

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

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

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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.

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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.

Attachment 1

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.

Attachment 2

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

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County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

ATTACHMENT 2

June 3, 2010

AGENDA: June 15, 2010

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

County Advisory Bodies

Dear Members of the Board:

On September 15, 2009, your Board received a report on County advisory bodies with information on staffing and meeting frequency. In that letter, your Board directed each department to work with their assigned advisory bodies to consider whether they could meet their responsibilities with fewer scheduled meetings each year and directed this office to provide a report in conjunction with the 2010-11 Budget Hearings with recommendations for possible consolidations or elimination of discretionary advisory bodies. Your Board also included several specific directions to consider the elimination or consolidation of some advisory groups.

The purpose of this letter is to respond to your Board's direction and to present the following recommendations:

- that all mandated advisory bodies reduce the number of their regularly scheduled meetings to the fewest possible that will enable them to meet their mandated responsibilities;
- that all discretionary advisory bodies revise their 2010-11 calendars to schedule no more than four regular meetings during the year and cancel any meetings that otherwise would be scheduled;
- that all advisory bodies follow an approved "action minutes" format, consistent with the format followed by your Board;
- that the functional responsibilities of the Hazardous Materials Appeals Commission and the Environmental Health Appeals Commission be consolidated;
- that the Long Term Care Interagency Commission be eliminated and its responsibilities redistributed to the In Home Supportive Services Advisory Commission and the Seniors Commission, and
- that the Public Health Commission be eliminated and its responsibilities redistributed to other related advisory bodies, such as the Emergency Medical Care Commission and the Health Improvement Partnership.

The County's 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 oversight regarding service delivery, and provide neutral evaluation of various appeals.

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County Advisory Bodies
2010-11 Supplemental Recommendations

Unfortunately, as your Board is aware, the County is facing its second budget year of unprecedented difficulty. In order to respond to significant reductions in general purpose revenues, the County has made significant reductions in its workforce over the last three years. In 2007-08, the County workforce included a total of 2,705.2 positions. The 2010-11 Proposed Budget recommends a total of 2,152.35 funded positions, a 20% reduction totaling 552.85 positions. In the face of these reductions, each County department has evaluated their operations so as to determine which are mandatory, which are essential, and which are discretionary. Discretionary services have been significantly reduced or eliminated in order to continue providing those services which are mandated or essential. The County's fiscal constraints necessitate similar reductions in the support of County advisory bodies.

It should be noted that, although these recommendations are made in response to the County's fiscal constraints, there is no expectation that these recommendations will result in reduced County expenditures. The purpose of these recommendations is rather to reduce the staff time spent supporting the advisory bodies to enable departments to deploy staff resources to mandated and essential responsibilities.

Mandated Advisory Bodies: The County's advisory bodies are mandated by state or federal regulations. It is recommended that your Board instruct all mandated advisory bodies to reduce the number of their regularly scheduled meetings to the fewest possible that will enable them to meet their mandated responsibilities.

Discretionary Advisory Bodies: The County's discretionary advisory bodies are those that are not mandated by either state or federal regulations. It is recommended that your Board instruct the discretionary advisory bodies to revise their 2010-11 calendars to schedule quarterly regular meetings during the year and cancel any meetings that otherwise would be scheduled. Advisory bodies will continue to be able to schedule special meetings on an as needed basis. With this action, it will not be necessary for the advisory bodies to revise their bylaws and submit them for your Board's approval. This will also allow the advisory bodies to return to their normal schedules at a point in the future when the County will be able to support increased meetings.

When your Board considered advisory bodies in September 2009, departments were directed to work with their advisory bodies to consider whether they could meet their responsibilities with fewer scheduled meetings each year. Departments reported a wide range of responses from their advisory bodies. Some decided at that time to reduce their scheduled meetings, to cancel meetings which had no action items on the agendas, or to distribute agendas and materials electronically. Other advisory bodies recommended against reducing the number of meetings held each year.

