

## COUNTY OF SANTA CRUZ

## Inter-Office Correspondence

DATE: June 28, 2010

TO: All County Advisory Bodies

FROM: Tony Campos, Chairperson, Board of Supervisors 

RE: MODIFICATIONS TO MEETING SCHEDULES AND PROCEDURES

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As you are aware, last September the Board received a report from the County Administrative Officer concerning County advisory bodies, including information on staffing and meeting frequency. In recognition of the significant fiscal constraints facing the County and the need to make modifications throughout our operations, the Board directed each department with responsibility to staff an advisory body to work with their assigned group to consider whether the group could meet its responsibilities with fewer scheduled meetings each year. We also directed the County Administrative Office to provide a report in conjunction with our 2010-11 budget hearings with recommendations for possible consolidations or the possible elimination of some of the County's discretionary advisory bodies.

The affected departments and the County Administrative Office completed their work and the Board received a series of recommendations during budget hearings. I want you to know that all members of the Board expressed their deep appreciation for the contributions of members of our advisory bodies to further the work of county government. We recognize and value your service, your expertise, and your willingness to share your knowledge and time with others to ensure that the County is able to deliver the best possible service to our community.

After considering the recommendations of the County Administrative Office (distributed to advisory bodies previously), the Board took a number of actions. The purpose of this memo is to outline the actions which affect all advisory bodies, as follows:

1. The Board directed all mandated advisory bodies to reduce the number of regularly scheduled meetings to the fewest possible that will enable them to meet their mandated responsibilities.
2. The Board directed all discretionary advisory bodies to revise their 2010-11 calendars to schedule no more than six regular meetings during the year (two more than originally recommended), unless they are already

meeting fewer times and can keep their current schedule. However, the Board also determined that if a discretionary advisory body believes they cannot complete their responsibilities during the course of six meetings, that body can petition the Board to allow the group to meet more than six times. (Any advisory body that believes it needs to hold more than six meetings must submit a letter to the Board stating the number of additional meetings necessary and the justification for that request. No discretionary advisory body can meet more than six times in a calendar year unless approval is granted by the Board.)

3. The Board directed all advisory bodies, whether mandated or discretionary, to follow an approved "action minutes" format for completion of minutes. This is also the format used for minutes of meetings of the Board of Supervisors.

Because minutes are a record of the actions taken by an advisory body as opposed to a summation of the discussion, advisory bodies are directed to prepare action minutes only, structured as indicated below. As you will note, with this format there is no need to record an action on items that are informational only, such as a staff report, where no action is otherwise required.

- a. Name of Advisory Body
- b. Meeting Time, Date, and Place
- c. Attendance
- d. For each agenda item:
  - 1) Motions made and acted on
  - 2) Names of persons making and seconding motions
  - 3) Vote showing names of those voting yes, no, abstaining or absent
- e. Time of adjournment

Attachment 1 provides an example for reference. Please feel free to call Tess Fitzgerald, the Clerk of the Board, at 454-2323 if you have any questions.

4. Finally, the Board authorized a modification with regard to annual reports, resulting in the submission of these reports on a biennial basis (every other year). This will free up staff time and time on your agenda to consider other business.

June 28, 2010  
Page 3

Attachment 2 includes a list of the new submission dates for these reports. As you will note, reports for some advisory bodies will continue to be due January 31, 2010, reflecting business conducted in 2010. Some will not submit reports again until the conclusion of business in 2011.

However, the Board determined that all advisory bodies, regardless of whether they are submitting an annual report in a given year or not, will be required to submit an attendance report to the Board at the end of each calendar year. I will send information about the process for submitting attendance rosters later in the year.

Again, thank you so much for dedicating your time to service on behalf of the County of Santa Cruz. We appreciate your continued participation.

TC:ted  
Attachments

cc: Affected Department Heads

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Note: For any questions other than those related to the preparation of action summary minutes, please contact Terry Dorsey in our office at 454-2200.

**SAMPLE FORMAT - ACTION MINUTES**

(Call Tess Fitzgerald, Clerk of the Board, at 454-2323 if you have questions)

NAME OF COMMISSION  
June 24, 2010  
3:00 p.m.  
701 Ocean Street, Room 500  
Santa Cruz, California

Present: Sam Smith, Cindy Brown, Joe Martinez, Anna Rose, and Saul Preston.  
Excused absence: Maxine Garza. Unexcused absence: Randy Reynolds.

1. Approved minutes of the meeting of April 22, 2010. Motion/Second: Smith/Rose  
  
AYES: Smith, Brown, Martinez, Rose and Preston  
NOES: None  
ABSTAIN: None  
ABSENT: Garza and Reynolds
2. Considered report recommending modifications to the submission of "annual" reports to the Board of Supervisors. No action taken.
3. Authorized the Chairperson to send a letter to the Board of Supervisors requesting that the Board take a position in support of Assembly Bill 444. Motion/Second: Preston/Smith  
  
AYES: Smith, Brown, Martinez, and Rose  
NOES: Preston  
ABSTAIN: None  
ABSENT: Garza and Reynolds
4. Requested that a report concerning budget actions by the State with regard to services for low income residents in Santa Cruz County be placed on the next available agenda for further consideration. Motion/Second: Martinez/Rose  
  
AYES: Smith, Brown, Martinez, Rose and Preston  
NOES: None  
ABSTAIN: None  
ABSENT: Garza and Reynolds
5. The meeting was adjourned at 5:00 p.m.

## SUBMISSION OF BIENNIAL REPORTS

The following advisory bodies are required to submit biennial reports during **even numbered years**. The first report for this group will be due at the end of calendar year 2010. Reports are to be received by the Board of Supervisors on or before January 31, 2011. Thereafter, reports will be due at the end of every even numbered year, providing a report highlighting actions over a two year period.

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  
Deferred Compensation Advisory Commission  
Commission on Disabilities  
Domestic Violence Commission  
Emergency Management Council  
Emergency Medical Care Commission  
Commission on the Environment  
Environmental Health Appeals and Hazardous Materials Appeals Commission  
Equal Employment Opportunity Commission  
Fire Department Advisory Commission  
First 5 Commission  
Fish and Game Advisory Commission

## SUBMISSION OF BIENNIAL REPORTS

The following advisory bodies are required to submit biennial reports during **odd numbered years**. The first report will be due at the end of calendar year 2011 highlighting actions for both calendar years 2010 and 2011. Reports are to be received by the Board of Supervisors on or before January 31, 2012. Thereafter, reports will be due at the end of every odd numbered year, providing a report highlighting actions over the two year period.

Hazardous Materials Advisory Commission  
Historic Resources Commission  
Housing Advisory Commission  
Human Services Commission  
In-Home Supportive Services Advisory Commission  
Integrated Waste Management Local Task Force  
Latino Affairs Commission  
Mental Health Advisory Board  
Mobile and Manufactured Home Commission  
On-Site Sewage Disposal Technical Advisory Group  
Parks and Recreation Commission  
Planning Commission  
Santa Cruz-Monterey-Merced Managed Medical Care Commission  
Seniors Commission  
Treasury Oversight Commission  
Water Advisory Commission  
Women's Commission  
Workforce Investment Board

2010 JUN 30 PM 10 42