



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

**Date:** 10/30/2018

**Name of Advisory Board:** Solano County Historical Records Commission (SCHRC)

**Name of person completing review sheet:** Dianne Luna, Central Services Manager

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

**PURPOSE**

1. What is the purpose of the advisory board?

The purpose of the Advisory Board (created September 22, 1987 by order of the Solano County Board of Supervisors) is to foster, develop, promote and implement a program for the preservation of the County 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.

The current by-laws were approved by the Board of Supervisors on November 1, 2016 (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 quarterly each 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?

County staff, in collaboration with the Commission has developed an implementation plan, contingent on available staff and fiscal resources, to advance the historical collections program management over the next year. This plan was presented to the Board of Supervisors on June 14, 2016.

7. Please attach membership list and attendance records for October 2017 through September 2018 or since the last reporting period. Attached.

## 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? Yes.

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

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.

- **Goal:** Complete the phased implementation plan to advance collection and program management as presented to the Board of Supervisors on June 14, 2016.

**Progress:** The County is under contract with InfoCompass, a consulting firm to 1) Develop policies and procedures to document the preservation of the County's historical records based upon the California State Archive Guidelines Manual. 2) Conduct surveys of all nineteen (19) County departments, measurement surveys, record retention series recommendations to enhance retention and search ability of historic records, and an assessment of physical records currently held in departments that may have historical value. 3) Present a Strategy and Action plan with an estimated cost and schedule range. InfoCompass has completed three of the four deliverables. The fourth deliverable is completed in final draft form, which is currently under evaluation by County staff. The Commission has reviewed the *Recommended Solano County Historical Records and Archives Collection Policy and Management Procedures* and has determined the content to be thorough and well written. The Commission awaits the opportunity to review Deliverable 5 (Final Recommendations and Action Plan).

- **Goal:** Providing research services and public access to records in the collection to on-site and distance patrons

**Progress:** The historical records collection remains in temporary offsite storage; however, County staff has been able to field inquiries as they are received to preserve accessibility and provide research services to the extent possible. The long-term goal of the Commission is returning the collection to the County and identifying a county owned building to be staffed by an experienced archivist. The commission is grateful for the research/accessibility service County staff is providing in the interim, in addition to their regular daily tasks.

- **Goal:** Seeking official archival status for the collection.

**Progress:** The goal is ongoing and has been furthered by the observations and recommendations conveyed in the InfoCompass Report. In particular, the need to identify, preserve, and protect historical records housed with various departments. The Commission is confident great strides will be made to further this goal once Deliverable 5 is finalized and the Commission has an opportunity to review and comment.

- **Goal:** Seek funding for the operation of the historical records facility through private donors.

**Progress:** Until permanent protected status is secured, and the InfoCompass Report recommendations are finalized and adopted by the BOS, it is premature to seek grants or funding from private donors. Deliverable 5 will lay the groundwork to further this goal to a reality.

List primary goals and objectives for the current reporting period.

- **Goal:** Complete the phased implementation plan to advance collection and program management as presented to the Board of Supervisors on June 14, 2016, as it currently pertains to the pending InfoCompass Report.
- **Goal:** With finalization of the InfoCompass Report, identify appropriate County owned buildings or sites to permanently house the historical records collection and archives in its entirety in a protected, publicly accessible facility.
- **Goal:** Increase public awareness of the historical records collection.

## **ADDITIONAL INFORMATION**

The Commission looks forward to working collaboratively with staff to ensure the permanent protection of the historical records collection in its entirety. It is the hope of the Commission that the Recorder's historic records would once again be housed with the historical records collection. Regardless, one site we encourage for serious consideration is 701 Texas Street, as it is near County departments and would provide greater public visibility and accessibility.

On November 1, 2016, the Board of Supervisors approved SCHRC's current amended bylaws and reduction of SCHRC board members from seven to five by April 2018. This has been accomplished as reflected in the attached attendance record.

# SOLANO COUNTY HISTORICAL RECORDS COMMISSION

## Attendance Record

October 2017 through September 2018

Commission Position	Member	Term of Office	12/8/2017	1/19/2018	5/25/2018	9/14/2018	
Chair	Elissa DeCaro	4/26/2022	P	P	P	P	
Vice-Chair	James Kern	4/26/2022	P	P	P	P	
Secretary	Doug Rodgers	4/26/2020	P	P	A	P	
Commissioner	Mary Ellsworth	4/26/2022	P	P	P	P	
Commissioner	Thomas Snyder, M.D.	4/26/2020	A	P	P	P	
Former Commissioner	Tom Clark		P	P			
Former Commissioner	Diane Choquette		P	P			

Date of Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
2/7/18	9/14/18	Yes
2/7/18	9/10/18	Yes
2/7/18	9/18/18	Yes
2/7/18	2/22/2018	Yes
2/7/18	11/24/16	Yes

Minutes sent to BOS			Y	Y	Y	Y	
Minutes sent to CAO			Y	Y	Y	Y	
Quorum Present *	* 51% of filled positions		Y	Y	Y	Y	

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

Agenda Posting Locations:		County Administration Center Bulletin Board
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Brown Act Training is required within one year of appointment and reviewed every two years thereafter.