While we greatly appreciate their commitment to their tasks and responsibilities, we believe that it is necessary for the advisory bodies to share in the painful reductions that are being required from all County departments and contractors. We trust that each advisory body will respond to your Board's instruction with the same dedication and perseverance that departments are exhibiting and will evaluate their goals and objectives in order to prioritize their activities toward those that can be completed within a reduced time frame.

Action Minutes: It is recommended your Board direct all advisory bodies to follow an approved "action minutes" format. This format would provide uniformity in practice and avoid unnecessary staff time spent in paraphrasing discussions or clarifying what was said when approving the minutes of prior meetings. As is the case with your Board's records, minutes should be a record

of what was done at the meeting, rather than what was said at the meeting. Discussions, motions that were withdrawn, and lists of person attending the meeting would not be included in the minutes.

Action minutes would be structured as follows:

Model Action Minutes

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

Hazardous Materials Appeals Commission: This commission was established to hear written appeals related to the denial of permits for storage of hazardous materials. However, no appeals have been filed for at least ten years. The Health Services Agency's Environmental Health Division recommends that the functional responsibilities of the Hazardous Materials Appeals Commission be consolidated with the Environmental Health Appeals Commission.

Long Term Care Interagency Commission: The original state mandate for Long Term Care Interagency Commission (LTCIC) has been eliminated, and the commission currently functions as an interagency networking group. On April 16, 2010, the chairpersons of the Long Term Care Interagency Commission and Seniors Commission met with respective staff persons and department heads regarding the possibility of consolidation. A proposal to join efforts was developed. The proposal was presented at April meeting of the Seniors Commission and was approved. The proposal then was presented at the May meeting of the LTCIC and it was not accepted by the majority. The resulting recommendation from the LTCIC was to allow the Board of Supervisors to disband the Commission. The Human Services Department recommends that the Long Term Care Interagency Commission be eliminated.

Public Health Commission: For the last several years, attendance has been poor and the commission rarely met the standard for a quorum. In September 2009, the Chief of Public Health discussed with three of the remaining members of the Commission the possibility of eliminating the Public Health Commission. Each one was in agreement with the action, and the commission has not met since this determination. The Health Services Agency recommends that the Public Health Commission be eliminated and that the Board consult with the Emergency Medical Care Commission and the Santa Cruz Health Improvement Partnership on public health issues.

This office and County departments continue 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. We appreciate the assistance of your Board's appointees in joining with County departments and contractors to address the County's fiscal constraints.

County Advisory Bodies
2010-11 Supplemental Recommendations

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD:

1. Direct all mandated advisory bodies to reduce the number of their regularly scheduled meetings to the fewest possible that will enable them to meet their mandated responsibilities;
2. Direct all discretionary advisory bodies to revise their 2010-11 calendars to schedule no more than four regular meetings during the year and cancel any meetings that otherwise would be scheduled;
3. Direct all advisory bodies to follow an approved "action minutes" format;
4. Direct the Health Services Agency to return on August 3, 2010 with any required changes to the County Code to eliminate the Public Health Commission and to consolidate the functional responsibilities of the Hazardous Materials Appeals Commission and the Environmental Health Appeals Commission;
5. Direct the Human Resources Department to return on August 3, 2010 with any required changes to the County Code to eliminate the Long Term Care Interagency Commission.

Very truly yours,


Susan A. Mauriello
County Administrative Officer

Distribution: Each Department Head
Each County Advisory Body

2010-11 HAC Proposed Meeting Schedule

**All meetings shall be 3:30-5:00 pm
at Aptos-La Selva Fire Protection District
6934 Soquel Drive, Aptos, CA 95003
unless noted in Agenda**

September 21, 2010

~~October 6, 2010~~

November 3, 2010

~~December 1, 2010~~

January 5, 2011

March 2, 2011

May 4, 2011

July 6, 2011

September 7, 2011

November 2, 2011