



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

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SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

September 9, 2009

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

APPROVED AND FILED BOARD OF SUPERVISORS

DATE: *September 15, 2009* AGENDA: September 15, 2009
COUNTY OF SANTA CRUZ

SUSAN A. MAURIELLO
EX-OFFICIO CLERK OF THE BOARD
BY: *Sharon Mitchell* DEPUTY

County Advisory Bodies

Dear Members of the Board:

During budget hearings, your Board requested information on County advisory bodies. A list of County advisory bodies and the departments which staff them has been previously provided, and the purpose of this letter is to provide additional information on the frequency of meetings, the amount of monthly staff time needed to support the commissions, and the cost of that staff time.

The attached chart provides information on 38 advisory bodies which are staffed by County departments. In general, departments reported that these advisory bodies play a variety of important roles in the provision of services to the residents of Santa Cruz County. Members of advisory bodies bring additional skills, knowledge, and experience to the County's decision-making processes, provide critical oversight regarding service delivery, and provide neutral evaluation of various appeals. However, in the process of reviewing these advisory bodies, some departments have identified certain instances where it would be appropriate to consider consolidation.

Possible Consolidations

The Hazardous Materials Appeals Commission was established in 1986 to receive, process, adjudicate, and issue orders in connection with written appeals and/or applications relating to hazardous materials. Hazardous Materials appeals are seldom submitted for review and the commission meets very infrequently. It is recommended that your Board direct the Health Services Agency/Environmental Health Division to evaluate whether this commission could be eliminated entirely and its responsibilities transferred to the Environmental Health Appeals Commission.

The original mandate for the Long Term Care Interagency Commission (LTCIC) no longer applies and the commission is currently functioning more as an interagency networking group than as a commission advising your Board. The LTCIC and the In-home Supportive Services Advisory Commission have overlapping areas of interest and advocacy. In addition, there is some duplication of focus between these two commissions and the Seniors Commission

regarding accessible transportation, emergency preparedness, identification of special needs, policy development, State and federal legislation, and caregiver training and support. It is recommended that your Board direct the Human Services Department and the Personnel Department to consult with these commissions to consider whether they could be consolidated and their responsibilities redistributed as a means of reducing duplication of effort and conserving staffing resources.

When the Public Health Commission was established in 1977, your Board found that there was "at present no county commission or committee which advises the board of supervisors on issues involving the public health in areas of environmental health and occupational health and safety." Since that time, the growing complexity of health needs and programs has resulted in the establishment of a number of other advisory bodies in the area of Public Health, including the Health Improvement Partnership of Santa Cruz County, the Emergency Medical Care Commission, the Alcoholism and Drug Abuse Commission, the Mental Health Advisory Commission, and several Environmental Health advisory bodies. These other bodies have assumed responsibility for many of the issues originally considered by the Public Health Commission. This commission frequently has difficulty keeping vacancies filled and establishing a quorum. Given these shifts in responsibility and the quorum difficulties, it is recommended that your Board direct the Health Services Agency to work with the Public Health Commission to consider consolidating it and redistributing its responsibilities with other advisory bodies.

Further Review

In the preparation of this report, a number of departments have indicated that their advisory bodies have entered into initial discussions about reducing the number of regular meetings held each year. It is recommended that your Board direct each department to work with their advisory bodies to consider whether they could continue to meet their responsibilities while scheduling fewer meetings each year.

In anticipation of several more years of fiscal constraint, it is appropriate at this time to initiate a more in-depth review of advisory bodies. The statutory basis for some advisory bodies has been modified over time, and additional time is needed to determine which advisory bodies are currently mandated or discretionary. It is recommended that your Board direct each department to establish whether their advisory bodies are mandatory or discretionary and to work with them and the County Administrative Office to provide recommendations at budget hearings for possible consolidations or elimination of those advisory bodies which are discretionary.

Conclusion

Section 2.38 of the County Code identifies the purpose of County advisory bodies in this way:

The public's trust in their government may be sustained only as long as the public remains involved in the deliberations essential to responsible decision-making by that government. The board of supervisors wishes to preserve this public trust by openly seeking advice, ideas and recommendations from the citizens of the county.

This office continues to believe in the importance of the service provided to your Board and to departments by the assorted advisory bodies, and we greatly appreciate the hours of volunteer service provided by each member of a County commission or committee.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD

1. Accept and file this report on County Advisory Bodies;
2. Direct the Health Services Agency/Environmental Health Division to evaluate whether the Hazardous Materials Appeals Commission could be eliminated entirely and its responsibilities transferred to the Environmental Health Appeals Commission;
3. Direct the Human Services Department and Personnel Department to work with the Long Term Care Interagency Commission to consider whether it could be consolidated and its responsibilities redistributed to the In Home Supportive Services Advisory Commission and the Seniors Commission;
4. Direct the Health Services Agency to work with the Public Health Commission to consider whether it could be consolidated and its responsibilities redistributed to other related advisory bodies;
5. Direct each department to work with their advisory bodies to consider whether they could meet their responsibilities with fewer scheduled meetings each year; and
6. Direct each department to work with their assigned advisory bodies and the County Administrative Office to provide a report in conjunction with the 2010-11 Budget Hearings with recommendations for possible consolidations or elimination of discretionary advisory bodies.

