

Human Service Zone Agreement Template
Part 1: Formal Motions for Human Service Zone Agreement
Submit to Department of Human Services by December 1, 2019

It is approved by _____ County Commission:

A. That, in order to provide optimum service, reduce program costs, and benefit recipients of human services within this state, the following counties are submitting a proposal to combine their counties social service agencies into a Human Service Zone as provided under N.D.C.C. Title 50:

B. That the name of the Human Service Zone will be _____

C. That _____ County will serve as the host county for the Human Service Zone.

D. That the following individuals will serve as the members of the Human Service Zone Board*:

<u>Name</u>	<u>Appointing County Commission</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

* May not exceed 15 members in aggregate between counties comprising the Human Service Zone, including the Human Service Zone Director. Any commission may list only their share of the appointed members on their form submitted to the Department of Human Services.

E. That, consistent with the rate for other appointed boards for the counties in the zone, the rate of time and travel compensation for the Human Service Zone Board is the following: _____.
 These amounts will be paid to each board member by the host county out the Human Service Zone Human Services Fund. Note that the rate of compensation

for board members may not exceed the compensation and expense reimbursement of members of the legislative assembly.

- F. That the board of county commissioner acknowledge that the Department of Human Services will pay, pursuant to N.D.C.C. § 50-35-04, for indirect costs according to a formula established by the Department, which will be paid to the host county across the two formula payments and the host county will then distribute the payment to each county within the Human Service Zone according to the amounts established by the counties participating within the Human Service Zone.
- G. That _____ will be the interim Human Service Zone Director. The interim director may not sit on the Human Service Zone Board. Note that if no consensus of the commissioners is readily reached, the current or acting Social Services Director of the host county must serve in this interim role. If the host county does not have a current or acting Social Services Director, then the Department of Human Services will pick an interim. The interim director will have the duties and responsibilities of the Human Service Zone Director role, until such a time as the Human Service Zone Board officially selects and hires a permanent director. The selection of the interim director should not be construed as a final selection of the Human Service Zone Director, as the authority for hiring the director rests with the Human Service Zone Board and the Department of Human Services.
- H. That the attached Letter of Explanation be submitted to the Department of Human Services as a part of this Human Service Zone Agreement to formally represent the views of this body as to the reasons for partnerships with other counties to form this Human Service Zone, selection of host county, selection of members to the Human Service Zone Board, and other pertinent information.
- I. That the board of county commissioner agree to seek approval from the Department of Human Services regarding hiring or dismissal of county social services or Human Service Zone employees.
- J. That this body agrees to the recitals and acknowledgements of Appendices A and B of this Human Service Zone Agreement Template.

Print Name

Signature

Date

Human Service Zone Agreement Template
Part 2: Letter of Explanation for Human Service Zone Agreement
Submit to Department of Human Services by December 1, 2019

To: Department of Human Services

From: _____ County Commission(s)

Contents of letter:

- An overview of the counties included in the formal request to be listed as a Human Service Zone
 - Please include the reasons why the counties have chosen to partner, with attention to the factors outlined in the Human Service Zone Agreement Template Appendix A.
 - If this proposed Human Service Zone is composed of a single county, please explain the reason why operating as a single-county zone is in the best interest of neighboring counties.
 - If you are a Human Service Zone applicant that will include two counties, please explain the reason behind it as the maximum number of Human Service Zones created may not exceed nineteen.
- The point of contact for this Human Service Zone
- The proposed name for the Human Service Zone and the reason for its selection
- The host county and the reasons for selection of the host county
- The board members and reasons for selection of each of the board members
 - Include the qualifications of each board member to serve on the board and represent the communities of the counties within the Human Service Zone.
 - Note that the board of county commissioners of each county within the Human Service Zone shall make the appointments to the Human Service Zone Board based upon fitness to serve as members by reason of character, experience, and training without regard to political affiliation.
 - Appointed members of the Human Service Zone Board must consist of local elected officials and other key community partners.
 - Each county must have at least one county commissioner serve on the Human Service Zone Board.
 - Provide justification for how the Human Service Board members chosen represent the needs and interests of the communities within the Human Service Zone.
- Any additional information that is relevant to provide

