



**SOLANO COUNTY BOARD OF SUPERVISORS
ADVISORY BOARD/COMMISSION REVIEW SHEET**

Date: 10-3-2014

Name of Advisory Board: Solano County Historical Records Commission

Name of person completing review sheet: Dianne Luna, C.P.M., Manager Central Services

Name and Department of County Contact/Staff assigned to Board: Dianne Luna/General Services/Central Services

PURPOSE

1. What is the purpose of the advisory board?

The Solano County Historical Records Commission was created September 22, 1987 by order of the Solano County Board of Supervisors.

The purpose of the Advisory Board is to foster, develop, promote and implement a program for the preservation of historic records.

2. Does the board/commission have a mission statement? If so, please provide.

As established by the Solano County Historical Records Commission (SCHRC), the mission is to advocate for the preservation of the historical records of Solano County government that document the governance, development and social history of the county, and to ensure the permanent retention, protection, and public accessibility of Solano County's documentary heritage.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

By-Laws were adopted by the Board as amended on April 8, 2008. By-Laws are attached.

4. Please reference how, why and when the board/commission was created.

On September 22, 1987, the "Solano County History Round Table" comprised of members of 21 interested organizations proposed the establishment of the SCHRC. Among the objectives of the SCHRC is the establishment of an archival repository which would include a research center by which the records would be made accessible to the public. The Board of Supervisors considered an Information Only Agenda Item Transmittal (9/22/87, Item 6C) and with Board motion and second, approved the establishment of the SCHRC as requested.

MEETING SCHEDULE

5. How often does the advisory board meet?

Per the By-Laws, the SCHRC meets at least five times a year.

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

The Commission does not adopt a formal annual work plan. While members of the Commission fulfill their responsibilities as commissioners, the great bulk of work concerning the County's historical records is done on a weekly basis by volunteer staff. The volunteers assist in responding to patron inquiries by telephone and on-site Tuesdays and Fridays.

7. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period.

BROWN ACT REQUIREMENTS

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

- A. Was a quorum present at each meeting?

No. According to Minutes of 8/13/14, only 6 Commissioners were present. A quorum constitutes 7 Commissioners.

- B. Did each new member receive training and written guidelines on the Brown Act?

Yes. However, one Commissioner has not yet been trained on the Brown Act, but expects to do so at the next scheduled training session.

- C. Did existing members receive a review of the Brown Act?

Yes

- D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies?

Yes

OBJECTIVES AND ACCOMPLISHMENTS

9. List primary goals and objectives from the last reporting period and note if they were met.

- Preserving historical records by re-housing them in acid-free archival folders or boxes. Additionally, inventorying and indexing records to facilitate public access. Both of these activities are on-going.
- Seek permanent status/home for historical records collection

The BOS convened an ad hoc Committee at Budget Hearings June 2013 with the objective to consider future options for the Historical Records Program. A meeting is scheduled with the full ad hoc Committee on 10/14/14 to present a Future Options Report and request future direction.

- Providing research services and public access to records in the collection to on-site and distance patrons – also ongoing.
- Seeking official archival status for the collection.
This goal was not accomplished.
- Seek funding for the operation of the historical records facility through private donors.
Formal efforts to raise funds to support the historical records have not yet been completed.

10. List primary goals and objectives for the current reporting period.

This year's goals include last year's objectives, as well as:

- Seek official archival status for the collection.
This goal was not accomplished.

11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.

The Commission's accomplishments include:

- The volunteer operation of the historical records facility. From October 2013 through July 2014, 65 patrons have been served via phone, mail, email, and site visits.
- Provided informational/instructional tour of the historical records facility to the Fairfield Chamber of Commerce Leadership Group

The Commission regularly interacts with and reports to Central Services, the Assessor/Recorder and the Superior Court regarding historical records from those entities that are housed at the historical records facility.

