

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: February 16, 2010

Action Agenda

Item No. 6-b

SUBJECT: Reorganization of Human Rights and Relations Functions Into the Housing and Community Development Department

DEPARTMENT: County Manager

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

- Organization Chart (Attachment 1)
- Proposed Amendments to the Human Relations Commission Bylaws (Attachment 2)
- Proposed Amendments to the Commission for Women Bylaws (Attachment 3)

INFORMATION CONTACT:

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PURPOSE: To approve the County Manager's recommendation to integrate the Office of Human Rights and Relation functions into the Housing and Community Development Department.

BACKGROUND: The Board has charged the County Manager with finding ways to streamline County operations. One initiative has been to reorganize County departments with overlapping functions. Combining departments can create greater efficiencies within County government and improved service delivery to residents. Consolidation has occurred in Financial Services, Tax Administration and the Asset Management and Purchasing Departments.

Proposed Reorganization

On March 6, 2008, the Board approved changing the Department of Human Rights and Relations title to the Human Rights and Relations Office. This change occurred because the department's size, strategic focus and relationship to County services was more appropriately structured to a County Office rather than a County Department. Since that time, Human Rights and Relations has been a function within the County Manager's Office. Human Rights and Relations functions can be better served by integrating compatible functions with those of Housing and Community Development.

In order to facilitate such a transition the following needs to occur.

- Approve the new organizational structure (See attachment 1);
- Authorize the County Manager to determine if the functions of the Commission for Women can be better performed through an agreement with a qualified non-profit or as currently provided directly by County Government;

- Approve reclassification of the Human Rights and Relations Director position to a Grants Compliance Specialist;
- Amend the Bylaws of the Human Relations Commission and the Commission for Women to reflect the reorganization; and
- Authorize the Director of Housing and Community Development, as Human Relations Commission staff, to enforce the Civil Rights Ordinance.

The Manager proposes the Board approve integrating the compatible functions of Human Rights and Relations Office into the Housing and Community Development Department. The integration of the functions and responsibilities of the Human Rights and Relations Office into the Housing and Community Development Department would not be without precedence; there are Departments in Florida, Ohio, and Virginia as well as others across the country where these functions have been combined.

The County Manager met with both the Housing and Community Development Department Director and the Human Rights and Relations Director to arrive at a structure that would maximize available resources while providing a greater level of service to County residents. The functions that would be incorporated into Housing and Community Development would include:

- Enforcement of the Civil Rights Ordinance;
- Administration of the Housing and Urban Development (HUD) Fair Housing Assistance Program Agreement;
- The Human Relations Commission; and
- Limited English Proficiency Program.

The functions identified above are compatible with the current mission of the Housing and Community Development Department which is “to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.” In addition, HUD requires that the County, in accordance with Executive Order 12892, “affirmatively further fair housing” in its programs and services related to housing and urban development. The Housing and Community Development Department administers HUD programs and services on the County’s behalf and is charged with demonstrating that the County has complied with this requirement.

Another function now housed within the Human Rights and Relations Office as currently structured is the advocacy group of the Commission for Women. This function may be better served by direct oversight of a qualified non-profit organization. It is proposed that the Manager be authorized to pursue that option.

Staff within the Human Rights and Relations function now housed in County offices on Franklin Street in Chapel Hill will be relocated to the Whitted Building in Hillsborough. The staff person primarily associated with the Commission for Women function was relocated to office space in the Link Center in Hillsborough subject to further decision related to the core mission of this service.

Reclassification

In addition to the reorganization, the shifting of staff requires a reclassification. Section 5.1 of Article VI of the Orange County Personnel Ordinance provides that the Board of County Commissioners adopt a position classification plan and approve any amendments to:

- Add or delete a class;
- Change the title of an existing class;
- Revise the salary grade of an established class.

With the consolidation of the Human Rights and Relations functions in Housing and Community Development, the Director of the Housing and Community Development Department would assume the role of directing the functions, staff and operational budget of the Office of Human Rights and Relations. In addition, the Housing and Community Development Director would assume responsibility for supporting the Human Relations Commissions.