Human Service Zone Agreement Template
Appendix A: Acknowledgement of Human Service Zone Approval Criteria

- A. In developing this proposed Human Service Zone, we have considered leveraging existing cooperative agreements between county agencies, how to collaborate to best meet local need, promote efficiency, provide optimum service delivery, reduce program costs, and to ensure quality service.
- B. We have also given attention to the criteria that must be considered by the Department of Human Services under N.D.C.C. § 50-01.1-03 regarding the approval of a Human Service Zone Agreement:
 - 1. The consideration of leveraging existing cooperative agreements currently between county agencies and how to collaborate to best meet local need, promote efficiency, service delivery, and ensure quality service.
 - 2. Whether the affected county social service agencies are able to supply an adequate level and quality of social, human, and economic assistance services.
 - 3. The proposed number and qualifications of staff personnel serving the affected county social service agencies.
 - 4. The ratio of the number of cases handled by the affected county social service agencies to the number of their staff personnel.
 - 5. The proposed geographical area and population served by the affected county social service agencies.
 - 6. The distance of recipients from the affected county social service agencies.
 - 7. The benefits that would be realized from the creation of the proposed Human Service Zone in terms of lower costs, increased availability of services, new services, and improvement of services.
 - 8. The amount of current and future access points for individuals to apply for and receive services within a Human Service Zone.
 - 9. The existing pattern of the counties trade area and any regional pattern established by the Department of Human Services.
 - 10. Whether the county has a population exceeding sixty thousand individuals according to the 2010 United States census to operate as a single Human Service Zone and whether it is in the best interest of the neighboring counties.
 - 11. Whether and how the Human Service Zone Director can adequately supervise the activities and operations of the Human Service Zone.
 - 12. Whether the Human Service Zone Board is constituted of individuals that represent the population of the Human Service Zone.
 - 13. Other good cause. The proposed Human Service Zone Agreement Letter of Explanation shall detail any other relevant factors you believe supports the Human Service Zone application being approved.

Human Service Zone Agreement Template
Appendix B: Duties & Composition of Human Service Zone Board

- A. We acknowledge the following duties of the Human Service Zone Board:
1. To provide information to Department of Human Services relative to the community needs of the Human Service Zone residents and advocate to meet those needs.
 2. To review service and programs provided by the Human Service Zone and make periodic recommendations for improvements in services, programs, or facilities.
 3. To aid and assist in every reasonable way to efficiently coordinate and conduct human service activities within the Human Service Zone by private as well as public organizations.
 4. To establish procedures for the review and approval of all claims against the Human Service Zone Human Services Fund.
- B. We acknowledge that the Human Service Zone Board shall supervise and take other personnel actions related to the Human Service Zone director with direct consultation and involvement from the Department of Human Services and hire the Human Service Zone director with the express approval of the Department of Human Services. Please note that employment must be consistent with the provisions of any law, rule, order, or regulation of the United States or any federal agency or authority requiring civil service or merit standards or classifications as a condition for providing funds administered by the Department of Human Services.
- C. Human Service Zone Board membership, duties, and makeup
1. Each member of the Human Service Zone Board shall qualify by taking the oath prescribed for civil officers and by filing the oath with the county auditor of the county of residency.
 2. Each county of the Human Service Zone must be represented on the board by at least one county commissioner of that county.
 3. An agreement that the host county commission, upon consultation with the other county commissioners in the Human Service Zone plan, shall establish the rate of compensation for members of the Human Service Zone Board consistent with the rate of compensation for members of other appointed boards within the member counties and not exceed the compensation and expense reimbursement of members of the legislative assembly. The Human Service Zone shall also pay members for mileage and actual expenses incurred in attending meetings and other performance of official duties to the members in the amounts provided by law for other state officers.
 4. The appointing board of county commissioners may adopt a resolution to remove an appointed member of the Human Service Zone Board without cause. The board of county commissioners may not remove the Human Service Zone director as presiding officer of the Human Service Zone Board.