

RESOLUTION NO. R-26-031

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ESTABLISHING A HEALTH AND HUMAN SERVICES INVESTMENT REVIEW COMMITTEE; MAKING CERTAIN FINDINGS, PROVIDING FOR PURPOSE AND AUTHORITY, PROVIDING FOR COMPOSITION AND QUALIFICATIONS, PROVIDING FOR TERMS AND APPOINTMENTS, PROVIDING FOR OPERATING PROCEDURES, AND LIMITATIONS; PROVIDING FOR REPORTING; PROVIDING FOR SEVERABILITY; PROVIDING FOR SUNSET AND REPEAL OF CONFLICTING PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Manatee County, Florida, (Board) recognizes the importance of strategically investing limited public funds to maximize benefits to adult residents in need of human services; and

WHEREAS, the demand for such services continues to grow, and Manatee County (County) receives more funding applications from community organizations than available resources can support, requiring difficult allocation decisions; and

WHEREAS, the Board desires to utilize subject-matter expertise from the community to assist staff in evaluating funding applications through a structured and transparent scoring process; and

WHEREAS, the County is fortunate to have residents with expertise in philanthropy, healthcare, housing, finance, and human services who are willing to volunteer their knowledge in service to the community; and

WHEREAS, establishing a formal advisory committee to assist in evaluating funding applications will enhance transparency, accountability, and public confidence in the County's community investment-making process; and

WHEREAS, it is in the best interest of the public health, safety, and welfare of the County for the Board to establish a Health and Human Services Investment Review Committee to serve in an advisory capacity regarding health and human services funding allocations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. FINDINGS. The recitals set forth above are hereby adopted as findings of the Board and incorporated herein by reference.

SECTION 2. ESTABLISHMENT AND PURPOSE. The Health and Human Services Investment Review Committee ("IRC") is hereby established as an advisory body to the Board. The purpose of the IRC is to provide independent, expert evaluation and scoring of funding applications for County-funded adult health and human services programs, thereby assisting County staff in developing funding recommendations for Board consideration.

SECTION 3. ADVISORY AUTHORITY AND LIMITATIONS. The IRC shall serve exclusively in an advisory and scoring capacity. The IRC shall review and score applications using Board-approved criteria, assess programmatic feasibility and alignment with County priorities, conduct limited due diligence as appropriate, and provide scoring results with written feedback to County staff and the Board. The IRC shall not have authority to approve or deny funding, bind the County or Board, manage contracts or budgets, conduct formal audits, or take policy positions on behalf of the County. Final funding decisions remain solely with the Board. The IRC shall not initiate projects or assignments not referred by the Board or County staff.

SECTION 4. COMPOSITION AND QUALIFICATIONS. The IRC shall consist of seven (7) voting members appointed by the Board, with one (1) seat designated for a member possessing expertise in each of the following areas: philanthropy or foundation management; financial analysis; housing; medical or public health; licensed healthcare; senior services; and contract management or higher education. All voting members shall be Manatee County residents and shall have no conflicts of interest with the applicant organizations. County staff from Public Safety and Community and Veterans Services shall serve as non-voting liaisons to provide administrative support, to ensure procedural compliance, and to be responsible for posting/publishing the proper notices of meetings and selecting meeting locations that are accessible to the public, and act as the point of contact between the IRC and the Board.

SECTION 5. TERMS AND APPOINTMENTS. Voting members shall serve staggered three (3) year terms, with no member serving more than two (2) consecutive full terms. Notwithstanding the foregoing, to establish rolling appointments and continuity, the initial term for the first two (2) seats and the next two (2) seats listed in section 4 of this resolution shall be two (2) years and three (3) years, respectively. Members shall be appointed through standard County advisory board procedures and serve at the pleasure of the Board. Terms shall commence October 1 and expire September 30, regardless of appointment date. Mid-term vacancies shall be filled for the remainder of the unexpired term by the Board following the standard application and appointment process. Any member who misses three (3) consecutive regular meetings without being excused by the Chair shall be deemed to have resigned, and the seat shall be declared vacant. The Chair may excuse absences for good cause.

SECTION 6. OPERATING PROCEDURES AND LIMITATIONS. The IRC shall elect a Chair and Vice-Chair annually from among voting members. The County staff liaison shall serve as Secretary, responsible for taking minutes. All IRC meetings and business shall comply with Florida's Sunshine Law and all other applicable laws regarding public business, meetings, and records. Members shall complete required ethics and public records training, to include the Florida Government-in-the-Sunshine Law (Chapter 286, F.S.), the Florida Public Records Law (Chapter 119, F.S.), and the Code of Ethics. For each funding cycle members shall be prohibited from engaging in communication with applicants outside of open and public IRC meetings beginning when applications are released until recommendations are provided to the Board. Members shall disclose conflicts of interest and recuse themselves as appropriate. Failure to do so may result in removal from the IRC. Four (4) voting members shall constitute a quorum. Absent a quorum, the IRC may not conduct business other than to adjourn. While physical attendance is preferred, IRC members are permitted to appear electronically so long as all applicable Florida laws regarding open and noticed public meetings are followed, however physical presence is required to count toward being "present" for a quorum. The IRC may adopt additional operating procedures consistent with this Resolution.

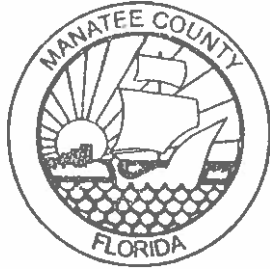
SECTION 7. REPORTING. The IRC shall submit scoring summaries and qualitative observations to County staff at the conclusion of each review cycle. Staff shall include IRC summaries in Board briefing materials when presenting funding recommendations. The County Administrator shall provide the Board with a summary of IRC activities and effectiveness yearly. County shall maintain records of all IRC meetings, minutes, scoring, recommendations, and disclosures.

SECTION 8. SEVERABILITY. If any provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining provisions of this Resolution.

SECTION 9. SUNSET. Unless extended by Board action, the IRC shall sunset ten (10) years from the effective date of this Resolution.

SECTION 10. EFFECTIVE DATE. This Resolution shall become effective immediately upon adoption by the Board of County Commissioners.

ADOPTED WITH A QUORUM PRESENT AND VOTING THIS 19th DAY
OF May 2026.



BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA

By: 
Chairperson

ATTEST: ANGELINA COLONNESO
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: 
Deputy Clerk