Solano County Historical Records Commission
Attendance Record
October 1, 2013 through September 30, 2014

Committee Position	Member	9/20/2013	11/15/2013	1/17/2014	2/10/2014*	3/21/2014	5/16/2014	8/13/2014	9/19/2014**
Officers									
Chair	Elisa DeCaro	X	X	X	X	X	X	X	X
Vice Chair	Tom Clark	X	X	X	X	A	X	A	X
Treasurer	Diane Choquette	X	X	X	X	X	A	X	A
Secretary	Doug Rogers	X	X	X	X	A	X	A	X
Commissioners									
Assessor/Recorder Rep	Frances Mesa	X	X	X	A	X	A	X	A
General Services	Dianne Luna/Lisa Woods	X	X	X	X	X	X	X	X
County Clerk	Charles Lomeli	A	A	A	A	A	A	A	A
Superior Court	Lezlee Offurt	X	X	X	A	A	X	A	X
County Library	Lynne Williams	A	X	A	X	A	A	A	A
Volunteer	Leslie Batson	X	X	X	X	X	X	X	X
Volunteer	Mary Ellsworth (apptd. 2/25/14)			X	X	A	X	A	X
Volunteer	Jim Kern	A	X	A	A	X	X	X	X
VACANT	VACANT								

Date of Last Brown Act Training and/or	Date of Last AB 1234 Training	Received Copy of
YES	will provide cert on 11/4	Y
3/23/12	Oct. 2013	Y
2/20/14	11/17/12	Y
2/1/14	10/16/13	Y
2/20/14	3/23/11	Y
2/20/14	10/30/13	Y
		Y
2/20/14	11/26/12	Y
2/20/14	10/18/13	Y
2/20/2014	11/13/2012	Y
		N
2/20/2014	Oct. 2013	Y

Minutes sent to BOS		Y	Y	Y	Y	Y	Y	Y	Y
Minutes sent to CAO		Y	Y	Y	Y	Y	Y	Y	Y
Quorum Present	7 Commissioners	Y	Y	Y	Y	Y	Y	N	Y

X = PRESENT
A = ABSENT
Y = YES
N = NO

Agenda Posting Locations:	County Administration Center Bulletin Board
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* Additional meeting called to review Future Options Matrix

** 9-19-14 the Non-county SCHR Commissioners requested that County staff NOT participate in this meeting. The exception was for Lisa Woods of General Services attend the beginning of the meeting to ensure a quorum was present. As soon as a quorum was present, Ms. Woods was asked to leave.

Solano County Historical Records Commission

BYLAWS

ARTICLE I – PURPOSE

The purpose of the Solano County Historical Records Commission shall be to foster, develop, promote and implement a program for the preservation of historical records. .

ARTICLE II – MEMBERS OF COMMISSION

SECTION 1: There shall be thirteen (13) members of the Historical Records Commission, each appointed by the Board of Supervisors. Four members are to be representatives of the following County departments: Assessor/Recorder, County Clerk, General Services, and Library.

SECTION 2: All members appointed by the Board of Supervisors to the Historical Records Commission shall serve for a term of four (4) years.

SECTION 3: A member may be reappointed by the Board. All members serve at the pleasure of the Board of Supervisors.

SECTION 4: When first fully constituted, the five (5) initial members of the Historical Records Commission shall determine by lot three (3) members who shall serve a full term, and two who shall serve for two (2) years.

SECTION 5: Members of the Historical Records Commission must be residents of or work in Solano County.

ARTICLE III – MEETINGS

SECTION 1: Regular meetings of the Solano County Historical Records Commission shall be held at least five (5) times each year at a date, time and place designated by action of the Commission.

SECTION 2: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting.

SECTION 3: A quorum shall consist of a majority of the members of the Historical Records Commission.

ARTICLE IV – CONDUCT OF BUSINESS

SECTION 1: No business shall be transacted at any meeting of the Historical Records Commission other than those matters listed in the agenda.

SECTION 2 All meetings shall be called to order by the Chair, or in his/her absence, by the Vice-Chair. In the absence of both Chair and Vice-Chair, the Secretary of the Historical Records Commission shall call the meeting to order and those Commission members present shall elect a Chair pro tempore.

SECTION 3 The Chair of the Historical Records Commission shall vote on all matters and have equal privileges as a member including the right to surrender the chair for purposes of making motions or introducing resolutions.

SECTION 4: In the course of conduct of meetings of the Historical Records Commission the following rules shall apply:

(a) Voting: The Chair or any member of the Historical Records Commission may call for a roll call vote. Unless such vote is called for, action may be taken by voice vote in which event, unless a member expresses the fact that he/she is abstaining from voting or voices a dissenting vote, he/she will be presumed and recorded as voting. If a dissenting vote is voiced by a member present, a roll call vote shall be taken and recorded.

