

COUNTY OF SANTA CRUZ

Inter-Office Correspondence

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received
Personnel Dept-1

DATE: October 20, 2016
TO: Various County Advisory Bodies
FROM: Chair Bruce McPherson *BAM*
RE: REPORTS FOR ADVISORY BODIES REQUIRED TO REPORT
AT THE CONCLUSION OF CALENDAR YEAR 2016

The purpose of this memo is to provide a reminder of the need for the advisory bodies outlined below to submit a report to the Board of Supervisors, on or before January 31, 2017, highlighting activities in 2015 and 2016:

Agricultural Policy Advisory Commission
Alcoholism and Drug Abuse Commission
Ambulance Technical Advisory Group
Animal Nuisance Abatement Appeals Commission
Arts Commission
Assessment Appeals Board
Civil Service Commission
Community Health Centers Co-Applicant Commission
Deferred Compensation Advisory Commission
Commission on Disabilities
Emergency Management Council
Emergency Medical Care Commission
Commission on the Environment
Environmental Health Appeals Commission
Equal Employment Opportunity Commission
Fire Department Advisory Commission
First 5 Commission
Fish and Game Advisory Commission
Santa Cruz-Monterey-Merced Managed Medical Care Commission (2016 only)

Thereafter, your next report will not be due until January 2019 highlighting actions during 2017 and 2018. [**However**, please note that you will be required to submit an attendance roster (only) at the conclusion of calendar year 2017 outlining the dates your group met in 2017 and the attendance at each meeting.]

County Code Section 2.38.170, a copy of which is attached, provides the format for the completion of these reports. Please send all reports directly to the office of the Board of Supervisors, after which the Board Chairperson will place the item on the agenda for consideration by the full Board. If you have any questions, please feel free to contact Jesseka Rodriguez at extension 2200.

Note: Please remember to include attendance rosters for both years.

Attachment

2.38.150 Quorum.

A majority of the voting members of each commission or committee shall constitute a quorum, and no act of any commission or committee shall be valid unless at least a majority of those members constituting a quorum concur therein; provided, however, that for five-member commissions or committees an affirmative vote of at least three of the voting members of the commission or committee shall be required. Any act of any commission or committee shall be accomplished by a roll call vote when such a vote is requested by any member in attendance. [Ord. 4573 § 1, 1999; Ord. 2387, 1977; Ord. 2122, 1975; Ord. 2078, 1974; prior code § 3.01.080(d)].

2.38.160 Minutes of meetings.

(A) Official minutes recording the motions entertained and actions taken at each commission or committee meeting shall be prepared and submitted by each commission and committee to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

(B) Minutes of a department advisory group shall be prepared and maintained by the agency or department head, or his or her designee. [Ord. 4573 § 1, 1999; prior code § 3.01.080(g)].

2.38.170 Reports.

(A) A report shall be submitted by each board or commission according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:

- (1) Role(s) of the board or commission;
- (2) Meeting dates, time and location;
- (3) Board or commission structure;
- (4) Board or commission staff (designated staff or staff assigned through department);
- (5) Attendance;
- (6) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
- (7) Future goals; and
- (8) Recommendations (public and/or private sector actions to advance the goals of the board or commission).

(B) A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the Board of Supervisors, and any other information requested by the Board, shall be submitted by each committee to the Board before expiration of the committee's life.

(C) A report shall be issued by each department advisory group to the agency or department head according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:

- (1) Role(s) of the department advisory group;
- (2) Meeting dates, time and location;
- (3) Attendance;
- (4) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable); and
- (5) Future goals.

(D) In addition to any report required by this section, a commission or committee may submit progress reports and recommendations to the Board of Supervisors at any time.

(E) Each board, commission, committee, and departmental advisory group shall submit an attendance report to the Board of Supervisors at the end of each calendar year. [Ord. 5073 § 1, 2010; Ord. 4573 § 1, 1999; Ord. 3989 § 1, 1989; Ord. 2733, 1979; Ord. 2271, 1976; Ord. 2078, 1974; prior code § 3.01.080(h)].

2.38.180 Expenses.

(A) The members of each commission and committee may receive reimbursement for traveling and other expense incurred while on official business of the County when such reimbursement is approved in advance by the Board of Supervisors.

(B) The members of a department advisory group shall not be entitled to reimbursement for traveling and other expense. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(m)].

2.38.190 County staff support.

(A) The Board of Supervisors shall, when feasible, provide that each commission and committee be assisted by the County department most closely related to the function of such commission or committee, and may designate as administrative secretary to such commission or committee the head of such department; the department head may designate his or her representative to serve as administrative secretary.

(B) An agency or department head may, at his or her own discretion, designate staff to assist a department advisory group. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(f)].

2.38.200 Vacancies—Reporting.

(A) A vacancy shall exist and shall be reported in writing by the commission or committee chairperson to the Board of Supervisors, the Clerk of the Board, and the member vacating his or her seat whenever a commission or committee member fails to attend three consecutive regular meetings without good cause entered in the minutes of the commission or committee.

(B) Any notice of resignation shall be submitted in writing to the commission or committee chairperson and forwarded by the chairperson to the Board and the Clerk of the Board. Any vacancy caused by the death, incapacitation or any other circumstance shall be reported in writing by the commission or committee chairperson to the Board and the Clerk of the Board.