

To: Santa Cruz Board of Supervisors  
From: Historic Resources Commission  
Date: July 11,2022

## Santa Cruz County Commissions Suggestions for Oversight

1. Develop an information packet for all persons considered for Commission seats.
2. Packet becomes both a tool for an informed commitment & work guideline.

This packet must be generic for all Commissions with particular inclusions for each Commission as an addendum to the overall packet.

3. Contents include, but are not limited to, the following concepts.

- A. Schedule of meetings & trainings as available.
- B. Scope of Job as Commissioner as it relates to County affairs
- C. Rotating Chairmanship expectation
- D. Length of term of service & conditions
- E. Expectations for petty cash outlay and recompensation
- F. Role of Staffer assigned to Commissions
- G. Time commitments
- H. Brown Act overview and implications to functionality

We have seen the result of the absense of a packet as described above.  
New incoming Commissioners currently become oriented on the job.  
The expectations for Commissioners are not presented adequately at time of appointment.  
Commissioners make a commitment uninformed of the details of the assignment.  
This may put a Commission at risk and slows down the effectiveness of the incoming member.

Thank you for considering this expannsion of interface.  
Our Goal is to increase the effectiveness of County Commissioners.  
We believe these suggestions will help all Commissions.

Barry Pearlman  
Chairperson  
Historic Resources Commission

Linda Phillips  
Vice Chairperson  
Historic Resources Commission