(b) General: Except as otherwise provided, unless waived by the Commission, Robert's Rules of Order shall be followed and its application may be demanded by any member at any time.

Failure to protest the minutes of any meeting at the next regular meeting attended by the protesting member shall preclude any member from challenging the correctness of the minutes or any vote indicated in them.

(c) Minutes: The Secretary of Historical Records Commission shall keep a record of those members present and those absent at all official meetings of the Historical Records Commission, and an official record of all proceedings and actions of the Commission. The minutes of the Commission shall be approved by the Commission. The public reading of the minutes of any Historical Records Commission meeting may be dispensed with and the minutes approved if there are no objections.

(d) Absences: Should any member be absent from three (3) consecutive meetings, or five (5) meetings in any one calendar year, regular or adjourned regular, without reason satisfactory to the Historical Records Commission, the Commission shall recommend to the Board of Supervisors that such member be retired from the Commission, with prior notice to the Commissioner.

ARTICLE V – OFFICERS and ELECTIONS

SECTION 1: The officers of the Historical Records Commission shall be a Chair, Vice-Chair, a Secretary and a Treasurer. The Chair, Vice-Chair, Secretary and Treasurer shall be elected by the members of the Commission.

SECTION 2: The first election of officers shall take place at the July 1988 meeting. Thereafter, officers of the Historical Records Commission shall be elected at the first regular meeting in January, except that in the event that such election cannot be held at such meeting, it shall be held at the next meeting of the Commission which is attended by at least two-thirds (2/3) of the total membership of the Commission.

SECTION 3: Officers of the Historical Records Commission shall assume the duties and obligations of their offices at the meeting of the Commission next occurring after the meeting at which such election is held.

SECTION 4: In the event that any office of the Historical Records Commission becomes vacant prior to any annual meeting of the Commission, an election to fill such vacancy for the unexpired term of such office shall be held at the next meeting of the Commission attended by at least two-thirds (2/3) of the membership of the Commission.

SECTION 5: A nominee for any Historical Records Commission office must secure the vote of a majority of the members of the Commission to be elected to any office. In the event that there is only one nomination for any office, the voting on such nomination shall be in the manner directed by the Chair and shall be by roll call vote of the members of the Commission.

SECTION 6: Terms of officer for the officers of the Historical Records Commission shall be one (1) year. No person shall serve more than two consecutive years as Chair or two consecutive years as Vice-Chair of the Historical Records Commission.

SECTION 7: Officers and members of the Commission shall serve without compensation.

ARTICLE VI – DUTIES AND OBLIGATIONS OF ELECTED OFFICERS

SECTION 1: The duties of the elected officers of the Historical Records Commission shall be as prescribed by the Commission. Any officer of the Commission who is absent from three (3) consecutive meetings of the Commission shall be deemed to have resigned from such office and an election to fill the vacancy so created shall be held according to the rules adopted by the Commission. Any officer of the Commission may be removed from office by a vote of two-thirds (2/3) of the total membership of the Commission.

SECTION 2: The Chair of the Historical Records Commission shall preside at all meetings of the Commission at which he/she is present. The Chair of the Commission shall exercise general guidance and supervision over the

business and operations of the Commission and shall present to the Commission such matters as in his/her judgment requires the attention of said Commission.

SECTION 3: In the absence of the Chair of the Historical Records Commission, the Vice-Chair of the Commission shall for that occasion accede to the duties and obligations of the office of Chair of the Commission.

SECTION 4: The Secretary shall perform the duties required by the Historical Records Commission for such office. The Secretary shall keep a true and complete record of the proceedings and shall have charge of all records, documents, papers, books, and other pertinent evidence.

SECTION 5: The Treasurer shall keep a record of income reported to the Solano County Treasurer and expense paid by the Solano County Auditor-Controller's office. The Treasurer will present a report at each meeting.

ARTICLE VII – AMENDMENTS

SECTION 1: These Bylaws and Rules of Organization may be amended at any regular meeting of the Historical Records Commission by a two-thirds (2/3) vote of the membership of the Commission and shall be effective upon the approval by the Board of Supervisors.

Approved: September 20, 1996
Revised: November 14, 2003
May 21, 2004
October 9, 2007
April 8, 2008