The Human Rights and Relations Director position is to be reclassified to a Grants Compliance Specialist. The position will support the Housing and Community Development Director by ensuring that the narrative and financial reports are prepared according to grant requirements, projects are properly budgeted and reported on, and that grant requirements are met. The Grants Compliance Specialist will keep up to date all grant requirements and perform compliance audits to ensure the department meets all requirements established by the grant. This position would act as a technical advisor and project manager for programs administered by the department of Housing and Community Development.

Bylaw Changes

The Bylaws of the Human Relations Commission and the Commission for Women will require minor changes to facilitate realignment of the functions of Human Rights and Relations. The Board is going to discuss changes to advisory Boards and Commissions at a later work session. Therefore, no substantive changes are being proposed to either set of bylaws at this time. See attachment 2 and 3 for proposed changes to existing bylaws.

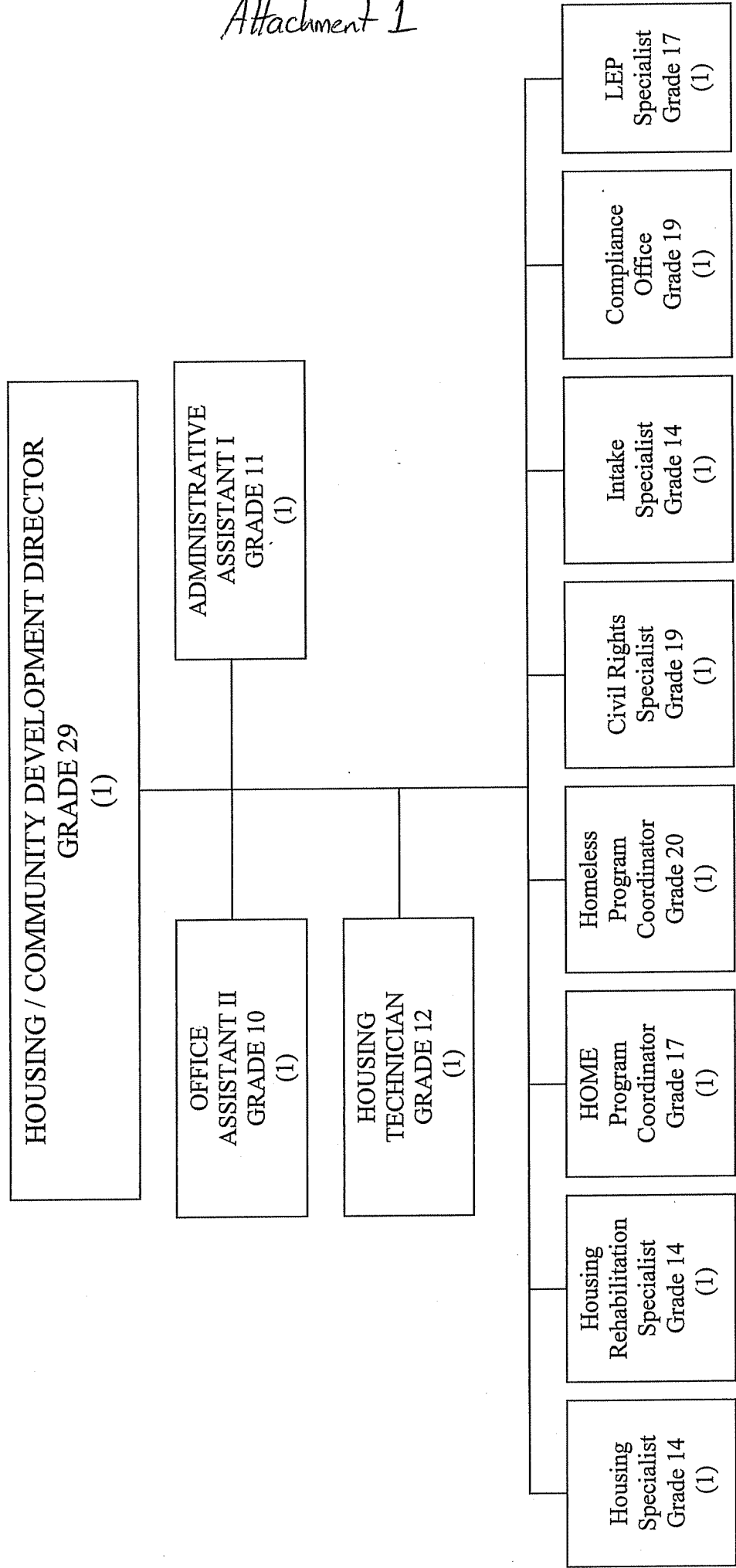
FINANCIAL IMPACT: Specific financial impacts of the proposed reorganization have not been fully determined, but reclassifications will provide a reduction in staffing costs. While the purpose of the reorganization is not necessarily a cost-saving initiative, the long term benefits will allow better use of existing resources and minimize the need for future staffing requests.

