



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: *802-2018*
 DATE OF INTRODUCTION: *11/28/2018*
 DATE OF ADOPTION: *12/13/2018*

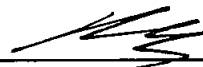

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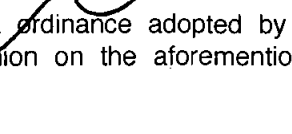
AN ORDINANCE TO AMEND PART 1-THE UNION COUNTY ADMINISTRATIVE CODE, CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE, ARTICLE XVI-DEPARTMENT OF HUMAN SERVICES; ARTICLE XX-DEPARTMENT OF CORRECTIONS; ARTICLE XXIV-DEPARTMENT OF ECONOMIC DEVELOPMENT; and CHAPTER 100-PERSONNEL, ARTICLE XVI-EMPLOYEE HANDBOOK.

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as outlined in the attached Schedule A:

**NO SUFFICIENCY
 OF FUNDS REQUIRED**
Bulley 11/28/18

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
BERGEN	✓				✓			BERGEN	✓				✓		
ESTRADA	✓							ESTRADA							✓
GARRETSON	✓							GARRETSON	✓						
HUDAK							✓	HUDAK							✓
JALLOH							✓	JALLOH							✓
MIRABELLA	✓							MIRABELLA	✓						
WILLIAMS	✓							WILLIAMS	✓						
KOWALSKI VICE CHAIRMAN	✓					✓		KOWALSKI VICE CHAIRMAN	✓					✓	
GRANADOS CHAIRMAN	✓							GRANADOS CHAIRMAN	✓						

APPROVED AS TO FORM  COUNTY ATTORNEY	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
	 CLERK

I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
 CLERK

SCHEDULE A

PART I - ADMINISTRATIVE CODE

Chapter 1, UNION COUNTY GOVERNMENT STRUCTURE

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 4-28-1976 by Ord. No. 1; amended in its entirety by Ord. No. 9-1984. Subsequent amendments noted where applicable.]

ARTICLE XVI, Department of Human Services

§ 1-90. General purpose; departmental organization.

- A. There shall be a Department of Human Services for the purpose of promoting the coordination, integration, maximization and development of human services and providing for the planning, monitoring and administration of select human services. Such resources and services shall include, but not be limited to, those mandated by federal and state law and rules and regulations appertaining thereto. The Director of Human Services shall be the head of the Department and shall be responsible to the County Manager for its operation. The office staff of the Director shall include, but not be limited to, the Office of Paratransit and the One Stop American Jobs Center.
- B. Under the direction and supervision of the Director of Human Services, One Stop American Jobs Center's functions and responsibilities shall include:
- (1) Providing job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons and assuring that training and other services lead to maximum employment opportunities and enhanced self-sufficiency pursuant to authorizing federal legislation and rules and regulations appertaining thereto.
 - (2) Collecting, compiling and analyzing statistical data relating to programmatic activity of the Division.
 - (3) Preparing all mandated statistical programmatic reports.
 - (4) Disseminating programmatic reports to appropriate agencies and officials.
 - (5) Recruiting eligible participants to ensure compliance with authorizing federal legislation.
 - (6) Initial screening and intake of individuals eligible for participating in the program.
 - (7) Counseling of program participants for development of prospective employability plans, development of said plans and monitoring of program participants' progress in meeting said plans.
 - (8) Developing jobs, including location and negotiation of employment positions for program participants.
 - (9) On-the-job training (OJT) including development and negotiation of OJT contracts.
 - (10) Directing placement of program participants in employment positions.
 - (11) Educating and training of program participants to facilitate their employability and eventual unsubsidized employment.
 - (12) Performing such other duties as may be required by the Director of Human Services.
- C. Assistant Director. The Assistant Director of the Department of Human Services shall:
- (1) Under the direction and supervision of the Director of Human Services, assist in the orderly and efficient administration of the Department of Human Services,

performing whatever supervisory or administrative duties the Director of the Department of Human Services deems necessary and proper.

- (2) Assure that all contract procurement and contract monitoring conforms to state and federal requirements.
- (3) Serve as the Acting Director of the Department of Human Services during the temporary absence or disability of the Director of the Department of Human Services.

