

SERVICE ASSURANCE AGREEMENT

between the

MEMBER AGENCIES OF THE

MACOMB COUNTY HUMAN SERVICES COORDINATING BODY

**The state-designated Community Collaborative
for Macomb County**

**Macomb County Community Mental Health
Macomb County Community Services Agency
Macomb County Department of Human Services
Macomb County Health Department
Macomb County Intermediate School District
Macomb County Juvenile Justice Center
Macomb County MSU Extension
Macomb County Circuit Court - Juvenile Division
Macomb County Planning Department
Macomb County Prosecuting Attorney's Office
Macomb County Senior Citizen Services
Martha T. Berry Medical Care Facility
Michigan Department of Labor and Economic Growth -
Rehabilitation Services
Michigan Works!**

Amended January 5, 2010

**MACOMB COUNTY
HUMAN SERVICES COORDINATING BODY
❖SERVICE ASSURANCE AGREEMENT❖**

I. STATEMENT OF PURPOSE FOR THE AGREEMENT

The public agencies specified herein make the commitment to participate in an inter-agency Service Assurance Agreement for the purpose of more effectively planning, providing, and coordinating services offered Macomb County residents.

This group of public agencies shall be known as the Macomb County Human Services Coordinating Body (HSCB). Further, this group commits to include in its operational structure: representatives from private funding sources, private service providers, elected and/or appointed officials, the community and consumers.

The HSCB will serve as an authoritative resource to the County Executive, County Commissioners, other designated bodies, public and private agencies, and other community groups in the development of more integrated and efficient policies and services affecting the County's human services network.

In carrying out this Service Assurance Agreement, the HSCB is concerned with services to vulnerable adults, children and families living in Macomb County which includes:

- A. Interagency prevention and service intervention planning to meet the needs of vulnerable adults, children and families.
- B. Fostering Interagency cooperation on the design and development of funding proposals for needed prevention and/or service intervention areas.
- C. Enhancement of effort and implementing a collaborative approach to human service delivery, both in the prevention and service intervention areas.
- D. Striving to develop interagency communication, networking, and sharing of information to promote delivery of services either in the prevention and/or service intervention areas.

II. HSCB VISION AND MISSION STATEMENT

The vision of the Macomb County Human Services Coordinating Body is:

A County where community services are available and accessible to foster the development of individuals and families. Critical to this vision are:

- *Promoting inter-agency collaboration in the organization, delivery, and financing of community human services;*
- *Building community capacity to support and preserve vulnerable adults, children and families;*
- *Building family-centered and family-responsive services;*
- *Promoting and supporting an outcomes-based human service delivery system.*

The mission of the Macomb County Human Services Coordinating Body is:

To promote integrated and collaborative policies and services involving the County's human services network providing services to residents of Macomb County.

III. HSCB COMPOSITION

The Directors of the local public service agencies or Specified Alternate Designees with signatory authority to make commitments on behalf of that agency agree to be known as the Executive Council of the HSCB.

Core group membership of the Executive Council of the HSCB consists of the Directors or Specified Alternate Designees of those public human service agencies who have entered into this Service Assurance Agreement. Other public human service agencies added to the HSCB from the date of this Agreement forward may become members by agreement.

Membership on the HSCB Executive Council shall be extended to the Macomb County Executive or his/her Specified Alternate Designee from the County Executive's office.

Representatives of private funding sources, private service providers, elected and/or appointed officials, the community and consumers may participate as members of the HSCB through its Work Groups/Committees/Subcommittees.

Individual exceptions to the membership criteria may be approved by a 2/3 vote of the Council membership.

IV. EXECUTIVE COUNCIL OFFICERS

One of the Executive Council member agencies is designated Lead Agency for the Macomb County Human Services Coordinating Body Executive Council.

The responsibilities of this Lead Agency are:

1. To have its Director serve as the Chair of the HSCB Executive Council, taking the Executive Council members through the meeting agenda.
2. To facilitate all Executive Council meetings through mailing of the agenda and coordination of other material dissemination and/or meeting arrangements.
3. To ensure professional staff support and clerical staff support to the activities of the Executive Council.

One member of the HSCB Executive Council shall be elected Vice-Chair for the Macomb County Human Services Coordinating Body Executive Council at an election held in January. The term of office shall be two years.

An HSCB member who has served two consecutive terms as Vice-Chair may not be re-elected to that same position for the following term, but may subsequently be re-elected to the same office.

The responsibilities of the Vice Chair are:

1. In the absence of the Chair, to take the Executive Council through the meeting agenda.
2. To attend HSCB Executive Council prep-planning sessions to prepare for HSCB Executive Council meetings.
3. To represent the HSCB at community events, state and local meetings and other venues, in the absence of the HSCB Executive Council Chair.