AB1234 is required within one year of appointment and renewed every two years thereafter.  
Renewal trainings satisfy the above Brown Act review requirements.

# **Solano County Historical Records Commission**

## **BYLAWS**

### **ARTICLE I – PURPOSE**

The purpose of the Solano County Historical Records Commission (Commission) is to serve in an advisory role to the Solano County Board of Supervisors regarding the preservation and public accessibility of Solano County's documentary heritage.

### **ARTICLE II – MEMBERS OF COMMISSION**

**SECTION 1:** There shall be five (5) members of the Commission. Each Commission member shall be appointed by the Board of Supervisors. In addition to the five (5) appointed members, four (4) ex-officio, non-voting members are to be representatives of the following three (3) County departments and one (1) State agency: Assessor/Recorder, Treasurer/Tax Collector/County Clerk, Library, and State of California Superior Court, County of Solano.

Solano County Department of General Services shall serve as staff to the Commission until such time responsibility for the Solano County's Records and Information Management (RIM) program is assigned to a different County Department, at which time the other department assigned RIM program responsibility will serve as staff to the Commission.

**SECTION 2:** If warranted, a five (5) member Commission will be achieved at the direction of the Solano County Board of Supervisors. The terms of the members shall be staggered to ensure continuity on the Commission.

**SECTION 3:** All Commission members appointed by the Board of Supervisors to the Historical Records Commission shall serve for a term of four (4) years.

**SECTION 4:** A member may be reappointed by the Board that appointed them or a successor Board. All Commission members serve at the pleasure of the Board of Supervisors.

**SECTION 5:** Commission members must be residents of or work in Solano County.

### **ARTICLE III – MEETINGS**

**SECTION 1:** Regular meetings of the Commission shall be held at least quarterly each year at a date, time, and place designated by action of the Commission.

**SECTION 2:** A quorum shall consist of a majority of the total appointed members of the Commission.

## **ARTICLE IV – CONDUCT OF BUSINESS**

**SECTION 1:** Commission meetings are governed by the Brown Act. No business shall be transacted at any meeting of the 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 Commission shall call the meeting to order and those Commission members present shall elect a Chair pro tempore.

**SECTION 3** The Chair of the 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:** The following rules shall apply to Commission meetings:

- (a) Voting: All votes of individual Commissioners will be recorded.
- (b) General: Except as otherwise provided in these By-Laws or unless waived by the Commission, the current edition of Robert's Rules of Order shall govern the proceedings of all meetings.

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 the Commission shall keep an official record of all proceedings and actions of the Commission, which shall include member attendance. The minutes of the Commission shall be approved by the Commission. The public reading of the minutes may be dispensed with and the minutes approved if there are no objections.
- (d) Absences: Should any member be absent from two (2) consecutive meetings, or four (4) meetings in any one calendar year, without a satisfactory reason, 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 Commission shall be a Chair, Vice-Chair, and a Secretary. These officers shall be elected by a majority of the appointed members of the Commission.

**SECTION 2:** Officers of the Commission shall be elected at the first regular meeting of each calendar year, except 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 the majority of the appointed members of the Commission.

**SECTION 3:** Officers of the 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 Commission becomes vacant prior to the annual election meeting, 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 the majority of the appointed members of the Commission.

**SECTION 5:** Terms of office for the officers shall be two (2) years. No person shall serve more than one consecutive term as Chair or Vice-Chair.

**SECTION 6:** 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 shall be as prescribed by the Commission, but at a minimum they shall include the duties described in this Article.

**SECTION 2:** Any officer 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) majority of the appointed members of the Commission.

**SECTION 3:** The Chair 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 place on the agenda such matters as in his/her judgment requires the attention of said Commission.

**SECTION 4:** In the absence of the Chair, the Vice-Chair of the Commission shall for that occasion accede to the duties and obligations of the office of Chair.

**SECTION 5:** The Secretary shall perform the duties required by the 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 6:**

The officers shall be responsible at the beginning of each year for ensuring the Commission develops a work plan outlining the Commission's focus and the goals it intends to achieve for the year. The officers shall make an annual written report to the Board regarding the work plan and Commission accomplishments.

**ARTICLE VII – AMENDMENTS****SECTION 1:**

These Bylaws and Rules of Organization may be amended at any regular meeting by a two-thirds (2/3) majority vote of the appointed members 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  
November 1, 2016