

**Contra Costa County Board of Supervisors
Advisory Body
Triennial Review**

Contact Information

Name of Advisory Body (i.e. Committee, Commission, Council, or Board)
Agricultural Task Force Committee

Name of Person Completing the Triennial Review Survey
Matthew Slattengren

Chairperson Name
N/A

Staff Name
N/A

Staff Agency/Department
Department of Agriculture

Staff Telephone Number
(925) 608-6600

Staff Email
AGCommissioner@ag.cccounty.us

Advisory Body Website Address (write "n/a" if the advisory body does not have a website)
N/A

Membership

How many advisory body members were appointed during the last 36 months?
0

How many advisory body members resigned during the last 36 months?
0

Has the advisory body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty with recruitment and retention)?
Yes

If "Yes", please describe the membership challenges experienced.
Advisory body was never formed

Are there special qualifications, requirements or prerequisites for members to serve on the advisory body?

No

If "Yes", explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

[Click here to enter text.](#)

Does the advisory body have a sufficient number of members to achieve its mission?

No

If "No", Do you recommend an adjustment to the number of advisory body seats (an increase, decrease, or other restructuring)?

No

If "Yes", please indicate which seats you would modify, and why.

[Click here to enter text.](#)

Meetings

How many advisory body meetings were scheduled during the last 36 months?

0

During the last 36 months, how many advisory body meetings were held?

0

How many advisory body meetings were cancelled during the last 36 months?

0

How many advisory body meetings were cancelled during the last 36 months *specifically due to lack of quorum*?

0

Community Information, Outreach, and Meeting Notices

How does the advisory body engage stakeholders and the general public on issues and programs within the body's area of responsibility?

No

How are stakeholder and public input incorporated into the advisory body's mission and objectives?

Provides a forum to support the exchange of ideas

What outreach efforts are undertaken to encourage public participation in advisory body meetings and sponsored activities?

N/A

How far in advance of the meeting date does the advisory body post its meeting notice?

N/A

Where are meeting notices posted (please note all locations, both physical and electronic)?
N/A

What information is regularly presented to the advisory body members to keep them informed of the body's performance?
N/A

Mission and Purpose

What is the original purpose and responsibility of the advisory body?
Advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County.

Have there been major changes to the advisory body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
Yes

If "Yes", please describe these changes.

The Advisory body was originally created many years ago, but had no meetings, and no action in many years. In 2016 it was revitalized and changed with new By-Laws and new rules on who shall be part of the group.

What target population or priority communities are served by the advisory body?
Agricultural and ranching communities

List activities, services, programs, and/or special projects the advisory body delivers to achieve its current mission.
N/A

Are the advisory body bylaws reflective of the body's current mission, purpose, and focus?
Yes

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.

[Click here to enter text.](#)

Do you recommend changes to the advisory body's mission, purpose, or focus?
No

If "Yes", explain the changes you would suggest.

[Click here to enter text.](#)

Budget (if applicable)

Does the advisory body have an annual operating budget or partner directly with a County department or private organization that provides, holds, and/or disburses funds on behalf of the advisory body?

No

➡ If “No”, please proceed to the next section, “Challenges.”

If “Yes”, please complete the questions below.

Is the advisory body affiliated with a non-profit agency or organization?

[Choose an item.](#)

If “Yes”, what is the name of the affiliated non-profit agency or organization (examples may include a Friends Committee, Booster Club, or other similar organization)?

[Click here to enter text.](#)

Are there written documents that outline the relationship between the advisory board and the fundraising entity?

[Choose an item.](#)

If “Yes”, please link or attach any governing documents that describe the relationship between the entities and how they are governed.

[Click here to enter text.](#)

Please provide the advisory body’s sources of revenue (if any) for the past 36 months. Rounded figures can be used. Please use additional sheets or documents if necessary.

Revenue Sources

Source	Amount (\$)
Total	

Provide a summary of the committee's actual or estimated expenditures for the past 36 months. Please use additional sheets or documents if necessary.

Expenditures by Category

Category	Amount (\$)
Total	

Challenges

Are there any additional challenges or problems that the advisory body wishes to bring to the attention of CAO and/or the Board of Supervisors, or that the advisory body has been unable to resolve?

Choose an item.

Provide a description of the challenge or concern.

Advisory body has never been formed in the new 2016 incarnation, and no indication has been given if there is current need or desire to try to form the advisory body again.

December 2016 there was a Consent item 106 on December 20, 2016 called "Allocation of Funds from the Livable Communities Trust to Develop Recommendations on Agricultural Land Use Policy" that requires Department of Conservation and Development to consult with the Agricultural Task Force to promote and incentivize Agriculture in Contra Costa County.

Who is affected by this challenge or problem?

The Agricultural Task Force, and potentially Contra Costa County Agriculture Industry.

What changes or other recommendations has the committee considered in response?

N/A

Accomplishments and Impact

Describe the specific impact the work of the advisory body has made in achieving its mission.

N/A

Describe any effects the advisory body has had on the target population or community.

N/A

Additional comments on the accomplishments and impact of the advisory body (optional)

You may use this space to share additional comments about the work of the advisory body, its effectiveness, the services it provides, or any other related achievements.

N/A

Required Materials (Attach or Provide Links)

- Agendas from the last 12 meetings
 - ☐ Attached; *or*
 - ☐ Link to Agendas from last 12 meetings:
- Minutes (or records of action) from the last 12 meetings
 - ☐ Attached; *or*
 - ☐ Link to Minutes from last 12 meetings:
- Bylaws currently in effect
 - ☐ Attached; *or*
 - ☐ Link to current bylaws:
- Annual Report (submitted to the Board of Supervisors)
 - ☐ Attached; *or*
 - ☐ Link to most recent Annual Report:

Required signatures

(1) Chairperson of your advisory body:

x

NA

(please print name):

NA

(2) County Staff or Liaison who coordinated survey:

x

Matthew Slattengren

(please print name):

Matthew Slattengren

Please direct completed forms and any questions to:

Emlyn Struthers
Management Analyst for the Clerk of the Board
Emlyn.Struthers@cob.cccounty.us
Phone: (925) 335-1919

Thank you for your cooperation!