D. The Department of Human Services shall consist of the following divisions:

- (1) The Division of Aging.
- (2) The Division of Youth Services.
- (3) The Division of Individual & Family Support Services.
- (4) The Division of Social Services.
- (5) The Division of Cornerstone Behavioral Health Hospital
- (6) The Division of Outreach and Advocacy

§ 1-91. Division of Aging. (No Changes)

§ 1-92. Division of Youth Services. (No Changes)

§ 1-93. (Reserved)

§ 1-94. Division of Individual & Family Support Services.

A. Under the direction and supervision of the Director of Human Services, the Division of Individual & Family Support Services' functions and responsibilities shall include:

- (1) Developing and strengthening resources within the Hhuman services delivery system, including but not limited to the following programs within the Division: the Homeless and Housing Continuum of Care; Behavioral Health and Substance Abuse; Intoxicated Driver Resource Center; Rape Crisis Center; and the Office for Persons with Disabilities and Special Needs.
- (2) Providing various countywide social/support programs and consumer linkages, through the most cost effective utilization of funding from county, state and federal resources, by direct delivery of services or by funding community-based organizations to deliver services to residents, including families.
- (3) Managing grants and/or direct service provision for the following service areas: Alcoholism and Drug Abuse; Mental Health Services; Intoxicated Driver Resource Center; Rape Crisis Center; Homeless Assistance/Support Services; and service linkages and programs for Persons with Disabilities and Special Needs.
- (4) Researching and advocating through Freeholder appointed advisory boards, and various committees and/or taskforces for state and federal legislation that may enhance existing programs or create new programs to maximize human services for County residents.
- (5) Providing support to the Union County Human Services Advisory Council (HSAC) as appointed by the government of each county to review County level human service activities and to serve as the primary vehicle for making local recommendations to assist both the County government and the New Jersey Department of Human Services (DHS) and Department of Children & Families (DCF) in decision making and/or implementing initiatives.
- (6) Coordinating and developing Request For Proposals for existing and/or new private, federal and state grants in accordance with stated goals and objectives of the Department and Division.

(7) Performing such other duties as may be required by the Director of Human Services.

B. Division head. The Director of the Division of Individual & Family Support Services shall be the head of the Division and shall be responsible to the Director of Human Services for its operation.

C. Subdivisions. Within the Division of Individual & Family Support Services shall be the following subdivisions:

- (1) Office on the Homeless and Housing Continuum of Care
- (2) Office on Behavioral Health and Substance Abuse
- (3) Intoxicated Driver Resource Center
- (4) Rape Crisis Center
- (5) Office for Persons with Disabilities and Special Needs

§ 1-94.1 Office on the Homeless and Housing Continuum of Care

A. Under the direction and supervision of the Director of the Division of Individual & Family Support Services the functions and responsibilities of the Office on the Homeless and Housing Continuum of Care shall include:

- (1) Providing information and referral on safety-net services to promote self-sufficiency.
- (2) Contracting with community and faith-based agencies specializing in services for homeless residents (including homeless prevention and rapid re-housing).
- (3) Identifying and implementing effective means of communication to educate community residents on programs available.
- (4) Providing support to the Comprehensive Emergency Assistance Systems and Continuum of Care (CEAS/CoC) Committee that recognizes and responds to quality-of-life needs of all residents, including but not limited to the most vulnerable families, elderly, disabled, mentally ill, low-income, underemployed, and youth populations.

§ 1-94.2 Office on Behavioral Health and Substance Abuse

A. Under the direction and supervision of the Director of the Division of Individual & Family Support Services the functions and responsibilities of the Office on Behavioral Health and Substance Abuse shall include:

- (1) Providing information/referral or crisis intervention for adults/youth regarding mental health, alcohol and substance abuse treatment, prevention, and education services, as well as other safety-net services.
- (2) Contracting with licensed, local community-based providers specializing in alcohol/substance abuse and mental health services.
- (3) Contracting with municipal governments, under the Governor's Council on Alcoholism & Drug Abuse Municipal Alliance Program, to implement evidence-based and community level prevention strategies to target substance abuse in their communities.
- (4) Providing support to the Local Advisory Committee on Alcoholism & Drug Abuse (LACADA), the Mental Health Board (MHB), its County Alliance Steering Subcommittee (CASS), and other subcommittees and task forces to advocate on matters affecting the interests of Union County residents in need of treatment, prevention, and education services related to addiction/mental health.