RECOMMENDATION(S): The Manager requests the Board do the following:

- Approve the new organizational structure integrating the functions of the Department of Human Rights and Relations with the Department of Housing and Community Development (See attachment 1);
- Authorize the Director of Housing and Community Development, as Human Relations Commission staff, to enforce the Civil Rights Ordinance;
- Authorize the County Manager to pursue negotiations with qualified non-profits for services encompassing the advocacy function now provided via county staff related to the Commission for Women;
- Approve reclassification of the Human Rights and Relations Director (Grade 27) to a Grants Compliance Specialist (Grade 19), and remove the Human Rights and Relations Director classification from the Salary Plan; and
- Amend the Bylaws of the Human Relations Commission and the Commission for Women to reflect the changes created by the reorganization as provided in Attachment 2 and 3.

Housing and Community Development Attachment -1

Attachment 1



**PROPOSED AMENDMENTS TO THE BYLAWS OF THE ORANGE
COUNTY HUMAN RELATIONS COMMISSION**

THE ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ORDAINS:

1. **SECTION VI, MEETINGS** be amended to read as follows:

Regular meetings of the Commission shall be held at least four times a year on the second Monday evening of ~~each~~ the month except when, by majority vote of a quorum present at any previous meeting; a regular meeting date may be changed or a meeting can be cancelled.

2. All provisions of any county ordinance in conflict with these amendments are repealed.
3. This amendments to these bylaws shall become effective upon adoption.

**PROPOSED AMENDMENTS TO THE BYLAWS OF THE ORANGE
COUNTY COMMISSION FOR WOMEN**

THE ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ORDAINS:

1. ARTICLE VIII, SECTION 2: STAFF TO THE COMMISSION be amended to delete the following words and read as follows:

SECTION 2. The Director ~~for the Office of Human Rights and Relations~~ shall be a point of contact with public and private sectors and shall maintain a liaison with the news media and agencies regarding the status of women in Orange County. The Director shall keep members informed of the current status of women in Orange County and shall make training opportunities available to the Commission to enhance awareness about women's issues.

2. ARTICLE VIII, SECTION 4: STAFF TO THE COMMISSION be deleted as follows:

~~SECTION 4.—EVALUATION. The Executive Committee may solicit reviews from other Commission members to forward to the Director regarding staff member performance. This may be done prior to the employee's Annual Review. It is the Chair's duty to present these recommendations and reviews to the Director.~~

3. ARTICLE IX, SECTION 1. REGULAR MEETINGS be amended to read as follows

SECTION 1. REGULAR MEETINGS. The Commission shall meet at least four time a year on the second Thursday of every the month (except July) from 6:30p.m.-8:00p.m. Committees, including Ad Hoc Committees, shall meet outside the regularly scheduled meetings to conduct committee business.

4. All provisions of any county ordinance in conflict with these amendments are repealed.
5. This amendments to these bylaws shall become effective upon adoption.