



Contra
Costa
County

To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: March 21, 2017

Subject: Advisory Body Triennial Review - Phase II Report and Recommendations

RECOMMENDATION(S):

1. ACCEPT the Phase II Triennial Advisory Body Review report, attached, as prepared by the County Administrator's Office.
2. DIRECT staff to report back by May 2017 with a plan to increase outreach for filling vacant Board committee and commission seats that includes working with each Board office to advertise District seat openings with a goal of encouraging diverse representation on these bodies.
3. REQUEST the First Five Commission update its by-laws and make a recommendation regarding the number of designated alternates.
4. DIRECT the Equal Employment Opportunity Officer to work with the Advisory Council on Equal Employment Opportunity to update its by-laws to redefine its mission.
5. DIRECT staff to report back to the IOC by July 2017 with a more detailed assessment

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/21/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor

Diane Burgis, District III
Supervisor

Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 21, 2017

, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea (925)
335-1077

of the status of Municipal Advisory Councils (MACs) including by-laws and annual reports, and to provide refresher training to employees staffing the MACs as well as County Service Areas on administrative procedures.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and advisory. The Board approved Resolution Nos. 2012/497 and 2012/498, which formalized a "triennial sunset review process" of these bodies so that a third of these bodies are reviewed annually. The Board approved Phase I of this review on December 5, 2016.

The Internal Operations Committee reviewed and discusses the Phase II findings and recommendations prepared by Chief Assistant County Administrator Allison Picard, who presented the report at the IOC's regular meeting of March 13, 2017. The IOC concurs with the staff recommendations, which are forwarded to the Board today for consideration along with the staff report, attached hereto. Following is a summary of the recommendations:

IHSS Public Authority Advisory Cte	No follow-up actions are recommended.
County Planning Commission	No follow-up actions are recommended.
First 5 Children & Families Commission	Recommendation to update by-laws and develop a recommendation regarding the number of alternate members.
Local Planning and Adv Council for Early Care and Education	No follow-up actions are recommended.
Mental Health Commission	No follow-up actions are recommended.
Equal Employment Opportunity Adv Council	Recommendation to update by-laws and clarify mission.
Family & Children's Trust Committee	No follow-up actions are recommended.
Council on Homelessness	No follow-up actions are recommended.
Municipal Advisory Councils	Recommendation for staff to report back in July and to provide refresher training on administrative and fiscal policies and procedures.

County Service Areas	Recommendation for staff to report back in July and to provide refresher training on administrative and fiscal policies and procedures.
----------------------	-----------------------------------------------------------------------------------------------------------------------------------------

<u>ATTACHMENTS</u>

Phase II Triennial Advisory Body Review - Report and Recommendations