§ 1-94.3 Intoxicated Driver Resource Center

A. Under the direction and supervision of the Director of the Division of Individual & Family Support Services the functions and responsibilities of the Intoxicated Driver Resource Center shall include:

- (1) Pursuant to N.J.S.A. 39:4-50(f), each county is required to designate and establish “on a county or regional basis” an Intoxicated Driver Resource Center (IDRC) subject to the approval of the New Jersey Department of Health, Intoxicated Driving Program (IDP). See also N.J.A.C. 10:162-1.3(a). County IDRCs serve a vital role by providing education and treatment-related services and referrals to County residents who have been convicted of Driving Under the Influence of alcohol/drug substance abuse. In addition, County IDRCs monitor a resident’s compliance with any court-ordered program requirements or other conviction requirements.
- (2) Providing a state mandated (12 hour, 2 day) IDRC program to educate, screen, and evaluate clients who may be in need of a structured intervention regarding their alcohol/drug abuse.
- (3) Providing information and referral on safety-net services to prevent future recidivism.
- (4) Focusing on quality services, enhancing positive outcomes for IDRC clients, and to heighten community awareness and safety.

§ 1-94.4 Rape Crisis Center

A. Under the direction and supervision of the Director of the Division of Individual & Family Support Services the functions and responsibilities of the Rape Crisis Center shall include:

- (1) Providing free of charge, an array of confidential services to Survivors of sexual assault, including operation of a 24-Hour Hotline for crisis intervention services.
- (2) Offering accompaniments to hospitals, police departments, and court by certified Confidential Sexual Violence Advocates, as well as consultation to community-based provider agencies that specialize in working with Survivors of sexual assault.
- (3) Implementing primary prevention education strategies throughout Union County.
- (4) Conducting in-service training, and developing a resource center to include various educational materials for community residents.

§ 1-94.5 Office for Persons with Disabilities and Special Needs

A. Under the direction and supervision of the Director of the Division of Individual & Family Support Services the functions and responsibilities of the Office for Persons with Disabilities and Special Needs shall include:

- (1) Providing information and referral on safety-net services to promote independent living, community-based living options, and accessibility.
- (2) Providing recreational and social opportunities for residents living with special needs including physical, cognitive, and developmental challenges to promote inclusion and full access to community enjoyment for all residents of the county.
- (3) Providing outreach to community groups and organizations to: (1) identify needs and interests of persons and families living with disabilities and special needs, and (2) design effective programs.
- (4) Developing additional resources to fund programs that engage persons living with disabilities and special needs.

- (5) Identifying and implementing effective means of communication to educate community residents on programs available.
- (6) Providing support to the Advisory Board on the Disabled to recognize and evaluate matters affecting the interest of Union County residents with disabilities and special needs.

§ 1-95. Division of Social Services. (No Changes)

§ 1-96. Division of Cornerstone Behavioral Health Hospital of Union County (No Changes)

§ 1-97. Division of Outreach and Advocacy

A. Under the direction and supervision of the Director of Human Services, the Division of Outreach and Advocacy functions and responsibilities shall include:

- (1) Identifying and assessing the needs of community residents and identifying gaps in services in order to plan for and stimulate, in cooperation with governmental and voluntary agencies and citizens groups, solutions to address needs and assist residents to thrive.
- (2) Implementing effective marketing, including consolidating and disseminating information through various forms that informs community residents of resources available.
- (3) Improving access to information and other resources through outreach, advocacy, referral, and case management.
- (4) Identifying areas in need of consumer and/or legislative advocacy to improve access to services and improve quality of life for residents of the County.
- (5) Assessing social service provision, workflow and efficiency, in an effort to improve consumer satisfaction.
- (6) Operate and maintain the Director's Action Line.

B. Division head. There may be a Director of the Division of Outreach and Advocacy who serves as the head of the Division and shall be responsible to the Director of the Department of Human Services for its operation.

C. Subdivisions. Within the Division of Outreach and Advocacy shall be the following subdivisions:

- (1) Office of Human Services Constituent Relations (OHSCR)

D. Office of Human Services Constituent Relations (OHSCR)

(1) Under the direction and supervision of the Director of the Division of Outreach and Advocacy, the Office of Human Services Constituent Relations' (OHSCR) functions and responsibilities shall include:

(a) Providing for the Department and its divisions to be accessible, informative, transparent and responsive to the needs of all County residents.

