

A RESOLUTION PERTAINING TO THE REPEAL AND REENACTMENT OF RESOLUTION NO. 38-93 FOR THE PURPOSE OF AMENDING PROCEDURES FOR THE APPOINTMENT, EVALUATION, AND REMOVAL OF A DIRECTOR OF THE CALVERT COUNTY DEPARTMENT OF SOCIAL SERVICES AND THE ESTABLISHMENT OF PROCEDURES GOVERNING THE ESTABLISHMENT, STRUCTURE, DUTIES, AND RESPONSIBILITIES OF THE CALVERT COUNTY SOCIAL SERVICES ADVISORY BOARD.

WHEREAS, pursuant to the authority contained in Section 3-501, *et seq.* of the *Human Services Article* of the Annotated Code of Maryland and as established by a Resolution dated October 12, 1993, the Board of County Commissioners of Calvert County, Maryland set forth the required procedures for the appointment, evaluation and removal of the Director of the Calvert County Department of Social Services;

WHEREAS, pursuant to the authority contained in Section 3-501, *et seq.* of the *Human Services Article* of the Annotated Code of Maryland each county shall establish a local board of social services, define its composition and set forth its duties and functions;

WHEREAS, the Board of County Commissioners desires to amend the procedures for the appointment, evaluation and removal of the Director of the Calvert County Department of Social Services;

WHEREAS, the Board of County Commissioners desires to establish the procedures governing the establishment, structure, duties and responsibilities of the local board of social services, hereinafter referred to as the Calvert County Social Services Advisory Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland that Resolution No. 38-93 **BE** and hereby **IS** repealed and reenacted with amendment upon the effective date of this Resolution as set forth in Exhibit A attached hereto and made a part hereof;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein; and

BE IT FURTHER RESOLVED, by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation without publication of a fair summary.

DONE, this 28th day of March 2023, by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5
Nay: 0
Absent/Abstain: 0

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND

Katie Brittain
Katie Brittain, Clerk

Earl F. Hance
Earl F. Hance, President

Mike Hart
Mike Hart, Vice-President

Approved for form and legal sufficiency:

Mark C. Cox Sr.
Mark C. Cox Sr.

John B. Norris III
John B. Norris III, County Attorney

Catherine M. Grasso
Catherine M. Grasso

Todd Ireland
Todd Ireland

Received for Record... March 29, 2023
at 2:43, o'clock P, M. Same day
recorded in Liber KPS No. 71,
Folio 39, COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith

EXHIBIT A**PROCEDURES GOVERNING THE ESTABLISHMENT, STRUCTURE, DUTIES, AND RESPONSIBILITIES OF THE CALVERT COUNTY SOCIAL SERVICES ADVISORY BOARD.****I. Definitions**

- a. Local Governing Authority shall mean the Board of County Commissioners of Calvert County, Maryland.
- b. Director shall mean the director of the Calvert County Department of Social Services.
- c. SSAB shall mean the Calvert County Social Services Advisory Board
- d. Executive Committee shall mean the Chairperson, Vice-chairperson, and an additional member of the SSAB designated by the Chairperson.
- e. Secretary shall mean the Secretary of the Maryland Department of Human Resources.

II. Establishment of Calvert County Social Services Advisory Board

- a. As directed in Section 3-501, *et seq.* of the *Human Services Article* of the Annotated Code of Maryland, each local Department of Social Services shall have a local board.
- b. Although SSAB members may not receive compensation, they are entitled to reimbursement for expenses under the Standard State Travel Regulations as provided in the State Budget.
- c. Composition: The local SSAB shall consist of at least 9, but no more than 13 members.
- d. Appointment of members:
 - i. Members of the SSAB shall be appointed by the Board of County Commissioners.
 - ii. Membership of the SSAB should reflect the cultural, racial, and geographic diversity of the county overall.
 - iii. If a vacancy occurs during the term of a member, the local governing authority shall appoint a successor to serve the remainder of that term.
 - iv. The Board of County Commissioners shall designate the Director, Department of Community Resources as an Ex-Officio member of the SSAB.
 - v. Other Ex-Officio members are:
 1. Calvert County Public School System McKinney-Vento Coordinator.
 2. Calvert County Child Advocacy Center Administrator (on an ad hoc basis when issues related to the CAC arise).

III. Tenure

- a. With the exception of Ex-Officio members, the term of a member is three years. A member may serve no more than two full consecutive terms. After having served two full consecutive terms a member may re-apply after one year.
- b. SSAB members shall annually elect a Chair and Vice-Chair.
- c. If a member fails to attend at least 50% of SSAB meetings during a 12-month period, the member may be considered to have resigned, and the position may be declared vacant.
 - i. Exception: In the event of extraordinary circumstances the Chairperson may grant a temporary leave of absence, not to exceed 6 months, to a board member in good standing.
- d. Members must submit a Financial Disclosure Statement at the beginning of each calendar year and comply with Code of Ethics § 41.15.B.2: regarding financial disclosure for any potential conflict of interest within 30 days after appointment.
- e. If a member is elected or appointed to political or public office the local governing authority may consider the member to have resigned; however, if the SSAB and the local governing authority see no conflict of interest between the member's elected/appointed office and service on the SSAB that member may remain on the board.

IV. SSAB Duties

- a. General Duties
 - i. Work closely with Department of Social Services Director on local application of state policies/procedures and issues relative to the program.
 - ii. Advise Director on local issues or programs related to the provision of social services.
 - iii. Meet annually with the Board of County Commissioners to:
 1. provide recommendations for serving county residents more effectively;
 2. make the Board aware of projects beneficial to the county and its residents requiring funding from the county;
 3. present proposed changes in policies and or procedures the local board recommends; and
 4. stay informed on local department activities.
- b. DSS Director Recruitment and Selection
 - i. Support the Maryland Department of Human Services (DHS) process of recruiting candidates for the position of Director, Department of Social Services. Vacancies for the position of local DSS Director are posted on the State of Maryland Job website to allow for a wide range of candidates.
 - ii. Participate with representatives from DHS and the local governing authority in interview panels to select the Director.
 - iii. Directors are jointly appointed by DHS and the local county government.

c. DSS Director Evaluation

- i. Directors are evaluated by the Secretary twice a year aligned with their start of service date and six months thereafter.
- ii. The SSAB and local governing authority shall receive a copy of the Director's performance goals and objectives within 30 days of their issuance and shall meet with the Director at the onset of the evaluation period to discuss these goals and objectives, and the Director's strategy for meeting them.
- iii. One month prior to Director's annual evaluation with the Secretary, the SSAB will provide a letter outlining key areas on the Secretary's evaluation where the Director demonstrated success or where improvement is needed.
- iv. The SSAB and local governing authority shall review the annual written evaluation of the Director prepared by the Secretary and support the Director in implementing any corrective recommendations noted therein.
- v. The SSAB and local governing authority shall review and provide a written response to the Director's Annual Report to the SSAB and local governing authority.
- vi. The SSAB and local governing authority shall promptly notify the Secretary of any significant deficiencies in the administration of the department, or of any impediments to the Director's ability to provide effective citizen services.

d. Removal of Director

- i. The Secretary shall meet with the SSAB and local governing authority before removing the Director.
- ii. The Secretary shall consult with the SSAB and local governing authority regarding selection of an interim Director.