniors, and youth. The Committee shall also serve as the Coventry Council for the Prevention of Student Drug and Alcohol Abuse.
3. The Committee may establish subcommittees to allow focus on particular areas of special attention.
4. Other Human Services providers in town and the region should be welcome to attend meetings and share information, but will not be eligible to vote.

#### Article VII. Amendment

These by-laws may be amended by the Human Services Advisory Committee as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Human Services Advisory Committee voting at the next regular monthly meeting following the discussion meeting.

#### Article VIII. Effective Date

These by-laws are effective as of \_\_\_\_\_