(b) Ensuring that the Department of Human Services communicates and interfaces, in an optimum manner, with all stakeholders relating to the Department's mandates, policies, practices, initiatives, events, programs and services through a variety of communications platforms and engagement strategies. These stakeholders shall include Department staff, individual consumers or clients who utilize one or more services through the Department, contracted service providers, other human or social service agencies and the general public.

(c) Educating the public about human services related issues through its support and coordination of local and national awareness campaigns.

(d) Provide advocacy assistance services.

- (e) Conduct case reviews.
- (f) Maintain grievance procedures to ensure consumer satisfaction.
- (g) Improve the delivery of quality programs and services in a fair, honest and professional manner.

ARTICLE XX, Department of Corrections

§ 1-119. General purpose; departmental organization

- A. There shall be a Department of Corrections in which the the Director of Corrections shall be the head of the Department and shall be responsible to the County Manager for its operation. The Department of Corrections is established for the following purposes:
 - (1) Developing and administering appropriate plans and programs to coordinate and improve criminal justice activities within the County;
 - (2) Studying and analyzing the programs and activities of federal, state and local agencies within the County relating to the administration of criminal justice.
 - (3) Operating and maintaining the Orischello Correctional Facility (Union County Jail) and the George W. Herlich Juvenile Detention Center in a safe, efficient, sanitary and humane manner.
 - (4) Exercising custody, rule, keeping and charge of all prisoners in the County jail pending court action, the serving of sentences to the County jail and their transportation to state correctional facilities or otherwise detained within the jail pursuant to law.
 - (5) Protecting the public by securely detaining individuals who present a danger to the community.
- B. The County Manager may, pursuant to the relevant portions of *N.J.S.A.* 30:8-20, *N.J.S.A.* 40:41A-27a and *N.J.S.A.* 40:41A-51b, appoint the Director of the Department of Corrections for a term not to exceed two years. Such appointment for a term shall not nullify or eliminate the authority of the County Manager to remove the Director of the Department of Corrections at any time during the term, without cause, pursuant to *N.J.S.A.* 40:41A-51c. However, such removal shall be subject to the right of the Director of the Department of Correctionsto request a public hearing on such removal before the Board of Chosen Freeholders in accordance with the provisions of *N.J.S.A.* 40:41A-87b. [Amended 12-19-1996 by Ord. No. 434]
- C. **Bureau of Juvenile Detention.** Within the Department of Corrections there shall be a Bureau of Juvenile Detention, which shall be under the direction and supervision of the Director of the Department of Corrections.
 - (1) The Bureau of Juvenile Detention's functions and responsibilities shall include:
 - (a) Montioring all day- to- day issues for youths who have been committed to temporary care (detention), in a physically restricting facilityand juveniles detained awaiting court disposition, in accordance with state law and rules and regulations appertaining thereto.
 - (b) Acting as a liason between the Courts and Union County Sheriff's Office concerning transportation of Juveniles confined to detention.
 - (c) Fiscal oversight associated with the care, custody and programs for youthful offenders.
 - (d) Ensuring contract compliance between the County of Union and any County and/or Agency that the County of Union may contract with involving the dentention of Juveniles.

(e) Any other functions as may be related to youths who have been committed to detention as directed by the Director of the Department of Corrections.

(2) Bureau Chief. There may be a Bureau Chief of the Bureau of Juvenile Detention who shall be the Head of the Bureau and shall be responsible to the Director of the Department of Corrections for its operation.

§ 1-120. George W. Herlich Juvenile Detention Center.

[Added 7-20-2017 by Ord. 2017-785]

The Superintendent of the Juvenile Detention Center shall be the head of this facility and shall be responsible to the Director of Corrections for its operation. Under the authority of the Director of Corrections and direction of the Superintendent, the Juvenile Detention Center's functions and responsibilities shall include:

(1) Providing for the temporary care (detention), in a physically restricting facility, of juveniles awaiting court disposition, in accordance with state law and rules and regulations appertaining thereto.

