

# Immigrants and Internationals (I&I) Advisory Council

## Officers

The officers of the Council consist of two co-chairs, one of whom must be an immigrant or international resident of Allegheny County. Working with DHS staff from the I&I Initiative, they preside at meetings and provide direction for the Council. These officers also assist DHS in planning agendas for quarterly meetings by collecting and conveying relevant information identified by Council members.

## Membership Requirements

The Council is comprised of elected members of immigrant and international communities in Allegheny County, consumers of DHS services, and representatives of service provider agencies who work with immigrants and internationals.

## Membership Terms

Council members, recommended by immigrant and international communities and appointed by the Allegheny County Department of Human Services, commit to serving on the Council without compensation to identify issues and make recommendations to DHS for improving outreach and human service delivery to immigrants and internationals. They agree to act as a channel for two-way communication between DHS and immigrant and international communities. Council members perform the following duties:

- Obtain input from and identify human service concerns of immigrants and internationals in Allegheny County
- Bring human service needs of the immigrant and international community to the Council
- Work to develop recommendations for DHS to address issues of concern
- Share new and relevant DHS information with immigrant and international communities

Any member who misses two or more quarterly meetings in one year without just cause may be removed from the Council.

## Structure

The Allegheny County Department of Human Service's I&I Initiative calls quarterly meetings of the Council every January, April, July, and October. In the interim, the Council may hold committee meetings to gather information about various human service issues and concerns, work with DHS and other community members to address them, and develop recommendations. In order to gain greater insight into and develop solutions for the issues facing immigrant and international communities, Council members may invite and encourage other community members to participate in these committee meetings.

## Administrative Oversight

The Allegheny County Department of Human Services is responsible for the overall notification and distribution of minutes for Council meetings. All meeting minutes and formal documents will be kept on file at DHS, with administrative oversight primarily conducted by the I&I Initiative.

## Working Groups and Additional Initiatives

The Council's efforts are coordinated in collaboration with the I&I Initiative as well as several standing and ad hoc working groups comprised of Council members and other community stakeholders. Working groups meet to identify more specific issues and concerns, develop recommendations, and undertake related projects and activities. Areas of focus include language access, cultural competency, children and youth, workforce development and more. The Council also engages in additional initiatives that benefit DHS and its stakeholders, immigrant-serving agencies, and members of immigrant communities as the need and opportunity arises.

*For more information about the I&I Advisory Body or the I&I Initiative please contact I&I Initiative Manager, [Barbara Murock](#) at 412-350-5835 or I&I Initiative Specialist, [Andy Smith](#) at 412-350-6368*