V. MEMBER AGENCY RESPONSIBILITIES

Member Agencies of the Executive Council of the HSCB agree to participate as follows in the activities of the HSCB:

- A. Each Member Agency Director agrees to serve on the Executive Council. Specified Alternate Designees will only be permitted as a consistently identified alternate who can speak for the Director in his/her absence.

- B. Each Member Agency Director agrees to take lead responsibility for any agenda item(s) at the Executive Council meeting that is a primary initiative of that agency. Where two or more agencies share primary responsibilities for the HSCB agenda item(s), the Executive Council will designate one of the member agencies as Lead Agency to coordinate work on the item(s).
- C. Each Member Agency Director agrees to assign staff representatives from their agency to participate on Work Groups and/or Committees established by the Executive Council.
- D. Each Member Agency Director agrees to provide professional staff and clerical staff support to Work Groups and/or Committees of the HSCB for which that Member Agency has been designated Lead Agency to coordinate the activities of that Work Group and/or Committee.
- E. Each Member Agency Director agrees to assist in the identification and recruitment of representatives from private funding sources, private service providers, elected and/or appointed officials, the community and consumers who may participate as members of the Work Groups/Committees/ Subcommittees.

VI. HSCB OPERATIONAL GUIDELINES

Listed below are operational guidelines within which the Human Services Coordinating Body functions:

- A. The Executive Council of the HSCB will meet on a regular basis as agreed upon by its member agencies.
- B. Actions of the Executive Council of the HSCB will be approved by consensus of member agencies, unless otherwise specified.
- C. Work Groups and/or Committees of the HSCB may be formed and shall make recommendations back to the HSCB Executive Council. These Work Groups and/or Committees may have planning and/or implementation functions and may be Ongoing/Standing or Ad hoc. Work Group/Committee membership includes private funding sources, private service providers, elected and/or appointed officials, community representatives and consumers.
- D. The Executive Council of the HSCB may choose to establish an Annual Working Agenda of interagency service delivery issues and/or public policy concerns to be addressed by the group. This Working Agenda is not intended to limit the scope of work of the HSCB. Other service and/or policy issues, concerns and/or initiatives may also be worked upon by the HSCB through the course of the year as need dictates within the community.

- E. HSCB members are encouraged to bring copies of information to meetings that promote coordination, collaborative efforts, or generally broaden the information base of its members.
- F. Agenda/meeting minutes of the Executive Council of the HSCB will be taken and shared as appropriate, noting excused absences.
- G. HSCB-related disputes between or among HSCB members shall be brought to the attention of the Lead Agency Chair, or to the Vice Chair if the dispute involves the Chair. If the Vice-Chair is unable to informally resolve the dispute within fifteen (15) days, the Chair or Vice-Chair shall select a member who is impartial to the dispute to mediate and assist in dispute resolution between or among the relevant parties. Disputes that remain unable to be resolved to the mutual satisfaction of all parties after thirty (30) days of such attempted resolution by the mediator shall be brought by the Chair or Vice-Chair before the HSCB Executive Council for review, resolution, and final decision.
- H. HSCB Member Agency Directors agree to continue the annual \$500.00 general participation fee or specified contribution for an HSCB-sponsored activity. If a monetary fee commitment cannot be provided in whole or part by the Agency, the participation contribution may be provided in-kind.
- I. Each HSCB member agency Director agrees to identify a staff Communications Liaison to be responsible for the distribution of HSCB-approved communications/materials, in a timely manner, to its respective agency staff.
- J. An annual meeting of the full HSCB shall occur each year (*This is known as the HSCB Holiday Luncheon*). Participation may include: members of the Executive Council and Work Groups/Committees/Subcommittees, representatives from private funding sources, private service providers, elected and/or appointed officials, the community, consumers and other invited guests.

VII. HSCB STRUCTURE

The Macomb County HSCB consists of the Executive Council, its designated Work Groups/Committees/Subcommittees and Affiliated Collaboratives.

VIII. GENERAL ASSURANCES

- A. This agreement, which continues the original HSCB Agreement dated July 19, 1990, with revisions, commences on January 5, 2010, and is annually renewed thereafter, unless otherwise terminated by the Executive Council of the HSCB.

B. The HSCB Member Agency Directors agree:

1. To discuss any problems regarding the terms, conditions, or the execution of this Agreement in a timely manner.
2. That no individual or group shall be denied services on the basis of race, age, color, creed, sex, national origin, ability or inability to pay, handicap, marital status, or political beliefs.
3. To hold harmless all parties, their principals and staff from any liability for any loss or damage to any person or property arising out of or in any way related to the services of any party from this Agreement.
4. That provisions of this Agreement may be amended by the vote of members of the Executive Council of the HSCB. Any proposed Amendment shall be presented for discussion prior to action being taken at its regularly scheduled meeting.