ARTICLE XXIV, DEPARTMENT OF ECONOMIC DEVELOPMENT

§ 1-152. Department established; purpose; organization. (No Changes)

§ 1-153 The Division of Strategic Planning and Intergovernmental Relations

A. Under the direction and supervision of the Director of Economic Development, the Division of Strategic Planning and Intergovernmental Relations functions and responsibilities shall include:

- (1) Strengthening Union County's economy and positioning the County to compete in a global marketplace by stimulating and creating new jobs, retaining existing businesses, and facilitating economic growth and development in partnership with the Union County Economic Development Corporation and all other public/private partnerships.
- (2) Establish an ongoing program of legislative advocacy at the federal, state and/or local levels; lobby for and/or develop legislation as needed; provide analysis of legislation as needed; and act as liaison with municipal, state and federal levels of government.
- (3) Maximize federal, state and foundation grant dollars and reduce property tax burden by increasing revenues into the County to fund existing and/or new programs and services as consistent with the needs of the County.
- (4) Developing and administering continuing shared service opportunities with other public entities throughout the County and State.
- (5) Facilitating intergovernmental relations on behalf of the County.
- (6) Researching and acquiring County grant opportunities programs for maximum effectiveness.

B. Division head. There may be a Director of the Division of Strategic Planning and Intergovernmental Relations who serves as the head of the Division and shall be responsible to the Director of the Department of Economic Development for its operation.

C. Subdivisions. Within the Division of Strategic Planning and Intergovernmental Relations shall be the following subdivisions:

- (1) Office of Community Engagement and Diversity
- (2) Office of LGBTQ Affairs.
- (3) Union County Office on Women
- (4) Office of Business Development
- (5) Bureau of Transportation Planning.

(6) Bureau of Planning and Economic Development.

§ 1-153.1 Office of Community Engagement and Diversity (No Changes)

§ 1-153.2 Office of LGBTQ Services

A. Under the direction and supervision of the Director of the Division of Strategic Planning and Intergovernmental Relations the functions and responsibilities of the Office of LGBTQ Affairs shall include:

- (1) Identifying and assessing the needs of LGBTQ residents of the County to plan for and facilitate access to resources, understanding of civil rights and to promote unity within communities.
- (2) Providing information and referral to resources and services to improve the quality of life for LGBTQ residents of the County.
- (3) Educating individuals and organizations on rights and linkage to advocacy support.
- (4) Developing community outreach activities designed to promote community diversity and unity.

§ 1-153.3 Union County Office on Women

A. Under the direction and supervision of the Director of the Division of Strategic Planning and Intergovernmental Relations the functions and responsibilities of the Union County Office on Women shall include:

- (1) Providing information to women in need of access to government and community based services and resources.
- (2) Providing information and referral to resources and services to improve the quality of life for women living in the County.
- (3) Serving as an advocate to coordinate programming with other offices within the Division to promote community diversity and unity.

§ 1-153.4 Office of Business Development

A. Under the direction and supervision of the Director of the Division of Strategic Planning and Intergovernmental Relations the functions and responsibilities of the) Office of Business Development shall include:

- (1) Developing effective strategies for business attraction and retention in the County of Union.
- (2) Working collaboratively with organizations such as the Union County Economic Development Corporation (UCEDC), local Chambers of Commerce, and institutions of higher learning to develop and integrate strategic activities designed to attract and retain targeted industry businesses, stimulate job creation and increase the capacity of small businesses to remain competitive.
- (3) Coordinating networking events such as Union County Means Business and similar events.

§ 1-154. Bureau of Transportation Planning. (No Changes)

§ 1-155. Bureau of Planning and Economic Development. (No Changes)

§ 1-156. Division of Community Services. (No Changes)

§ 1-156.1. Bureau of Community Development. (No Changes)

§ 1-156.2 Bureau of Housing. (No Changes)

§ 1-157. Office of Veteran's Services. (No Changes)

§ 1-158. Bureau of Information Technology (No Changes)

§ 1-159 Workforce Development Board (WDB) (No Changes)

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union as indicated in article histories. Amendments noted where applicable.]

ARTICLE XVI, Employee Handbook

[Amended 4-30-2015 by Ord. 2015-764; Amended 7-20-2017 by Ord. 2017-785; Amended by Ord.____]

[The County of Union Employee Handbook, Resolution No. 2013-2 adopted 1/6/2013, amended by Resolution 2017-785 adopted July 20, 2017, and amended by Resolution 2018-993 adopted November 28, 2018 is on file in the office of the Clerk of the Board. A copy of this Handbook can be obtained by contacting the Division of Personnel Management and Labor Relations, and through the County's intranet.]