



Legislation Text

File #: 14-0798, Version: 1

Accept the annual report on the goals and accomplishments of Board appointed advisory boards pursuant to the Board's Advisory Board Principles and Policies for the period ending September 30, 2014; and Approve an amendment to the Park and Recreation Commission's bylaws to reflect a new regular meeting starting time

Published Notice Required? Yes No
Public Hearing Required? Yes No

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors (Board):

1) Accept the annual report on the goals and accomplishments on each of the following Board appointed advisory boards for the period ending September 30, 2014:

- Agricultural Advisory Committee (AAC)
- Alcohol and Drug Advisory Board (ADAB)
- Animal Care Advisory Commission (ACAC)
- Equal Employment Opportunity Committee (EEOC)
- Historical Records Commission (HRC)
- Library Advisory Council
- Nut Tree Airport Advisory Committee
- Parks and Recreation Commission
- Senior Coalition of Solano County (SCSC)
- Solano Partnership Against Violence (SPAV)

2) Approve an amendment to the Park and Recreation Commission's bylaws to reflect a new regular meeting starting time.

SUMMARY:

This is the ninth annual countywide report on the status of advisory committees, commissions and boards pursuant to the Board's Advisory Board Principles and Policies (Policies) adopted on June 7, 2005 and amended on November 9, 2010. This report was prepared to provide the Board with an annual overview of the goals and accomplishments of the various advisory boards as of September 30, 2014. Currently there are ten advisory boards subject to the Policies and all have submitted annual review sheets that include their goals and accomplishments.

FINANCIAL IMPACT:

The cost of preparing the countywide status report for the board appointed member advisory boards and committees is borne by the supporting departments, and is included in their existing budgets.

DISCUSSION:

In 2006, the Family Violence Ad Hoc Committee (including two members from the Board of Supervisors) developed and approved a review sheet to provide a format for the receipt of annual goals and accomplishments from advisory boards, committees and commissions subject to the Board adopted Advisory Board Principles and Policies (Policies). The review sheet has been revised to include additional information, such as a reference to how, why and when the advisory board was created, and the advisory board's mission statement and work plan if one has been adopted. Also included is an attendance record, which includes each of the various members' term expiration dates.

The Policies were created to provide general guidelines concerning the role of County advisory boards and how those advisory boards should be formed, dissolved, organized or reorganized and staffed as well as how they should operate. Appointees should have relevant expertise, interest or background to provide advice that is well reasoned, credible and/or appropriately represents opinions held by the broader community or relevant segments of the broader community. In addition, advisory board activities should be related to purposes that are consistent with County policies. The Policies also state that County staff shall provide staff support while representing their department and the County. Staff recommendation to advisory boards shall reflect the policies of the County and the respective departments.

A matrix of the advisory boards, commissions and committees (Attachment A) subject to the Policies, which require an annual report to the Board of Supervisors, is included to provide an overview on the reporting entities. As part of the review process this year, the terms of office for the appointments to the various advisory boards/commissions have been included on the respective attendance records. The staggered terms of office vary in each of the advisory board/commissions to provide for ongoing consistency and stability with the function and purpose of each of the various advisory boards. This allows for some members to remain that have the ongoing history and knowledge of the advisory board while new members are appointed. This allows for continuity of the respective board/committee.

All ten Board appointed boards/committees subject to the Policies have provided a *Boards and Commissions Review Sheet* with their annual goals and accomplishments, attendance records and bylaws for the period October 2013 through September 2014 (Attachments B - K). A copy of the Advisory Board Principles and Policies (Attachment L) has been included. In addition, the Park and Recreation Commission recommends that the Board approve a bylaw change (Attachment M) moving their meeting time from 5:30 p.m. to 10 a.m. This only change to the bylaws will allow more flexibility for the Park and Recreation Commissioners to attend evening meetings of outside groups; better accessibility to County and outside agency staff; and daylight hours for working site visits. The Commission will still hold meetings the second Thursday in January, March, May, July, September and November of each year unless otherwise scheduled by the Commission's Chair. The Commission approved the recommendation at their March 13, 2014 meeting.

County staff has also reminded all advisory board members that they are required to review the Brown Act requirements and receive ethics training every two years as required by the Board's Policies.

ALTERNATIVES:

- a) The Board may choose not to accept all or part of the advisory committee reports and direct staff to return with additional information.
- b) The Board may choose to direct the various departments who provide support staff to prepare follow-up agenda items from any individual advisory board. However, this is not recommended as it is more labor intensive than the consolidated annual report format.

OTHER AGENCY INVOLVEMENT:

The County Administrator's Office has worked with staff from the Agricultural Commissioner, Human

Resources, County Counsel, Health and Social Services, District Attorney, County Library, Resource Management, Parks, Sheriff, Animal Care Services, General Services and the Airport to review and provide the information in this report.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION