Social Services Allocation Committee Goals
Member Goals and Responsibilities
Created by Council Resolution #2019-204
City of St. Petersburg

This document has been created for the City of St. Petersburg Social Services Allocation Committee (SSAC) on June 14, 2019 in accordance with the City Council Resolution.

Purpose: The purpose of the SSAC is to promote the health, economic and social well being of persons residing in the City of St. Petersburg in the need of assistance.

Goals: The goals of the SSAC shall be to:

- Review all Social Action Funding applications received and to make recommendations to City Council for funding based on the criteria and conditions set forth in the annual Social Action Funding Guidelines and Application.
- Advance the health, economic, or social well-being of persons residing in St. Petersburg in need of such assistance, which includes addressing the needs of the person who have become homeless or are at the risk of becoming homeless.
- Assure the programs(s) or services(s) provided by the agency shall be readily available to all residents living in St. Petersburg.

Members Knowledge, Skills and Qualifications:

- A commitment to community service and recognition of the needs of the citizens of the City.
- An interest in and familiarity with local community social services agencies.
- The ability to maintain fairness and objectivity.
- Possess the ability to evaluate and analyze budgets and funding requests.
- The ability to express himself/herself clearly and concisely.
- The ability to establish and maintain effective working relationships with other board members and staff.
- Not be compensated by an agency competing for, or in competition with an agency applying for Social Action Funding. If such conflict exists, this must be stated during the scoring and funding deliberation process.
Responsibilities and Commitments:

➢ Members are expected to dedicate the time necessary to adequately complete the required tasks/functions of this Committee. The primary time commitment involves reading and rating SAF applications (distributed to SSAC on July 26, 2019) and participating actively in the Deliberations and Recommendations Meeting on August 23, 2019. If necessary, a meeting to consider reconsideration requests has been scheduled for September 4, 2019.

➢ Members are also expected to participate in occasional committee meetings that are scheduled as needed throughout the year. There is no standing day/date for this committee, and meetings are limited only to occasions when committee input or action is required.

➢ Members are expected to participate in an annual board training when materials for the upcoming process will be distributed, discussed and reviewed.

➢ As an appointed member of an official City Board, members are required to adhere to guidelines set forth in the State of Florida Sunshine Law. The primary purpose of the Sunshine Law is to ensure all discussion and deliberation concerning the business of a committee is done in a way that allows the public to see how and why the committee decisions are made. Information on the Sunshine Law is provided and reviewed by the City’s Legal Department at the time of the annual board training.

➢ Due to the important nature of the work for which this Committee is responsible, it is essential that members follow through on their commitment. Failure to complete service, absenteeism and/or any conduct unbecoming an appointed member of an official City Board may be reasons to ask for resignation.

➢ Members serve an important role in representing the City of St. Petersburg, in the area of social services planning. In such a role, any publicity whereby a member identifies himself/herself as a member of this committee must be approved by City staff.

Appointment to the Committee:

The SSAC shall consist of nine (9) members, each serving a term of up to three (3) years. The expiration date of each term shall be on the 30th day of September of the third (3rd) year of each respective Committee member’s term. Vacancies shall be filled by appointment for the balance of the term. A chair and vice chair shall be elected annually from the membership by a majority of the members present. Members are appointed to the Committee by the Mayor, and the appointment confirmed by City Council.