Very truly yours,



Susan Mauriello
County Administrative Officer

cc: Each Department Head
Each County Advisory Body

SAM/DSP

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Agricultural Policy Advisory Commission	Planning Department	Planner III	5	7	5	\$6,500	Staff costs are fully offset by permit fees
Alcoholism and Drug Abuse Commission	Health Services Agency	Prog Mgr Typist Clerk III	10	12	7	\$5,550	
Animal Nuisance Abatement Appeals Commission	Clerk of the Board	Sr Brd Clerk	5	As needed	As needed		Meets as needed to hear appeals
Arts Commission	Parks, Open Space and Cultural Services	Director, Sec, Rec Supe	10	10	31	\$18,533	
Assessment Appeals Board (2 panels)	Clerk of the Board	Sr Brd Clerk	4 per panel (inc. alts)	24 per panel	140	\$65,161	
Building, Accessibility, Fire Code Bd Appeals	Planning	Chief Bldg Official, Fire Marshal	5	As needed	As needed		Meets as needed to hear appeals. Costs offset by fees.
Civil Service Commission	Personnel	Pers Director, Sr Pers Analyst, Sec	5	11	11	\$9,300	Eight reg meetings per year, plus average three disciplinary hearings.
Commission on Disabilities	Personnel	Commissions Coordinator	10	11	43	\$28,047	

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Commission on the Environment	General Services	General Svcs Director	10	11	6	\$6,824	
Deferred Compensation Advisory Commission	County Administrative Office	Princ Admin Analyst, Admin Aide	8	10	5	\$4,800	
Domestic Violence Commission	District Attorney	Secretary	26	12	6	\$2,347	
Emergency Management Council	General Services (Emergency Services)	Emerg Svcs Mgr, Secretary	34	6	5	\$5,880	
Emergency Medical Care Commission	Health Services Agency	Sr Pub Health Manager	13	9	145	\$10,000	State mandated. Commission has discussed meeting less frequently.
Environmental Health Appeals Commission	Health Services (Environmental Health)	Env Health Manager	3	As needed	As needed		Possible consolidation with Haz Appeals Commission.
Equal Employment Opportunity Commission	Personnel	EEO Officer	10	4	5	\$2,052	
Fire Department Advisory Commission	General Services (CAL FIRE)	Co fire staff, Emerg Srvc Mgr, analyst	10	6	30	\$4,898	Costs included in CAL FIRE/County Fire contract at no cost to General Fund.

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Fish and Game Advisory Commission	Health Services (Environmental Health)	Resource Planner III, IV	10	10	15	\$23,500	
Hazardous Materials Advisory Commission	Health Services (Environmental Health)	Haz Materials Prog Mgr	11	6	9	\$3,250	Recommend review of meeting frequency.
Hazardous Materials Appeals Commission	Health Services (Environmental Health)	Haz Materials Prog Mgr	3	As needed	As needed		Recommend review and possible consolidation.
Historic Resources Commission	Planning	Planner II	5	4	3	\$4,000	Meets quarterly, more as needed.
Housing Advisory Commission	Planning	Sr. Dept Analyst	10	13	6	\$14,430	Recommend review of meeting frequency
Human Services Commission	Human Services Department	Sr. Analyst, Div Secretary	10	6	10	\$8,239	Recommend review of meeting frequency
In-Home Supportive Services Advisory Commission	Human Services Department	Sr Analyst, Typist Clerk II	11	11	12	\$8,410	State mandate
Integrated Waste Management Local Task Force	Public Works	Sr Civil Engineer, Dept Analyst	9	5	6	\$4,600	

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Juvenile Justice/Delinquency Prev Commission	Probation	Chief Prob Officer, Div Director, TC	15	12	14	\$5,295	
Latino Affairs Commission	Personnel	Sr Pers Analyst	9	6	6	\$4,140	
Long Term Care Interagency Commission	Human Services Department	Sr. Analyst, Div Secretary	15	6	5	\$3,111	Consider consolidation with other commissions
Mental Health Advisory Board	Health Services Agency	Mental Health Director, Admin Aide	11	11	20	\$10,000	Consider reducing frequency of meetings
Mobilehome Commission	County Counsel	Paralegal, Attorney	7	11	36	\$26,686	Costs reimbursed from Mobile Home Space Fees
Parks and Recreation Commission	Parks, Open Space and Cultural Services	Director, Sec, Planner	5	10	26	\$17,063	
Planning Commission	Planning	Princ Planner	5	13	10	\$25,000	State Mandate. Staffing costs fully recovered
Public Health Commission	Health Services Agency	Sr. Health Svcs Mgr, Admin Aide	5	4	3	\$3,500	Quorum difficulties. Consider consolidation

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Seniors Commission	Personnel	Commissions Coordinator	10	6	5	\$3,240	
Soquel Village Parking and Business Improvement Area Advisory Board	Redevelopment	Agency Admin, Asst Analyst, Sec	5	5	4	\$2,400	
Treasury Oversight Commission	Treasurer-Tax Collector	Treasurer-Tax Coll, Invest Off	5	4	5	\$2,800	
Water Advisory Commission	Health Services (Environmental Health)	Geologist/ Hydrologist, Div Director	7	10	17	\$30,000	
Women's Commission	Personnel	Commissions Coordinator	10	11	43	\$28,047	
Workforce Investment Board	Human Services Department	Sr. Analyst, Typist Clerk III	39	15	132	\$18,302	Federal mandate. Has reduced number of meetings in response to cut backs
The Board of Supervisors also makes appointments to the First 5 Commission and to the Managed Medical Care Commission. Because they are not staffed by County departments, they are not included in this discussion.							